



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

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 :