

**V.O.CHIDAMBARANAR PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT
QUARTERS SECTION**

VACATION OF QUARTERS

Sl. No.	Description	Details
1	Name of the Allottee	
	Category	Port/Non Port/Apprentice
	Others	
	Designation	
	Employee No.	
	Allotment No.	
2	Type of Quarters & No.	
3	a. Date of commencement of allotment	
	b. Date on which the key is handed over to the maintenance division by the Allottee	
4	Details of Pending Dues:	
	1.Rental Charges	
	2.Water Charges	
	3.Electricity Charges	
	4.Total Outstanding Charges	
5	Whether the charges mentioned in column 5 has been remitted and if so, the details of remittance	
6	Details of Damages if any caused by the Allottee – to be certified by the Maintenance Division	

Note: The date mentioned at Sl.No.3 only shall be taken as date of vacation for all purpose for computing dues.

The details furnished above are correct

Handed Over

Taken over

Signature of the Allottee with date

AEE/AE/Mtc. Division with date

To
The Secretary/VOCPT.