

HA-0: Process to apply for Houses and Surrendering the allotted house

(A) Process to apply for accommodation

1. Download the appropriate form (listed in tab of "FORMS") from the website www.spabhopal.ac.in
2. Fill the required details, get it recommended by concerned officer
3. Email Duly filled signed Form with required documents @ HAC@spabhopal.ac.in
4. Deposit the hard copy of the document to office of the HAC Chairperson for process
5. After receipt of your application HAC will meet to discuss and allocate appropriate house as per the eligibility criteria and availability.
6. HAC will offer you allocated house for your acceptance
7. After receiving your acceptance HAC will seek approvals from the competent authority
8. After Approvals, HAC will issue "Letter of House Allotment" and information will be shared to various concerned departments for necessary action in their parts.
9. After getting the Letter of House Allotment, applicant should meet with Estate office to take the possession of the allotted house.
10. For shifting, initial Cleaning or maintenance of allotted house applicant may write/communicate with the maintenance department directly (*Please refrain to send emails to HAC for maintenance issues*).
11. Applicant would be required to maintain the decorum of the residential environment and bound to follow the HAC and other Guidelines issued by the institute.
12. Applicant would be required to pay the house rent and other charges on regular basis failing which, may lead to withdrawal of house allotment.

(B) Process to apply for surrendering the allotted house

1. If resident need any extension should apply for it in advance as per HAC rules and may continue after formal approvals issued to them.
2. With the end of engagement/ contract/ or tenure to stay, the resident would be required vacate the allotted house within prescribed duration as per HAC rules for various tenure types.
3. For surrendering the allotted house, first, resident would be required to obtain No Objection Certificate (NOC) in prescribed format by getting signed by various concerned departments. If you have any dues for specific section would be required to settle down.
4. After obtaining NOC, resident should fill the form no HA-14 from can be downloaded from the website www.spabhopal.ac.in
5. Submit the Application form signed by you and recommended by your appointee with NOC in triplicate to Estate Office for take-over process and get the "House surrendered certificate"
6. Estate office will inform to all concerned departments regarding surrendered house by you for necessary actions.