

FOR WIDE PUBLICITY

D. No. 636

Dated: 19-7-14

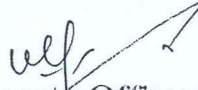
CIRCULAR

The process of preparation of Panal list according to seniority of University employees category wise for allotment of University houses is under process for the session i.e. 2014-2015.

Staff members and employees of the University who are interested to apply for University accommodation and do not possess their own house are hereby requested to apply on the prescribed application from printed overleaf latest by 31.08.2014 through Proper Channel. Applications received late will not be entertained.

The seniority list will be prepared on the basis of latest status and pay scale of the employees, therefore, the Employees/Applicants are requested to apply afresh for allotment irrespective of the fact that his name was in earlier panel or not, failing which such employees shall not be considered for allotment in the next session.

All Chairman of the Department/Head of the offices are, therefore, requested to please give Wide Publicity to every Staff Members of their Department/Offices.


Property Officer
Property Officer
Aligarh Muslim University
Aligarh

Distribution:

1. Deans of the Faculties/Chairman of the Department of Studies / Heads of the offices/Institution.
2. Registrar/Finance Officer/Controller, Admission & Examination.
3. Dean, Student's Welfare/Provost of Halls of Residence/NRSC/Librarian, Maulana Azad Library/Proctor/Principal of Colleges/Schools/University Polytechnic.
4. Chief Medical Superintendent, J.N. Medical College Hospital/University Health Service/Director of Health/Nazim, Sunni Theology/Public Relations Officer /Manager, Lands, Garden & Parks, AMU.
5. University Engineer Building Department/Electrical Engineer(Supply & Maintenance)
6. Members of the House Allotment Committee.
7. Secretary to Vice-Chancellor/P.S to Pro-Vice-Chancellor
8. For Uploading on website www.amu.ac.in
9. Guard File.

P.T.O.

APPLICATION FORM FOR LICENCE OF UNIVERSITY HOUSE

Property Officer
Department of Properties & Waqfs
Aligarh Muslim University
Aligarh.

Photo
Attested by
Head of the
Department

Through Proper channel

1. Name of the applicant (CAPITAL LETTERS) : _____
2. Permanent I.D. Number : _____
3. Designation : _____
4. Department : _____
5. Scale of Pay (Pay slip copy) : _____
6. Date of 1st continuous appointment in the University : _____
7. Date of Birth : _____
8. Father's Name /Husband's Name : _____
9. Mother's Name : _____
10. Whether belong to the Castes
SC/ST/OBC/PH/Minority : _____
11. Whether Permanent or Temporary on the Post : _____
12. Whether belong to the Category Physically
Handicapped (Proof required) : _____
13. Date of 1st continuous appointment of present post/
Grade/Scale in the University (Certificate from the
Head of the Department is required) : _____
14. Previous Service, if any relating to the present post/
Grade/scale in the University (Certificate from the
Head of the Department is required) : _____
15. Nature of accommodation presently residing : _____
16. Permanent Address : _____
17. Brief reason for allotment of University accommodation : _____

Declaration

1. Certify that I do not possess any house of my own or that of my Wife with a radius of 10 K.M. from the University Mosque.
2. I give undertaking that as soon as I cease to be in the employment of the University or construct a house of my own/Wife/Husband at Aligarh. I shall vacate the University house occupied by me within time as per rules. I shall abide University Rules faithfully.
3. As soon as my promotion/transfer and up-gradation is made or I construct my own house or acquire house from any other source or proceed on long leave /extra ordinary leave I shall inform the Property Office within a week.
4. If it is found any time that I have applied for or got allotted a University accommodation by giving wrong information or by fraudulent manners my allotment be cancelled immediately and I shall be held responsible for any other punishment if the University inflicts on me.

Date

Verified that the above statement is correct.

Signature of the Applicant

Signature & Seal