

BITS, PILANI- K. K. BIRLA GOA CAMPUS

Requisition for Change in Quarter

The Director

BITS, Pilani- K. K. Birla Goa Campus
Zuarinagar, Goa.

Date: _____

I request you to change / allot me a Quarter on the Campus. My particulars are given below:

Name : _____

PSRN: _____

Designation: _____

Date of Promotion _____

Basic Salary: Rs. _____

Pay Scale: _____

Date of joining Institute: _____

Present Quarter No: _____

Preference: Quarter Nos.

The House allotment committee will ensure allotment from any preferred quarter (subject to eligibility). In the event the committee is unable to allot as per the above preferences, I agree to be allotted any other quarter of the same type that may be available.

☐ Yes / ☐ No

Reason for change: _____

Thanking you,

Yours faithfully,

(Signature)

For Office Use

Mr./Mrs./Dr./Prof. _____ is allotted Quarter No. _____

**Faculty In-charge
(Maintenance)**

Dean