

**THE BRIHANMUMBAI ELECTRIC SUPPLY & TRANSPORT UNDERTAKING**  
(of the Brihanmumbai Mahanagarpalika)

**ELECTRIC SUPPLY OFFICE**

To,  
The Deputy General Manager (Electric Supply)  
BES&T Undertaking.

Sub : (i) Allotment of Officers Quarters under Electric  
Supply Branch Reserved Quota.

(ii) Transfer of Officer's Quarters from General Quota  
to Electric Supply Branch Reserve Quota.

(ii) Transfer of Officer's Quarters from City Limit to  
City Limit of Electric Supply Branch Reserve Quota.

I would like to enroll my name for Allotment of Officers Quarters / Transfer of quarters under Electric Supply Branch Reserved Quota. My particulars are as under :-

1)	Full Name	:	
2)	Designation & Grade	:	
3)	Department/Division	:	
4)	Check No. & P.S.No.	:	
5)	Date of joining	:	
6)	Date of promotion/ confirmation in previous grade	:	
7)	Date of promotion in present grade	:	
8)	Date of confirmation in present Grade	:	
9)	Due date of superannuation	:	
10)	Residential Address	:	
11)	Details of accommodation in his/her	:	

	own name or in the name of his/her spouse a) Location b) Carpet area in Sq.Ft. c) Whether own/rented etc. (please specify) d) On whose name		
12)	Date of application registered with Civil Engineering Department. Payment Receipt No. and date.	:	
13)	Location of Officers Quarters preferred	:	
14)	Other instructions, if any	:	

I declare that the above particulars are true to the best of my knowledge.

In case I am allotted a flat in the Undertaking's Officers' Quarters, I am prepared to attend emergency duties on Sundays, Holidays & beyond regular working hours as and when required, irrespective of my grade and/or department where I am working. I may also be transferred to Departments where emergency duties are required to be performed.

**Encl :** As above.

**Date :**

**Signature of Officer**

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Certified that the particulars furnished above have been duly verified wherever possible.

Nature of work :

Duty hours :

Whether on shift duty :

Applicable group :

Reason for recommendation :

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**(Head of Department)**  
**Designation with stamp**

Ssg/d/oagen/allotqrts/quarters-form

