

PROFORMA FOR PERMISSION FOR COVERING OF FRONT VERANDAH

To,
The Dy. General Manager,
CLW/Chittaranjan (Through proper channel)

Sub: - Permission for covering of front verandah.

I, Sri/Smt _____, Design _____, T/No- _____, Cont
No- _____, Bu No- _____ Holding Qrs No- _____, Type _____, St
No- _____ Working under _____ intend to cover the front verandah for (reason)
_____. In this connection following documents/papers
are submitting for your kind perusal please.

1. Site Plan 02 nos. (Top view in A-4 size paper) duly signed.
2. Photocopy of the Pay Slip/Occupation Slip.

DA: - () nos.

DECLARATION

1. That the Qrs. mentioned above is not a Messing Accommodation.
2. That the cost of construction of covering of verandah at my own cost.
3. That the construction will be purely temporary (Kutchha) and there will no interference with the existing building.
4. That no further area will be encroached by me for the covering of front verandah.
5. Due to covering of front verandah, if any charges are levied on later date by the Administration will be paid by me.
6. I do hereby declare that the above information are correct. If anything is detected as wrong or I fail to abide by any condition furnished above, I shall be liable to be taken up under DA Rules-1968.

Dated _____.20____

Signature _____

Name _____

Designation _____

Contact No, if any _____

Signature of the controlling Officer with Seal

Name _____

Designation _____

Date _____

PROFORMA FOR PERMISSION FOR CONSTRUCTION OF TEMPORARY GARAGE

To,
The Dy. General Manager,
CLW/Chittaranjan (Through proper channel)

Sub: - Permission for construction of temporary garage.

I, Sri/Smt _____, Design _____,
T/No- _____, Cont No- _____, Bu No- _____ Holding Qrs.
No- _____, Type _____, St No- _____ Working
under _____ intend to construct a temporary(Kutchha) garage, measuring (length &
wide) _____ for (reason) _____.

In this connection following documents/papers are submitted for your kind perusal please.

1. Site Plan 02 nos. (Top view in A-4 size paper) duly signed.
2. Permission letter for purchase of Motor Car under Conduct Rule.
3. Document regarding ownership of Motor Car.
4. Photocopy of the Pay Slip/Occupation Slip.

DA: - () nos.

DECLARATION

1. That the Qrs. mentioned above is not a Messing Accommodation.
2. That the cost of construction of Temporary (Kutchha) of Garage at my own cost.
3. That the construction will be purely temporary (Kutchha) and there will no interference with the existing building.
4. At the time of vacation, the temporary construction will be dismantled by me at my own cost.
5. Due to construction of temporary (Kutchha) garage, if any charges are levied on later date by the Administration will be paid by me.
6. I do hereby declare that the above informations are correct. If anything is detected as wrong or I fail to abide by any condition furnished above, I shall be liable to be taken up under DA Rules-1968.

Dated _____. _____. 20 ____

Signature _____

Name _____

Designation _____

Signature of the controlling Officer with Seal

Name _____

Designation _____

Date _____