

**APPLICATION FOR ALLOTMENT/CHANGE OF QUARTERS.**

1. Name :
- 2 I). Designation.  
II) Office :
3. I) P.F.A/C No. :  
II) B.U. No. :  
III) Department :
4. Caste (if SC/ST copy of certificate duly  
Attested by officer to be enclosed) :
5. I) Scale of pay :  
II) Grade pay :
6. Date of Appointment :
7. Date of Birth :
8. Nature of allotment of Rly. Quarters. :  
I) Initial :  
II) Change over (applicable within the dept  
Pool & same area). :  
a) For same type of Quarters. :  
b) For higher type of Quarters. :
9. Present requirement (indicate type & area  
Desired with three options.) :
10. a) In the event of transfer from out station. :

I hereby certify that I have vacated quarters consequent on my transfer to SC area ex.....on.....and a certificate copy of vacation memo issued by.....is enclosed.

b) In case of headquarter

I hereby certify that I have vacated/not vacated quarters which was in my occupation at SC/HYB/LGD/MLY area at the time of my transfer to out station from headquarter area on.....

I am aware that the above allotment if made to me is for my personal occupation and I will not sub-let to any one else and if I do not observe this, I am liable for action under DAR.

Signature of the employee.

Note: In-completed applications will not be considered for registration and employee will not have any to claim for their seniority.

Date: