



# Stewart School

MISSION ROAD, CUTTACK - 753001, ODISHA

Mobile " 7609981882, E-mail : principal@stewartschoolctc.in

E-mail : stewartschool@gmail.com, Website : www.stewartschoolctc.in

Letter No.: 00/2756/18/2024

Date : 01/04/2024

## NOTICE TO ALL WHO ARE IN POSSESSION OF THE QUARTER

To,  
All Regular and Former Staff of Stewart School, Cuttack

Sir / Madam,

This is to inform you that Stewart School Residential Quarter Allotment Rules and Regulation-2024 (In short- Quarter Policy-2024) has come into force w.e.f 1<sup>st</sup> April 2024 and the same is available on the school website for your reference.

An employee of Stewart School, Cuttack who have been allotted with a Quarter has to abide by the aforesaid Quarter policy in addition to the Stewart School Employee Service Rules and office orders issued from time to time.

An employee / Former employee who is in possession of Quarters of the Stewart School by virtue of a deed of license has to surrender the same Quarter in a prescribed format (Annexure-2 of the Policy) and apply for allotment of a fresh Quarter in a prescribed format as provided in Annexure-1 of the Policy to the Secretary cum Competent Authority immediately after this notification. The license deed executed earlier will be rescinded w.e.f 1<sup>st</sup> April 2024 as the new Quarter Policy has come into force w.e.f 01.04.2024.

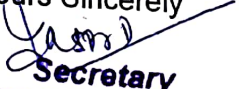
In view of the aforesaid new Quarter policy-2024, after the fresh allotment of Quarter is made in favour of an employee by the undersigned, he / she will have to take fresh electricity connection in his / her name within a period of one month by submitting a copy of the allotment letter to the electricity supply agency (TPCODL). The Administrative Bursar will issue intimation to school electrician for disconnection of the existing connection to all quarter on 30.04.2024.

Hence all are here by directed to surrender the Quarter allotted to him / her along with the deed of license executed earlier so as to enable the office to issue fresh Quarter allotment letter to those who are in essential duty / most essential duty. Failing which the office will proceed as per the guidelines laid down in Quarter policy.

Once again all Regular / Contractual Staff in possession of Quarter are directed to make fresh application for allotment of the Quarter and apply fresh electricity connection in his / her name submitting a copy of the Quarter allotment letter, which will be issued after proper application is made in prescribed Format to the Secretary of the Stewart School.

The electricity supply which has been provided to all quarters by the Stewart school, Cuttack in the Stewart School Campus will be disconnected on 30<sup>th</sup> April 2024 by the school Authority / Administrative Bursar.

Yours Sincerely

  
**Secretary**  
**STEWART SCHOOL**  
Cuttack

