

Hall Management Centre, IIT Kharagpur
Application for allotment of Institute Quarters

Ref. _____ dt. _____

1.	(a) Name (in block letters)			
	(b) Employee code :		(c) Designation :	
	(d) Hall :			

2.	(a) Present Basic Pay: Pay (PPB+GP)			(b) Present Grade Pay	
3.	Date on which present grade pay drawn:				
4.	Date of joining in the Service:				
5.	Date of retirement :				
6.	Present Quarters: (if any)				
7.	(a) Whether taken House Building Advance (Give details) (If HBA taken, applicant has to submit a certificate from the Competent Authority regarding construction of the House beyond 8km from IIT)			First Advance Date :	
				Second Advance Date :	
	(b) Present Home Address				
8.	Any change of Quarters already availed of in the same type of present occupation			YES / NO	

9. Order of preference :						

Certified that the information furnished under Items 01 to 09 are correct.	
Date : _____	Name : _____
E Code : _____	Signature of applicant _____
To The Chairman Hall Management Centre IIT Kharagpur-721302 (Through: Warden, respective Hall of Residence)	