

HA-05 House allotment Application for Family accommodation

To,
The Chairperson HAC
 School of Planning and Architecture, Bhopal

Dear Sir,

I have joined the SPA Bhopal as PhD scholar (Joining letter attached herewith). I required a Government Accommodation within the campus as per my eligibility criteria. My Basic Details are given below:

1. Name pf Applicant: _____
2. Designation: _____
3. Department: _____
4. Email ID: _____ Mobile no. _____
5. Permanent Address: _____

6. Type of engagement: Contract Employee / PhD Scholar / Research Associate
7. Period of family stay required: FROM _____ TO _____
8. Reason for family house requirement: _____
9. Received permission of family house: Approval Attached (Yes / No)
10. I am agreed to stay in given accommodation as per HAC Guidelines. Yes / No
11. I understand my tenure to stay in allotted house is co-terminus with the termination of granted stay duration and agreed to vacate the allotted house within 7 days and will not request for any extension to stay further (Yes / No)

I agree to abide by the institute House Allotment Rules and amendment modification made from time-to-time. In case I fail to occupy the allotted House with 15 days from the date of issue of allotment order, it shall stand canceled, and I shall forfeit future claims for allotment/change of Accommodation.

Date:

Signature of Applicant

TO BE UTILISED BY THE COMPETENT AUTHORITY

(Certificate to be given by the Director/Nominee)

Certified that,

Mr./ Ms. /Ku: _____ C/o _____ has Joined the
 department of _____ as _____. He / She is
 eligible for the family house on following grounds: _____

Period of stay in family house is granted FROM _____ TO _____
 and is recommended for allotment of family quarter as per availability and eligibility criteria.

Date:

(Signature of Competent authority)