

**BUREAU OF INDIAN STANDARDS****Application for Lease Accommodation****1. Personal Details**

|                          |                        |
|--------------------------|------------------------|
| Employee ID              | 068632                 |
| Name of Employee         | MANAS RANJAN MOHANTA   |
| Designation              | LABORATORY OFFICER     |
| Department / Section     | ERL/MECHANICAL         |
| Present Place of Posting | KOLKATA                |
| Basic Pay                | LEVEL-7                |
| Mobile No. / Contact     | 7978762416             |
| Email ID                 | manasranjan@bis.gov.in |

**2. Lease Accommodation Requirement (√ any one)**

- ☐ I wish to apply for Self-Lease Accommodation as per Form – II of the BIS Leased Accommodation Policy (property owned by self/family).
- ☐ I wish to apply for Lease Accommodation as per Form – I of the BIS Leased Accommodation Policy.
- ☐ I wish to apply for Extension of the existing lease agreement.

**3. Accommodation Details**

|                                             |                                                                                 |
|---------------------------------------------|---------------------------------------------------------------------------------|
| Complete Address of Proposed Accommodation  | P-42, CIT Road Scheme, VI-M(S), Kolkata – 700054                                |
| Name of Owner / Lessor                      | 1. Shri Prahlad Chandra Basak<br>2. Smt. Archana Basak<br>3. Smt. Ranjana Basak |
| Relationship with Employee (if self/family) | No Relationship                                                                 |
| Monthly Rent Proposed (₹)                   | 16,000/-                                                                        |
| Bank Name of Owner/Lessor                   | 1. State Bank of India<br>2. ICICI Bank<br>3. Bank of Baroda                    |
| Bank Account Number                         | 1. 11166120512<br>2. 129201504544<br>3. 96970100004585                          |
| IFSC Code                                   | 1. SBIN0001580<br>2. ICIC0001292<br>3. BARB0DBSEAL                              |
| Lease Period Proposed (DDMMYYYY - DDMMYYYY) | 15-04-2026 to 15-03-2027                                                        |

#### 4. Documents to be submitted along with the Application

##### **Documents by the Employee:-**

- i. Application form (Annexure I)
- ii. Copy of the appointment/Posting order
- iii. Recent Payslips (Last 3 months)
- iv. Identity Proof
- v. Undertaking (as per annex II)
- vi. The employee to submit a consent for continuation/discontinuation for the lease agreement preferably 45 days before expiry of lease period in advance of lease, duly signed by lessor and/or lessee as the case may be.

##### **Documents by the Landlord:-**

- i. Ownerships proof (sale deed/property tax receipt/electricity bill/water bill)
- ii. Rent quotation letter
- iii. PAN Card
- iv. Bank details (with cancelled check / passbook)
- v. NOC (if joint ownership)
- vi. Photographs of the property
- vii. Undertaking (as per annex III)

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_