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

Sub:- Willingness for allotment of Residential Accommodation at the University
Campus for the year 2017.

Sir/Madam,

The willingness from the Teaching/Non-Teaching Employees, who are desirous
of allotment of House on the Campus is invited (on the prescribed Proforma given overleaf)
latest by 21.01.2017 for the January, 2017 cycle. The branch shall prepare seniority list of
the employees, who apply for allotment of houses on the campus upto 15th February and the
meetings of House Allotment Committee shall be convened during March and June (subject
to availability of vacant houses). The allotment will be made as per seniority of the concerned
applicant(s) in the entitled category and as per availability of the vacant houses during the
current year 2017. The applications for July cycle shall be invited later on separately w.e.f.
1st to 21st July, 2017 and the seniority list shall be prepared by the branch upto 15th August
and the houses, as per availability, shall be allotted during September, 2017 to December,
2017.

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
Admin. Branch for allotment of houses stand automatically filed. Therefore, all the applicants
who had earlier submitted their applications for the above purpose may submit fresh
applications for consideration on the Proforma given overleaf. No application / willingness
after the stipulated date shall be accepted.

Yours faithfully,

Superintendent (Gen. Admn.)
For Registrar


**Schedule**

<table>
<thead>
<tr>
<th>1st Cycle</th>
<th>2nd Cycle</th>
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<tbody>
<tr>
<td>Gen. Br. shall prepare seniority list</td>
<td>Gen. Br. shall prepare seniority list Upto 15th</td>
</tr>
<tr>
<td>Holding of HAC meetings (subject to availability of vacant house)</td>
<td>Holding of HAC meetings (subject to availability of vacant house)</td>
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<td>January</td>
<td>Upto 15th</td>
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<td>Upto 15th</td>
<td>August</td>
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<td>February</td>
<td>September &amp;</td>
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<td>March &amp; June</td>
<td>December</td>
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**Format (Annexure 2A)**

**MAHARSHI DAYANAND UNIVERSITY ROHTAK**

To The Superintendent,
General Admn. Branch,
M.D. University, Rohtak.

Sub: Willingness for Allotment of Residential Accommodation at the University Campus during the year 2017 for 1st cycle.

Sir,

Reference to A.R.(General) letter No. Gen. Admn/G-II/2017/_______ 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. Employee No.
4. Father’s/Husband’s Name
5. Date of Birth
6. Post held
7. Dept.
8. Date of Joining in the Univ. Service
9. Present Pay Scale and Grade Pay
10. Basic Pay

11. If House already allotted by the University, give details:

12. Category Applied: Write clearly in own handwriting in the box given below space:-
   - Type-I, I(A/Old/New), II, II A, Type-III/Type-III Duplex/Type-III Flats, 21/2J-Flats, Type-IV Please clearly mention the Type of Flats

13. Reason for preferential allotment on Ground Floor (Attach Medical certificate: issued from Competent authority CMO only).

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.)