

PROFORMA FOR HIRING OF OFFICE/CHANCERY PREMISES

INITIAL/CONTINUED/ALTERNATE HIRING (strike off whichever is not applicable)

N.B.: All amounts to be indicated in the currency of payment and equiv. Indian Rupees.

Sl. No.	Information required	Mission/Post's reply
1.	Address of the property to be hired/leased (Pl. verify clear title of the property)	
2.	Area (built-up; in sq. m.)	
3.	Area of parking (in sq. m.)	
4.	Area of garden (in sq. m.)	
5.	Any other area (in sq. m.)	
6.	Total area of the above property (in sq. m.)	
7.	Area entitlement as per approved space norms (Pl. attach area calculation sheet)	
8.	Proposed monthly rent and periodicity of its payment	
9.	Any additional payment like common maintenance charges, management fee, space heating, taxes, insurance premium (if unavoidable) and periodicity of its payment	
10.	Total monthly liability of the Govt.	
11.	Will the Mission/Post bear the cost for minor R&M of the property?	
12.	Is the proposed property centrally heated?	
13.	Duration of the proposed leased with dates	
14.	Details regarding increase in rent during period of proposed lease	
15.	Is the proposed lease as per the format given in Appendix III, Annex. X to the IFS (PLCA) Rules. (if not, state the major differences and all clauses involving additional financial implication)	

For continued/alternate hiring only

16.	Date of expiry of existing lease	
17.	Date of last revision of rent	
18.	Existing monthly rent	
19.	Existing additional payment towards common maintenance charges, management fee, space heating, taxes, insurance premium (if unavoidable)	
20.	Total existing monthly liability of the Govt.	
21.	Increase in total monthly liability of the Govt. (in currency of payment and percentage increase)	
22.	Is the rental increase justified on the basis of local inflation, rental index, quotations of property agents, UN indices etc. (please attach relevant data along with media reports)	
23.	Reasons for hiring alternate Chancery premises	
24.	Please indicate prospects of buying a Chancery building in the near future	

(Head of Chancery)

(Head of Mission/Post)