

# J&K HOUSING BOARD

## INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO J&K HOUSING BOARD

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**INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2005**  
**WITH RESPECT TO J&K HOUSING BOARD**

**INTRODUCTION**

**Right to Information (RTI)** 2005 is an act of the [Parliament of India](#) which sets out the rules and procedures regarding citizens' right to information. It replaced the former [Freedom of Information Act, 2002](#). Under the provisions of RTI Act, 2005 any citizen of India may request information from a "public authority" (a body of Government or "instrumentality of State") which is required to reply expeditiously or within thirty days. In case of matter involving a petitioner's life and liberty, the information has to be provided within 48 hours. The Act also requires every public authority to computerize their records for wide dissemination and to proactively publish certain categories of information so that the citizens need minimum recourse to request for information formally. The RTI Bill was passed by Parliament of India on 15 June 2005 and came into force with effect from 12 October 2005.

Although Right to Information is not included as a [Fundamental Right](#) in the [Constitution of India](#), it protects the fundamental rights to Freedom of Expression and Speech under Article 19(1)(a) and Right to Life and Personal Liberty under Article 21 guaranteed by the Constitution. The authorities under RTI Act 2005 are called public authorities. The Public Information Officer (PIO) or the First Appellate Authority in the public authorities perform quasi judicial function of deciding on the application and appeal respectively. This act was enacted in order to consolidate the fundamental right in the Indian constitution 'freedom of speech'. Since RTI is implicit in the Right to Freedom of Speech and Expression under Article 19 of the Indian Constitution, it is an implied fundamental right. The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the J&K Housing Board.

## Chapters-1

### **Particulars of Organization, Functions and Duties.**

J&K Housing Board was established in March, 1976 by virtue of Jammu & Kashmir [Housing Board Act, 1976](#) with a view to provide '**Affordable Shelter for All**' and to make such Schemes and to carry out works as are necessary for the purpose of satisfying the Housing needs and providing residential and office accommodation in the State. The primary objective of the Housing Board is:

- Development of Housing Colonies in Urban as well as in rural areas of the State.
- Construction of Flats under Self Financing Schemes.
- Construction of Office/Commercial Complexes.
- Execution of works pertaining to Rental Housing facilities for the Government Employees.
- Execution of Deposit works for various other Government departments.
- Any other project execution work assigned by government.

**Offices:-** 1. Managing Director, A/D Block, Green Belt Park, Gandhinagar, Jammu.  
2. Habitat Centre, Bemina Bypass, Srinagar.

## Chapters-2

### **Powers and Duties of Officers of Board.**

J&K Housing Board was established in March, 1976 by virtue of Jammu & Kashmir Housing Board Act, 1976. The Powers and Duties of Officers are as per the Board Act.

<b>Managing Director</b>	Managing Director is Head of the Department and takes final decision on all Financial, Administrative and Technical matters and also exercises powers of Chief Engineer.
<b>Secretary</b>	Heads the Administrative section and looks after all the matters pertaining to allotment of plots, commercial assets, flats, transfer of property, lease extension, free hold etc. He also looks after establishment and other administrative matters.
<b>FA/CAO</b>	Heads Finance Section and looks after financial matters being Financial controller of the department. He is also responsible for maintenance of accounts of the department.
<b>Collector land Acquisition</b>	Heads the Land acquisition section and entrusted with the responsibility of acquiring land required for development of colonies and other developmental schemes.
<b>Senior Programmer</b>	Heads the Information Technology section and looks after the work related to Computerization and e-Governance. Also assigned the job of DVO/PIO/nodal officer government Grievance cell.
<b>Deputy General Managers (Executive Engineers)</b>	Heads the Housing units/divisions and looks after execution of various developmental works/projects being executed by Housing Board.

## Chapter – 3

### Discharging Functions of Department.

#### **1. Disposal of property**

Housing Board is disposing plots, flats and other commercial assets after giving wide publicity from time to time.

The mode of disposal is either

- a. First Cum first Basis in case of number of applications are less then availability of property.
- b. Draw of lots in case of number of applications are more than availability of property.
- c. The property is also being auctioned and allotted to the highest bidder in a transparent manner.

