



**BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI**

Application for Quarter Allotment

Reference: Quarter allotment Advertisement No.06/2024-25, dated 12th March, 2025

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):

(PI 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 quarter (PI mention all the quarters of eligible category in order of preference)

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

Declaration by the Employee

I hereby declare that I have read and understood the Quarter Allotment Advertisement notice No 06/2024-25 dated 12th March, 2025 and guidelines for allocation of Quarters dated 01 Jun 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 the quarters that I have applied for against Advertisement No.06/2024-25, dated 12th March, 2025 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 positively within 3 weeks from the date of allocation, failing which the allotment shall be cancelled with immediate effect. 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

Note: Please attach the following documents: -

- 1) Copy of latest salary slip**
- 2) Proof of date of joining and**
- 3) Last promotion/ Scale up-gradation if any.**