To,

The Pr. Chief Commissioner of Income Tax,

Aayakar Bhavan, Mumbai.

Sir,

|  |  |
| --- | --- |
| **Sub:** | **Application for change of Accommodation – Reg.** |

With reference to the above, I hereby submit my application for change of accommodation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for which the necessary particulars are as under:-

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Name | **:** |  |
| 2 | Employee No. & Telephone No. | **:** |  |
| 3 | Date of joining in Govt. Service | **:** |  |
| 4 | Present Quarter | **:** |  |
| 5 | Type of Quarter | **:** |  |
| 6 | Date of occupation of present Flat | **:** |  |
| 7 | Present emoluments and date from which drawn  ***(Duly verified by DDO)*** | **:** |  |
| 8 | Particulars of change of applications prior to this application and pending | **:** |  |
| 9 | Particulars of past change | **:** |  |
| 10 | Particulars of building / flats in order of desired change  *(Pease annexe sheet for preferences, if required)* | **:** |  |

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