

Government of West Bengal,
Department of Health & Family Welfare

PROFORMA FOR APPLICATION FOR SEEKING PERMISSION FOR PURCHASE/SALE OF FLAT/ LAND/ HOUSE

Sl No	Items	Particulars
1	Name (In Block Letters)	
2	Designation	
3	Employee ID	
4	Office to which attached (Full office Address & PIN Code) & Contact Number	
5	Present Level of Pay in Pay Matrix	
6	Present Basic Pay: Rs.	
8	Date of Joining in the service (PSC/Adhoc) (DD-MM-YYYY)	
9	If Adhoc, then date of Regularisation (DD-MM-YYYY)	
10	Date of Confirmation of service (DD-MM-YYYY)	
11	Brief Description of the Property for which permission for purchase sought	
(a)	Nature of Property (Land/ Flat/ House)	
(b)	Whether Homesteads/ Shali	
(c)	Dag No :	Khatian No. :
	J.L. No	Mouza :
	P.S.:	District:
(d)	Total area of Property	
(e)	Total Value (cost) of Property	
12	Name and Address of the Vendor	
13	Whether the Govt. Officer has any official Buisness with the Vendor	
14	Whether any Agreement has been executed with tht proposed Vendor	
15	Source of Finance for purchase of the property for which permission for purchase sought	
(a)	From Salary Saving	
(b)	From GPF/PPF	
(c)	From Bank Loan/ Financial Investiment	
(d)	Loan from Relatives	
(e)	House Building Loan (Details thereof)	
(f)	Other Sources (If any, specify)	
16	Whether the Govt. Officer intends to purchase the property for bonafide residential purpose of him and/ or the members of the family	
17	Whether Assets Declaration for Last 03 (Three) years has been submitted (If yes, Photocopy of receipt of submission of the same to be attached)	
18	Whether Valuation Certificate either from LA Collector of district/ Chairman, Municipality or Corporation/ Pradhan of Grampanchayet for village has been submitted	

Full Signature of Applicant with date

19	View of the Head of the Office (HOO) regarding application	
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Certified that above information have been verified from Service Book and office record of the incumbent concerned and found correct

Signature of the Head of the Office (HOO) with seal