Subject: - Occupation/Vacation of Government Residence

1. Name of Allote (in Capital Letter) :-
2. Office in Which attached with designation :-
3. Allotment order No :-
   i) Type-I/II/III/IV/V/VI
   ii) House No:-
   iii) Locality:-
4. Date of Occupation/Vacation :-
   i) Main House:-
   ii) Servant Quarter:-
   iii) Garage:-

This residence having the articles as noted over leaf:-
Details of shortage of articles, if any:-

Signature of Allote

Dated........../....../......

Signature of Section Officer -in-charge

Dated........../....../......

COUNTER SIGNATURE BY

S.D.O

..........Sub-Division, P.W.D.

............................., Agartala

MEMO.NO.......................................................... DATED........../....../......

Copy to:-

1. The Superintending Engineer, PWD (R&B), 2nd Circle, Agartala for information.
2. The Executive Engineer, PWD (R&B), Agartala Division NO-I/III/Capital Complex Division, Agartala for information.
3. The Estate Officer, PWD Agartala Tripura for information.
4. Occupant.
5. The SDO I.E Sub-Division No.......
6. 

S.D.O

..........Sub-Division, P.W.D.

............................., Agartala.

Section:-

Rent Register Ref.:-

Remarks, if any:-

Signature of concern Clerk

Estate Officer, P.W.D. Agartala.