



भारतीय प्रौद्योगिकी संस्थान कानपुर  
INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
सम्पदा कार्यालय/Estate Office



To,  
The Officer In-charge  
Estate Office, IIT Kanpur

Date: \_\_\_\_\_

**Sub:** Application of temporary allotment for death rituals.

I, the undersigned apply for temporary allotment for death rituals and hereby declare that:

- I understand that max. 2 houses for a max. period of 7 days may be allotted to me beyond which penalty may be imposed.
- Electricity and CUGL charges will be paid by me as per actuals.
- Damages, if any will be recovered from me.
- I agree to pay rent (GST included) and refundable security deposit in advance as given below.
- I hereby undertake to abide by the rules and regulations as mentioned in HAC guidelines.

Pay level as per 7 <sup>th</sup> CPC	Please Tick	Type of House/Flat	House/Flat no. Required		Required for		Rent Per day	Security Deposit	
					Self	Son/Daughter only			
						Name			Relation
1 to 9	<input type="checkbox"/>	Type-I	<input type="text"/>	<input type="text"/>			Rs. 350/-	Rs. 5000/-	
	<input type="checkbox"/>	Type-II	<input type="text"/>	<input type="text"/>			Rs. 500/-	Rs. 5000/-	
10 & above	<input type="checkbox"/>	Type-III	<input type="text"/>	<input type="text"/>			Rs. 750/-	Rs. 7500/-	
	<input type="checkbox"/>	Type-IV	<input type="text"/>	<input type="text"/>			Rs. 1000/-	Rs. 10000/-	
	<input type="checkbox"/>	Type-V	<input type="text"/>	<input type="text"/>			Rs. 1000/-	Rs. 10000/-	

In view of the above, I request to temporarily allot the above mentioned house(s) to me w.e.f. .... till .....

Name of Employee: .....  
PF No.: .....  
Department/Office:.....

Designation: .....  
Mobile no.: .....  
Signature of Employee: .....

**Administrative Office (Admin./DoFA)**

Verified that the above details are correct as per office record.

Remarks:- \_\_\_\_\_

Signature: \_\_\_\_\_ JA/JS/Supdt. \_\_\_\_\_

OIC, Admin./DoFA \_\_\_\_\_

**Institute Works Department (IWD)**

Verified that the above mentioned house(s) is/are ready to be temporarily allotted.

Remarks:- \_\_\_\_\_

Signature: \_\_\_\_\_ JA/JS/Supdt. \_\_\_\_\_

J.E./A.E./A.E.E./E.E. \_\_\_\_\_

**Estate Office**  
Approved/Not Approved

Signature: \_\_\_\_\_ JA/JS/Supdt. \_\_\_\_\_

JR, Estate \_\_\_\_\_

Dean, Admin. \_\_\_\_\_