

भारतीय प्रौद्योगिकी संस्थानरोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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

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**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