

विभागीय आवास में वातानुकूलक लगवाने हेतु आवेदन

APPLICATION FOR INSTALLATION OF AIR CONDITIONER IN DEPARTMENTAL ACCOMMODATION

नाम Name: \_\_\_\_\_ पदनाम Designation: \_\_\_\_\_  
प्रभाग एवं इकाई Division & Unit : \_\_\_\_\_ कं.को.सं. CC No. : \_\_\_\_\_  
कर्मचारी सं. Employee No. : \_\_\_\_\_

दिनांक Date : \_\_\_\_\_

सेवा में To

सहायक कार्मिक अधिकारी Assistant Personnel Officer,  
आबंटन अनुभाग, निसेसंप्रनि Allotment Section, DCSEM.  
विक्रम साराभाई भवन, मुंबई V.S. Bhavan, Mumbai-400094

Sub: Installation of Air conditioner in Departmental Accommodation

Respected Sir/Madam,

I would like to submit the following on above mentioned subject for favorable consideration please.

1. I have been provisionally allotted/residing in flat No. \_\_\_\_\_ at Anushaktinagar / \_\_\_\_\_.
2. Further, I request that I may please be permitted to install an Air Conditioner, Type Split / Window of capacity 1 Ton/ 1.5 Ton in the flat allotted to me.

धन्यवाद Thanking you,

भवदीय Yours faithfully,

संपर्क सं. Contact No.: \_\_\_\_\_  
ई-मेल आईडी E-mail ID : \_\_\_\_\_

APO  
Allotment Section, DCSEM

Head ESD  
DCSEM

Head GSS  
DCSEM