

Last Date: 20.01.2016

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 2016.**

Sir,

Reference to A.R.(General) letter No. Gen. Admn/G-II/2015/\_\_\_\_\_ 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)

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

(Signature of the Applicant)

15. 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.)

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**  
**GENERAL ADMINISTRATION**

No. Gen.Admn./G-II/2015/3401-3500

Dated: 22.12.2015

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 2016.**

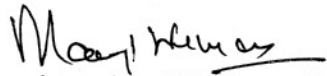
Sir/Madam,

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 20.01.2016. 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 2016.

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 accepted and summarily rejected.

Yours faithfully,

  
Superintendent I/C (Gen. Admn.)  
for Registrar