

CIRCULAR

Consequent upon the decision of the Quarters Allotment Committee (Teachers & Officers) application is invited (in the format appended below) from the teachers and officers in substantial positions of the University for filling up the following vacant quarters (04 nos.):

Vacant	Quarters	Details:
<u>SL. NO.</u>	<u>QUARTERS NUMBER</u>	
<u>1</u>		NAKTALA 1ST FLOOR (RESERVE FOR REGISTRAR)
<u>2</u>	E-3	
<u>3</u>	E-6	(ALLOTTED TO ASST. C.O.E FOR PURELY TEMPORARILY BASIS IN LAST QAC MEETING.)
<u>4</u>	F-1	

Willing teachers and officers, who have no house/flat or residential accommodation in the Kolkata Metropolitan Corporation (KMC) area **in his / her name or in the name of his / her spouse**, are requested to apply within 7th June 2022 and to submit the hardcopy of the below mentioned format to the office of the Assistant Registrar, Aurobindo Bhavan, during office time.

The applicants who were allotted quarters but did not accept the same will not be considered for allotment for next two years from the date of last allotment.

J. Banerjee
17-05-22
Registrar

Copy to: All Departments/Sections/Units/Schools/Centres, System Administrator,
Including Salt Lake Campus/All Officers/UE & Engg. Office/SS. Estate - to arrange for inspection of quarters

Application Format

Ref. Circular No: _____

Date: _____

1. Name:
2. Designation:
3. Department:
4. Date of joining this University (as teacher/officer):
5. Preference (s) [Qtrs. No.]:
6. Mobile & departmental Phone Number:
7. Email:

I declare that I do not possess / own any house / flat in the KMC Area in my name or in the name of my spouse. I shall be liable to vacate the University Quarters, if allotted to me, whenever I acquire any flat / house in the KMC Area in my name or in the name of my spouse.

Date: _____

Signature: _____