



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



Date: _____

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

Sub: Application of temporary allotment for marriage function (Application to be submitted one (1) month in advance).

I, the undersigned apply for temporary allotment for marriage function and hereby declare that:

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

Pay level as per 7 th 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. _____