#### **2. Extension of Lease Hold rights/ Free hold rights.**

The plots , flats and other property holders of J&K Housing Board being original allottees or on the basis of any legal document, whose lease period has been expired, can apply to Housing board for extension of lease hold rights for further 20 years or free hold rights. The case shall be processed after completing all the procedures and formalites as per performa at Annex. A.

Fee charges for

- a. Lease hold rights      Rs 4/SFT.
- b. Free hold rights        Rs 20/SFT.

#### **3. Transfer of property.**

The Housing Board Property is also transferred with the same procedure adopted for extension of lease hold rights.

Fee charges for transfer    Rs 10/SFT limiting to Rs 30/SFT.

#### **4. Issuance of NOC/lien marking for properties under Mortgage.**

## Chapter - 4

A statement of Boards, Corporations and Other bodies constituted as its part.

The J&K Housing Board established by virtue of J&K Housing Board Act 1976.

### BOARD OF DIRECTORS

<i>S. No.</i>	<i>Name of Member</i>	<i>Designation</i>
1	<i>Sh. Dheeraj Gupta, IAS</i> Principal Secretary to Govt. Housing and Urban Development Department.	<i>Chairman</i>
2	<i>Dr. Arun Kumar Mehta, IAS</i> Principal Secretary to Govt. Finance Department.	<i>Director</i>
3	<i>Sh. Dheeraj Gupta, IAS</i> Principal Secretary to Govt. Housing and Urban Development Department.	<i>Director</i>
4	<i>Sh. Shailendra Kumar, IAS</i> Principal Secretary to Government, Public Works(R&B) Deptt.	<i>Director</i>
5	<i>Sh. Pandurang K. Pole, IAS</i> Divisional Commissioner, Kashmir.	<i>Director</i>
6	<i>Mr. Simrandeep Singh, IAS</i> Secretary to Government Planning Development & Monitoring Department.	<i>Director</i>
7	<i>Dr. Raghav Langer, IAS</i> Divisional Commissioner, Jammu.	<i>Director</i>
8	<i>Mohammad Shahid Saleem Dar, KAS</i> Managing Director J&K Housing Board	<i>Director(Member Secretary)</i>
9	<i>Sh. Iftikar Ahmed Hakim</i> Chief Town Planner, Town Planning Organization Kashmir.	<i>Director</i>
10	<i>Sh. Anil Raina</i> Chief Town Planner, Town Planning Organization Jammu.	<i>Director</i>

## Chapter - 5

The names, designations and other particulars of the Public Information Officers & 1st Appellate Authority J&K Housing Board.

### **Public Information Officer**

Name:- Mr. Yogesh Sharma  
Designation:- Sr. Programmer  
Ph. No:- Office Jammu- 0191-2431044  
Srinagar-0194-2490421  
Fax:- Jammu- 0191-2431230  
Srinagar-0194-2490731  
Email:- jkhousingboard@nic.in  
Address:- Jammu:- A/D Block, Green Belt Park,  
Gandhinagar, Jammu.  
Srinagar:- Habitat Center, Bemina, Srinagar.

### **1st Appellate Authority**

Name:- Mohammad Shahid Saleem Dar, KAS  
Designation:- Managing Director  
Ph. No:- Office Jammu- 0191-2431044  
Srinagar-0194-2490421  
Fax:- Jammu- 0191-2431230  
Srinagar-0194-2490731  
Email:- jkhousingboard@nic.in  
Address:- Jammu:- A/D Block, Green Belt Park,  
Gandhinagar, Jammu.  
Srinagar:- Habitat Center, Bemina, Srinagar.

**APIOs**

<b><u>Sno</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Address</u></b>	<b><u>Phone No.</u></b>
1.	Sh. Parvaiz Malik	Deputy General Manager	Housing Unit-I, Sector 2, Channi Himmat, Jammu	0191-2433586
2.	Sh. Firdous Ahmed Qazi	Deputy General Manager	Housing Unit II, Shastri Nagar, Jammu	0191-2462660
3.	Sh. Sajjad Kawoosa	Deputy General Manager	Housing Unit I, Barbar Shah, Kashmir	0194-2476895
4.	Sh. G M Dar	Deputy General Manager	Housing Unit II, Habitat Center, Bemina, Kashmir.	0194-2435462



