

PROFORMA – I

This is to report to you that I process

This is the request that permission may be given to me to purchase/sell the Immovable Property as per particulars below:

1. Location of the property (land/house) :
2. Description of the property (land/house) :
3. Price of the land/house proposed to be purchased/sold :
4. Name & address of the person/firm with whom transaction
a) has been entered into :
b) proposed to be entered into :
5. Whether the person/firm is reputed/regular dealer :
6. Whether you have any dealings in official or otherwise with the person/firm, with whom the transaction has been entered into/proposed to be entered into. :
7. Source of income for purchase :
8. In case of sale, whether previous permission/intimation taken/given from/to the Administration at the time of purchase of property, now being sold; if so, quote reference, if any. :
9. Name of the Court for Registry/office where the registration of purchase/sale will be made. :
10. Any other information relevant to the deal :

Signature :

Name :

Designation :

Date :

Delete whichever is not applicable.

Forwarded to the PCPO./E.Rly/Kolkata for obtaining permission of the Board/for information. From the particulars furnished by the above officer, THE BONAFIDES of the transaction, in terms of Board's letter No.E(D&A) 60GS1-5 dated 17.3.60 (P/Branch Sl.No.3905) are hereby certified.

Signature : _____
(HOD/DRM/as the case may be)

FORM – II

*This is to report to you that I process

This is the request that permission may be given to me to purchase/sell the Movable Property as per particulars below:

1. Description of article purchased/sold :
2. Price of the article purchased/sold :
3. Name & address of the person/firm with whom transaction
a) has been entered into :
b) proposed to be entered into :
4. Whether the person/firm is reputed/regular dealer :
5. Whether you have any dealings in official or otherwise with the person/firm, with whom the transaction has been entered into/proposed to be entered into. :
6. Whether there is any reason to believe that the officer concerned may influence the firm/person with whom the transaction has been entered into/proposed to be entered into. :
7. Source of income for purchase :
8. In case of sale, whether previous permission/intimation taken/given from/to the Administration at the time of purchase of property, now being sold; if so, quote reference, if any. :
9. Any other information relevant to the deal :

Signature :

Name :

Designation :

Date :

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Delete whichever is not applicable.

Forwarded to the PCPO./E.Rly/Kolkata for obtaining permission of the Board/for information of SDGM. From the particulars furnished by the above officer, THE BONAFIDES of the transaction, in terms of Board's letter No.E(D&A) 60GS1-5 dated 17.3.60 (P/Branch Sl.No.3905) are hereby certified.

Signature : _____
(HOD/DRM/as the case may be)

FORM – I

Form of report/application for permission to the prescribed authority for the building up or addition to a house.

Sir,

This is to report to you that I propose to build a house/to make an addition to my house.

This is to request that permission may be granted to me for the building of a house/the addition to the house.

The estimated cost of the land and materials for the construction/extension is given below:-

LAND:

01. Location (Survey, numbers, village, district, state)
02. Area
03. Cost

BUILDING MATERIALS ETC:

01. Bricks (Rate/Quantity/Cost)
02. Cement (Rate/Quantity/Cost)
03. Iron and steel (Rate/Quantity/Cost)
04. Timber (Rate/Quantity/Cost)
05. Sanitary Fittings (Cost)
06. Electrical Fittings (Cost)
07. Any other special fittings(cost).
08. Labour charges.
10. Other charges, if any.

TOTAL COST OF LAND AND BUILDING:

@2. The construction will be supervised by myself/the construction will be done by _____
* I do not have any official dealings with the contractor, nor did have any official dealings with him in the past. I have/had official dealings with the contractor and the nature of my dealings with him is/was as under:

3. The cost of proposed construction will be met as under: -

- | | Amount |
|--------------------------------------|--------|
| i) Own savings | |
| ii) Loans/Advances with full details | |
| iii) Other sources with details. | |

Yours faithfully

*Strike out portions not applicable.

@Enter the name and place of business of the contractor.