

NAME OF MISSION/ POST: _____ OF India, _____.

SUBJECT : ANNUAL RENT STATEMENT AS ON 1ST JANUARY _____.

I SL. No.	II Name & Designation of the Govt. Servant	III Size of family & age of children	IV Address of accommodation	V Whether furnished or not or partly furnished (F,N or P)	VI No of rooms with areas in sq. mts. & total plinth area	VII Monthly rent, mode of payment (quarterly, H/Yearly etc) & annual escalation (if any)	VIII Date of last payment & period covered
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***Please indicate if there are other liabilities of the Government like common charges/security charges / security deposits/garden allowance etc.

IX Whether rent is inclusive or exclusive of heating charges (York)	X No. & date of Govt. Sanction	XI Whether Mission/ landlord is liable for necessary repairs (Mor I)	XII Expenditure on repairs during last calender yr (Rupees)	XIII Date of commencement &expiry of present lease	XIV %age and amount of agency charges paid	XV No. & date of Ministry's sanction for rental ceiling, if any	XVI Remarks if any
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