## Chapter - 6

### Renumerations of Officers/Officials in J&K Housing Board as per Sanctioned Posts

S.No.	Name of the Post	Scale of Post	Grade Pay	Sanctioned Strength
1	Managing Director	37400-67000	8700	1
2	Director Finance/ FA/CAO	15600-39100	8700/7600	1
3	Secretary	15600-39100	6600	1
4	Collector	15600-39100	6600	2
5	Sr..Programmer	15600-39100	6600	1
6	Deputy General Manager	15600-39100	6600	5
7	Senior Manager	9300-34800	5400	9
8	Sr. Manger Electric-	9300-34800	5400	1
9	A.O	9300-34800	5400	1
10	A.A.O	9300-34800	4600	4
11	Manager	15600-39100	6600	1
12	Asstt. Manager	9300-34800	4200	18
13	Asstt. Manager elect.	9300-34800	4200	1
14	SPO	9300-34800	4200	1
15	S.O	9300-34800	4600	2
16	Senior Steno	9300-34800	4600	1
17	Junior Steno	9300-34800	4200	1
18	Kilafwarzi Officer/Inspector	9300-34800	4200	2
19	Head draftsman	9300-34800	4200	3
20	Naib Tehsildar	9300-34800	4200	2
21	Draftsman	5200-20200	2400	5
22	Accountant	9300-34800	4200	4
23	Head Asstt.	9300-34800	4200	4
24	Mixor Operator	5200-20200	1900	1
25	Work Supervisor	9300-34800	4200	20
26	Accounts Assistant	5200-20200	2800	4
27	Patwari	5200-20200	2400	2
28	Carpenter	5200-20200	1900	1
29	Mason	9300-34800	4200	1
30	Electrician	5200-20200	2400	2
31	Driver	5200-20200	2400	10
32	Comp.Operator	5200-20200	2800	3
33	Senior Assistant	5200-20200	2400	4
34	Jr.Astt	5200-20200	1900	24
35	Tracer/Printer	5200-20200	1900	1
36	Plumber	5200-20200	1900	1
37	Jamadar	5200-20200	1900	1
38	Ordely/Chow./Gang Coolie	4440-7440	1300	79
39	Cleaner-II,	4440-7440	1300	1
40	Gestetner Astt.	5200-20200	1900	1
41	Khansama-I	5200-20200	1900	1
42	Khansama-II	4440-7440	1300	1

## Annexure A

### DOCUMENTS TO BE SUBMITTED FOR TRANSFER OF LEASEHOLD RIGHTS

1. Passport size photograph/signature of the Purchaser/Seller (duly attested by Gazetted Officer) (proforma enclosed).
2. Photocopy of State Subject Certificate (duly attested by Gazetted Officer).
3. Offer Letter.
4. Allotment Letter.
5. Possession letter issued by M.D. Office.
6. Physical Possession letter issued by the D.G.M. Office.
7. Power of Attorney(Registered by court) and Agreement to Sell(Notarized) (original/photocopy attested).
8. Indemnity Bond (duly attested by Magistrate/Registered by the Court). In case of missing documents at s.no 3 to sno, 6.
9. Objection to be called through Press (proforma enclosed).

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### PUBLIC NOTICE

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ have purchased Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_  
in Housing Colony \_\_\_\_\_ from Sh. \_\_\_\_\_  
S/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_, originally  
allotted in favour of Sh. \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_. The following original papers issued by the J&K Housing Board  
stands misplaced/not traceable: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_. I  
have applied for transfer of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the  
Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date  
of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:  
S/O, W/O Sh.  
R/O

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### IDEMNITY BOND

#### **Before the Managing Director, J&K Housing Board, Jammu:**

Whereas, Sh. \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_ R/O \_\_\_\_\_ have  
purchased/sold Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ measuring \_\_\_\_\_ in Housing Colony, Channi Himmat,  
Jammu from/to Sh. \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_. I/He/She have/has applied for the transfer of leasehold  
rights of above said plot in my/his/her name.

And whereas sale consideration of Rs. \_\_\_\_\_ already paid to/from the vendor. I am physically in  
possession of the said plot which is free from all disputes and litigation etc.

