Form of Application for grant of licence for occupation of Government premises

Dated: 08/07/2024

To

The Competent Authority under the

West Bengal Government Premises

(Regulation of Occupancy) Act, 1984 in respect of..........................

Under the Housing Department

Sir,

    I am in the employment of the Government of West Bengal and I hold a specified post under it. I pray that a licence under Section 4 of the West Bengal Government premises (Regulation of Occupancy) Act, 1984 may kindly be granted in my favour for the occupation of the Government premises at **37, Belgachia Road RHE, 37, Belgachia Road, Kol - 37** (mention details premises). I have read and understood the provisions of the aforesaid Act and I know that I shall have to abide by the terms and conditions mentioned in Schedule I to the Act and such other terms and conditions as may be stipulated by the Competent Authority. I hereby declare that I do not possess any house/flat/residential accommodation either in my own name or in the name of any dependent members of my family within the local limits of **Kolkata** Corporation/Municipality/within twenty Kilometres from my office.

I furnish all relevant particulars below for consideration of my application:

1. Name of the applicant: **BIRESWAR HALDER**
2. Fathers'/Husband's name: **BIRESWAR ER BABA**
3. Designation of the post hold: **TYPIST GRADE I**
4. Headquarters of the post hold: **L2-DIRECTORATE/ COMMISSIONERATE**
5. Department/ Directorate/Office to which the post is attached with full address: **HOUSING BUILDING LOAN OFFICE ATTACHED TO HOUSING DEPARTMENT**
6. Date of joining the post: **17/11/1994**
7. Scale of pay: **Rs. 14570/-**
8. Present basic pay and special pay, if any:
9. Designation of Drawing and Disbursing Officer with address:
10. Date of birth according to Service Book: **15/11/1964**
11. Date of retirement according to Service Book: **30/11/2024**

Yours faithfully,

Signature

Counter Signature of Drawing and Disbursing Officer/

Head of Department/Head of Office with official seal.