

**PROVISION OF BANK'S FURNITURE AT THE  
RESIDENTIAL QUARTERS OF OFFICERS**

From:

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To:

The Assistant /Deputy /General Manager  
ZONAL OFFICE .....  
BE/SSD HO MANGALORE/IIBD MUMBAI

Through the .....

**Sub:Provision of Bank's Furniture at the Residential Quarters of Officers.**

**Fresh...../..... Additional/..... Second timr (tick which ever is applicable)**

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Being desirous of availing the above facility, I furnish herebelow the details for enabling you to accord sanction.

1	Name of the Officer	
2	E No / Scale	
3	Designation	
4	Department / Branch	
5	Date of Promotion	
6	Whether Bank's furniture has been allotted earlier	
7	Date of Joining this Office	
8	Branch / Office of previous posting	
9	Whether furniture has been shifted	
10	Residential Address	

I agree to be bound by the rules / guidelines governing the Bank's furniture at the residence of officers issued /as amened from time to time. I request you to kindly accord sanction

Date:

Place:

Yours faithfully,

Enc: List of items for sanction is in overleaf

Signature

### LIST OF ITEMS REQUIRED FOR SANCTION

SL. NO	Cost Ceiling (Rs)	Items Requested	Nos	Cost (Rs)	Brand
1	4000 (4)	Cots (Single)			
2	7000 (2)	Costs (Double)			
3	3500	Diwan			
4	15000	Dining Table with Chairs			
5	18000	Sofa Set			
6	1500	Teapoy			
7	5000	Dressing table with chair			
8	12000 (1)	Steel Almirah			
9	6500	Writing table with matching chair			
10	1500 (3)	Ceiling fans			
11	2000 (3)	Table fans			
12	3000 (1)	Pedestral fans			
13	5000 (1)	Boiler /Geyser			
14	4000	Mixie			
15	5600	Wet Grinder (2 ltrs)			
16	7500	Water purifier			
17	19000	Refrigerator, Stabilizer, Stand			
18	20000	Washing Machine			
19	6000	Vacuum Cleaner			

Yours faithfully,

Signature