



INDIAN INSTITUTE OF TECHNOLOGY - MADRAS
Chennai 600 036

APPLICATION FOR RETENTION OF QUARTERS

1.	Name of the Applicant	:	
2.	Designation	:	
3.	Department / Section to which attached	:	
4.	Residential Address	:	
5.	a. Date of Joining at the Institute	:	
	b. Date of Joining at the Present Post	:	
6.	Name of the caretaker who will be staying in the quarters during the period of absence of lien / deputation, etc. (The caretaker should be a dependent to the employee as per Institute records or Institute Staff Member or Research Scholar / Research Associate or Project Staff of the Institute or Visiting Faculty, Retired employees of the Institute or spouse of deceased employee)		
	(a) If family member (dependent)		
	(1) Name	:	
	(2) Age	:	
	(3) Address	:	
	(4) Relationship	:	
	(5) Employment, if any	:	
	(6) Address of the Employer	:	
	(b) If Research Scholar / Research Associate / Project Staff / Institute Staff Please furnish the following details		
	(1) Name	:	
	(2) Designation	:	
	(3) Department to which attached	:	
	(c) If Research Scholar, QIP / FIP, their Employer's address be furnished.		
	(1) Name	:	
	(2) Designation	:	
	(3) Employer's name and Address	:	
7.	Nature of leave applied for and sanction period	:	
8.	Details of retention of quarters utilized in the past	:	

The retention of quarters is subject to the following conditions:

- (a) If the faculty / staff member is granted leave / sabbatical leave / leave at credit / extra ordinary leave, he / she may be permitted to retain the quarters on normal license fee for the entire period of leave.
- (b) If the faculty / staff member fails to re-join the Institute at the end of leave sanctioned, he will be charged 4 times the normal license fee for the entire period of retention of quarters (i.e.) from the date following the date of relief.
- (c) If the faculty / staff member is permitted to retire voluntarily / resignation without rejoining the Institute only normal license fee will be charged.

I may be permitted to retain my above quarters. I am fully aware of the above conditions for retention of quarters.

In the event of my not rejoining at the Institute after expiry of my leave, I am subjected to the payment of penal license fee of four times of the normal license fee of the flat for the entire period of retention of quarters.

Date:

SIGNATURE OF THE APPLICANT

FORWARDED

Date:

HEAD OF THE DEPT./ SECTION

The particulars furnished by the faculty / staff member as at column No.s. 1/2/3/5 and 7 above are correct.

Date:

Assistant Registrar (Admn.)

**REGISTRAR
(APPROVED)**

To
The Deputy Registrar (Admn.)
IIT Madra