

MAHARSHI DAYANAND UNIVERSITY ROHTAK
GENERAL ADMINISTRATION

No.Gen.Admn./G-II/2014/ ____
Dated: 02/05/2014

To

All the HODs, Branch Officers, Deans/Directors,
M.D. University, Rohtak

Sub:- Exercise of options for allotment of 9J Houses including flats for the year 2014.

Sir/Madam,

On the demand of M.D.U.T.A. the newly constructed flats have been categorized in 9J Category Houses. These houses are likely to be allotted in near future. Thus a revised Seniority list for 9J Houses is to be prepared afresh in view of above. Hence the office invites applications for 9J Houses afresh (including newly constructed flats) for allotment of 9J Category Houses during the year 2014. All concerned, who are entitled for 9J Category Houses are required to exercise their options for allotment of houses of the above category latest by 09/05/2014, so that the list is prepared.

No application, after the last date shall be entertained. The above list shall replace the already prepared list for 9J Category Houses during the year 2014.

They may kindly exercise their preference for allotment of Flat/9JHouses in the performa for option given overleaf.

This may be treated as **Most Urgent**.

Yours faithfully,

Sd/-

Superintendent (Gen. Admn.)
for Registrar

CC:

- i) Copy of the above is forwarded to the Chairman, House Allotment Committee and all the members for their information.
- ii) Dy. Registrar, Vice-Chancellor office, for information of the Vice-Chancellor.
- iii) PA to Registrar for information of the Registrar.

sd/-

Superintendent (Gen. Admn.)
for Registrar

Last Date 09/05/2014

Format (Annexure-A)

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Dated : _____

To

The Incharge (General Branch),
M.D. University, Rohtak.

Sub: Willingness for Allotment of Residential Accommodation at the University Campus during the year 2014.

Sir,

Reference to A.R.(General) letter No. Gen. Admn/G-II/2014/01/100 dated 01.01.2014 on the subject cited above, I hereby submit my application for the Allotment of Residential Accommodation as per my entitlement in the category. My particulars are as under:-

1. Name : _____
2. Contact No. (Mobile No.) : _____
3. Univ. House already allotted (Yes/No) : _____
4. Employee No. : _____
5. Father's/Husband's Name : _____
6. Date of Birth : _____
7. Post held : _____
8. Dept. : _____
9. Date of Joining in the Univ. Service : _____
10. Present Pay Scale and Grade Pay : _____
11. Basic Pay : _____
12. Category Applied : 9-J
 - i) Preference for Flat only.
 - ii) Preference for 9-J only.
 - iii) Preference for both types.

Write clearly in own handwriting in the box given below space:-

13. Reason for preferential allotment on : _____
Ground Floor (Attach Medical certificate : _____
issued from Competent authority CMO only).

(Signature of the Applicant)

14. Mutual shifting from House NO. _____ to House No. _____ and vice versa in the same category. (In case of mutual shifting both applicants will sign).

1. (Signature with Employee No./Deptt.)

2. (Signature with Employee No./Deptt.)

(Recommended by the HOD/Office Incharge)

Verification of the Estt. Branch:

Verified that all the particulars filled in by the applicant are correct as per University record.

Supdt./Asstt. Registrar(Estt.)