



HA-8 House allotment Order for Research Associates

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: 27th June 2025

Details of accommodation allotted by HAC

Description	Particulars	Description	Particulars
Name of Person		Name of Principal Investigator	
Designation	Research Associates	Name of Project	
Period of Stay Granted	As per Contract with the PI	Type of Allotment	Shared, 04 RA in one Flat
Name of Building		Allotted House/Flat	
Details of Monthly House rent and other Charges			
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	Charges will be claimed and deducted from the Project Fund with the Institute		

You are requested to contact with **Estate Office** to take the possession of allotted house/seat and shift within 07 days. 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 (HA-10) to HAC.

Copy to following concerned departments/Persons:

1. Director SPA Bhopal: For Information
2. Registrar SPA Bhopal: For Information
3. Principal Investigator: 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