

Form of Application for grant of licence for occupation of Government premises

Dated

To
The Competent Authority under the
West Bengal Government Premises
(Regulation of Occupancy) Act, 1984 in respect of
under the Housing Department

Sir,

I am in the employment of the Government of West Bengal and I hold a specified post under it. I pray that a licence under Section 4 of the West Bengal Government premises (Regulation of (Occupancy) Act, 1984 may kindly be granted in my favour for the occupation of the Government premises at
..... (mention details of premises).

I have read and understood the provisions of the aforesaid Act and I know that I shall have to abide by the terms and conditions mentioned in Schedule I to the Act and such other terms and conditions as may be stipulated by the Competent Authority.

I hereby declare that I do not possess any house/flat/residential accommodation either in my own name or in the name of any of the dependent members of my family within the local limits of
..... Corporation/Municipality/within twenty Kilometres from my office.

I furnish all relevant particulars below for consideration of my application :

1. Name of the applicant :
2. Father's/Husband's name :
3. Designation of the post hold :
4. Headquarters of the post hold :
5. Department/Directorate/Office to which
the post is attached with full address :
6. Date of joining the Post :
7. Scale of pay :
8. Present basic pay and special pay, if any :
9. Designation of Drawing and Disbursing
Officer with address :
10. Date of birth according to Service Book :
11. Date of retirement according to Service Book :

Yours faithfully,

Signature

Counter Signature of Drawing and Disbursing Officer/
Head of Department/Head of Office with official seal.

DECLARATION BEFORE COMPETENT AUTHORITY

I, Sri/Smt. son/daughter/wife of
Sri /Smt., resident at
..... present working as
in the Office/Department of hereby declare and affirm.

1. That I have no house/flat in my name, in my spouse's name or in the name of and dependent member of my family within Kolkata Municipal Corporation area or Howrah Municipal Corporation area or within 20 KM from the Rental Housing Estate chosen by me.
2. That I shall use the flat for the purpose for which it has been allotted to me and shall not use it for any other purpose.
3. That I shall not let any other person to reside in the flat issued in favour of me or keep it vacant for more than six months.
4. I shall not assign or transfer the premises in any way to any person or put any person in possession of the premises.
5. I shall not add to, or alter, any fixtures of the premises or make any structural alterations in the flat without the express permission in writing of the Competent Authority.
6. I shall not cause, or suffer to be caused, any damage to the premises beyond the normal wear and tear through the proper use and occupation of the premises.
7. I shall allow any officer duly authorized in this behalf by the Competent Authority to inspect the flat as and when necessary.
8. I shall pay such licence fee for the flat as may be determined from time to time by the Competent Authority.
9. I shall inform the Competent Authority in Writing about every change in my post on place of posting and every change in my position by reason of going to leave or being placed under suspension or by any other reason within a week of the change taking place.
10. That further I do hereby undertake that I shall not violate any of the terms and conditions as laid down in the licence issued in my favour. If I violate any of the terms and conditions of licence the Competent Authority shall be free to terminate my licence.
11. I further undertake that upon the expiry of term of licence or upon termination of licence. I shall deliver vacant possession of the flat to the Competent Authority or to any other person authorised by the Competent Authority in this behalf, in the same condition in which I took possession of the premises.
12. I further undertake that I will vacate the flat within 30 days from the date of my transfer (beyond 20 kms. from the concerned RHE)/retirement/resignation or dismissal/removal from service. I shall be liable to pay whatever occupational charge will be fixed for the said period.

Mobile No. _____

***Pay Slip**

Date :

Place :

Signature of the Declarant