

From,

Name :
Designation :
PF No :
Level of Pay :
Working office/Station
Mobile Number :

To

Sr.DPO/PGT

Sub : **Request for registration of fresh quarters/Change of quarters**

- I. I, the above named employee is presently working as _____ (Designation/Office). Request for register my name for allotment of Railway quarter Number _____ Type _____ location of quarters _____.
2. Presently I am occupying the Railway quarters No _____ Type _____ location _____. I am requesting to change my quarter from _____ to Quarters No _____ Type _____ Location _____.

Certificate

- (a) I am certifying that my spouse is not occupying any Railway quarters in the same station.
- (b) I am requesting the above quarters for my bonafide use only and not for other purpose other than residence.

Date :

Signature of the employee

Forwarded to Sr.DPO for necessary action please.

Date :

Signature of supervisor