

GOVERNMENT OF WEST BENGAL

URBAN DEVELOPMENT DEPARTMENT

Office of the Administrator, Bidhannagar

Sech Bhavan (3rd Floor), Bidhannagar,

Kolkata - 700 091

Form of Application, for Renewal of Licence

To

The Competent Authority

under the West Bengal Government Premises

(Regulation of Occupancy) Act, 1984 in respect of

.....
Rental Housing Estate under the Urban Dev. Department, Govt. of W. B.

Sir,

I am in occupancy of Government premises namely flat No.

Building No. in the Rental Housing Estate at

.....on the Authority of

Order No.dt.....deemed to be a licence under Section 79 of W. B. Govt. Premises

(Regulation of Occupancy) Act, 1984, having Licence No.dt.....granted in my favour.

The licence expires on.....

I pray that my licence may kindly be renewed for a further period of three years with effect from

.....

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

I furnish the relevant particulars below for the consideration of this application:

- 1) Name of the licensee :
- 2) Father's/Husband's name :
- (a) Tele. No. :
- (b) e-mail address :
- 3) Designation of the post held :
- 4) Head Quarters of the post held :
- 5) (a) Office to which the post is attached with full address :
- (b) Name of the Parent Department :
- 6) Date of joining the present post :
- 7) Scale of pay :
- 8) Present basic pay and special pay, if any (to be mentioned separately) :
- 9) Name, Designation & full address of Drawing & Disbursing Officer :
- (a) Office Tele. No. of Drawing & Disbursing Officer :
- (b) Designation of Controlling Officer :
- 10) Date of birth according to Service Book :
- 11) Date of retirement according to Service Book :

Counter signature of
Drawing and Disbursing Officer/
Head of Deptt./Head of Office with
Office Seal.

WBGP(K) 2012-2013/31K/3M

Yours faithfully

Full Signature of the Applicant

GOVERNMENT OF WEST BENGAL

Urban Development Department
Office of the Administrator, Bidhannagar
Sech Bhavan (3rd floor), Bidhannagar,
Kolkata-700091

Satatement Showing Realisation of House Rent

of Shri/Smt.

of Flat No.in..... Abasan

Sl. No.	Month	Basic pay	Bill No.	Token No.	Name of Treasury/ Pay & Accounts	Amount of Licence Fees Deducted	Head of A/C to which the amount has been credited	"0216-Housing -02 Urban Housing -III Administration of Bidhannagar Non- Plan other Receipt from Bidhannagar"
1	2	3	4	5	6	7	8	9

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

Also certified that the incumbent concerned has not drawn any H.R.A. during the entire period mentioned above.

Signature of (D.D.O.)

Signature of (D.D.O.)

Note : In case of autonomous organisations/local bodies/Statutory bodies etc. where Bank account is operated and the pay bill is not placed in the Treasury, the details of remittance of H.R.A. & licence fee should be quoted mentioning the cheque No., date & Bank branch.

GOVERNMENT OF WEST BENGAL

URBAN DEVELOPMENT DEPARTMENT

ESTATE SECTION,

'Nagarayan' DF-8, Sector-I, Salt Lake, Kolkata-700 064

FORM X

Spouse and Family Details

- 1 Name of the Spouse :
2. Whether the spouse is employed in State/
Central Govt/Local self Govt./Statutory
Bodies/Body Corporate Public Sector :
- Undertaking/Educational Institutions aided by
Govt/Municipalities/Corporations etc.
3. If, SI. 2 is yes, then the full name, address and
the telephone No. of his/her Office along with :
- his/her designation :
- 4.(a) Name & Designation (in full) of the Drawing :
- and Disbursing Officer of the Spouse
- 4.(b) Name & Designation of Controlling Officer :
- of the Spouse
5. H.R.A. drawn by the Spouse :
6. Applicant's family consists of :
7. Whether any other family member is drawing :
- H. R. A. If yes, details thereof

I declare that the statements made above are correct.

Signature of the Spouse

Counter signature of the D.D.O. of the
Spouse if the spouse is working as
mentioned in SI No. 2

Signature of the Applicant