



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-02 House allotment Application form for Contract Employees

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

Dear Sir,

I have joined the SPA Bhopal as **Contract** 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. **Contract Period :** _____
7. **Date of Joining:** _____
8. **Date of contract over:** _____
9. I am agreed to stay in shared accommodation as per HAC Guidelines. (Yes / No)
10. I understand my tenure to stay in allotted house is co-terminus with the termination of contract 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 HEAD OF DEPARTMENT/SECTION

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

Certified that Ar. / Dr. / Mr. / Ms. /Ku: _____ C/o _____
has appointed as _____ in the department of _____ on
contract basis. The contract period is FROM _____ TO _____ and is recommended for
allotment of quarter as per his/her eligibility.

Date:

(Signature of Head of Deptt. /Section)