

APPLICATION FOR ADDITIONS/ALTERATIONS IN GENERAL POOL RESIDENTIAL ACCOMMODATION

PART A: TO BE FILLED BY THE ALLOTTEE

1. Name _____
2. Designation _____
3. Office Address _____
4. Residential Address _____
5. Type of Accommodation in which residing _____
6. Actual date of occupation of present accommodation _____
7. Particulars of works desired with location (Refer Guidelines)

(a) _____

(b) _____

(c) _____

(d) _____

I undertake to pay 10% / 20% / 100% of the cost of the additions/alterations for Items mentioned above. In case the cost of the works exceeds the estimated cost, I will deposit the corresponding additions sum also.

Date: _____

(Signature of the Allottee)

VERIFICATION FROM CONTROLLING OFFICE

It is verified that as per records of this office, the facts stated by Shri. / Smt. _____

an allottee of House No. _____ are correct.

Dated: _____

(Signature of authorized Signatory with office seal)

PART B: TO BE FILLED BY THE OFFICE

1. Annual limit of additions/alterations Fixed Rs. _____

2. Cost of works already incurred during _____

a) Civil works Rs. _____

b) b) Electrical works Rs. _____

Total Rs. _____

Signature of AE (Civil/Elect.)

3. Rough cost of estimate of work in present requisition Rs. _____

Item No. Cost

(a). _____ Rs. _____

(b). _____ Rs. _____

(c). _____ Rs. _____

(d). _____ Rs. _____

4. Amount available during the year Rs. _____

5. Amount proposed to be carried out from Next year (_____ - _____) Rs. _____

Certified that all the proposed additions/alterations works mentioned above are fresh and no such renovation work has been carried out at given locations earlier.

Signature of J.E.

Signature of A.E.

Name: _____

Name: _____

Date: _____

Date: _____