



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-01 House allotment Application form for permanent Employees

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

Dear Sir,

I have joined the SPA Bhopal as **permanent** Faculty / Staff Member (Appointment 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. **Pay Scale (AGP):** _____
7. **Date of Joining:** _____
8. **Type of accommodation applied for: Type-A / Type-B / Type-C / Type-D / Type-E / Type-F**
9. Would you accept house other than your preference in same category. Yes/ No
10. Would you accept house of lower Grade if house of your grade is not available (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 for one year however, Institute will deduct HRA.

Date:

Signature of Applicant

TO BE UTILISED BY THE HEAD OF DEPARTMENT/SECTION

(Certificate to be given by the Head of the Department/ Section)

Certified that, Ar. / Dr./ Mr./ Ms./ Ku: _____ C/o _____
who is working as _____ in the department of _____
is holding a regular post and is recommended for allotment of quarter as per his/her eligibility.

Date:

(Signature of Head of Deptt. /Section)