



बिरला प्रौद्योगिकी संस्थान
BIRLA INSTITUTE OF TECHNOLOGY
(वि०अनु०आ० अधिनियम १९६६ की धारा ३ के तहत मान्यता प्राप्त विश्वविद्यालय | A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची- ८३५२१५ (भारत) | MESRA, RANCHI - 835 215 (INDIA)

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Application for Quarter Allotment

(Please attach a photocopy of the Latest Pay Slip)

Reference: Quarter Allotment Advertisement Notice No. 02/2023-24 dated 28.07.2023

1. Name of the Employee: _____
2. Employee Code : _____
3. Present Designation : _____
4. Name of the Department/ Section/ Office: _____
5. Current Accommodation Address: _____
6. Internal Extension No.: _____ Mobile No: _____
7. Current Pay Level: Pay Level _____ Basic Pay _____
8. Date of Joining in the Institute: _____
9. Date of Last Promotion (if any): _____
(Please attach relevant documents in proof of item no. 8 & 9)
10. (i) Date of Birth: _____ (ii) Age: _____ (iii) Marital Status _____
(iv) Family Member(s) to stay _____
11. Permanent Residential Address: _____

12. Permanent Residential Address Distance (in KM) from BIT Mesra _____
13. Preference of Quarters:
(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____

Declaration by the Employee

I hereby acknowledge that I have read and understood the Quarter Allotment Advertisement Notice No. 02/2023-24 dated 28.07.2023 and the guidelines for Allocation of Quarters dated 01.06.2019. Further, I declare that the above details entered in this form are true and correct and if found incorrect at any stage even after allotment of quarter, the allotted quarter may be cancelled. I also undertake that if a quarter is allotted to me then I shall accept the quarter in its present condition and shall shift to the newly allotted quarter within 3 weeks from the date of allocation, failing which the allotted quarter may be cancelled.

Signature of the Employee with Date

Countersigned by the Head/ In-charge