



**OFFICE OF THE REGISTRAR**  
**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
AN INSTITUTE OF NATIONAL IMPORTANCE  
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. RMS/4928/16  
1/3/3

Dated: February 23, 2016

A Panel will be drawn up in respect of following types of Qtrs. as shown below.

Type of Quarters	Minimum basic pay for acquiring eligibility in the Revised scale
1. B-Type/Pratichi	Rs. 21,910/- or more in the revised scale [old scale Rs. 8550/-]
2. D type	Rs. 10,930/- or more in the revised scale [old scale Rs. 4000/-]
<b>Note:</b> D type Qtrs shall be equally shared by three categories of employees (Faculty, Group C and Group D Employees) as approved by the Director.	
3. LCH/E/V Type	Rs. 7440/- or more in the revised scale [old scale Rs. 3000/-]
<b>Note:</b> These types of Qtrs shall be allotted to Group C and Group D Employees 1:1 basis as per existing norms of the Institute which is applicable.	

Applications are accordingly invited from the members of staff / faculty members for inclusion of their names in the panel. Henceforth, allotment of corresponding type of Quarters shall be made directly from the panel as per seniority according to the quarter's allotment forms.

The date of joining in the institution service shall be the date of eligibility for these types of quarters irrespective of pay scale. The panels will remain valid from 01.04.2016 to 31.03.2018 and Qtrs, which will fall vacant during this period, shall be allotted from those panels purely on a seniority basis as per norms.

The staff members residing at their 'Own house' and have taken house building loan for building house(s) within the jurisdiction of the Howrah Municipal Corporation will not be eligible to apply for any University Qtrs, within the premises of the Indian Institute of Engineering Science and Technology, Shibpur. The term 'Own Houses' means any premises which the employee concerned has acquired by way of ownership, tenancy, or otherwise either in his own name or in the name of any other member of his/her family dependant on him/her.

Those who are interested for enrolment in the panel may apply as per the Performa (**FORM-A, see backside of this order**). No further circular will be issued within the stipulated period of validity of this panel i.e. up to 31.03.2018.

**Application must reach the undersigned within 15 days from the date of publication of the circular through the Record Section. Applicants are also requested to verify his seniority in the panel latest by 31<sup>st</sup> March 2016 from Estate Section.**

Sd/-  
(Dr. Biman Bandyopadhyay)  
Registrar

RMS/4928/16 (9)

Memo No. 1/3/3

Dated: 23 February, 2016

Copy for information and circulation (along with FORM-A at the back side of this order) amongst the members of the staff (Teaching/Non-Teaching) under his/her control to:-

1. All Deans/ All HODs/ All Directors of Schools.
2. All Officers
3. The Superintendent of Workshops
4. The Caretaker
5. All Sections In-charge
6. The Section in-charge (Estate) [with spare copy]
7. PS to the Director
8. The Record Section (with a request to receive the application Form within stipulated date as per type 1,2,3 & 4 separately and Hand over to Estate Section after the stipulated date).
9. Institute Website

23/2/16  
Registrar

P.T.O.

FORM-A

FORM OF APPLICATION FOR GRANT OF LICENCE FOR OCCUPATION OF GOVERNMENT PREMISES  
UNDER INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR

To  
The Registrar  
Indian Institute of Engineering Science and Technology, Shibpur

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Department/Office.  
(Through Proper Channel)

Sir,

I am in the employment of Indian Institute of Engineering Science and Technology, Shibpur and I hold a specified post under Indian Institute of Engineering Science and Technology, Shibpur, I pray that a license under Sec. 4 of the West Bengal Government Premises (Regulation of Occupancy) Act, 1984 at one of the \_\_\_\_\_ type quarters in the Institute premises.

I have read and understood the provision of the aforesaid Act and I affirm that I shall abide by the terms and conditions mentioned in Schedule-I to the Act and such other terms and conditions as may be stipulated by the competent authority.

I hereby declare that I do not possess any house/flat/residential accommodation either in my own name or in the name of the dependent members of my family within the local limits of Howrah Municipal Corporation and I also declare that I have not taken any House building or Bank Loan for Construction of residential accommodation or flat.

I furnish all relevant particulars below for consideration of my application.

1. Name (IN BLOCK CAPITAL LETTERS) :
2. Father's/ Husband's Name :
3. Designation of the post held :
4. Category of the post held :
5. Department/Directorate/Office to Which the post is attached :
6. Date of 1<sup>st</sup> appointment at BEC/BEC(DU)/BESUS /IIESTS :
7. Date of joining in the present post :
8. i) Pay band of Pay (Enclosed Pay slip-February 2016) :  
ii) Present basic pay including special pay, if any :  
iii) Date of reaching to the Basic Pay for acquiring Eligibility for the type of Qtrs applied :
9. Occupied Qtr No. with Office order No. & date (if any):
10. Present address according to Service book (with Phone/Mobile Number) :
11. Date of birth according to Service book :
12. Whether House Building Loan has taken if yes Submit particulars :

Yours faithfully,

Date:

\_\_\_\_\_  
Name:  
Designation:  
Category/Post:

\*strike out which is not applicable