



**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI**

**Application Form for Quarter Allotment**

**Ref.: Quarter Allotment Advertisement No. EO/2026-27/QAN/01 dated 23<sup>rd</sup> June 2026**

1. Name of the Employee: \_\_\_\_\_
2. Employee Code : \_\_\_\_\_
3. Present Designation : \_\_\_\_\_
4. Name of the Department/ Section/Office : \_\_\_\_\_
5. Current Accommodation : \_\_\_\_\_
6. Internal Extn. Telephone No. : \_\_\_\_\_ Mobile No : \_\_\_\_\_
7. Current Pay level \_\_\_\_\_ Basic Pay \_\_\_\_\_
8. Date of Joining the Institute: \_\_\_\_\_
9. Date of Last Promotion / Scale Upgradation (if any):  
\_\_\_\_\_

(Please attach proof with reference to point No. 8 & 9)

10. (i) Date of Birth: \_\_\_\_\_ (ii) Age: \_\_\_\_\_ (iii) Marital Status \_\_\_\_\_  
(iv) Family Member(s) to stay \_\_\_\_\_

11. Permanent Residential address/ Address of house owned by self or spouse:

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12. Permanent Residential address/ Address of house owned by self or spouse, distance (in KM) from BIT Mesra.....

13. Preference of quarters (Please mention all the quarters of eligible category in order of preference) [please enter a maximum of five (05) preferences only]

- (i)
- (ii)
- (iii)
- (iv)
- (v)

## **Declaration by the Employee**

I hereby declare that I have read and understood the Quarter Allotment Advertisement Notice No.: EO/2026-27/QAN/01 dated 23<sup>rd</sup> June 2026 and guidelines for Allocation of Quarters dated 01<sup>st</sup> June 2019. Further, I declare that 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 I have physically visited all the advertised quarters and 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. I understand that mere filling up preference for a quarter does not guarantee the allotment of the same quarter.**

I also undertake that my permanent residence as well as house owned by self or spouse is not lying within a radius of 30 kms from B.I.T. Mesra Main Building.

**Signature of the Employee with Date**

**Countersigned by Head / In-charge with Date**

**Note:** Please attach the following documents

1. Copy of latest Salary Slip (May 2026)
2. Copy of last Promotion/Scale Up-Gradation (if any)