

APPLICATION FOR SEEKING PERMISSION TO SPONSOR A HOUSE ON HIRE OR ON RENT RE-IMBURSEMENT BASIS (TO BE SUBMITTED ONLY AFTER SUBMISSION OF INITIAL APPLICATION FOR ALLOTMENT OF MOD POOL ACCOMMODATION)

1. Rank & Name of the Officer _____
2. Designation _____
3. Office Address _____
4. Date of Joining _____
5. Date of Submitting Initial Application _____
6. Ante Date Seniority if any _____
7. Reasons for Sponsoring Hiring House _____
8. House No & Locality _____
9. Owner's Name/Relationship with the Officer _____
10. Rent Being Paid To the Owner Per Month _____
11. Date on Which You Intend to Shift _____
12. Whether the house is Self Constructed or by any Other Agency such as DDA, AWHO AFNHB etc _____
13. Whether the House is Sponsored for Hiring or on Rent Reimbursement only _____
14. In case the house was on r/r or hiring earlier, details may be given _____
15. Rent being paid to owner _____

Place _____

Signature _____

Office address _____

Date: _____

Tele no _____

NOTE:- AS PER MOD ACCN RULES, PRIOR PERMISSION OF STATION COMMANDER TO HIRE A HOUSE ON RENT-REIMBURSEMENT IS REQUIRED FAILING WHICH PERMISSION WILL BE GRANTED ONLY FROM THE DATE OF APPROVAL OF THE REQUEST BY STATION COMMANDER OR FROM THE ACTUAL DATE OF OCCUPATION OF ACCOMMODATION OR DATE OF SUBMISSION OF INITIAL APPLICATION FOR MOD POOL ACCN WHICHEVER IS LATER.

Documents to be attached

- (a) Application in the prescribed format from the owner in case the house is sponsored for hiring. If only rent-reimbursement is required, no need for attaching the application from the owner.
- (b) **SKETCH/PLAN** of the house clearly indicating the portion occupied by you (Applicable for houses in Delhi/New Delhi)
- (c) **PLINTH AREA CERTIFICATE** issued by AWHO/AFNHB in case the house is located in AWHO/AFNHB colony of NOIDA.
- (d) **ROAD MAP** indicating the route from C-II Hutments to the said accommodation highlighting any prominent landmarks enroute.
- (v) **WILLINGNESS CERTIFICATE** from the owner.