

Government of India
Central Public Works Department

Vacation Report of Government Residence

INSTRUCTIONS: ➤ Please fill up the form in BLOCK LETTERS only. ➤ Fill dates as day (01-31), month (01-12) & year (2002) in the format DD-MM-YYYY . ➤ Please tick (✓) wherever required to do so. ➤ Pools GP : General Pool SC : SC Pool ST : ST Pool TP : Tenure Pool LS : Ladies Single Pool LM : Ladies Married Pool ➤ Types 1, 2, 3, 4, 5A, 5B, 6A, 6B, 7, 8, Hostel (DS /S K/ SS)						To: <p style="text-align: center;">Directorate of Estates Nirman Bhawan New Delhi</p>						
Service Centre Code		CPWD House Code		Name of Service Centre								
Registration Number of Allottee			Allottee Account Number (AAN) (To be filled up if allotted)		(To be filled by Directorate of Estates)							
					Date of Receipt VR No.							
1. Allottee			Shri/Smt./Km/Ms./Dr.									
2. Designation												
3. Particulars of accommodation vacated by the Allottee:												
(a)	Type	Locality		Sector	Block	Quarter No	Floor	Pool				
(b)	Furnished	Unfurnished	Servant Quarter		Garage							
				Yes	No	Number (if any)		Yes	No	Number (if any)		
4. Date of Vacation			5. Time of Vacation			Forenoon			Afternoon			
6. Reason for Vacation (Please Ö)			Allotment of Higher Type		Change		Retirement		Death			
			Surrendered by Allottee		Transfer		Dismissal		Eviction			
			Marriage Allotment		Unsafe Quarter		Others					
7. Details of Articles / Furniture / Appliances supplied			Durables					Non-durables				
8. Details of shortcomings or defects in fittings						9. Amount to be recovered, if any						
10. Address of Place of Duty of the Applicant						11. Permanent address						
Phone		Fax		Phone								
E-mail												

Signature of Junior Engineer /
In-Charge of Service Centre with Date

Signature of Allottee with Date