

CIRCULAR MEMORANDUM

Sub: Buildings - Private Buildings hired for Government purposes-issue of rent certificate delay-regarding.

Ref: 1. Letter No.B5 – 20266/72 TX dated 18-5-72 from the First Member Board of Revenue
2. Government Memorandum No. B1 – 57546/64/PW. Dated 28-10-1964.
3.Circular Memorandum No.15498/B1/67/PW dated 10-5-67.
4.Letter No. B8 – 48897/72 dated 29-5-72 from the chief Engineer Buildings and Roads.

1. Some of the Head of Departments have complained that they are experiencing much difficulty in taking on rent private buildings for use as Government offices due to inordinate delay on the part of the Public Work Department in issuing rent certificates. The Chief Engineer, Building and Roads has reported that the delay in issuing rent certificates is mainly due to non-furnishing of requisite details by the occupying Departments. The attention of the Heads of Departments and officers is drawn in this connection to the Government Memorandum second cited in which they were informed that the following details should invariably be furnished when requisitions are made to the Public Works Department for the issue of rent certificates.

1. Name and address of the owner of the building.
2. The Municipal or Panchayat identification No. of the building.
3. Rent demanded by the house owner.
4. Date from which the rent certificate is to be issued.
5. Reference No. date and amount of rent sanctioned as per the rent certificate from P.W.D. previously together with a certificate to the effect that the office is functioning in the same building in the case of continued occupation of the building.
6. A Land value certificate from the local Tahsildar.
7. Authentic records such as date of issue of building licence issued by the Panchayat or Municipality to calculate the age of the building.

In the circular memorandum 3rd cited Government had reiterated the above instructions.

2. Government once again wish to make it clear that the required details should be furnished to the Public Work Department When requisition for the issue of rent certificate, are made to the Public Work Department and that the occupying Department itself should also be furnished promptly by the local Tahsildars as and when required. The Board of Revenue should issue suitable instructions to the Tahsildars in the matter.

Sd. Special Secretary (Public Works)

To

All Heads of Departments xxx

Endt on D4 / 16657/73 dated -5-73

Copy to all Conservators and Divl. Forest Officers for attention.

Copy to stock file, Circular file D5,D6 and D3.

Copy to Asst. Chief Conservator of Forests.

Sd. For Chief Conservator or of Forests

Chief Conservator's
Office, Trivandrum.

Forwarded By Order