

UNDERTAKING FROM RETIRED GOVERNMENT EMPLOYEES FOR WITHHOLDING 50% OF GRATUITY PENDING VACATION OF GOVERNMENT ACCOMMODATION ACCORDING TO G.A. & P.G. (Rent) DEPARTMENT CIRCULAR No. 3266 Dated 27.08.2020.

I, Sri/ Smt. / Kumari aged
years, S/o / W/o / D/o Shri..... resident of village
.....P.O P.S Tahasil
..... in the district of retired as..... in the
Deptt./ Office..... Bhubaneswar/ Cuttack.

01. That, I retired from Government service with effect from on superannuation/ Voluntary retirement/ Retirement on invalid grounds and I am in occupation of Government Quarters bearing No Type..... Road No..... Unit..... Bhubaneswar / Cuttack (under the administrative control of G.A. & P.G. Department).
02. That, I intend to retain the said Government accommodation for a period of _____ months (Not more than **04** months) from..... to on payment of Flat Licence Fee in pursuance of Rule, 107-A of Orissa Service Code read with G.A. & P.G. (Rent) Department circular No. 3266 Dated 27.08.2020. I am executing necessary undertaking with payment of advance rent for _____ months with the Rent Officer, G.A. & P.G. (Rent) Department separately for retention of quarters.
03. That, I do hereby authorise you that 50% of my gratuity may be withheld till vacation of the Government accommodation and the arrear licence fee or damages, if any, caused by unauthorized occupation of Government accommodation beyond the maximum permissible period of **four** months may be adjusted from the gratuity amount so withheld and balance, if any, may be refunded to me.

Submitted in duplicate for necessary action.

**Signature in full
With Address**

Memo No...../

Dated.....

(To be recorded by the Pension Sanctioning Authority)

One copy forwarded to the Rent Officer, G.A. & P.G. (Rent) Department for necessary action.

**Signature & seal of the
Pension Sanction Authority**