INDIAN INSTITUTE OF TECHNOLOGY - MADRAS

Chennai 600 036

APPLICATION FOR TEMPORARY ALLOTMENT OF QUARTERS

1.	Name	
2.	Emp.ID	
3.	Designation	
4.	Dept/Section/Centre	
5.	Quarters Number currently residing*	
6.	Number of Quarters required (maximum 2 Quarters only)	
7.	Preferred Quarter Number(s)	
8.	Days required	
9.	Date Required	From : To :
10.	Purpose (marriage/social purposes only)	

* If not residing in IITM Quarters, enclose copy of IITM Community Hall booking confirmation.

DECLARATION

1. I declare that the details given above are true.
2. I understand that Licence Fee, Electricity Charges, Water Charges, etc., as applicable, will be deducted from my salary.
3. I shall hand over vacant possession of the Quarter(s) in the same condition as it was handed over to me. I understand that damages, if any caused by me will be charged and recovered from my salary.
4. I declare that I shall not use the allotment for any other purpose other than for which I applied.
5. I declare that I will use the Quarters to accommodate my relatives/guests/dependents only.
6. I understand that cooking, smoking, consumption of alcohol in the Quarters is prohibited.
7. I will not use high decibel audio system in the allotted Quarter(s) during the above period.
8. I will not cause any kind of inconvenience to neighbours and I understand that the IITM will cancel the allotment without notice if genuine complaints from neighbours regarding nuisance or other reasons.

Dated: SIGNATURE

(To be filled by Civil Maintenance / Engineering Unit)

Certified that Quarters No(s) _____ is/are vacant and may be allotted on temporary basis as requested.

JE/AE (CM)/ EU

(To be filled by Administration Section) Approval Note No. _____ Dated _____

Temporary allotment of quarters, as requested and detailed below, may be approved.

Quarters No.	Area in Sq.Ft	Licence Fee	EB Charges	Water Charges	Total
				TOTAL	

Supdt./Estate AR/Admin DR/Admin

Allotment Order No. _____ dated _____