

Annexure D
House Allotment Application Format

1. Name of Employee:
2. Employee Code:
3. Designation:.....
4. Email Id (Institute/ Personal):.....
5. Contact no:.....
6. Date of Joining in the Institute:.....
7. Pay level/ Grade Pay at the time of Joining the Institute:
.....
8. Previous Experience with pay level/ Grade Pay, if any (Only in Government/PSU/Corporations/Autonomous organization):
.....
.....
.....
.....
.....
9. Category of Application: (Please tick)
 - I. Up gradation of Allotment
 - II. Change of Quarter
 - III. New Allotment
10. If the Category of application is for "Change of Quarter" please provide the details:
.....
.....
.....
11. If the category of application is chosen for Up gradation of allotment" please provide the details:
.....
.....
.....

12. Already staying in the Institute accommodation. If yes, provide the details:

.....
.....

13. Any of the family member is having the allotted accommodation in the Institute, If yes, Provide the details:

.....
.....

14. Category for applying of the quarter :

T2 T3 T4 T5 T6

15. Your house numbered preference list (Mandatory).

1. 2. 3. 4. 5. 6.

7. 8. 9. 10. 11. 12.

Note: House Allocation shall be given from the houses mentioned in the preference list at point 15.

Signature of the applicant

For use of Establishment Section:

1. Sr. no. 1 to 9 (i) filled by the applicants has been duly verified.

Signature
JS/S/AR/DR/JR (Establishment)

For Use of Works and Estate Section :

1. For Sr. no. 9 (ii) to 14 has been verified by the Works and Estate Section.

2. Quarter no. Allocated:

3. Date of allocation:

4. If request of change is received be considered or not. (If not please explain):
.....
.....
.....

5. Any other remarks:
.....
.....
.....
.....

Assistant Executive Engineer