

Copy of Punjab Government Circular letter No. 8323-6GS-63/22817, dated 5th July, July, 1963, from the Chief Secretary to Government, Punjab, to all Heads of Departments etc. etc.

Subject :—Punjab Government Servants (Conduct) Rules, 1955—Form of report to be submitted to the prescribed authority regarding purchase of land material etc. for building/making additions a house—Rule 8 thereof.

In supersession of Pnnjab Government letter No. 2874-GII-58/49622, dated the 26th June, 1958 on the subject above, I am directed to say that the construction/extension of a house by a Government employee amounts to acquisition by him of a immovable property for which the previous knowledge or sanction, as the case may be, of the prescribed authority, is required under rule 8 of the Punjab Government Servants, (Conduct) Rules, 1955. A question has been raised whether the purchase of any movable property, exceeding five hundred rupees in value, required for the construction/extension of the house come within the scope of rule 8(2) *ibid*, which requires that a report of such transactions shall forthwith be sent to the prescribed authority. It would, obviously, be cumbersome and inconvenient if such reports have to be made in respect of every such purchase made in connection with the building of/addition to the house. At the same time the purpose of the rule would be defeated, if a check is not kept on such purchases merely because permission has been given for the building of/addition to house just before the construction begins. It is, therefore, necessary that whatever a Government employee wishes to build a house or make extensions to it, the following procedure should be followed.

2. Before starting construction of the house, or extension thereof, he should report or seek permission, as the case may be, in form I and after completion of the house/extension, he should report in Form II to the prescribed authority.

3. The details in the *proforma* should be furnished whenever it is possible to do so. Where, however, it is not possible to furnish these details, the officer, should mention the covered area on which the building is proposed to be erected and estimated cost of the building.

4. These instructions may pleased be brought to the notice of all Government employees under your control for compliance and its receipt acknowledged.

FORM I

(Form of report/application (for permission) to the perscribed authority for the building of or addition to a house)

Sir,

This is to report to you that I propose to

This is to request that permission may be granted build/make addition to a house.

_____The
to me for the building of or addition to a house. estimated cost of the land and materials for the construction/extension.

LAND

- (1) Location (Survey numbers, Village, District, State)
- (2) Area.
- (3) Cost.

BUILDING MATERIALS

- (1) Bricks (Rate/quantity/cost).
- (2) Cement (Rate/quantity/cost).

- (5) Sanitary fittings (cost).
- (6) Electrical fittings (cost).
- (7) Any other special fittings (cost).
- (8) Other charges, if any.
- (9) Labour charges.

Total cost of Land and Building.

Yours faithfully,

FORM II

(Form of report to the prescribed authority after completion of the building/extension of a house)

Sir,

In my letter No. _____ dated _____ I have reported

Permission was granted to me in Order No. _____ dated _____ that I proposed to build/make addition to a house _____ The
for the building of/addition to a house _____ house/extension has.
since been completed and I enclose a valuation Report, duly certified to by (A firm of Civil Engineers of repute) _____
of _____

Date :—

Yours faithfully,
(Signatures)

VALUATION REPORT

I/We hereby certify that I/we have valued House/(Here enter details of the house/extension) extention thereof _____
_____—Constructed by Shri/Shrimati (Here enter name etc. of the Government servant.) _____ and I/we give below the value at which we estimated the cost of the house/extension under the following headings :—

Heading	Cost Rs. np.
1. Bricks	...
2. Cement	...
3. Iron and steel	...
4. Timber	...
5. Sanitary fittings	...
6. All other special fittings	...
7. Labour charges	...
8. All other charges	...
Total cost of the Building/ extension	...

Dated

(Signature of the valuation authority)