

NOTICE FOR FURNISHING UNDERTAKING WITH THE RENT OFFICER,
G.A (RENT) DEPARTMENT

1. After receipt of the allotment letter duly signed by the **Deputy Director of Estates**, G.A Department, the allottee is required to furnish an undertaking before the **Rent Officer**, G.A (Rent) Department whose office is located on the Ground floor at Heads of the Department Building.
2. Kindly download the prescribed undertaking and the occupation report form from the **Website** using your **User ID & Password**.
3. Furnish of the undertaking in the G.A (Rent) Department and get the allotment order stamped.
4. Then furnish the allotment order stamped by the G.A (Rent) Department before the Assistant Engineer, (R&B) for taking occupation of the quarters.
5. Kindly get the occupation report signed by the Assistant Engineer (R&B) and submit the same in the G.A (Rent) Department along with three copies of your allotment orders within two days positively.
6. Please get the three copies of your allotment orders stamped by G.A.(Rent) Department mentioning the date of your occupation and submit the same in the CESU, GED & PHD offices for getting their services in the quarters occupied by you.