

भारत संचार निगम लिमिटेड  
भारत सरकार का उद्यम

BHARAT SANCHAR NIGAM LIMITED  
(A Govt. of India Enterprise)

कार्यालय मुख्य महाप्रबंधक दूरसंचार, पंजाब परिमंडल चण्डीगढ़  
% The Chief General Manager Telecom Punjab Telecom Circle Chandigarh.

To

All SSA/Unit Heads,  
Punjab Telecom Circle.

No. Staff/Mov.Imm.Property/Genl/08 Dated at Chandigarh the 02.09.2016.

Sub:- CHECK LIST for submission of Intimation/Application for seeking sanction for acquisition/purchase/sale/disposal of immovable/movable property.

Kindly find enclosed a Check List for submission of Intimation/Application for seeking sanction for acquisition/purchase/sale/disposal of immovable/movable property and it is requested to ensure compliance of the points contained in Check List before submission of case to Circle Office, Chandigarh.

This issues with the approval of Competent Authority.

DA: As above.

*Mly 02/9/2016*  
सहायक निदेशक (स्टाफ-IV)  
Asstt. Director (Staff-IV)

Copy to:

1. P.S. to CGMT, Pb Circle, Chandigarh.
2. All GMs, Circle office, Chandigarh.
3. All Addl.GM/DGMs, Circle office, Chandigarh.
4. Guard File.

## CHECK LIST

### For Submission of Intimation/Application for Seeking Sanction for Acquisition/Purchase/Sale/Disposal of Immovable/Movable Property.

1. (i) Application/Intimation should be submitted in the prescribed proforma as per Terms of Rule-21 of BSNL CDA Rules-2006.
- (ii) Application should be approved/recommended by SSA/Unit Head
- (iii) No column should be left unfilled.
2. Regarding Property Document –
  - (i) Property Documents ie. Copy of Registry of Purchase/Sale, Allotment letter, Agreement letter, Transfer Deed and copy of Sale Tax Invoices or Quotation are **should be self attested**.
  - (ii) Documents should be visible and readable.
3. Regarding Source of Finance-
  - (i) If personal saving is in Bank/Society, attested copy of Passbook or Bank statement showing the inward/outward entries for the last one year shall be furnished.
  - (ii) If saving in the form of GPF, copy of Sanction Memo or Statement of GPF withdrawal of the amount shall be furnished.
  - (iii) If amount utilized from the wife's personal savings, attested copies of Bank statement showing the inward/outward entries shall be furnished.
  - (iv) If interest free loan/amount is taken from relatives or friends an Affidavit shall be furnished duly attested by notary.
  - (v) If loan is taken from the Bank or Deptt or any other institution, sanction copy of loan amount and installment shall be furnished.
4. In case of inherited property, copy of Registry in the name of parents and copy of transfer of property in the name of the official shall be furnished.
5. In case of disposal of property, copy of sanction obtained at the time of its purchase, shall be furnished.
6. In case of Construction/Addition and completion of House, Detailed Estimate and Completion certificate by Architect shall be furnished.
7. If Property and Finance is arranged through Gift, copy of Sanction obtained under Rule-15 of BSNL CDA Rules-2006, shall be furnished.