

CHECK LIST

(to be submitted along with every lease proposal for hiring residential accomodation on Authority/self lease)

S. No.	Particulars	
1	Name of Applicant	
2	Designation	
3	Nature of existing Lease Authority/Self	Authority/Self
4	Period of existing Lease	
5	Nature of proposed lease Authority/Self	Authority/Self
6	Period of proposed lease	
7	Date of purchase of Stamp Paper	
8	Declaration regarding spouse is not provided within government accomodation is attached.	Yes/No
9	Willingness of land lord (in case of Authority Lease)	Yes/No
10	Lease Agreement duly signed by the House Owner	Yes/No
11	Proof of House Ownership as mentioned in Lease Application	Yes/No
12	House owner PAN card copy, if applicable	Yes/No
13	Details of bank account like- account no., IFSC code, Bank name and branch for transfer of lease rent given	Yes/No
14	Copy of existing lease, if any	Yes/No
15	In case of foreclosure of existing lease NOC from landlord/ one month notice given to landlord	Yes/No
16	Whether Lease Application has been signed by the Officer/ Staff	Yes/No
17	Date of receipt in Admn. Division	

Signature of Applicant

NATIONAL HIGHWAYS AUTHORITY OF INDIA
Application for Self- Lease Accommodation

1. a) Name _____ Designation _____
a) Regular _____ Present Tenure upto _____
b) Deputation _____
c) Long Term Contract _____
2. Date of Joining _____ Place of Working/Division _____
3. Pay (Pay Band) _____ and Grade Pay _____
4. Rent entitlement of the applicant : Rs. _____ per month
for availing lease facility
5. Details of Premises for which self Lease is proposed :

6. I hereby undertake that :-
 - (i) I have arranged and occupied the accommodation as proposed in column at Sl.No.05 above for my own residential use, on self lease. The rent being charged as self lease for this accommodation @ Rs..... per month is reasonable as per prevailing market rates of the area and is within my entitlement.
 - (ii) I am not claiming/ availing anything extra for this lease arrangement.
 - (iii) The full amount of electric and water charges for this lease accommodation will be borne by me and paid to the concerned authorities.
7. It is certified that:-
 - (i) My spouse is not working in any Govt. organization, PSU, Autonomous local bodies etc.
 - (ii) My spouse Mr./Ms. is working as in which is a Govt. organization / PSU/ Autonomous body / local body etc. and has also not been allotted any Govt. Accommodation either by the Directorate of Estates or by his/her office.

8. The ownership of the accommodation is in my name or is the name of my spouse Mr./Mrs. and I am enclosing true photocopies of either of following as proof of owner-ship. The PAN No. of Lessor (House Owner) is

- a) Title Deed
- b) Power of Attorney
- c) Possession Letter/Slip
- d) Latest Paid House Tax Receipt
- e) Latest Water Bill Receipt issued by Delhi Jal Board or concerned Govt. Authorities
- f) Letter issued by President/Secretary of the society certifying ownership (in case of flat of Group Housing Society).

9. I do hereby declare that the information given above is true to the best of my knowledge and I have not concealed or withheld anything in this respect and in case the above facts are found incorrect at any time, I shall be held responsible for the same including any financial recoveries.

Signature.....

Name

Designation.....

Division... ..

Date.....

To:

Dy. General Manager (Admin.)



SELF-LEASE AGREEMENT

This Lease Deed made in Delhi on _____ between Mr. _____ an officer of the NHAI and owner of Flat/House _____, hereinafter called the Lessor (which expression shall include his heirs, successors and assigns) on the ONE PART and the National Highways Authority of India (NHA), G-5 & 6, Sector-10, Dwarka, New Delhi – 110075, a Statutory Body, constituted under Section 3 of the National Highways Authority of India Act, 1988 (68 of 1988), through its Deputy General Manager (Admn.) hereinafter called the Lessee (which expression shall include its successors and assigns) on the OTHER PART.

WHEREAS the Lessor is the sole owner of the aforesaid Flat/House and has agreed to enter into self-lease agreement with the NHAI for residential use by Mr./Ms. _____, Post _____.

NOW THIS SELF LEASE AGREEMENT WITNESSETH AS UNDER

That the Lessor hereby leases to the Lessee the aforesaid Flat/House No. _____ consisting of one drawing room, two bed rooms, one kitchen, one Bath room, one latrine and one court yard (modify as applicable) purely for his residential use together with all built-in fittings and fixtures under the following terms and conditions.

- (a) That during the subsistence of the agreement the Lessor shall keep the Flat/House free from all encumbrances and pay all municipal taxes, ground rent, electricity and water charges and all other taxes or levies payable on the Flat/House.
 - (b) That the Lessor shall not make any structural additions or alterations without the written permission of the Lessee.
 - (c) That the Lessor shall not sublet the premises in whole or any part thereof without the written permission of the Lessee.
 - (d) That the Lessor shall allow the Lessee or his authorised agent to enter the said premises at reasonable hours and after reasonable notice and when necessary for inspection.
2. That the lease is for a period of two years only commencing with effect from _____.
3. That this agreement will automatically terminate if the Lessor severs relations with the Lessee for whatsoever reasons or if he is transferred out of Delhi.

IN WITNESS WHEREOF the parties have set and subscribed their hand in presence of the witnesses mentioned herein below.

LESSOR

LESSEE

Dy. General Manager (Admn.)
NHA

WITNESSES:

1.....

2.....