Whereas, the following original papers issued by the J&K Housing Board stands misplaced and are not traceable:-  
1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_.

And whereas except me there is no else having concern with the said plot and the principal allottee who have received  
the sale consideration.

By way of entering into Agreement to Sell surrender all rights of Plot in my/his/her favour and have/has no objection  
of the leasehold rights of the said plot in my/his/her favour and has no objection if the leasehold rights of the said plot  
are transferred in my/his/her name, as such, by virtue of these presents I \_\_\_\_\_ S/O, W/O

Sh. \_\_\_\_\_ R/O \_\_\_\_\_ physically occupied the Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ do hereby undertake and keep indemnified the department against any third party liaison, dispute, litigation arises out of the said plot after the transfer fee charges thereof and in case any third party claim arise, the same shall be made good by me even from my both moveable and immoveable property.

In witness whereof I signed this Indemnity Bond at Jammu on this the \_\_\_\_\_ day of \_\_\_\_\_ in presence of the following witness.

Witness

Executant.

(From Purchaser)

**AFFIDAVIT**

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ do hereby solemnly affirm and declare:

1. That I have purchased Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ in Housing Colony, Channi Himmat, Jammu from Sh. \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_ R/O \_\_\_\_\_ .
2. That I have applied for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
4. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province.
5. That my family consists of \_\_\_\_\_ members as detailed below:-

S. No.	Relation	Name
1.	Self	_____
2.	Husband/Wife	_____
3.		_____

**DEPONENT**

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

**DEPONENT**

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**AFFIDAVIT**

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ do hereby solemnly affirm and declare:

1. That I have sold Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ in Housing Colony, Channi Himmat, Jammu to Sh. \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_ R/O \_\_\_\_\_.
2. That Sh. \_\_\_\_\_ has applied for transfer of leasehold rights. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all charges/legal charges to be borne by J&K Housing Board on account of such dispute.
3. That I have not executed Agreement to Sell/Power of Attorney in favour of any individual for above said plot.
4. That the plot in question has not been mortgaged with any Bank/Financial Institution.
5. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
6. That my family consists of \_\_\_\_\_ members as detailed below:-

S. No.	Relation	Name
1.	Self	
2.	Husband/Wife	
3.		

**DEPONENT**

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

**DEPONENT**

**Photo Proforma**

**Purchaser**

Signature

Signature

Signature



Name \_\_\_\_\_ S/O, W/O

Sh. \_\_\_\_\_

R/O \_\_\_\_\_

Age \_\_\_\_\_ as on \_\_\_\_\_ Occupation \_\_\_\_\_ Name and address of office \_\_\_\_\_ Present residential address (Full

address indicating House No./Sector/Block/Lane/Mohalla or Block

No. \_\_\_\_\_

\_\_\_\_\_ Mobile

No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

1. Name of the attesting Authority \_\_\_\_\_
2. Residential address of the attesting authority \_\_\_\_\_
3. Date of attestation \_\_\_\_\_
4. Mobile No. \_\_\_\_\_
5. Telephone No. \_\_\_\_\_

**Seal and Signature of Attesting authority.**

**Photo Proforma**

**Seller**

Signature

Signature

Signature



Name \_\_\_\_\_ S/O, W/O

Sh. \_\_\_\_\_

R/O \_\_\_\_\_

Age \_\_\_\_\_ as on \_\_\_\_\_ Occupation \_\_\_\_\_ Name and address

of office \_\_\_\_\_ Present residential address (Full

address indicating House No./Sector/Block/Lane/Mohalla or Block

No. \_\_\_\_\_

\_\_\_\_\_ Mobile

No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

1. Name of the attesting Authority \_\_\_\_\_
2. Residential address of the attesting authority \_\_\_\_\_
3. Date of attestation \_\_\_\_\_
4. Mobile No. \_\_\_\_\_
5. Telephone No. \_\_\_\_\_

**Seal and Signature of Attesting authority.**

**For Extension of Lease Hold Rights**

**AFFIDAVIT**

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ do hereby solemnly affirm and declare:

6. That I am the original allottee/transferee of Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ in Housing Colony, Channi Himmat, Jammu.
7. That I have applied for extension of leasehold rights of above said plot in my favour. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all the charges/legal charges to be borne by J&K Housing Board on account of such dispute.
8. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
9. That the plot in question has not been mortgaged with any Bank/Financial Institution.
10. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
11. That my family consists of \_\_\_\_\_ members as detailed below:-

S. No.	Relation	Name
4.	Self	_____
5.	Husband/Wife	_____
6.		_____
7.		_____

DEPONENT

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

**PUBLIC NOTICE**

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ am the original allottee/transferee of Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ in Housing Colony, Channi Himmat, Jammu and have applied for extension of leasehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:  
S/O, W/O Sh.

