

APPLICATION FOR ALLOTMENT OF A QUARTERS UNDER OUAT, BHUBANESWAR

1. Name of the applicant :
2. Office in which he serves his / her designation / place :
3. Pay, special pay, dearness allow. Etc each separately :
4. Married or unmarried, if married whether he will remain the New Capital with his family, if a Family Quarters is allotted :
5. Whether he is newly appointed, if so the date of joining the appointment if not newly appointed where he was staying so long. (Date of joining in each post) :
6. Whether the applicant has come to the Head Quarter, New Capital in transfer, if the name of his predecessor and the office to which he has been transferred :
7. Whether his predecessor was allotted a Quarter in the Head Quarter at new Capital under the University, if so, the description of the Quarters together with the date of his vacation may be indicated :
8. Whether the applicant is prepared to accept in inferior type of quarters is allotted to which he is not entitled by virtue of his pay (The reason for ascertaining this point I that same time the Quarters to which a person is entitled to his not available and a Qrs. Inferior in type is available) :
9. Whether he has residential Qrs. Within a radius of 8 kms either in his name or his wife or dependant's name :
10. The required undertaking duly signed by me is appended :
11. Date of application :

Signature of the Applicant
Office of the

UNDERTAKING FOR ALLOTMENT OF A QUARTERS UNDER OUAT, BHUBANESWAR-3

1. a) Name :
b) Designation & Deptt. / Office :
2. in consideration of the allotment of a type _____ Quarters in the Unit No.____ in the University campus, I do hereby agree that I would abide by the terms and conditions governing the occupation of the university building allotted in my favour during the tenure of my occupation as laid down in the House Allotment Rules, 1977, notified by the Registrar in the Notification No.14782 dated 05.10.1977.
3. I, hereby agree that I would regularly make a payment of the rent of the residence at the rate prescribed under the existing rules of the rent of rent reassessed or revised from time to time along with other rent if any and water charges and any other taxes and I hereby authorized the Comptroller to receive the same from my monthly pay bill. Should it be necessary in the event of non-payment of rent chargeable upon me under the rules, the University may at their discretion for such acts of default, recover the dues from me any other penal or legal means.
4. Thereby agree that if in the event of any breach of the condition of occupation, I am called upon to surrender the quarters. I shall vacate and handover vacant possession of the University Quarters within the reasonable period of notice as well as specified by the Registrar, OUAT to his authorized representative from time to time.
5. In case of non compliance with the order of the Registrar, OUAT to surrender the University Quarters as aforesaid, shall be liable to pay such penalty by way of damages as would be awarded against me by the Registrar acting on behalf of University or his authorized agents.
6. I do hereby undertake that I shall be hold responsible for the safe and proper handling of the University property such as fixtures and furniture, electric and sanitary installation etc. during the period of my occupation of the University Quarters. No materials structural alternations and additions to the residence during my occupation of the same will be affected by me without prior permission of the competent authority.
7. In case, I fail to occupy the Quarters within a period of 15 days from the date of issue of the order the allotment would lapse and I shall forfeit my claim.
8. In the event of failure to comply with the conditions laid down in Clauses No.5 shall be required to make good and damages or losses not due to natural calamities but due to improper use and careless handling if any, caused to the structural fittings, fixtures of the building, etc. as decided upon by the University in consideration of the extent of damage or loss caused.

SIGNATURE OF THE APPLICANT