**ACCEPTNCE OF GOVERNMENT ACCOMMODATION ALLOTTED BY INCOME TAX DEPARTMENT**

To,

The Pr. Chief Commissioner of Income Tax, Mumbai.

Sir,

I accept the accommodation / quarter allotted to me and give the required particulars below:-

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name ***(Use Block Letters)*** | | | | | : |  | | | | | |
| 2. | Designation | | | | | : |  | | | | | |
| Range / Ward / Circle / Office | | | | | : |  | | | | | |
| D.D.O. to which attached | | | | | : |  | | | | | |
| 3 | **Residence allotted:-** | | | | | | | | | | | |
| Type | | | | | : |  | | | | | |
| Building No. / Quarter No. | | | | | : |  | | | | | |
| Locality | | | | | : |  | | | | | |
| 4 | Number and date of issue of allotment letter | | | | | : |  | | | | | |
| 5 | Date of receipt of allotment letter | | | | | : |  | | | | | |
| 6 | (a) | Date from which continuously employed under Income Tax Department | | | | : |  | | | | | |
| (b) | In case of allotment for Type “D” and “E” expected date of –reaching Pay + Special Pay (if any) of Rs. 2,000/- to be indicated  (For Asstt. Commissioners and equivalent rank officers only) | | | | : |  | | | | | |
| 7. | Scale of pay of post held | | | | | : |  | | | | | |
| Pay | | Special Pay | Deputation pay, if any | | | | C.C.A. | | Other receipts defined in FR-C as emoluments | | Total |
| (Rs.) | | (Rs.) | (Rs.) | | | | (Rs.) | | (Rs.) | | (Rs.) |
|  | |  |  | | | |  | |  | |  |
| 8 | (a) | Whether Permanent / Quasi Permanent / Temporary | | | | : |  | | | | | |
| (b) | If Temporary, indicate particulars of surety:- | | | | | | | | | | |
| **Name of Surety** | | | **Designation** | | | | | | **Office where employed** | |
|  | | |  | | | | | |  | |
| 9 | Date of Superannuation | | | | | : |  | | | | | |
| 10 | (a) | Whether allottee belongs to Scheduled Caste? | | | | : | Yes / No | | | | | |
| (b) | Whether allottee belongs to Scheduled Tribe? | | | | : | Yes / No | | | | | |
| (c) | Is this allotment from reserved qutoa? | | | | : | Yes / No | | | | | |
| 11 | (a) | Is this allotment for appropriate type?  (applicable only to Type D & E) | | | | : | Yes / No | | | | | |
| (b) | In case of allotment under Next Below Rule, indicate if also applied for appropriate Type | | | | : | Yes / No | | | | | |
| 12 | Office of family members, if employed in Central State Govt., Public / Semi Govt., Port Trust, LIC, Nationalised Banks | | | | | : |  | | | | | |
| 13. | Details of house, located within the local or adjoining municipality, owned by the allottee his / wife / her husband and children:- | | | | | | | | | | | |
| **LOCALITY** | | | **HOUSE NO.** | | | | | **MONTHLY RENTAL INCOME** | | | |
|  | | |  | | | | |  | | | |
|  | | |  | | | | |  | | | |
|  | | |  | | | | |  | | | |
| *[Compulsory proof showing the monthly rental from the house(s) mentioned above is enclosed herewith.* ***NOTE:*** *Copies of lease agreement or relevant documents regarding assessment of house (s) by the municipal authority are required to be furnished]* | | | | | | | | | | | |

**D E C L A R A T I O N**

|  |  |
| --- | --- |
| I, declare as under:- | |
| (a) | I do not stand debarred for Government Accommodation |
| (b) | I or my wife / husband or my minor children do not own any house(s) in the limits of local or adjoining municipality. |
|  | **OR** |
|  | I, my wife / husband or any minor children own house(s) within the limits of local or adjoining municipality. The rental income delivered by me, my wife / husband and my minor children is Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_per month. I shall inform the Allotting Authority whenever there is an increase in the rent received from the private house(s). No other Govt. Accommodation is allotted to me or my wife / husband on date either by the Estate Manager, Mumbai or by any other Government Department / Semi-Govt. Organisation or Local Body. |
| (c) | My family consist of the following members who would be residing with me in the Quarter allotted to me:- | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.No.** | **Name** | **Age** | **Relationship** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

*Note:- 1) If space is insufficient, attach separate sheet.*

*2)* ***INCOMPLETE ACCEPTANCE LETTER*** *will not be accepted.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | Yours faithfully, |
| Signature of allottee : | | |  |
| Name : | | |  |
| Date: |  | Designation : |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUBMITTED THROUGH THE HEAD OF THE OFFICE OF THE ALLOTTEE**

*(Forwarding Memo)*

|  |  |
| --- | --- |
|  | Office of the: |
|  |  |
|  |  |
|  |  |
|  |  |
|  | Dated: |

Forwarded with compliments to the Pr. Chief Commissioner of Income-tax, Mumbai.

2. The facts mentioned in item No. 6 to 12 of the Acceptance Letter and declarations contained therein have been verified and found correct.

3. It is confirmed that Shri / Smt.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a permanent employee / quasi-permanent employee / or is a temporary Government Servant and a Surety Bond on the prescribed form duly completed is enclosed.

|  |  |
| --- | --- |
|  | Signature /Name / Designation  of the Head of Office  (DCIT / Charge ITO / ACIT) |