



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

No. CWC/XXV-10/Admn. / 1028

January 6, 2016

CIRCULAR

The rental ceiling of leased/self-leased accommodation to the below Board level executives of CWC has been revised as under with the approval of Board of Directors. The revised ceiling will be applicable with effect from the date of issue of this Circular.

Designation Below Board level Executives	Cities having population of more than 50 lakhs (‘X’ Class* of Cities).	Cities having population upto 50 lakhs (‘Y’ & ‘Z’ Class* of Cities).
GM & equivalent	26400	19800
Secy./CE & equivalent	24800	18600
DGM & equivalent	23200	17400
AGM & equivalent	20200	15150
Manager & equivalent	18600	13950
SAM & equivalent	18600	13950
SIO & equivalent	16200	12150
Supdt. & equivalent	16200	12150

*As per classification for the purpose of admissibility of HRA

The rent recovery for lease/self-lease accommodation will be 10% of basic pay. The executives will be allowed leased accommodation only if no flat of their entitlement is available at the place of posting. The executive desirous of availing lease/self lease facility will have to submit the application in the prescribed form (enclosed) along with requisite documents to the GM(Personnel) in case of executives working in Corporate Office, Construction Cells and all RMs. The executives in the field will submit their application to the RM. A lease agreement will also be executed between the owner of the flat and the CWC.

Encl: as above

06/11/16
(Amit Goel)

Astt. General Manager (Estt.)

Authority:-

Agenda item No.318.18

BOD meeting held on 27.11.2015

To

All RMs/CC Heads, CWC, RO/CCs.

Copy to:

1. All HODs, CWC, CO, New Delhi.
2. SPA to Chairman/PPS to MD/AM to Director(Fin.)/Manager to Dir.(Pers.)/PS to CVO, CWC, CO, New Delhi.
3. GM(System), MIS Division, CWC, CO, New Delhi – for uploading in CWC website.

C.O., 4/1, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016
Tel- 011-26515178, Fax - 011-26967256, e.mail-perdiv.cwhc@nic.in, Website:-
www.cewacor.nic.in

Supdt. Comptroller
8/11/16

CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)

Application cum self Assessment for Rental accommodation for availing lease/self lease

1. Name & Designation:
2. Division/Place of Duty:
3. Employee Code No.:
4. Grade (Scale of Pay & Present Basic Pay):
5. Particulars of premises to be hired/self owned, (attach approved drawing/broachers):
6. Complete address:
7. Name of the present owner (person whose name the property is registered/allotted)
8. Whether built/purchased by getting HBA from the Corporation, if yes, Please indicate the details:
 - a) Date of possession
 - b) Date of occupation
 - c) Date of submission of completion certificate:
9. Whether single unit or flat
10. Total plinth area in sq.ft.
11. Total covered area in sq.ft.
12. If any area/portion given on rent:
13. Specify areas/portion shared by the applicant, if any.
14. Whether any addition/sub-traction has been made after the last assessment. If so, furnish the measurement of rooms, kitchen, bathroom, store, lobby etc. from wall to wall in sq.ft. (For renewal of lease)
15. Details of HRA received by spouse or any other member residing in the same premises:

16. Present entitlement of self
lease facility:

17. Rental value for similar
accommodation in the area:

18. Description of the accommodation
Owned by self/to be leased.

Description _____ No. _____ area sq.ft. _____ Remarks _____

Drawing room

Bed room

Bed room

Lobby

Store

Bath room

W.C.

Kitchen

Balcony

Court Yard

Garage

Almirah in Bed room

Total=

I solemnly declare and affirm that the information furnished above is correct to the best of my knowledge and belief and nothing has been suppressed or exaggerated.

Dated: _____

Signature. _____

LEASE AGREEMENT

THIS INDENTURE OF LEASE made this _____ day of _____ 2015 by Sh./Smt. _____ R/O _____ hereinafter called Lessor (which expression shall unless repugnant to the subject be deemed to include his heirs, executors, administrators, legal representatives and assigns) on the one part and the Central Warehousing Corporation established under Warehousing Corporation Act 1962 (which expression shall include its successors and assigns) herein- after referred to as the Lessee having its Head Office at 4/1, Siri Institutional Area, Hauz Khas, New Delhi on the other part through Sh. _____ WHEREAS the Lessor is the owner of house/flat No. _____ (herein-after referred to as the said premises) and has agreed to let out and the Lessee has agreed to take the said premises comprising of _____ on rent.

NOW THIS DEED WITNESSTH AS FOLLOWS:

- 1) That the Lease shall be for a period of 3 years commencing from _____.
- 2) That the lease can be further extended for a further period of 3 years on mutually agreed terms and conditions.
- 3) That the Lessee shall pay to the Lessor the rent @ Rs. _____ per month in advance on or before 7th of each English, calendar month. The rent will be inclusive of fittings and fixtures.
- 4) This lease is granted for the exclusive use of premises as residence of Sh. _____ and no other employee shall reside in the said premises. The lease will be terminable on the expiry of 3 years tenancy or till Sh. _____ is the

employment of CWC or till he is transferred out of _____ whichever is earlier.

- 5) All the existing and future rates, taxes or other charges payable by the owner in respect of the said premises shall be paid by the Lessor.
- 6) That the Lessee shall pay an interest free advance equivalent to _____ months rent to the Lessor adjustable @ 50% of the monthly rent during the first _____ months of the tenancy.
- 7) That the Lessee shall pay all charges in respect of electricity and water consumption during the period of tenancy as per the meter reading. The receipts after payment of bills will be handed over to the Lessor.
- 8) That the Lessee shall not carry out any structural addition or alteration in the premises fittings and fixtures.
- 9) That the Lessee shall permit the Lessor or his authorized representative to enter the premises for inspection or attending repairs etc. at reasonable time as and when necessary.
- 10) That subject to natural wear and tear the Lessee will keep the premises (both inside and outside) and all fixtures and fittings therein clean and in good condition at all times.
- 11) That the Lessee agrees not to sublet, assign or part with the said premises or in part thereof without a written consent of the Lessor.
- 12) That all the major repairs will be carried out by the Lessor at his own cost. Minor repairs such as electric fuese and minor leakages in water tap will be carried out by the Lessee.

13) Notwithstanding the lease for a period of 3 years the Lessee/Lessor shall be entitled to terminate the lease at any time by giving a one month notice in writing.

14) Lessee shall deliver the vacant possession of the said premises to the Lessor on the expiry of lease period or on earlier termination of the lease altogether with the Lessor's fittings & fixtures in proper condition, natural wear and tear accepted.

15) That all the matter relating to the tenancy will be settled according to the provisions of lease agreement without reference to any other law.

16) The list of fittings and fixtures signed by both the parties is attached as annexure 'A'.

IN WITNESS THEROF the Lessor and Lessee have executed this agreement of lease which shall be binding on them and their respective successors in interest.

Signed by both the parties to the agreement on _____ in the presence of witnesses.

1. WITNESS LESSOR

2. WITNESS LESSEE

NOTE: Clause No.6,7,9,14 and 16 will not be applicable in case of self lease.