

## VACATION REPORT OF GOVT. ACCOMMODATION

It is to certify that Sh. .... of this office/department who was allotted general pooled residential accommodation by the Estate Officer, District Bilaspur, H.P. stand relieved from the office of ..... and said accommodation has become due for vacation on ..... Sh. .... has already his/her due nominal and penal rent (*if any*) and nothing is due from him on this account/reference had been made to his next station of posting for effecting suitable recovery, Public Works Department may take further necessary action.

**Junior Engineer**  
**HP,PWD Sub Div. No.I/II**  
**District Bilaspur H.P.**

**Head of Office/D.D.O.**

This office on this ..... day of ..... has taken over possession of Quarter No. .... allotted by the Estate Officer (AC to DC), District Bilaspur, H.P. at .....Sector, it exception of noted (1) ..... i.e. a sum of ₹..... against the cost damaged/ lost articles stands recoverable from you. This amount may be deposited with the office immediately. The actual date of vacation has been entered since you have only served ..... days notice to the allotting authority which is short by date.

The plinil area of this quarter No. ....

**Junior Engineer**  
(Incharge of the Buildings)

**No.** .....

**Dated :**

Forwarded to the Assistant Engineer, H.P. PWD, Sub Division No. I/II, HP PWD, Bilaspur for favour of further necessary action please.

**Junior Engineer,**  
(Incharge of the Buildings)

**No:** .....

**Dated :**

Forwarded to the Executive Engineer, HP. PWD, Division, Bilaspur, District Bilaspur H.P. (in duplicate) for favour of further necessary action please.

**Assistant Engineer,**  
**Sub Division No.I/II,**  
**HP.PWD, Bilaspur H.P.**

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