

**JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI 110062**

Ref: - JH/ES/07/2001-05
Date: - 24-04-2018

CIRCULAR

Applications are invited from the interested employees of Jamia Hamdard for allotment of following vacant flats and for up gradation of already allotted university accommodation on a prescribed format at Jamia Hamdard campus and at Pul Pehlad Pur Campus.

In Campus

1. B-402
2. C-102
3. D-201 & D-301
4. E- 203 & 404
5. E1-302 & E1-401
6. G-05, G-06 & G-07
7. H-18A, H-18B & H-19
8. H1-02

At Pehlad Pur Campus

9. A-01, A-06, A-08 & A-09
10. A1-03 & A1-04
11. B-01, B-02, B-03, B-04 & B-07
12. C-02, C-05 & C-07
13. D-01 & D-06
14. E-02 & E-04

The allotment shall be made as per seniority and merit of the case of the employees strictly as per rule.

Interested employees may submit his/her willingness for allotment/shifting (justification in case of shifting of flat) to the undersigned within five days from the date of this circular. Applications shall be accepted on prescribed format along with affidavit.

The prescribed format is attached herewith.

Note: The employees who have already submitted application for allotment/shifting in 2018 need not apply again.

(S.S. Akhtar)
REGISTRAR

Copy to:

1. Dr. Q.P. Rana (For upload on university web site for information to all employees)
2. All Deans (For information to their faculty and employees)
3. Finance Officer
4. Sr. Consultant (E&M)
5. Estate Officer
6. P.A. to Registrar
7. P.S. to Pro-Vice Chancellor
8. Assistant Registrar VCS

Jamia Hamdard
Hamdard Nagar, New Delhi – 62

(Requisition/Performa for allotment/Shifting of University accommodation from Jamia Hamdard Employees)

Name of the Employee : _____

School & Department : _____

Designation & Date of regular appointment on the post. : _____

Nature of Appointment, Permanent/ Temporary/ Adhoc or Contractual. (Pl. mention the contract period) : _____

Pay Scale & Basic pay (pay band) : _____

Justification of allotment of University accommodation: : _____

Request for shifting of accommodation : From _____ to _____

Presently living in campus/at Pehlad Pur : Block _____ Flat No. _____

Justification of shifting the flat. : _____

Detail of family members/dependents who will live with allottee, please mention the names. (Note: only Wife/Husband/Dependent son/ Dependent daughter /Mother/Father or real Unmarried/depended brother/sister are allowed) : _____

Detail of service of husband/wife with office address & telephone numbers. : _____

I declare that flat allowed to me will be only for me and my dependent family members and declare that I have no own house in Delhi/NCR. I will declare whenever I get any own house and vacate the university accommodation as per allotment rule of Jamia Hamdard.

I also declare that if I fail to declare after getting my own house in Delhi/NCR or its found that I/my family member have any house in Delhi/NCR then University may cancel my allotment and also deduct the panel rent from the date of allotment/ from the date purchase of house, whatever the case may be. I am also submitting an affidavit in respect of above said declaration.

Name of Employee

Recommendation & comments of the HOD & Dean

AFFIDAVIT
(On non judicial paper)

I,, S/o,D/o,W/o Mr./Ms.....
working as in the Department of
School/Hospital..... on permanent post/ Temporary post/Contractual post/ Deputation
..... since (Please attaché a copy of appointment letter)

I do hereby solemnly affirm and declare as under:-

1. The university accommodation allotted/allowed to me is as per my request. I shall pay the license fee, water charges & electricity charges as approved by the competent authority of Jamia Hamdard. I also understand/ confirmed that if I fail to pay the license fee, electricity charges and any other amount in respect of allotted accommodation, the same may be recover from my salary/dues.
2. I affirm and declare that i/we have no own house in Delhi/NCR.
3. I affirm & understand that I have to declare of my own house whenever I get in Delhi/NCR. I also declare that I will vacate the university accommodation within 15 days after purchase/ getting my own house in Delhi/NCR.
4. I declare that the following of my family members will live with me.
 - i) Name of Husband/wife working at
 - ii) Name of children
 - iii) Name of dependents' if any
5. I declare that me and my family residing in the allotted accommodation will remain bound and follow the term & conditions as stipulated in the allotment letter issued to me along with the allotment rules of Jamia Hamdard. In cases commit any breach of the condition and the allotment rules of the Jamia Hamdard and also if I fail to declare my after getting my own house in Delhi/NCR or if found I have the university accommodation in Delhi/NCR, the Jamia Hamdard have right to cancel my allotment and take legal action against me and may impose penalty or may charge panel rent and recover from my dues/salary.

Sign & Name of Employee