



योजना एवं वास्तुकला विधालय, भोपाल  
SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL  
(Established by MoE, Govt. of India)  
Campus: Neelbud road, Bhauri, Bhopal, M.P- 462030, (INDIA)

**HA-7 House allotment Order for Contract Employee**

Ref No: SPAB/HAC/2025/

Date:

Dear Sir/ Madam,

HAC is pleased to inform you that your request for the providing Accommodation in SPA Bhopal campus has been approved by the competent authority wide letter no. **SPAB/HAC/2025/001** Dated: 27<sup>th</sup> June 2025

**Details of accommodation allotted by HAC**

Description	Particulars	Description	Particulars
Name of Person		Name of Department	
Designation	Contract Faculty	Type of Employee	Contractual appointment
Period of Stay Granted	Till contract	Type of Allotment	Shared, 02 C/E in each Flat
Name of Building		Allotted House/Flat	
<b>Details of Monthly House rent and other Charges</b>			
License fee	As per Institute Norms	Electricity Charges	As per consumption & Rates
Water Charges	As per Institute Norms	Maintenance Charges	As per Institute Norms
Schedule of Payments	<b>Charges will be deducted from the monthly salary by the Institute</b>		

You are requested to contact with **Estate Office** to take the possession of allotted house and shift with immediate effect. Your allotment is subjected to the institute House Allotment Rules and amendment modification made from time to time. The allottee and Estate office must inform the date of possession of the allotted house in prescribed format to HAC.

**Copy to following concerned departments/Persons:**

1. Director SPA Bhopal: For Information
2. Registrar SPA Bhopal: For Information
3. Head of Department.: For Records and Information
4. HAC SPA Bhopal: For Records
5. ESO SPA Bhopal: For Possession, Inspection & Vacating
6. Maintenance cell: For required assistance
7. Finance and Accounts: For Deductions of Monthly Charges
8. Establishment Section: For Records & issuing ID
9. Dean FW: For informing other residents
10. Sports/Gym In charge For Information

Signature  
HAC Chairperson