

Ucc-13397
14/12/17

MAHARSHI DAYANAND UNIVERSITY ROHTAK
GENERAL ADMINISTRATION

No. Gen.Admn./G-II/2017/4667-4767

Dated: 07-12-2017

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 2018 (1st Cycle).

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 **21.01.2018**, for the January, 2018 (1st-Cycle). *The branch shall prepare seniority list of the employees, who have applied for allotment of houses on the campus upto 15th February and the meeting 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/to be vacated houses during the current year 2018. *The applications for July cycle shall be invited later on separately w.e.f. 1st to 21st July, 2018 and the seniority list shall be prepared by the branch upto 15th of August and the houses, as per availability, shall be allotted during September, 2018 to December 2018.*

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,


14/12/17


Superintendent (Gen. Admn.)
For Registrar

CO/stevo

Schedule

1st Cycle		2nd Cycle	
Submission of application in Gen. Br.	1 st to 21 st January	Submission of application in Gen. Br.	1 st to 21 st July
Gen.Br. shall prepare seniority list	Upto 15 th February	Gen.Br. shall prepare seniority list	Upto 15 th August
Holding of HAC meetings (subject to availability of vacant house)	March & June	Holding of HAC meetings (subject to availability of vacant house)	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 2018 for 1st cycle.

Sir,

Reference to D.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).

(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.)