

**BIRLA INSTITUTE OF TECHNOLOGY**  
**MESRA, RANCHI**

**Application for Quarter Allotment**

Reference: Quarter allotment Advertisement No.04/2023-24, dated 01<sup>st</sup> April 2024

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):  
\_\_\_\_\_

(Pl 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:  
.....  
.....

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

13. Preference of quarter (Pl 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 04/2023-24 dated 01<sup>st</sup> April 2024 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 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 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: 1. Please attach (i) Copy of latest salary slip (ii) Proof of date of joining and (iii) Last promotion/ Scale upgradation if any.**