

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
Engineering Unit Office

Engg./El/ Qrts./2017

31.07.2017

CIRCULAR

Apartments:-

FC-Type: FC-11

The above apartment is vacant. Eligible **staff members** who are in need of a change to this apartment is requested to apply in the prescribed format attached along with this circular, and submit the same in this office on or before 04.00 P.M. on 14.08.2017.

The Allotment of quarters will be given to applicants according to seniority and grade pay. If there is no demand for a particular category from eligible applicant, staff members eligible for lower category will also be considered (one stage higher) for allotment as per their request. Such allotments will be on temporary basis and the incumbent has to vacate the quarters as and when the institution requires the quarters.

Adhoc Staffs need not apply on this Circular.


Superintending Engineer

To

All Heads of Departments/Schools /Sections with a request for circulation among Faculty/Staff/Adhoc Faculty members.

Copy to:

PA to Director for kind information of the Director
All Asst.Engineers

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Engineering Unit Office

APPLICATION FOR ALLOTMENT OF QUARTERS

(For Regular Staff)

Name	:	
Employee code	:	
Mobile No	:	
Email Address	:	
Designation	:	
Department	:	
Grade Pay	:	
Date of effect of present GP	:	
Date of joining in the Institute	:	
Date of Birth	:	
Date of retirement	:	
Present Quarters/Apartments	:	
Applied Quarters No.	:	1 st Preference
	:	2 nd Preference
	:	3 rd Preference
Signature of Applicant with date	:	
Recommendation by the Head of Dept./Section		