

MAHARSHI DAYANAND UNIVERSITY ROHTAK
GENERAL ADMINISTRATION

No. Gen.Admn./G-II/2016/3278-3377

Dated: 15.12.2016

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 offices/Branches,
M.D. University, Rohtak.

Sub:- Willingness for allotment of Residential Accommodation at the University Campus for the year 2017.

Sir/Madam,

The willingness from the Teaching/Non-Teaching Employees, who are desirous of allotment of House on the Campus is invited (on the prescribed Proforma given overleaf) latest by *21.01.2017 for the January, 2017 cycle. The branch shall prepare seniority list of the employees, who apply for allotment of houses on the campus upto 15th February and the meetings of House Allotment Committee shall be convened during March and June (subject to availability of vacant houses).* The allotment will be made as per seniority of the concerned applicant(s) in the entitled category and as per availability of the vacant houses during the current year 2017. *The applications for July cycle shall be invited later on separately w.e.f. 1st to 21st July, 2017 and the seniority list shall be prepared by the branch upto 15th August and the houses, as per availability, shall be allotted during September, 2017 to December, 2017.*

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 stand automatically filed. Therefore, all the applicants who had earlier submitted their applications for the above purpose may submit fresh applications for consideration on the Proforma given overleaf. No application / willingness after the stipulated date shall be accepted.

Yours faithfully,


Superintendent (Gen. Admn.)
For Registrar

Schedule

1 st Cycle	2 nd Cycle
Submission of application in Gen. Br. Gen.Br. shall prepare seniority list	Submission of application in Gen. Br. Gen.Br. shall prepare seniority list
1 st to 21 st January Upto 15 th February	1 st to 21 st July Upto 15 th August
Holding of HAC meetings (subject to availability of vacant house)	Holding of HAC meetings (subject to availability of vacant house)
March & June	September & December

Format (Annexure-A)

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Dated : _____

To

The Superintendent,
General Admn. Branch,
M.D. University, Rohtak.

Sub: Willingness for Allotment of Residential Accommodation at the University Campus during the year 2017 for 1st cycle.

Sir,

Reference to A.R.(General) letter No. Gen. Admn/G-II/2017/_____ 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. Employee No. : _____
4. Father's/Husband's Name : _____
5. Date of Birth : _____
6. Post held : _____
7. Dept. : _____
8. Date of Joining in the Univ. Service : _____
9. Present Pay Scale and Grade Pay : _____
10. Basic Pay : _____
11. If House already allotted by the University, give details : _____

12. Category Applied : Write clearly in own handwriting in the box given below space:-
(Type-I, IA(Old/New), II, IIA, Type-III/Type-III Duplex/Type-III Flats, 9J/9J-Flats, Type-IV) **Please clearly mention the Type of Flats**

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

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).

(Signature of the Applicant)

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.)