

BIRLA INSTITUTE OF TECHNOLOGY MESRA, RANCHI

Advt. No. : 09/15-16

Dated: October 08, 2015

Notice – Allotments to Tanzania Hostel

As per the records of Caretaker's Office, a few of the residential quarters inside **Tanzania Hostel** are vacant which can be allotted to female staff/faculty of BIT Mesra. *At present, applications are invited only from the regular staff/faculty members.*

Interested staff members may apply for the same to the undersigned by the closing working hour of **26-10-2015**. Staff members willing to see these vacant quarters in Institute Campus may contact Caretaker office from **08-10-15 to 22-10-2015** between (10 – 12) a.m. and (2- 4) p.m. on weekdays.

Persons, who have already applied earlier, should also submit their application afresh in the latest prescribed format available at Office of Chairman, Quarter Allotment Committee or Heads of Depts. / In-charge of Depts. / Sections.

Please note that the number of available quarters are limited, hence allotment would be done only based on **modified guidelines for allocation of quarters to BIT Employees.**

(Prof. R. Sukesh Kumar)
Chairman
Quarter Allotment Committee

- Copy to: (1) All Heads of Depts. / In-charge of Depts. / Sections along with format of application for circulation amongst staff members.
(2) Registrar for information.
(3) Member Secretary, Quarter Allotment Committee.
(4) P.S to V.C for V.C's kind information.

BIRLA INSTITUTE OF TECHNOLOGY
MESRA, RANCHI

Application for Quarter Allotment – Tanzania Hostel

(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 : _____

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. I also undertake that my permanent residence is not lying within a radius of 30 kms from B.I.T. Mesra main building.

Signature of the Employee with Date

Countersigned by the Head/ In-charge