

MAHARSHI DAYANAND UNIVERSITY ROHTAK
GENERAL ADMINISTRATION

No. Gen.Admn./G-II/2014/ 5067-5166
Dated: 22-12-2014

To

1. All the Deans & Directors, MDU, Rohtak.
2. All the Heads of the University Teaching Deptts.
3. All A.Rs. / D.Rs. / Incharges of officers/Branches,
M.D. University, Rohtak.

**Sub:- Willingness for allotment of Residential Accommodation at the University
Campus for the year 2015.**

Sir/Madam,

The willingness from the Teaching/Non-Teaching Employees who are desirous of allotment of House on the campus are invited (on the prescribed Performa given overleaf) latest by 31.12.2015. The allotment will be made as per seniority of the concerned applicant(s) in the entitled category and as per availability of the vacant/to be vacated houses during the current year 2015.

You are, therefore, requested kindly to circulate it and get it noted from all concerned (teachers/non teaching employees of your Depts. / offices) for information and necessary action.

Further, it is also clarified that all the pending applications, if any, with the General Admn. Branch for allotment of houses stands automatically filed. Therefore, all the applicants who had earlier submitted their applications for the above purpose may submit fresh applications for consideration on the Performa given overleaf. No application / willingness after the stipulated date shall be summarily rejected.

Yours faithfully,
[Signature]
22.12.14

Superintendent (Gen. Admn.)
for Registrar

VCC/2609
29/12

G. S. [Signature]
29/12

Last Date 31-1-2015

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 2015.

Sir,

Reference to A.R.(General) letter No. Gen. Admn/G-II/2014/_____ dated _____ 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. If House already allotted by the University, give details : _____
13. Category Applied : Write clearly in own handwriting in the box given below space:-
(Type - I, IA, II, IIA, Type-III/Type-III Duplex, 9J/Flats, Type-IV)

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.)