

APPLICATION FOR FIXATION OF QUARTERS

1. Name of the Officer and E No. :
 2. Designation and Scale :
 3. Name of the Branch /Office :
 4. Name of the Centre :
 5. Date of joining the Branch /Office ;
 6. Name of the Branch /office where the Officer was previously working :
 7. Whether provided with quarters at The Previous centre? if Yes :
 - a. Whether surrendered : YES /NO
 - b. Date of refund of advance rent :
 8. Whether transferred to this place on Request :
 9. Whether the Officer owns a house in his/ In the name of spouse/dependent child At this place :
 10. Distance from the branch/office to the Quarters :
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1. Name and address of the owners :

2. Whether Rent control act applicable ;
3. Description of the type of construction :
4. No of rooms with measurement (rough sketch to be enclosed) :

5. Total area in Sq Feet :
6. Floor in which situated :
7. Total Rent per month :Rs
8. Prevailing rent in the area :Rs
9. Lease period :from..... to.....
10. Advance Rent if any, :Rs.
11. Taxes to be paid by :
12. Repairs/Maintenance/White wash done by:
13. Whether basic amenities such as electricity Water, toilets are available :

I agree to bear rent of Rs._____and advance rent of Rs_____ over and above the ceiling limit. I authorize you to debit a sum of Rs._____ to my account No._____ at _____ branch every month towards excess rent over the eligible rent.

DECLARATION

I _____ Designation _____ E No. _____ working in _____ do hereby declare that I do not own a residential accommodation in my /spouse's/dependent child's name within the village /municipal/corporation limits of my place of work.

I undertake to declare immediately in case I come to own a residential accommodation at my place of work in my /spouse/dependent child's name at a future date which makes me ineligible for the Bank flat /leased accommodation.

I further declare that my wife/husband is working /not working in Bank/Government Office/Institution and has availed leased accommodation provided by them.

I declare that this information is true and am therefore eligible for leased accommodation facility as per the norms.

Place:

Date;

Signature of the Officer

Recommendations of the Manager/Departmental Head

I have visited the proposed quarters on _____-- and found it suitable for the occupation of the officer.

Signature of the Manager/Dept.Head

From:

To:

The Chief /Assistant/Deputy /General Manager
Corporation Bank

Dear Sir,

I/We offer the following residential premises to you /your Bank to be used as residential quarters on the following terms and conditions:

| | |
|--|---------------------------------|
| Location | |
| Area | |
| Rent | Rs |
| Lease period | From.....to.....for.... ..Years |
| Taxes | |
| Repairs/ Maintenance/ White/ Colour Washing | |
| Electricity, Water Connection, with separate meter | Available |
| Special Conditions if any | |

I am/we are agreeable for premature termination of lease by giving one month's notice to me/us. I/we also undertake to refund the advance rent fully in case of premature termination /surrender of quarters

Yours faithfully,

Place:

Date:

OWNER(S)