

आई.सी.एम.आर - राष्ट्रीय प्रजनन एवं बाल स्वास्थ्य अनुसंधान संस्थान
ICMR-National Institute for Research in Reproductive and Child Health
(भारतीय आयुर्विज्ञान अनुसंधान परिषद)/ (Indian Council of Medical Research)
जे. एम. पथ परेल, मुंबई – 400012/ J. M. Street, Parel, Mumbai 400 012

Ref. No. Gen/1/2021-22

Date: 13.03.2026

परिपत्रक/ CIRCULAR

Subject: Inviting Applications for Allotment of Proposed Mumbai Port Authority (MBPA) Staff Quarters situated at Cotton Green, Mumbai

As you all are aware that we currently do not have sufficient number of staff quarters available for allotment to our staff. To address this situation, we approached other Central Government offices for possible accommodation support. In response, the Mumbai Port Authority (MBPA) has expressed willingness to allot their staff quarters (Area: approx. 280 sqft/ 1 RK) to our institute staff - initially for 11 months, with the option to extend for four additional terms.

Therefore, applications are invited from all the permanent staff who are interested in availing this facility and ready to bear the following charges/ conditions are requested to submit their application in the **attached format along with covering letter forwarded through their HoDs to the Directors Office latest by 17th March 2026** without fail. **Preference will be given to those who are living in Dahisar Staff Quarters.**

TERMS & CONDITIONS

Charges payable by the occupants:

- House Rent Allowance (HRA)
- Two times the license fee
- 2% service charges
- 18% GST
- Any other charges as prescribed by the Mumbai Port Trust

Condition of premises:

The Mumbai Port Authority is handing over the staff quarters "as is where is". No additional internal work will be undertaken by the institute except minor connection work.

Maintenance responsibility:

After allotment, office will not carry out any repair or maintenance work in these quarters, as the buildings belongs to the Mumbai Port Authority. Occupants will be required to make their own arrangements for repairs and upkeep.

Role of Office:

The office will facilitate only the allotment process of staff quarters based on applications received. All other responsibilities, including maintenance, will rest with the occupants. The office will deduct the above charges from the occupants and will send to Mumbai Port Authority.

Please note that only those willing to occupy these flats for 11 months or longer shall apply. Those interested in having short-term arrangements are not eligible.

Regards,

Sd/-

Mr. Prasanna Chavan

Section Officer

Copy to:

1. PS to Director, ICMR-NIRRH, Mumbai
2. Sr. Administrative Officer, ICMR-NIRRH, Mumbai

**SUBMISSION OF INTEREST FOR ALLOTMENT OF MUMBAI PORT AUTHORITY
STAFF QUARTERS**

Date:

1. Personal Details

- Name: _____
- Designation: _____
- Department / Section: _____
- Employee ID No.: _____
- Contact No.: _____
- Email ID: _____

2. Number of family members & their relation to the occupant:

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3. Declaration of Acceptance of Charges

I hereby declare that I am willing to stay in the Mumbai Port Authority staff quarters at Cotton Green, Mumbai and I agree to pay the following charges as applicable:

- **House Rent Allowance (HRA)**
- **Two times the license fee**
- **2% service charges**
- **18% GST**
- **Any other charges as prescribed by the Mumbai Port Authority**

4. Undertaking

I understand and accept that:

- The quarters are being handed over on an “**as is where is**” basis.
- **ICMR-NIRRCH will not be able to undertake any major repair or maintenance work** in these quarters as these quarters belongs to Mumbai Port Authority.
- I will make my own arrangements for repairs, upkeep and maintenance.
- The role of the office is limited to facilitating the allotment process only.
- The office will deduct the above mentioned charges as mentioned in point no. 3 from my salary and send to Mumbai Port Authority.

Signature of Applicant: _____

Date: _____

For Office Use Only

- Application Received On: _____
- Application No.: _____
- Allotment Status: Approved Not Approved
- Remarks: _____