



**OFFICE OF THE SECRETARY : UNIVERSITY CLASSES**  
**GAUHATI UNIVERSITY**  
**Gopinath Bardoloi Nagar**  
**GUWAHATI - 781 014**

**OFFICE ORDER**

Dated the .....

It is notified that the .....Quarter No. ....  
vacated/refused by Dr./Shri.....has been  
provisionally allotted to Dr./Shri/Smt. ....  
as per the allotment of the Quarter Allotment Committee meeting held on .....

The allottee is to occupy the quarter immediately and intimate the occupation of the quarter positively within 30 (thirty) days from the date of issue of this order with necessary information to the Registrar, Treasurer, Secretary (University Classes), University Engineer, Estate Officer, and the undersigned.

In case any major repair of the allotted quarter is to be undertaken, the allottee may write to the University Engineer for repairs, with a copy to the undersigned.

It may further be noted that, if the quarter is not occupied by the allottee within the scheduled time mentioned above, the allotment shall stand cancelled automatically as per rules.

The allottee is requested to send a letter of acceptance to the undersigned immediately, within 7 (seven) days, failing which it shall be construed that the quarter is not required.

It should also be clearly understood that once the allotted quarter is occupied by the allottee, he/she shall be bound to obey the G.U. Quarter Allotment Rules amended from time to time.

If the allottee fails to occupy the quarter after acceptance, he/she shall not be entitled for fresh allotment for the next three years.

*Deputy Secretary,*  
University Classes & convenor,  
Quarter Allotment Committee, G.U.

*Memo No. GU/SUC/Allotment/Qrs./2000/12A/.....Date.....*

Copy forwarded for information and necessary action to :

1. Dr./Shri/Smt.....
2. The Treasurer, G.U.
3. The Secretary, University Classes, G.U.
4. The University Engineer, G.U. with a request for repairing and White Washing if required for occupation in the stipulated time.
5. The Estate Officer, G.U.

*Deputy Secretary,*  
University Classes & Convenor,  
Quarter Allotment Committee,  
Gauhati University