



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-14 Application form for Surrendering allotted house
(Form to be filled in triplicate)

To,
The Estate Office
School of Planning and Architecture, Bhopal

Dear Sir,

I was residing in the Government accommodation allotted to me. Due to reason mentioned below, I am surrendering the allotted house. I have completed the process of NOC and have obtained the "No Objection Certificate" (Attached herewith). I request you to please issue the House surrendered Certificate. My Basic Details are given below:

1. **Name pf Applicant:** _____
2. **Position:** _____
3. **Department:** _____
4. **Email ID:** _____ **Mobile no.** _____
5. **Allotted House No.:** _____
6. **Date of House Allotted:** _____
7. **Reason for surrendering:** Retirement / End of Contract / End of allotted tenure for residency period / Voluntary vacating / Forced Vacating / Other
8. **Date of Surrendering:** _____
9. Have you obtained No dues Certificate (NOC). Yes/ No NOC Attached: Yes/ No

Date:

Signature of Allottee/Representative

Place:

Name:

Recommendation for surrendering the Allotted House:

I hereby declare that, the tenure of engagement of resident is over, and he/she is recommended for the surrendering the allotted residence.

Date:

Signature of Appointee / HoD / PI

TO BE UTILISED BY THE ESTATE OFFICE

(Certificate to be given by the Estate and Security officer)

Certified that, Ar. / Dr./ Mr./ Ms./ Ku: _____ C/o _____
who was engaged as _____ in the department of _____
holding a regular post / Contract post and residing in the House No. _____ Building Name: _____
has surrendered the allotted quarter and have submitted the "No Objection Certificate" to Estate Office. He / She is allowed to
surrender the allotted house.

Date:

(Signature of Estate Officer)