



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

संपदा अनुभाग /Estate Section

Date: ____/____/____/

Application for Quarter Allotment / Issuance of Quarter Non-Availability Certificate

I, Shri/Smt./Ms. _____, Designation: _____,
Office/Section/School: _____, joined the
Institute on _____ (FN/AN) as a regular employee of IIT Bhubaneswar and request
allotment of Institute accommodation as per my eligibility. In case Institute accommodation is not
available as per my eligibility, I may kindly be issued a **Quarter Non-Availability Certificate** for
submission to the Establishment Section for the purpose of claiming **House Rent Allowance (HRA)**.

Encl: Copy of the Offer Letter/Joining Report.

Signature of the Applicant with date

-----For use of the Estate Section-----

QUARTER NON-AVAILIBITY CERTIFICATE

This is to state that Mr./Mrs./Ms _____, Designation: _____,
Department/Section/School/Unit: _____, Employee ID: _____,
has requested allotment of an Institute Quarter/Residential Accommodation. It is hereby stated that
no quarter is available for allotment as per his/her eligibility as on date _____.

This certificate is being issued at the request of the concerned employee for HRA purposes.

Estate Section/संपदा अनुभाग

Assistant Registrar (Estate)/सहायक कुलसचिव (संपदा)

To

Establishment Section/ Office of the Dean (Faculty Affairs)