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NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No. _____

Date: _____

**FORM OF REPORT / APPLICATION FOR PERMISSION TO THE PRESCRIBED AUTHORITY
FOR THE BUILDING OF OR ADDITION TO A HOUSE (Rule 18, Decision No.4)**

Name: _____ Emp. Code: _____

Designation: _____ Basic Pay: ₹ _____

Department/Section: _____ Matrix & Level: _____

I propose to build a house/to make an addition to my house. Permission may be granted 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				
(1)	Location			
	Survey number			
	Village			
	District			
	State			
(2)	Area			
(3)	Cost (₹)			
Building materials, etc.		Rate	Quantity	Cost (₹)
(1)	Bricks			
(2)	Cement			
(3)	Iron and Steel			
(4)	Timber			
(5)	Sanitary Fittings			
(6)	Electrical Fittings			
(7)	Any other Special Fittings			
(8)	Labour Charges			
(9)	Other Charges, if any			

Total cost of Land and Building

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 I have any official dealings with him in the past.

I have/had official dealings with the contractor and the nature of my dealing with him is/was as under:

The cost of the proposed construction will be as under:

- (i) Own savings : ₹
- (ii) Loans/Advances with full details : ₹
- (iii) Other sources with details : ₹

Signature of Employee

Forwarded to Establishment

Counter Signature of the HoD/Section Head

To,
Assistant Registrar (Estt.)

अभ्यासाध्यरयेतः विद्या

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1. Strike out the portions not applicable.
 2. Enter the name and place of business of the contractor.