



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,

Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Website : <https://www.cife.edu.in>

F. No. 23(1)/2026/Estt. /

Date: 12 Oct, 2026

OFFICE ORDER

The Director, ICAR-Central Institute of Fisheries Education, Mumbai has allotted **Type-II Quarter No. 31 Third Floor, ICAR-CIRCOT Quarters, Krishna Bldg, J.K. Sawant Marg, Mahim, Mumbai 400016** to **Ms. Ujjwala Vinod Tiwari, LDC, ICAR - CIFE, Mumbai** on the following terms & conditions mentioned here under:

1. That the license fee shall be recoverable from her salary under F.R. 45-A with effect from the actual date of occupation of the flat.
2. That she should furnish a declaration in the prescribed form that she owns/ does not own a house in the District of Mumbai either in her name or any of her dependent family members.
3. That she should submit the Annexure I and Annexure II enclosed with this office order.
4. The recovery of license fee shall be made as per revised rates issued by the Govt. of India, Ministry of Urban Development & Poverty Alleviation, Directorate of Estates, New Delhi vide Office Memorandum No. 18011/2/2015-Pol.III dated 29th June, 2020 and No. 18011/2/2015-Pol.III dated 17th July, 2026 from the date of occupation of the said quarter. She is not eligible for the payment of HRA.
5. The recovery of license fee for the officers owning houses at/ near stations of their posting will be charged at the enhanced rates as per the ICAR orders issued from time to time.
6. She should also abide by all relevant rules and orders as modified from time to time by the CIRCOT/CIFE/ ICAR.
7. Electricity consumption charges should be paid by her to electricity department regularly. Water charges will be recovered from her salary.
8. That the allotment of the Quarter No. 31 will stand cancelled, if its acceptance is not received within eight days from the receipt of this Office Order of authorization will debar the allottee to apply for a period of three months from the date of non-acceptance subject to payment of one month's normal license fee.

(Ashish Chobey)
Senior Administrative Officer

Encl: As above

Distribution:

1. Ms. Ujjwala Vinod Tiwari, LDC, ICAR – CIFE, Mumbai.
2. PPS to Director, CIFE, Mumbai.
3. JD (Admn), ICAR-CIFE, Mumbai.
4. The Estate Officer, CIFE, Mumbai.
5. Officer Incharge (Works), CIFE, Mumbai.
6. CFAO/ SAOs/ F&AO/ AFAO, CIFE, Mumbai.
7. Chairman, Quarter allotment Committee. ICAR-CIFE, Mumbai.
8. DDO, CIFE, Mumbai. Recovery of License Fee may be deducted from her salary with effect from the date of occupation intimated by her.
9. Secretary, IJSC, CIFE, Mumbai.
10. webmaster@cife.edu.in.
11. Personal File/ Service Book/ Dealing Assistant.
12. Guard File

Annexure I

भा.कृ.अनु.प. – केन्द्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान
ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(भारतीय कृषि अनुसंधान संस्थान)
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)
एडनवाला रोड, मादुंगा, मुंबई 400 019

UNDERTAKING

1. मैंने क्वार्टर आबंटन नियम और शर्तों को पढ़ लिया है इससे मैं सहमत हूँ, यदि इसके तत्पश्चात सुधारित नियमों से भी रहूंगा।

I have read the terms and conditions of the allotment rules and agree to abide by them and subsequent amendments thereof, if any.

2. मैं सरकारी आवास आबंटन के नियमों का पालन करने के लिए सहमत हूँ, तत्पश्चात समय समय पर आबंटन सुधारित नियमों से भी रहूंगा।

I agree to abide by the Allotment of Government Residence rules, as amended from time to time or relevant allotment rules as applicable.

3. यदि आश्रित परिवार के सदस्यों के अलावा किसी अन्य व्यक्ति को स्थायी आधार पर मेरे साथ रहने के लिए पाया गया तो आवश्यक प्रशासनिक कार्रवाई मेरे खिलाफ की जा सकती है और मेरा आवास आबंटन तत्काल प्रभाव से रद्द किया जा सकता है।

If other than dependent family members, any other person is found to be residing with me on permanent basis, then necessary official action may be taken against me and my Quarters Allotment may be cancelled with immediate effect.

4. मैं सरकारी आवास आबंटन के नियमों का पालन करने के लिए सहमत हूँ, तत्पश्चात समय समय पर आबंटन सुधारित नियमों से भी रहूंगा। यदि संस्थान की ओर से 2 महीने के नोटिस पीरियड के दौरान उक्त क्वार्टर की मांग की जाएगी, तो मैं सरकारी आवास खाली कर दूंगा।

I agree to abide by the Allotment of Government Residence rules, as amended from time to time or relevant allotment rules as applicable. I will vacate the Quarter when the demand for the said quarter arise from the ICAR-CIRCOT within the notice period of 2 months.

5. मैंने पूरी तरह से तत्संबंधी मेरे द्वारा उपलब्ध कराई गई जानकारी की अंशरटेकींग पर हस्ताक्षर किए हैं, अतः इस में दी गई जानकारी सत्य है।

I have signed this undertaking after fully undertaking the contents thereof and the information provided by me is true in all aspects.

कर्मचारी के हस्ताक्षर :

Employee Sign :

Annexure II

भा.कृ.अनु.प. - केंद्रीय कपास प्रौद्योगिकी अनुसंधान संस्थान
 ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
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आश्रित परिवार के सदस्यों का विवरण

अनु क्र.	उसके परिवार के सदस्यों का नाम जो उसके साथ कर्मचारी आवास में रहते हैं।	लिंग	उम्र	आबंटी के साथ संबंध	व्यवसाय	आय (प्रती वार्षिक)

नोट : सभी सदस्यों के आधार कार्ड की प्रत इस फार्म के साथ संलग्न करना अनिवार्य है।

आबंटी का हस्ताक्षर :

नाम :

आवास क्र :

स्थान :