

IOM TO ENCLOSE LEASE DOCUMENTS

Name:

Date:

Designation:

From: Corporate P&A

To Corporate Finance

Ref: CC/Pers/

CC:1. Personnel Deptt.
 2. Concerned employee
 3. Lessor with a copy of lease.

 Subject: Residential lease Agreement

1. Please find enclosed the lease documents pertaining to the residential lease agreement as per the following details.

Name of the Employee:

Employee No.:

Department:

Basic Pay:

HQ of the Employee:

Phone No. /RAX No.:

2. This is the first/second/third lease in respect of the above employee. The earlier lease has been terminated w.e.f. _____
3. The premises is owned by the employee himself/his/her relative

 (specify relationship)
4. It is certified that lease has been executed on the prescribed form. It is certified that the variations in the lease deed from the prescribed form have been approved by the Competent Authority.
5. The services of M/s. _____ have been availed for arranging the above accommodation who may be paid brokerage as per rules. Their bill for Rs. _____ is enclosed.
6. Accounts Department may release
 - i) rent as per lease enclosed
 - ii) brokerage as per bill enclosed*

Administration Department

* Strike if not applicable.