

Sub: APPLICATION FOR THIRD PARTY / SELF LEASE ACCOMMODATION

Eligibility - AE & above.  
 Scope - Can be availed by the officer at any place of his / her choice within India.  
 Rental Ceilings & Recovery - (Figures in Rupees)

Designations	Monthly Rental Ceilings (Class of cities)				Recovery
	A-1	A / B-1 / B-2	C	Unclassified	
ED	14275	8922	6247	5353	500
GM	13250	8281	5798	4969	
Addl. G.M.s	11950	7469	5229	4481	400
Joint G.M.s	11150	6969	4879	4181	
Dy. G.M.s	10400	6500	4551	3900	300
Managers	9350	5844	4092	3506	
Dy. Managers	9125	5703	3993	3422	250
Assistant Managers	8375	5234	3665	3141	
Assistant Engineers/ Assistant Officers	7300	4563	3194	2738	

Note: 1. Information in respect of all columns is compulsory for processing of application.  
 2. \* Strikeout whichever is not applicable.

1.	Emp.code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Scale of pay		6.	Status	* Regular / Deputationists

7.	Fresh Lease / Extension of Lease	
8.	Self Lease / Third Party Lease / Lease with first blood relation of self / spouse	
9.	Relationship of owner with the employee	
10.	Period for which lease is proposed to be taken	From __/__/20__ to __/__/20__
11.	In case Lease is taken at a place other than the place of posting, mention the dependant family members who would be staying in leased accommodation	
12.	Monetary ceilings of Lease rent for the Officer	Rs.
13.	Monthly rent claimed by the Owner	Rs.
14.	Address of the premises to be taken on lease	
15.	Total Area of the premises (Sq.ft./Sq.mt.)	
16.	Owner's Name and address	

I undertake to repay through monthly salary the amount in excess of the entitled amount of lease accommodation.

Dated: \_\_\_\_\_

Signatures of the applicant: \_\_\_\_\_

Encl: Tick mark the documents enclosed –

- ( ) 1. Letter of consent from the owner of the house (not required in case of self lease)
- ( ) 2. Drawing of house with details of rooms, veranda, balconies etc.
- ( ) 3. Proof of ownership of the house by the owner, which may be either of the following :  
(not required in cases of extension of lease)
- Copy of the registration deed.
- Or
- Letter of allotment by the authorized Govt. agencies like DDA, GDA, HUDCO, Housing Board, Co-operative Society, IRWO, etc.
- Or
- Power of Attorney accompanied by Sale deed & absolute will in favour of the owner.

Controlling Officer

(Cases of employees working in projects / regional offices, may be finalized locally in consultation with finance. Regional / Project Heads or where project head is below the level of DGM & employees of Corp. office, Dir./Fin. is the sanctioning authority)

For use of HRM / Accounts (Corporate Office)

Sh. \_\_\_\_\_, \_\_\_\_\_ is eligible for self / third party lease for an amount of Rs \_\_\_\_\_ p.m.

Report of the committee is enclosed for perusal.

As the house / flat is being taken on rent of Rs. \_\_\_\_\_, Rs. \_\_\_\_\_, being the excess rent over entitlement may be deducted every month from the salary of the applicant.

Lease may be approved for a period from \_\_\_/\_\_\_/20\_\_ to \_\_\_/\_\_\_/20\_\_ at a monthly rent of Rs. \_\_\_\_\_.

Competent Authority for approval is \_\_\_\_ Ref. Item No. \_\_\_\_ of SOP. .

Submitted for approval, please.

Signatures of Dealing Officer

Manager/HRM

Manager/ F (HQ)

ED/F