MAHARSHI DAYANAND UNIVERSITY ROHTAK
GENERAL ADMINISTRATION

Dated: 22-12-2014

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 officers/Branches,
   M.D. University, Rohtak.

Sub:- Willingness for allotment of Residential Accommodation at the University
Campus for the year 2015.

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 31.1.2015. 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 2015.

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 summarily rejected.

Yours faithfully,

Superintendent (Gen. Admn.)
for Registrar
To
The Incharge (General Branch),
M.D. University, Rohtak.

Sub: Willingness for Allotment of Residential Accommodation at the University Campus during the year 2015.

Sir,
Reference to A.R.(General) letter No. Gen. Admn/G-II/2014/_________ 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. Univ. House already allotted (Yes/No)
4. Employee No.
5. Father's/Husband's Name
6. Date of Birth
7. Post held
8. Dept.
9. Date of Joining in the Univ. Service
10. Present Pay Scale and Grade Pay
11. Basic Pay
12. If House already allotted by the University, give details:
13. Category Applied: Write clearly in own handwriting in the box given below space:-
   (Type - I, IA, II, IIA, Type-III/Type-III Duplex, 9I/Flats, Type-IV)

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.)