



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. *Rms/389/23*

Date: *10/08/2023*

NOTICE

In compliance of the resolution taken by the Allotment of Residential Quarter (ARQ) Committee in its second meeting held on 9th May, 2023, I am directed to inform all concerned that all who are interested for allotment of Institute residential quarters are requested to file application in enclosed prescribed format within seven days from the date of issuance of this notice to the Record Section of the office of the Registrar.

It is also notified that those who have already submitted application for allotment of quarters, also have to submit application in prescribed format as stated above.

[Signature]
10/08/2023
Dr. H. P. Sharma
Registrar (Acting)

Copy forwarded to:

1. Office of the Director
2. Chairman, ARQ Committee
3. All Heads of the Departments/Schools/Centres
4. All officers
3. Institute Website

[Signature]
10/08/2023
Dr. H.P. Sharma
Registrar (Acting)



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Application Form For Allotment of Residential Quarters

Date:

- i) Name of the Employee :
ii) Designation of the Employee :
iii) Department (at present) :
iv) Permanent Address :
v) Present address :
vi) Contact No. :
vii) Employee Code :
viii) Personal File No. :
ix) Date of Joining in this Organization :
x) Category of the Employee :
(Permanent/Contractual/Outsourced/)
xi) Type of Duty :
(Emergency/Hospital/Security/Teaching/Others)
xii) ID proof :
xiii) Date of previous application :
xiv) Person with benchmark disability : Yes () No ()
(if 'Yes' please submit valid document)
xv) Preferences, if any : 1) 2) 3)
(Mention Quarter Number) 4) 5)

(-----)
Full Signature of applicant

(-----)
Forwarded by (Signature with seal)
(HOD/Officer-In-Charge)

Undertaking by the Applicant

I do undertake to follow the Institute's "Accommodation Allotment and Vacation Regulation" if I am given a quarter by signing this document. If the accommodation that I am entitled as per my Pay Matrix Level is not available, I will accept/reject residential housing that is higher/lower than any entitlement.

Date:

Signature of the Applicant

Forwarded by controlling officer:

For office use only :