

केन्द्रीय चर्म अनुसंधान संस्थान
CENTRAL LEATHER RESEARCH INSTITUTE
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद Council of Scientific & Industrial Research
अडयार, चेन्नई Adyar, Chennai-600 020

No.1(32)/GPA/General-2026

दिनांक Date: 05.12.2025

परिपत्र CIRCULAR

Sub: Allotment of CLRI Staff Quarters under General Pool Accommodation - Inviting ONLINE applications to prepare Priority Lists for the Allotment Year 2026-reg.

ONLINE Application is invited from the employees of CSIR-Central Leather Research Institute (CLRI), CSIR-Structural Engineering Research Centre (SERC) and CSIR-CSIR Madras Complex (CMC) to prepare and draw priority lists for allotment of Staff Quarters under the General Pool Accommodation for the Allotment Year 2026. The link for applying staff quarters is <https://qtrapp.clri.org/>

2. (A) In terms of Rule 3.1 of CSIR (Residence Allotment) Rules, 2022, the Classification of CSIR Residence and the level in the pay matrix for entitlement thereof is as under:

Type of Residences	Level in the Pay matrix for entitlement
I	1
II	2,3,4,5
III	6,7,8
IV	9,10,11
V	12,13,13A,
VI	14 & 15 (index 1-4)

(B) Revised eligibility criteria for **SCIENTIST APARTMENT** under Rule 3.2 and 3.2.1 of CSIR (Residence Allotment) Rules 2022 and entitlement is as under:

Type	Entitlement
(i) Three room Scientist Apartment	<p>Rule 3.2: Scientists in Group IV in Level 11 in Pay Matrix and above.</p> <p>Rule 3.2.1: If the Scientists in Group IV including other entitled category as mentioned in Rule 3.2 above are either not available or are not willing to avail allotment, the apartment may be allotted to the following categories of employees in terms of Rule 2.0(n)(i)(d):</p> <p>a) Technical Officers in Group III in Level 7 in Pay Matrix and above.</p> <p>b) Officers of the level of Section Officers and above from nontechnical Cadre.</p>

Explanation: Scientists in Group IV drawing Pay in Level 10 in Pay Matrix may be considered for allotment of double/three room Scientist Apartment if Scientists drawing pay in Level 11 in Pay Matrix and above have not applied for allotment.

3. In terms of Rule 2.0(n)(i) of CSIR (RA) Rules, 2022, the "Priority Date of an employee in relation to a type of residence to which he/she is eligible under the provisions of Rule 3.1 will be as follows:
 - (a) The eligibility of an officer for allotment of council accommodation shall be determined as per the Level in the Pay Matrix of such officer in his/her present post held in the Council,
 - (b) The date of priority in respect of lower type accommodation i.e. Type-I to Type-IV shall be the date of joining in the service of the Council or Government of India, as the case may be,
 - (c) The date of priority in respect of the higher accommodation i.e. Type-V & above shall be determined on the basis of date from which the applicant has been continuously eligible for the type of accommodation as per level of the applicant in the pay matrix. The inter-seniority for the higher type accommodation shall be considered on the basis of following factors, namely:
 - I. Where the Priority date of two or more applicants is the same, the applicant having a higher level in the pay matrix shall be senior in the waiting list;
 - II. Where the Priority date and level in pay matrix of two or more applicants is the same, the applicants having a higher level pay in the level shall be senior in the waiting list;
 - III. Where the date of priority, level in the pay matrix and pay in the level of two or more applicants are the same, the applicant who has joined the Council service earlier shall be senior in the waiting list, and
 - IV. Where the date of priority, level in the matrix, pay in the level and date of joining the council service of two or more applicants is the same, the applicant retiring earlier shall be accorded priority over the applicant retiring later.
 - (d) The Priority date of employees in relation to a type of residence to which he/she is eligible under the provision of Rule 3.2 and 3.3 means the earliest date from which he/she has been continuously drawing pay in the Level in the Pay Matrix relevant to a particular type in Council or on foreign service.
 - (e) The priority date in case of Canteen employees for determining their entitlement for Council accommodation shall be counted from 26.09.1983 or the date of joining Canteen service whichever is later.

4. **TIME-SCHEDULE** for submission, finalization and notification of the priority list is as follows:

a)	Opening of ONLINE application form	05.12.2025
b)	Last date of receiving the applications duly endorsed by the respective Sr. COA/COA/AO of CLRI, SERC & CMC	15.12.2025
c)	Release of tentative priority list	19.12.2025
d)	Last date of receipt of representation against the tentative priority list, if any,	26.12.2025
e)	Notification of final priority list after recommendation of the Allotment Committee	01.01.2026

5. **It may please be noted that applications received beyond 15.12.2025 will not be entertained.**
6. **The new list will be valid up to 31.12.2026.**
7. Staff members who belong to SC/ST Community may indicate the fact in the application form. Schedule Caste / Schedule Tribe employees who are already in occupation of General Pool Accommodation will not be entitled to be considered for allotment of higher types from the reserved quota.
8. In respect of Staff members, who are on tour / leave within the Country, or on deputation abroad, their respective Heads of Divisions concerned may bring the contents of the CIRCULAR to their notice.
9. As per Rule 3.4, The Scientist Apartments are transit accommodation only, the names of the allottees of these apartments shall be automatically put on the priority list of the entitled type of residences for allotment. Their names shall be put on the relevant priority list irrespective of the fact whether or not such allottees have applied for allotment of entitled type.
10. As per Rule 3.5, If on allotment of the entitled type of residence, the employee fails to vacate the Scientist Apartment and/or take possession of the allotted residence he/she shall be liable to pay damages for the Scientist Apartment in his/her occupation from the date of such failure till the Scientist Apartment remains in his/her possession.
11. The applications, which are incomplete, and / or not endorsed by respective administrative authorities is likely to be rejected summarily.
12. It is informed that the first page of the application is prefilled with basic information about the employee, provided by the administration of respective Institutes viz., CLRI, SERC & CMC. In case of any discrepancy in the basic information, the same may be indicated in the print out of the application form by the employee and submitted to the COA of the respective institutes. The Sr. COA/COA/AO of respective institutes may forward the application form along with the corrected data to the Senior Controller of Administration Sr.CO.A, CLRI (at email coa.clri@csir.res.in) for effecting changes in the basic data.

13. Rule 7.1 & 7.2 of CSIR Residence Allotment Rules apply to the employees who own a house within the municipal limits or within a radius of 8 Kms. of the Lab./Instt, whichever is more.
14. Provisions contained in CSIR Residence Allotment Rules 2022 amended from time to time is applicable for consideration and allotment of Staff Quarters.
15. In case of any difficulty in applying online application, employee may contact soeiv.clri@csir.res.in



(KM Sridhar)

Senior Controller of Administration

To

All the employees of CLRI, SERC & CMC, Chennai – through Intranet and Website.

Copy to

1. PA to Director, CLRI
2. Director, SERC and Co-ordinating Director, CMC
3. PA to Sr.CoA, CLRI
4. AO, SERC
5. AO, CMC
6. Chairman, House Allotment Committee
7. Head, ITD, CLRI - with a request to post this Circular in the CLRI Website