



**INDIAN INSTITUTE OF TECHNOLOGY - MADRAS**  
Chennai 600 036

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**TIMELINE FOR HOUSE ALLOTMENT**

1.	As and when quarters gets vacant and received FFO from Engg. Unit, note has been initiated for announcement to the eligible employees.
2.	Task initiated at Workflow for vacant status at workflow.
3.	Task initiated for approval of Assistant Registrar /Registrar / Dean Admn. at workflow for announcement.
4.	Announcement will be released through announce mail. The duration for the registration of quarters is 5 working days through workflow and cancellation by the applicants for further 2 working days.
5.	On due date the seniority list will be prepared, subject to confirmation from the administration I & II section and circulated to the applicants by giving 1 day time.
6.	Subsequently a note has been initiated to competent authorities for allotment as per the seniority list.
7.	Subject to approval an allotment order will be issued to the concerned employees.