

DECLARATION FORM TO BE GIVEN BY EXECUTIVE

Declaration/Undertaking to be given by the Executive for whom residential accommodation is taken on lease by the Company:

Section-A

- 1. The residential accommodation proposed to be taken on lease by the Company at premises _____ is owned by Shri/Smt. _____ who is/are not may near relation(s).
- 2. The residential accommodation proposed to be taken on lease by the Company at premises _____ who is/are my near relation (s) and he/she is _____(Relationship).
- 3. The residential Accommodation proposed to be taken on lease by the Company at premises _____ is owned by me singly/jointly with Shri/Smt. _____ (Relationship) _____.

And

In case of my transfer out of _____ (place of posting) or if I cease to be in the employment of SJVNL, I will have no objection to any other Officer being accommodated in the said residential accommodation for unexpired period of the terms of the lease.

Section-B:

- 1. In the residential accommodation to be taken on lease by the Company initially for me, the following will be accommodated:
 - 1.
 - 2.
 - 3.
- 2. I undertake to intimate the Administration Department as and when there is any significant change in the composition of the family members using the accommodation.

Section -C (To be filled up in case the house is owned by near relation(s))

- 1. The Owner (near relation) of the aforesaid premises reside(s) at
.....
- 2. The entire accommodation at the aforesaid premises will be lived in by me and/or my family members as mentioned at Sl.No.1 of Section-B.

N.B.: Near relations of an employee means his/her spouse, children, step children, legally adopted children, parents, brothers, sisters, parents of his/her spouse.)

3. Entire/only a portion of the residential accommodation at the aforesaid premises/would be lived in by me and/or my aforesaid family members and the details of the accommodation are as follows:

- i) Floor _____
- ii) Total Plinth Area (approx.) _____sq. ft.
- iii) Drawing Room. _____ (Nos.)
- iv) Bed Room _____ (Nos.)
- v). Store Room _____ (Nos.)
- vi) Bath Room _____ (Nos.)
- vii) Toilet _____ (Nos.)
- viii) Kitchen _____ (Nos.)
- ix) Servant Room _____ (Nos.)
- x) Garage _____
- xi) Courtyard/Balcony (Area) _____ sq. ft.
- xii) Any other details, _____

4. The remaining portion of the entire accommodation at the aforesaid premises is being lived in by _____ who is not my near relation/who is my near relation and/or he/she is _____ (relationship).

5. The details of the accommodation being used by the aforesaid persons are as follows:

- i) Name _____ Relationship _____
- ii) Floor _____
- iii) Total Plinth Area (approx.) _____sq. ft.
- iv) Drawing Room _____ (Nos.)
- V) Bed Room _____ (Nos.)
- vi) Store Room _____ (Nos.)
- vii) Bath Room _____ (Nos.)

- viii) Toilet _____ (Nos.)
- ix) Kitchen _____ (Nos.)
- x) Servant Room _____ (Nos.)
- xi) Garage _____
- xii) Courtyard/Balcony (Area) _____ -sq. ft.
- xiii) Any other details _____

(Please give the above details in respect of all the tenants and/or landlords, wherever applicable, of the entire accommodation at the said premises).

6. In case only a portion of the residential accommodation at the said premises and not the entire accommodations to be lived in by you and/or family members, please enclose copy of the Building Plan clearly showing the portion to be lived in by you and/or family members viz-a-viz the entire accommodation.
7. I undertake to intimate the Administration Department forthwith in case there is any change in the user of the remaining portion of the residential accommodation with all necessary details as at Sl.No 5 above.

I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.

Signature _____

Name _____
(In block letters)

Designation _____

Department _____

Employee No. _____

Place:

Date: