

BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI

Application for Garage Allotment

(Please attach a photocopy of the current Pay Slip)

Reference: Garage Advertisement No. _____, dated _____

1. Name of the Employee: _____
2. Employee Code : _____
3. Present Designation : _____
4. Name of the Department/ Section/ Office : _____
5. Current Accommodation : _____
6. Telephone No. : _____ Mobile No : _____
7. Current Grade Pay : Pay Band _____ AGP / GP _____ Basic Pay _____
8. Date of Joining in the Institute: _____
9. Date of Last Promotion (if any): _____
(Upgradation to current AGP / GP)
10. Date of Birth: _____ Age: _____
11. Preference of Garages:
 - (1) (i) Garage No Requested:(ii) Location:
 - (iii) Approx. distance of the garage from the residence.....
 - (2) (i) Garage No Requested:(ii) Location:
 - (iii) Approx. distance of the garage from the residence.....
12. (1) Whether presently occupying any garage or not: (Yes / No) _____
(2) If (Yes) Mention Garage No: _____

Declaration by the Employee

I declare that the above details entered in this form are true and correct. I hereby undertake that if a garage is allotted to me then I shall accept the garage in its present condition and shall occupy the newly allotted garage within 3 weeks from the date of allocation, failing which the allotted garage may be cancelled.

Signature of the Employee with Date

Countersigned by the Head/ In-charge