



जवाहरलाल नहरू विश्वावद्यालय  
JAWAHARLAL NEHRU UNIVERSITY  
डीन (छात्र) कार्यालय  
OFFICE OF THE DEAN OF STUDENTS  
नई दिल्ली-११००६७  
New Delhi-110067

F. No.18/IHA/Circulars& Notifications /2018

Dated : 23-10-2018

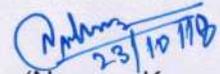
## Circular

### Possession/Vacation of Warden Flats

In continuation of our earlier circular of even number dated 16.02.2017 in r/o submitting Inventory document of Warden Flat in the IHA Office for issuing Office Order while taking possession or vacation of warden flat by the allottee, It has been observed that most of the Hostels are facing difficulty in understanding the format and not filling the required fields properly. Therefore, two separate Inventory forms have been designed by the IHA Office one for the Possession and other for the Vacation of the Warden Flat. It is also informed that Hostels may modify the items in the Inventory form of Warden Flats as per their requirement/s, if necessary.

Office In-Charge / Caretaker of concerned hostel is required to fill the Inventory form at the time of possession or vacation of warden flat by any warden of the hostel in duplicate; one copy is to be retained in the hostel records and the second original copy is to be forwarded to the IHA Office, after signature of allottee and Sr. Warden of the hostel, for issuing office order in this regard. It is also informed that inventory of existing occupants of the warden flats, whose office order has not been issued in want of Inventory document, should also be prepared mentioning the date of actual possession of the warden flat by the concerned warden and forward it to the IHA for record.

This issues with the approval of the Competent Authority.

  
(Naveen Kumar)  
Section Officer, IHA

To

1. All the Provosts
2. Sr. Warden of All the Hostels
3. Office In-Charge / Caretaker of All the Hostels

CC:

1. P.A. to Dean of Students

Encl:

1. Inventory form in r/o possession of warden flat
2. Inventory form in r/o vacation of warden flat

**JAWAHARLAL NEHRU UNIVERSITY  
INTER-HALL-ADMINISTRATION**

.....Hostel

**Vacation of Warden Flat**

Dr. / Prof. .... has vacated the Warden Flat  
No..... on dated.....(FN/AN) with the following fittings & fixtures:-

S. No.	Description of items	Qty.	Remarks
1	Ceiling Fans		
2	Tube light fitting		
3	Wall lamp fittings		
4	Call bell		
5	Electric/ energy meter		
6	<b>KITCHEN</b>		
a)	Kitchen sink		
b)	Chrome Plated Brass Bib Cock		
c)	CP Brass Angle Valve Cock		
d)	Brass Stop-Cock		
e)	Brass Bib Cock		
7	<b>TOILETS/ BATHROOMS</b>		
a)	Wash basin		
b)	Indian Style Water Closet (IWC)		
c)	European Style Water Closet (EWC)		
d)	Sheet Cover of EWC		
e)	Chrome Plated (CP) Brass Bib Cock		
f)	Brass Bib Cock		
g)	CP Brass Angle Valve Cock		
h)	Brass Stop-Cock		
i)	CP Brass Pillar cocks of wash basin		
j)	Head Shower		
k)	Chrome Plated (CP) Towel Rod		
l)	PVC connection pipe		
m)	Copper Connection pipe		
n)	Toilet jet		
o)	Soap Dish		
p)	Aluminium Shelve over wash basin		
q)	Looking Mirror		
r)	Pelmets box with rods		
s)	Book Shelve		
t)	Any other items		

Signature with Seal and date :-

.....  
(Caretaker/ Office In-charge)

.....  
(Allottee)

.....  
(Sr. Warden)

**JAWAHARLAL NEHRU UNIVERSITY  
INTER-HALL-ADMINISTRATION**

.....Hostel

**Possession of Warden Flat**

Dr. / Prof. .... has taken over the possession of Warden Flat No..... on dated.....(FN/AN) with the following fittings & fixtures:-

S. No.	Description of items	Qty.	Remarks
1	Ceiling Fans		
2	Tube light fitting		
3	Wall lamp fittings		
4	Call bell		
5	Electric/ energy meter		
6	<b>KITCHEN</b>		
a)	Kitchen sink		
b)	Chrome Plated Brass Bib Cock		
c)	CP Brass Angle Valve Cock		
d)	Brass Stop-Cock		
e)	Brass Bib Cock		
7	<b>TOILETS/ BATHROOMS</b>		
a)	Wash basin		
b)	Indian Style Water Closet (IWC)		
c)	European Style Water Closet (EWC)		
d)	Sheet Cover of EWC		
e)	Chrome Plated (CP) Brass Bib Cock		
f)	Brass Bib Cock		
g)	CP Brass Angle Valve Cock		
h)	Brass Stop-Cock		
i)	CP Brass Pillar cocks of wash basin		
j)	Head Shower		
k)	Chrome Plated (CP) Towel Rod		
l)	PVC connection pipe		
m)	Copper Connection pipe		
n)	Toilet jet		
o)	Soap Dish		
p)	Aluminium Shelve over wash basin		
q)	Looking Mirror		
r)	Pelmets box with rods		
s)	Book Shelve		
t)	Any other items		

Signature with Seal and date :-

.....  
(Caretaker/ Office In-charge)

.....  
(Allottee)

.....  
(Sr. Warden)