R/O

**Photo Proforma**

Signature

Signature

Signature



Name \_\_\_\_\_ S/O, W/O

Sh. \_\_\_\_\_

R/O \_\_\_\_\_

Age \_\_\_\_\_ as on \_\_\_\_\_ Occupation \_\_\_\_\_ Name and address of office \_\_\_\_\_ Present residential address (Full address indicating House No./Sector/Block/Lane/Mohalla or Block

No. \_\_\_\_\_

\_\_\_\_\_ Mobile

No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

1. Name of the attesting Authority \_\_\_\_\_
2. Residential address of the attesting authority \_\_\_\_\_
3. Date of attestation \_\_\_\_\_
4. Mobile No. \_\_\_\_\_
5. Telephone No. \_\_\_\_\_

**Seal and Signature of Attesting authority.**



**Free Hold Rights**

**AFFIDAVIT**

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ do hereby solemnly affirm and declare:

- 12. That I am the original allottee/transferee of Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ in Housing Colony, Channi Himmat, Jammu.
- 13. That I have applied for conversion of leasehold rights to freehold rights of above said plot in my favour. I undertake that I shall remain responsible, if any, dispute at any stage arise with regard to the title of the said plot and I shall be liable to pay all the charges/legal charges to be borne by J&K Housing Board on account of such dispute.
- 14. That I have not executed Agreement to Sell/Power of Attorney in favour of any other individual for above said plot.
- 15. That the plot in question has not been mortgaged with any Bank/Financial Institution.
- 16. That neither I nor any member of my family own or possess any House/Flat/Plot allotted by the State Government/J&K Housing Board/Jammu Development Authority/Housing Corporation/Federation or any other State Government Agency in Jammu Province except for plot in question.
- 17. That my family consists of \_\_\_\_\_ members as detailed below:-

S. No.	Relation	Name
8.	Self	_____
9.	Husband/Wife	_____
10.		_____
11.		_____

DEPONENT

I further declare that the statement made above is true to the best of my knowledge and nothing therein has been concealed.

DEPONENT

**PUBLIC NOTICE**

I, \_\_\_\_\_ S/O, W/O Sh. \_\_\_\_\_  
R/O \_\_\_\_\_ am the original allottee/transferee of Plot No. \_\_\_\_\_ Sector No. \_\_\_\_\_ in Housing Colony, Channi Himmat, Jammu and have applied for transfer of leasehold rights to freehold rights of above said plot in my favour. Objection, if any, may be conveyed to the Managing Director, J&K Housing Board, Green Belt Park, Gandhinagar, Jammu within a period of 15 days from the date of publication of this Notice. However, no objection will be entertained after the expiry of the above said period.

Name:  
S/O, W/O Sh.  
R/O

**Photo Proforma**

Signature

Signature

Signature



Name \_\_\_\_\_ S/O, W/O

Sh. \_\_\_\_\_

R/O \_\_\_\_\_

Age \_\_\_\_\_ as on \_\_\_\_\_ Occupation \_\_\_\_\_ Name and address  
of office \_\_\_\_\_ Present residential address (Full  
address indicating House No./Sector/Block/Lane/Mohalla or Block

No. \_\_\_\_\_

\_\_\_\_\_ Mobile

No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

It is certified that the person whose particulars given above, specimen signatures and latest photograph has been attested is personally known to me and is alive on the date of attestation.

6. Name of the attesting  
Authority \_\_\_\_\_

7. Residential address of the attesting  
authority \_\_\_\_\_

8. Date of attestation \_\_\_\_\_

9. Mobile No. \_\_\_\_\_

10. Telephone No. \_\_\_\_\_

**Seal and Signature of  
Attesting authority.**