

BIRLA INSTITUTE OF TECHNOLOGY

MESRA, RANCHI

Application for Quarter Allotment

(Please attach a photocopy of the current Pay Slip)

Reference: Quarter 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): _____

(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. Preference of Quarters :

(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____

Declaration by the Employee

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