==

No.AD-EST-PVT-QRS-X-1/16/**2090**   Date:**05.09.2017**

C I R C U L A R

In accordance with the decision taken by Chairman, PPT as well as in the Standing Committee meeting held on 01.09.2017, the following instructions are issued.

1.   Each department has to prepare / maintain the quarter allotment pending list, on receipt of applications from the outsiders for allotment of Port quarters without sending the same to Estate.

2.   Concerned HOD has to suggest category and numbers of quarters to be allotted in favour of their department, in the Committee meeting based on the existing occupation list and also considering the importance of the applications.

3.   Estate Wing will only supply the list of vacant quarters to the Committee and the Committee will decide percentage of quarters / quarter number to be allotted in favour of respective Department. The quarter number to be allotted to each department will be decided through lottery basis only.

4.   Concerned HOD will give the allotment of Qr. No. with name of the firms to Estate Wing within seven days from the date of Standing Committee meeting, so that, demand note & allotment order shall be issued by Estate Wing, PPT.

5.   These instructions will come into force with immediate effect.

                                                                        Sd/-
                                                                    Secretary
                                                                Paradip Port Trust

Copy to:-

1.   All HODs (except Secretary), PPT for kind information with a request to widely circulate among all concern (other than Port employees) relating to their respective departments.
2.   The Sr. Deputy Secretary, PPT for kind information and necessary action.
3.   The Dy. Director, EDP Cell, PPT for kind information with a request to hoist this Circular in the Port website.
4   The Public Relations Officer, PPT for kind information with a request to publish this Circular in the ensuing Port gazette and send two copies for reference.
5.   PA to Dy. Chairman, PPT for kind information of the Dy. Chairman, PPT.
6.   P.S. to Chairman, PPT for kind information of the Chairman, PPT.
7   Office order guard file for records.