

**BHARAT SANCHAR NIGAM LTD.**  
**Corporate Office**  
**(Admn Section)**

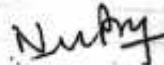
No.BSNL/ADMN/1  
Dated: 10-10-2001

**Subject: Policy for Leased accommodation for BSNL Executives at Corporate Office.**

BSNL Board is pleased to approve the scheme of Leased Accommodation for all the Executives below Board level in BSNL with the following salient features:-

1. The monthly rental for the leased accommodation shall be limited to 40% of the maximum of the Pay scale of the Executive. Self lease i.e leasing of accommodation owned by BSNL's Executive is also permitted.
2. The monthly rent recovery from the Executive concerned shall be @10% of his/her basic pay.
3. Payment of three months advance rent is permitted but it will be adjusted against the rental for the first three months. Advance rental will not be permissible in case of self lease.
4. Brokerage is admissible equivalent to a month's rental, which is payable only once in 3 years directly to the Property Dealer.
5. Reimbursement of expenses on maintenance of leased accommodation will be upto one month's rentals per annum, subject to self certification by the Executive concerned.
6. The scheme shall apply commonly to all the Executives below Board level, drawing salary in IDA or CDA scale of pay.

Further details regarding the scheme and procedure for taking benefit under the scheme may be obtained from ADG(Admn).

  
(N.N.ROY)  
Jt. DDG(Admn)

Copy to:-

1. CMD & All Directors of BSNL Board
2. All Sr. DDsG / DDsG of BSNL. They may bring it to the notice of all Executives under their control.
3. Director General of Audit, P&T, Sham Nath Marg, Delhi.

1.Registration paper/possession letter/Allotment letter/Power of Attorney/House tax bill/Electricity bill/Photocopy of Ration card.

2.Layout plan with dimension of the proposed accommodation.

Yours Sincerely,

Signature

Name

Designation(Regular/adhoc)

Payscale

Emp. No.

Deptt./Section.

Office Tele.No

3. That the lessee shall pay the charges of consumption of electricity, water and meter rent direct to the concerned authorities as per the bills received by him/her including penalty if any levied for late payment of bills from the date of taking over of premises as per meter reading.
4. That this lease for a period of 36 months w.e.f \_\_\_\_\_ to \_\_\_\_\_  
The lessor has the right to terminate the lease agreement on the expiry of lease period of 36 months.
5. That the rent will be payable every month in advance and latest by 10<sup>th</sup> of the month.
6. That the lessor hereby covenants with the lessee as follows:
  - (a) The lessor will keep the lessee free and harmless of any demands, claims action or proceedings by others in respect of quiet possession of the premises.
  - (b) That the lessor shall pay all existing and future taxes, rates licence fee, ground rent and charges of whatsoever character assessed, levied, charged and imposed by or payable to any lawful authority in respect of the demised premises.
  - (c) That day to day and minor repairs to the above premises shall have to be done by the lessee at his own cost. However, all major repairs, if required will be taken care of by the lessor.
  - (d) That the lessee shall, under no circumstances, be liable to pay for any damage to the premises on account of burglary, theft, fire etc that may be caused during the retention period of the premises.
  - (e) That the lessee shall be liable to pay penalty as to be fixed mutually by the lessor and the lessee for the breakage/damage to the sanitary, electrical goods, wooden fixtures, including mirrors, pelmets and the electrical fittings as mentioned in the Annexure appended hereto during the tenancy period, caused by the negligence of the lessee except reasonable wear and tear or breakage/damage by any act of God.
  - (f) That the lessee shall not make any structural additions or alterations in the said premises without the written permission of the lessor, but he can install airconditioners, refrigerators, cooking range and such other electrical appliances.
  - (g) That the lessee shall comply with all rules and regulations of the local authorities VIZ. NDMC/MCD/DDA/DVB/Registrar of Co-operative Group housing Society, whatsoever with relation to the designated premises. That at the time of occupation the lessee shall see that all sanitary, electrical and other fittings and fixtures mentioned in the Annexure appended hereto are in order and shall be responsible to restore them to the conditions in which they have been taken over,

failing which the lessee shall be responsible to compensate the damages to the lessor as for mutual agreement.

- (h) That the lessee shall permit the lessor or any of his agents or other representatives to enter upon the said premises after reasonable notice and at reasonable time for the inspection and repair of the premises and fittings as and when necessary.
- (i) That the above premises is let out for residential purposes and the lessee shall not use it for any other purposes than the residential one and also shall not sublet the premises as a whole or any part thereof to any y third party whatsoever.
- (j) That the lessee shall be entitled to terminate the lease at any time during the term of lease upon serving one month's notice in writing of its intention to do so. But in case the officer for whom the premises have been taken is transferred from this office or ceases to be employee of this company, whatever notice period possible shall be given and the date of vacation will be acceptable to lessor.
- (k) That the lease deed may be further extended beyond 36 months as per mutually agreed terms, otherwise the vacant possession will be handed over to the lessor on expiry of the lease period.
- (l) That the lessor shall arrange to distemper/polish the demised premises before occupation by the lessee and thereafter once in two years during the lease period or extended lease period at his/her cost.
- (m) That the lessor, or his authorised agent shall acknowledge and give valid duly stamped receipt for each and every payment made by the lessee and such receipt should be conclusive proof of such payment.

In witness whereof the lessee through its authorized official and the lessor have set their hands on the day, month and year mentioned above.

**WITNESSES:**

1. LESSOR (First Party)

2. LESSEE(Second Party)