

भारतीय प्रौद्योगिकी संस्थानरोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

**रूपनगर, पंजाब**-140001/ Rupnagar, Punjab-140001

 दूरभाष/Tele: +91-1881-235101, ,ई-मेल/E-mail: ee@iitrpr.ac.in

**VACATION REPORT OF RESIDENCE**

**WORK & ESTATE DEPARTMENT**

To

The Executive Engineer,

IIT Ropar,

 Rupnagar-14001, Punjab

1. Particulars of Accommodation at ………………. Campus, IIT Ropar
2. Type :
3. Quarter no. :
4. Floor :
5. Date of Vacation: Time FN/AN:

3. Details of articles (durable and non durable attached separately) :

4. Details of short comings or defects in fittings, if any :

 5. Meter reading at the time of vacation :

 Taken Over Handed Over

 (Signature of Executive Engineer) (Signature of Allottee with date)

 Name:

 Employee Code:

**Copy to the following for information and necessary action please:**

1. Chairman, Housing Allotment Committee
2. Head, Establishment Section
3. Head, Account Section