

Annexure C
House Allotment Application Format

1. Name of Employee:
2. Date of Birth:
3. Employee Code:
4. Designation:.....
5. Email Id (Institute/ Personal):.....
6. Contact no:.....
7. Date of Joining in the Institute:.....
8. Pay level with current basic pay at IIT Ropar on last date of submission:
 - a. Pay level
 - b. Current Basic Pay:
9. Experience at IIT Ropar with Pay level. For T2,T3 category refer clause no.5a :
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.....
.....
.....
.....
10. Category of Application: (Please tick)
 - I. Up gradation of Allotment
 - II. Change of Quarter
 - III. New Allotment
11. If the Category of application is for “Change of Quarter” please provide the details:
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.....
.....
12. If the category of application is chosen for “Up gradation of allotment”please provide the details:

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

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.....

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

.....

15. Category for applying of the quarter :

T2 T3 T4 T5 T6

16. 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 16.

Signature of the applicant

For use of Establishment Section:

1. Sr. no. 1 to 9 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. 10 to 16 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):
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5. Any other remarks:
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AEE/EE/AR/DR/JR