

FORM – ‘A’

Form of Application for grant of Licence for Occupancy of Government Premises

To
The Estate Officer, Bidhannagar,
and

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

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 (Regulations of Occupancy) Act, 1984 may kindly be granted in my favour for the occupation of the Government Premises in Bidhannagar.

I have read and understood the provision of the aforesaid Act and I know that I shall have to abide by the terms & 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 dependent members of my family within the local limits of Kolkata Municipal Corporation/ Bidhannagar Municipality/South Dum Dum/North Dum Dum Municipality/Rajarhat Gopalpur Municipality/New Barrackpur/Madhyamgram Municipality/Baranagar/Kamarhati/Panihati/Khardah/Titagarh Municipality/Howrah Municipality Corporation.

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

- 1) Full Name :
- 2) Father's/Husband's Name :
- 3) Designation of the Post held :
- 4) a) Present Residential Address & Telephone/Mobile No. :
(Attach self attested address proof)
E-mail :
- b) Permanent address :
(Attach self attested address proof)
- 5) a) Head Quarters of the post held & present place of posting :
.....
- b) Address, Telephone & Fax no. of the present office :
.....
- 6) Department/Directorate/Office to which the post is attached. :
.....

GOVERNMENT OF WEST BENGAL
Urban Development Department
Office of the Administrator, Bidhannagar
Nagarayan (4th Floor) Bidhannagar, Kolkata – 700091

Terms and conditions for occupancy of
Government Flats in Bidhannagar (Salt Lake)

In the event of allotment of Flat No _____ Type _____ Block _____ In Sector _____
Bidhannagar Kolkata I do here by agree to abide by the terms and condition as set out in Schedule 1 to the
West Bengal Premises (Regulation of Occupancy) act, 1984 and as follows:-

1. That I shall not be entitled to draw house rent allowance so long as I will be occupation of the Flat.
2. That I shall pay the Licence fee for the said flat at the monthly rate as has been fixed by the Govt. Competent authority subject to any subsequent amendments of standing Government orders by the first week of the following month in which it relates and that I shall send a statement to the Competent Authority showing the details of the licence fee paid by me from time to time.
3. The date of my increment in my present scale of pay of _____
_____ (Date) and my present monthly pay being Basic
Pay _____ - , Special pay _____
NPP _____ or any other item drawn as pay is _____
4. That I do not possess any premises by way of ownership either in my own name or in the name of any member of family dependent on me within the specified distance of twenty KM from my office.
5. That in the case of my acquiring a house or flat in Kolkata or Bidhannagar (salt lake) or in any place within distance of twenty kilometres from Kolkata or Bidhannagar in my own name or in the name of any member of my family dependent on me or death or transfer to a place which is beyond the specified distance of twenty kilometres from Kolkata Bidhannagar or termination of service under the Government as a result of resignation, discharge /dismissal , retirement, the occupancy of the flat shall stand determined and licence in respect of the above mentioned Government premises shall & automatically terminated on the expiry of the month following that in which my acquisition of house , death, transfer and termination of service takes place and that the flat shall be vacated peacefully by my family / me and vacant possession of the flat shall be handed over to the Caretaker in-charge of the building from whom I shall take over possession before expiry the period.
6. That I shall inform the competent Authority in writing about every change in my post or place of posting and any change in my status by reason of my going of leave or being placed under suspension or by any other reason within a week of such change taking place.
7. That I shall not add to or alter any fixtures or construct or alter or add to any part of the structures in the said Government premises and that I shall not cause or suffer to be caused any damage to the premises beyond that normal wear and tear through proper use and occupation of the premises.
8. That I shall not assign or transfer or Subject the premises or any part of it to any person anytime possession of the premises.

9. That I shall use the premises exclusively for the purpose of residence of myself and the members of my family dependent upon me and for no other purposes whatever.

9(a). That I shall not cause or let any member of my family cause any disturbance to the peace and tranquillity of my neighbours in course of my occupancy in the premises or be allotted to me.

10. That I shall any officer duly authorised in this on behalf of the competent authority to inspect the premises as and when necessary.

11. That the normal rules & conditions laid down by the State Government for occupation of the Government premises which are not repugnant to the West Bengal Government premises (Rules of occupancy) Act, 1984 shall also be applicable in any case.

