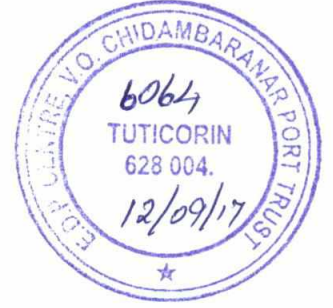


SPACMV
12/9/17



**V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
QUARTERS SECTION**

No.S-25/15/2017/QTRS/D. 3034

Dated: 12.09.2017

Circular No.1/17-18

Sub: Format for Vacation of Quarters and Allotment of
Quarters-Reg.
=====

The format to be followed for vacation of quarters and allotment of quarters w.e.f 01.09.2017 is enclosed for necessary action and strict compliance, by the occupants. The vacation order will be issued only after the report is received.


SECRETARY (ST)

To

All HOD's - to bring to the knowledge of all officers & staff.
Sr.DD(EDP) - to publish on intranet.

**V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
QUARTERS SECTION**

ALLOTMENT OF QUARTERS

Sl. No.	Description	Details
1	Name of the Allottee	
	Category	Port/Non Port/Apprentice
	Others	
	Designation	
	Employee No.	
	Allotment No.	
2	Type of Quarters & No.	
3	Date of Allotment order and No. issued	
4	Date of Occupation	
5	Date on which key is taken over from Maintenance Division by the Allottee	

Note: The date mentioned at Sl.No.5 shall be considered as date for all purpose of outstanding.

Taken Over

Handed Over

Signature of the Allottee with date

AEE/AE/Mtc. Division with date

To

The Secretary,
General Admin. Deptt.VOCPT.

**V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
QUARTERS SECTION**

VACATION OF QUARTERS

Sl. No.	Description	Details
1	Name of the Allottee	
	Category	Port/Non Port/Apprentice
	Others	
	Designation	
	Employee No.	
	Allotment No.	
2	Type of Quarters & No.	
3	a. Date of commencement of allotment	
	b. Date on which the key is handed over to the maintenance division by the Allottee	
4	Details of Pending Dues: 1.Rental Charges	
	2.Water Charges	
	3.Electricity Charges	
	4.Total Outstanding Charges	
5	Whether the charges mentioned in column 5 has been remitted and if so, the details of remittance	
6	Details of Damages if any caused by the Allottee – to be certified by the Maintenance Division	

Note: The date mentioned at Sl.No.3 only shall be taken as date of vacation for all purpose for computing dues.

The details furnished above are correct

Handed Over

Taken over

Signature of the Allottee with date

AEE/AE/Mtc. Division with date

To

The Secretary/VOCPT.