

BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Annexure-B1

**APPLICATION FORM FOR RENTING OF BSNL RESIDENTIAL
ACCOMMODATION UNDER SECTION-9 OF CROP-2020 POLICY OF BSNL**

Category: [Check whichever is applicable]

- a) Serving employee of BSNL
- b) Retired employee of BSNL.
- c) Serving / Retired employee of DoT.
- d) Serving employee of a Public Organisation

Type & Location of quarter applied for:

Paste a copy of
recent identity card
size photograph
duly attested by
unit officer

DETAILS OF APPLICANT:

1. Name of Applicant – Mr. / Mrs. / Ms. _____
2. Name of Father/Husband - _____ 3. Date of Birth of applicant _____
4. Current Residential Address _____
City _____ State _____ Pin Code _____
5. Phone _____ Mobile _____ Email _____
6. PAN No. _____ Aadhaar No. _____
7. Name of Organisation _____
8. Designation of Applicant _____
9. Full office address _____
_____ City _____ State _____ Pin Code _____
10. Address of DDO for salary/pension _____
_____ City _____ State _____ Pin Code _____
Phone _____ Mobile _____ Email _____
11. Pay Scale/ pay scale at retirement (Also mention CDA/IDA) _____
12. Present Pay: (Basic) Rs. _____ (DA) Rs. _____

DETAILS OF RESIDENTIAL ACCOMODATION:

13. Type of Quarter entitled for: (As per BSNL/DoE norms) _____ (As per Section-9 of CROP Policy) _____
14. Duration/ Period for which accommodation is required _____
15. Details of BSNL residential accommodation(s), if any, already in possession of Applicant or his family-

DETAILS OF GUARANTOR (BSNL WORKING EMPLOYEE), IF ANY:

16. Name of Guarantor – Mr. / Mrs. / Ms. _____
HR No. _____ Due date of retirement _____ Mobile no. _____
Designation _____ Office address _____

Signature of applicant

It is certified that the applicant is a bonafide permanent employee of our organisation and it is recommended to lease the residential accommodation to him/her.

(Controlling officer)

Date: _____

Place: _____

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UNDERTAKING BY APPLICANT

Certified that I will abide by all the terms and conditions for renting of residential accommodation as mentioned below –

1. I will use the accommodation only for myself and my family. I will not sublet the accommodation.
2. I understand that the lock-in period for occupancy shall be 3 months and if I surrender the accommodation within the lock-in period, the rent for the lock-in period shall also be recovered from the security deposit. Either party can issue an advance notice of 2 months to vacate the rented accommodation after completion of lock in period.
3. In addition to the prescribed rent, Service Charges (as fixed by the concerned CGM), water charges, electricity charges and GST as applicable will also be paid by me. All income tax liabilities and other taxes, if applicable, will be borne by me only. No perquisite tax and rebate in income tax, if any, shall be borne by BSNL.
4. I will pay the monthly rent in advance by the 5th day of each month. (In case of a BSNL serving employee, all dues will be recovered from his salary through the concerned drawing officer.) If the rent or any other dues remain unpaid upto 15 days from the due date of payment, an interest at the rate of 12% per annum for the period of delay calculated on day-to-day basis shall be paid by me. Such interest shall be compounded on a monthly basis.
5. I will vacate the accommodation on completion of lease period or on completion of notice period whichever is earlier. Further, if I am transferred from my present post or retire or resign from service, I will immediately inform the allotting authority.
6. If I occupy the accommodation beyond the period permitted by BSNL, I shall be liable to pay damages equal to twice the normal rent of such accommodation for the first 4 months of unauthorized occupation and four times the normal rent thereafter. An interest @ 12% per annum (to be compounded monthly) shall also be charged on the due amount. I further agree that this shall be without prejudice to other actions for eviction, disconnection of utility connections, etc. to be taken by the BSNL against me.
7. I understand that only minimum maintenance by providing labour connected with water supply, sanitation, etc. will be done by BSNL. Any repairs including painting and other material replacement has to be borne by me. I also agree that before carrying out any civil or electrical works (not involving any structural change) in the accommodation, I shall have to take permission from the concerned civil/electrical enquiry office of BSNL.
8. On vacating, I shall handover the accommodation in the same or better condition as it was handed over to me. If any damage is found, the same shall be rectified at my cost or the estimated cost of repairs will be recovered from the Security Deposit.
9. I shall be bound by all the rules and regulations which are applicable for allotment of BSNL staff quarters regarding conduct, sharing, water and electricity charges etc. The lease will be liable to be cancelled in case of any misuse or breach of lease/allotment conditions.
10. I shall not derive any financial benefit in lieu of this allotment. If at any stage, it is found that I am deriving any financial benefit, the allotment may be cancelled. In case of BSNL employee, disciplinary action shall be initiated as per extant BSNL Conduct Rules.
11. I shall be responsible for all the acts and/ or omissions of my family members/ relatives. Any illegal activity or any nuisance to neighbours may render me ineligible for allotment and may lead to termination of lease at the discretion of CGM, BSNL without prejudice to any other action as deemed fit by BSNL.

Name & Signature of applicant

Date _____
Place _____