12. That in case of my violating any terms & conditions of the licence issued under the West Bengal Government Premises (Regulation of Occupancy)Act, 1984 or hereinbefore stated and/or on the expiry of one calendar month's notice given by the competent authority to me, the Licence may be terminated, upon which I shall deliver vacant possession of the premises to the Competent Authority or to any other person authorised by the Competent Authority on his behalf in the same condition in which I shall take over possession of the premises.

13. That my basic pay as stood on _____, 2018 was Rs. _____ as per ROPA _____

Signature of Allottee

Certificate of the Controlling Officer :-

1. Certified that the statement regarding pay scale , date of increment and present monthly emoluments as stated in item(3) of the above terms & conditions are correct.
2. This office agrees to realise Licence fee as per terms laid down in item(2) and/or item(11) of the terms and conditions stated above.
3. Name and Designation of the Drawing & Disbursing officer with address & telephone no. are stated below

(a) Name of D.D.O :-

(b) Designation :-

(c) Full Address :-

(d) Contact Telephone :-

Signature and Designation of the
Controlling Officer

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

**PROFORMA
AFFIDAVIT**

(To be sworn in before a Magistrate/Notary Public)

I, Shri/Smt..... son of
..... by occupation aged years at present
residing atdo hereby solemnly affirm as follows:

1. That I am in the employment of the Government of West Bengal and now posted as
..... in the Department/Directorate/Office at
..... or that I hold specified post ofunder Government
of West Bengal and my office address is.....
..... which is within 20 kms. from the local limits of Bidhannagar Municipality.
2. I do not possess any house/flat/residential accommodation either in my own name or in the name of any dependent member of my family within the local limits of either Kolkata Municipal Corporation or Bidhannagar/ Municipality or any other place within 20 kms. from my office.
3. That I shall use the premises solely for the purpose of residence of myself and my dependent family members and shall not assign, transfer, sublet the same or any part of it to any person and shall not put any other person any time in possession of the premises nor shall I keep the flat so allotted to me under lock and key for a stretch exceeding 3 months.
4. That I shall inform in writing the licensing authority about acquiring any house/flat/residential accommodation within Kolkata Municipal Corporation/Bidhannagar Municipality/any other place within 20 kms. from my office in my own name or in the name of any dependent member of my family within a fortnight of such acquisition.
5. That I shall keep the licensing Competent Authority informed in writing about any change in my post/office or place of posting within a fortnight of such change.
6. That I shall hand over the vacant possession of the premises as per law to the Competent Authority/ authorised person on behalf of the Competent Authority putting into possession in the event of acquiring house/ flat/ residential accommodation in my own name or in the name of any dependent member of my family within the local limits of Kolkata Municipal Corporation/Bidhannagar Municipality/any other place within 20 kms. from my office and also in the case of my transfer to a place beyond the specified distance of 20 kms. from the local limits of Bidhannagar Municipality or in the case of my retirement or termination of my service under the Government as a result of resignation/discharge/dismissal. Otherwise, the Competent Authority will have full rights to proceed against me in accordance with prevalent Act, rules, terms & conditions framed thereof.
7. That I shall before the expiry of the period specified in the license, file an application for renewal stating inter alia my post and office or place of posting.
- 7(a) That I understand, my occupancy in Govt. flat without a valid licence is illegal under Section 7 of the W. B. Govt. Premises (Regulation of Occupancy) Act, 1984.
8. That I shall abide by the provisions of the West Bengal Government Premises (Regulation of Occupancy) Act. 1984 (West Bengal Act, XXI of 1984) and the rules & terms & conditions framed under it and I understand that violating any clause of the said terms and conditions/rules will invite the cause leading cancellation of my licence I shall also abide by any additional terms & conditions as to be determined by the Competent Authority.
9. I shall not cause, nor I shall let any member of my family cause any disturbance to the peace & tranquility of the neighbours during the course of my stay in the flat to be allotted to me.
10. Provided further that if afterwards it is found that the statement relating to possessing/holding of house/ flat/ residential accommodation as stated in para 2 above is not made correctly in the Affidavit, the Competent Authority shall have right to take legal action in accordance with the provisions of the law.

That the statements made in para 1 to 10 of the foregoing Affidavit are true to the best of my knowledge and belief.

(Signature of the deponent)