

RAILWAY QUARTER OCCUPATION MEMO

No.....

dated.....

Sub.: Occupation of Railway Residential Accommodation

Ref.: Allotment letter no.....dt..... issued by.....

1. Emp no.:
2. Name :
3. Designation:
4. Bill Unit :
5. Quarter Details : Quarter no.....at(colony &station)
6. Date of occupation :

It is to be declared that the keys of the quarter are handed over to the above allottee.

Occupant signature

Signature of SSE (Works) concerned

Designation and stamp

Copy to:

- 1) Incharge of the employee.....
- 2) Divisional Controlling officer, DRM/.....
- 3) SSE (Electrical) concerned.....
- 4) Bill preparing authority.....
- 5) IT centre/LJN
- 6) Any other concerned