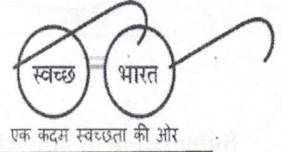




Chaudhary Ranbir Singh University, Jind  
(Established by the State Legislature Act 28 of 2014)  
(Recognized u/s 12-B & 2(f) by UGC Act 1956)



No. CRSU/G&P/2023/...105-106

Date: 21-03-2023

To

1. All the Deans, Directors, Chairpersons & In-charges of UTDs, CRSU, Jind.
2. All the Branch Officers, CRSU, Jind

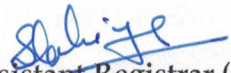
**Subject:** Willingness for allotment of Residential Accommodation at the University Campus for the year 2023 (1<sup>st</sup> Cycle).

Sir/Madam,

The willingness from the Teaching/Non-Teaching Employees who are desirous of allotment of House on the campus are invited (on the prescribed Performa given overleaf) latest by 24.03.2023 for the March, 2023 (1<sup>st</sup> Cycle) for Type-D houses (for employees with Pay Scale of Rs. 15600-39100 +5400/-GP and above). The branch shall prepare seniority list of the employees, who have applied for allotment of houses on the campus up to 27.03.2023 and the meeting of House Allotment Committee shall be convened during the month of March (subject to availability of vacant houses). The allotment will be made as per seniority of the concerned applicant(s) in the entitled category and as per availability of the vacant/to be vacated houses during the current year.

You are, therefore, requested to circulate it and get it noted from all concerned (teachers/non teaching employees of your Depts./offices) for information and necessary action.

Further, it is also clarified that all the pending applications, if any, with the General Branch for allotment of houses stands automatically filed. Therefore, all the applicants who had earlier submitted their applications for the above purpose may submit fresh applications on the Performa given overleaf for consideration. No application/willingness after the stipulated date shall be accepted and summarily rejected.


  
Assistant Registrar (G&P)  
for Registrar

Endst. No. CRSU/G&P/2023/ 107-108

Dated: 21-03-2023

A copy of above is forwarded to the following for kind information:

1. PS to Vice-Chancellor (for kind information of the Vice-Chancellor), Chaudhary Ranbir Singh University, Jind.
2. PA to Registrar (for kind information of the Registrar), Chaudhary Ranbir Singh University, Jind.

  
Assistant Registrar (G&P)

**SCHEDULE**

Submission of application in General Branch : 24.03.2023  
General Branch shall prepare seniority list : 27.03.2023  
Holding of HAC meetings (subject to availability of vacant house) : March, 2023

**PERFORMA**

To

Assistant Registrar,  
General Branch,  
C.R.S. University, Jind

**Sub:** Willingness for Allotment of Residential Accommodation at the University Campus during the year \_\_\_\_\_.

Madam,

Reference to your office letter No. CRSU/G&P/2023/\_\_\_\_\_ dated \_\_\_\_\_ on the subject cited above, I hereby submit my application for the Allotment of Residential Accommodation as per my entitlement in the category. My particulars are as under:-

- |     |   |   |       |
|-----|---|---|-------|
| 1.  | Name  | : | _____ |
| 2.  | Contact No. (Mobile No.)                                  | : | _____ |
| 3.  | Employee No.  | : | _____ |
| 4.  | Father's/Husband's Name                                   | : | _____ |
| 5.  | Date of Birth   | : | _____ |
| 6.  | Post held   | : | _____ |
| 7.  | Dept./Branch  | : | _____ |
| 8.  | Date of Joining in the University Service                 | : | _____ |
| 9.  | Present Pay Scale and Grade Pay                           | : | _____ |
| 10. | Date of entering in present pay scale                     | : | _____ |
| 11. | Basic Pay   | : | _____ |
| 12. | If House already allotted by the University, give details | : | _____ |

13. Category Applied : Write clearly in own handwriting in the box given below space:-  
(Type-D, Type-E)

Please clearly mention the Type of Residential Accommodation :

14. Reason for preferential allotment on : \_\_\_\_\_

Ground Floor (Attach Medical certificate issued from Competent authority CMO only)

(Signature of the Applicant)

15. Mutual shifting from House No. \_\_\_\_\_ (Type-\_\_\_\_) to House No. \_\_\_\_\_ (Type-\_\_\_\_) and vice versa in the same category.  
(In case of mutual shifting both applicants will sign).

1. (Signature with Employee No./Dept.)

2. (Signature with Employee No./Dept.)

(Recommended by the HOD/Office In-charge)

**Verification of the Establishment Branch:**

Verified that all the particulars filled in by the applicant are correct as per University record.

**Deputy Registrar (Estt.)**