Office of the Registrar
(Estates Office)

Ref. No. IIT(BHU)/Estates/32/Qttr. Comm./18280
Date-24.06.2020

NOTICE

This is to notify that following Institute Apartments are lying vacant at present:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Category</th>
<th>Type</th>
<th>Details of Apartments/Quarter No.</th>
<th>Eligibility</th>
</tr>
</thead>
</table>
| 1.     | Gurudev Rabindranath Tagore Apartment (GRTA) | Single Bed Room Apartment | F-09, Block 'B'  
F-10, Block 'B'  
F-14, Block 'B'  
F-25, Block 'C' | Faculty members and Group 'A' officers of the Institute who joined the Institute after 29.06.2012 |

Eligible faculty & Group 'A' officers desirous of availing accommodation may apply on the prescribed form available on Institute Website and submit the same, duly completed in all respect, in the office of the undersigned, by 30th June, 2020 (positively).

Assistant Registrar(Estates)

Ref. No. IIT(BHU)/Estates/32/Qttr. Comm./18280
Date-24.06.2020

Copy forwarded to the following for information and necessary action:

1. All the Deans.
2. All the Heads of Departments/Coordinator of Schools.
3. The Coordinators/Incharge of Units/Centers/Offices.
4. The Chairman, Institute Works Departments.
5. The Chairman, Council of Wardens
6. The Joint Chief Proctor
7. The Coordinator, GTAC & GRTA.
8. The Chairman, Web Management & E-mail Services Committee
10. The Joint Registrar (Accounts).
11. All the Assistant Registrars.
12. P.S. to the Director.
13. P.A. to the Registrar.
14. Faculty.all@iitbhu.ac.in
15. Group A Official.all@iitbhu.ac.in

Indian Institute of Technology (Banaras Hindu University)

Assistant Registrar(Estates)
Choice of preference for
Gurudev Rabindranath Tagore Apartment

<table>
<thead>
<tr>
<th>Gurudev Rabindranath Tagore Apartment (SBRA)</th>
<th>4 Flats (Single Bed Room Apartment)</th>
<th>F-09 - Block B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>F-10 - Block B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F-14 - Block B</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F-25 - Block C</td>
</tr>
</tbody>
</table>

Choice of Preference

<table>
<thead>
<tr>
<th>Preference Order</th>
<th>GRTA Flat No. (kindly mention block also)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Name:
Designation:                                           Sign:
Department:                                           Date:
Indian Institute of Technology (Banaras Hindu University), Varanasi

Application for Allotment/Change of Residential Accommodation for GTFRC/GRTA, IIT(BHU), Varanasi.

(Please tick whichever is applicable)

1. कर्मचारी संख्या:
   Employee No.

2. नाम (हिंदी में)
   Name (in Block Letters)
   Give space between First name & Surname

3. संस्थान/विश्वविद्यालय में पदभार प्राप्त करने की तिथि
   Date of continuous appointment in the
   Institute/University

4. पद एवं विभाग
   Present Designation & Department

5. जन्म तिथि / Date of Birth

6. पता / Address
   
7. टेली. / मोबाइल नं / Tel./Mobile No.

8. ई-मेल / E-mail

9. क्या आपको या आपके किसी परिवार के सदस्य के नाम पर वाराणसी या उसके
   आस-पास कोई आवास है (यदि हां तो कृपया उसका स्थान एवं संस्थान से उसकी दूरी
   बताएँ) Do you own a house in your name or in the name of any member of your
   family within the district or outskirts or suburb? (if yes, please mention its location
   & distance from the Institute)

10. क्या आपको कभी अपने वर्तमान श्रेणी आवास / एक श्रेणी नीचे अथवा एक श्रेणी ऊपर का
    आवास आवश्यक हेतु प्रत्यास्थित किया गया है?
    Have you ever been offered any quarter of your present grade/ one grade below or
    one grade up?

11. यदि हां, तो कृपया श्रेणी बताएँ
    If yes, please indicate grade of quarter

12. क्या आपको कभी आवास आवेदन प्रक्रिया से विरूद्ध किया गया है ? यदि
    हां, तो जब तक के लिए विरूद्ध किये गए हैं उस तिथि को अंकित करें
    Have you ever been debarred from consideration of allotment of
    University quarter? If yes, mention the date upto which the
    debarment is applicable.
13. Details of substantive service (include breakup of upward movement) held in each cadre (only on probation and confirmed services) in this Institute/University.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation, Department</th>
<th>Date of Probation</th>
<th>Date of Confirmation</th>
<th>Pay Band with Grade Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>III</td>
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<tr>
<td>IV</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

14. Details of Institute/University Accommodation (if already allotted)

<table>
<thead>
<tr>
<th>Quarter No.</th>
<th>Grade of Quarter No.</th>
<th>Date of Allotment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Whether your spouse is a Institute/University employee?

If so, then give his/her following details

a. Name/Name  
b. Designation/Designation  
c. Department/Department  
d. Quarter No. and Colony to which the applicant desire to shift/Quarter No. (if any)  
e. Quarter No. (in any other Government organization)

15. For Change of Quarter (to be filled up only by those who desire a change of accommodation)

i. Quarter No. and Colony to which the applicant desire to shift  
ii. Reason for change/Reason for change

Declaration

1. I have read the regulations regarding classification, allotment, retention and vacation of Institute Accommodation and I shall abide by such regulation as may be amendate from time to time, in case a residential accommodation is allotted to me.
2. यदि महिला में मैं अथवा मेरे परिवार का कोई सदस्य किसी भवन/आवास का मालिक होता है अथवा मेरे द्वारा संस्थान से गृह निर्माण हेतु अर्घ्य दिया जाता है तो इसकी पूर्वाभावन प्रशासनिक कार्यालय को दे दी जाएगी।

I shall inform the Estate office as and when I or any member of my family becomes owner of the house or take (s) House Building Advance from Institute subsequently within one month from the date of becoming such owner/recipient of House Building Advance.

3. मैं एल्दायर यह घोषणा करता हूँ कि न तो मैं अपना वार्तमान भवन का आवास परिवर्तित किया है और न ही इसके लिए कौन मुझे प्रस्तावित किया गया है।

I hereby declare that i have neither changed any quarter of my grade in the past nor any change was offered to me.

4. मैं आवश्यक आवास में संस्थान के अनुमोदन के बिना किसी भी तरह की मरम्मत/नवीण का कार्य नहीं करेंगा/करेंगी।

I shall not undertake any work of alteration/renovation in the Institute allotted accommodation without the permission of the Institute.

लिखि Dated .................................................. ...........................................................

(आवेदक का हस्ताक्षर)
Signature of the applicant

चेयरमैन (आर.ए.ए.सी.) भा.प्र.स. (का.हि.वि.), वाराणसी को बिनु संख्या 5 और 13 में दी गई जानकारियों की जांच एवं सत्यापन के बाद प्रस्तुत

Forwarded to the Chairman (R.A.A.C.) IIT(BHU), Varanasi with the remark that the information furnished in columns 5 and 13 have been checked and verified.

सहायक कुलशास्त्र (प्रशासन) द्वितीय/संकाय कार्य
Asstt. Registrar (Admin.) II/ Faculty Affairs

विभागाध्यक्ष/कार्यालयाध्यक्ष/समन्वयक
Head of the Department/Office/Coordinator of School

मुख्य/सील
मुख्य/Seal

-----------------------------------------------

3