

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
Engineering Unit Office

Engg./El/ Qrts./2017

10.05.2018

CIRCULAR

Apartments:-

FB Type : FB 01 to 20, FB-21,FB-25 to 28
FC Type : FC 5, FC 7, FC 8
FD TYPE : FD 2, FD 3,FD 4, FD 5, FD 6, FD 7, FD 8, FD 10, FD 11, FD-12,
FD 13, FD 14, FD 16, FD 19, FD 20

Quarters:-

C TYPE : C3, C5, C7, C9, C10, C12
D TYPE- : D3 A, D7 A, D 8B, D10 A, B, D 11 A , D 11B ,D 13 B, D 14B , D 15, D 17
E TYPE- : E6 B
G TYPE- : G-6B, G-8B, G-11 B , G-33B

In continuation to the Circular from this office dated 02/05/2018, this is inform all the concerned that, the above apartments and quarters are vacant/likely to be vacant on or before 14/05/2018. Eligible staff members who are in need of a change or for fresh allotment to these quarters are 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 17.05.2018.**

The Allotment of quarters/apartments will be given to applicants according to seniority and Grade Pay, approved by the competent authority based on the recommendations of Campus Accommodation Allotment Committee (CAAC). 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/apartments.

Newly joined Faculty members who submitted application forms based on the circular dated 02/05/2018 are requested to submit the revised form attached.

Superintending Engineer

To

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

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
Accommodation required	:	Single/Family
Signature of Applicant with date	:	
Recommendation by the Head of Dept./Section		