

GOVERNMENT OF ANDHRA PRADESH
FOREST DEPARTMENT

Ref.No.19002/85-J2
Dt: 27.5.1985

Office of the Prl.Chief Conservator
of Forests, A.P. Hyderabad.

Sri V.S.Sastry, IFS.,
Prl.Chief Conservator of Forests.

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CIRCULAR NO. 15/85

Sub: Buildings - Private buildings taken on lease for locating Govt.offices - procedure to be followed in sanctioning rent and entering into lease agreements - instructions issued.

Ref: CCFs.(Circular No.16/79) Ref.No.40953/79-J4,dt.29.5.79.

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In the past detailed instructions were issued on the subject on occupying private buildings for accommodating Government offices, procedure to be followed in entering into agreements, sanctioning rents and also payment of rents to the owners of the private buildings without causing much delay. But instances have come to the notice of the Chief Conservator of Forest's that the Officer's in the department are not following the instructions fully, thereby creating complications with the owners in complying with the terms of agreement, or causing delay in payment of rents on some pretext or the other. Therefore the following instructions are once again reiterated for the guidance of the sub-ordinate officers in securing private buildings on lease for locating Govt.offices.

- i) Whenever an officer has to locate his office in a private building, he has to select a suitable private building, take the consent in writing of the owner to receive the rent as may fixed by the Public Works Department in due course and then only take possession of the building with apertinent land.
- ii) As soon as taking charge of a private building the officer has to address the concerned Executive Engineer (R&B) and obtain a reasonable rent certificate in the prescribed form, which is enclosed as Annexure-II, within a month at the latest.
- iii) Sanction for payment of rent should be accorded by competent authority only after obtaining the reasonable rent certificate from the concerned Executive Engineer and at the rate fixed by him, and the number and date of the Executive Engineer's ref.No. in which rent was fixed, should be specified in the sanction order.
- IV. After fixation of rent by the Executive Engineer (R&B) the officer concerned should execute lease deed with the owner in the prescribed form (Annexure-III).
- v. If the rent so fixed exceeds the competency of the Divnl.Forest Officer or Conservator of Forests, they should submit proposals to the Chief Conservator of Forests immediately for sanction of rent. Each year proposals for sanction of rent by the Chief Conservator of Forests or Government, should be renewed by the Divnl.Forest Officers or Conservators of Forests in advance, so that sanction may be accorded within a month of commencement of the financial year.
- vi. The proposal for sanction of rent of a private building should be accompanied with proforma-I enclosed to this circular duly filled in all the particulars required in the proforma (Annexure-I) should be supplied without fail for early finalisation of proposals.

vii. The norms fixed in the G.O.Ms.No.351 Transport, Roads and Buildings (B1) Department dt.6.7.1983 (copy enclosed) for accommodation-ating offices should be followed meticulously.

2. To avoid delay in sanction of rent, and complaints from the owners for non-payment of rent, all the officers are requested to follow the above instructions scrupulously in future. The proposals for 1985-86 requiring sanction of the Chief Conservator of Forests or Government should be submitted by the end of June, 1985.

3. The Conservators of Forests are requested to acknowledge the receipt of this circular and see that the instructions are followed strictly to avoid complaints from the owners of the private buildings.

Sd/- K.V.S.Babu,
Chief Conservator of Forests-M.

Encl: Annexure-I, II, III & IV

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ANNEXURE : I

(Proforma to accompany the proposals for sanction of rents of private buildings)

1. Name of the office occupying the private building.
2. Date of occupation
3. Period for which sanction of rent is sought-for.
4. Name of the owner of private building.
5. Door No. Street, Town and Dist. of the private building occupied for office.
6. Plinth area of the building (includes entire area of the building including walls thickness).
7. Carpet area of the building (only area of rooms which are useful for office excluding Bath, lavatory, verandah, passage).
8. Lease deed entered into with the owner together with plan of the building.
9. Carpet area eligible for office as per austerity standards (vide G.O.Ms.No.351 T, R&B(B1) Dept. dt.6.7.83 for standards) based on the strength of staff.
10. Carpet area excess, if any with justification for occupation of such excess area.
11. Reasonable Rent Certificate issued by the concerned E.E. in the prescribed form (original certificate is to be submitted).
12. Budget head under which funds are available for payment of rent (Detailed Major, Minor and Sub-head) etc. should be clearly furnished).

Signature:
Designation

Contd...3

The rental certificate shall be as under:-

No other suitable building than the one (Municipal No. _____)
belonging to Sri/Smt _____ is available at _____ P.M.
_____ District _____ The rent of Rs. _____
considered as reasonable".

Executive Engineer, PWD.

ANNEXURE : III

Copy of:
Mis. 399/59

Office of the Chief Conservator of
Forests, A.P. Hyderabad.

Dated: 7-12-1959

Sri Daulat Rai, B.Sc., (Wales)
Chief Conservator of Forests

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Subject: F.D.-Buildings - private - taken on lease for the office accommodation - lease deed to be adopted in Muffusila area.

Ref: Govt. Memo 42116/For.I/59-1, dt. 26.11.59.

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The Govt. memo cited above with a copy of lease deed is communicated to the officers of Distribution list-A. They are requested to adopt the form of lease deed in respect of the private buildings taken on lease for office accommodation.

Sd/- K. Subbanna,
for Chief Conservator of Forests.

//true copy//

Copy of Memo No. 42116/For.I/59-1, dt. 26.11.1959 Agril, Deptt. Hyd.

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Sub: Forest Deptt.- Buildings private taken on lease for office accommodation - lease deed to be adopted in Muffusil area.

Ref: From the CCEs. No. 6156/59-C2, dt. 4.11.59.

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With reference to his letter cited the Chief Conservator of Forests is informed that the lease deed forwarded with Govt. Memo No. 37365/For.I/59, dt. 16.5.59 may also be adopted in respect of private buildings in muffusil taken on lease for office accommodation.

Sd/- V. Aadiseshaiah,
Deputy Secretary to Government.

// True copy //

LEASE DEED

This lease deed made and executed this _____ day of _____ 198
between the Governor of Andhra Pradesh hereafter called the lessee
(which term shall include his successor in office and assign) of
the one part; and _____ hereinafter called the "Lesser" (which term
shall include his successor, administrators, legal representatives
and assigns) of the other part;

Whereas the lessee has agreed to take on lease the building
hereinafter mentioned belonging to the lesser and the lesser has
agreed to give it on lease;

Contd...4

This Deed witnesseth as follows:-

That in consideration of the rent hereinafter reserved, which is within the limit of amount shown in the certificate of Controller of Accommodation, in this respect, and of the lessee's agreement hereinafter contained, the lessor hereby gives to the lessee lease of his building bearing No. _____ situated at _____ bounded by on the North by _____ east by _____ south by _____ west by _____ more particularly describe in the plan attached hereto, for the purpose of accommodating Govt. office on a monthly rent of Rs. _____ and the lessor hereby agrees with the lessee in the following manner:-

1. The lessor shall not be entitled to increase the rent during the tenancy period.
2. The lessor shall pay all the rates, taxes and assessments which are now for may hereafter to imposed or assessed on the said building by any lawful authority.
3. The lessor shall maintain the building in a good state of repair and that in case the lesser does not carryout the necessary repairs, the lessee shall be at liberty to get the repairs done by the P.W.D. and the expenses of such repairs will be met from the out of building.

The lessor hereby covenants that the lessee shall enjoy quiet possession of the building leased without disturbance by the lessor.

The lessee hereby agrees with the lessor in the following manner:-

1. The lessee shall pay the monthly rent of Rs. _____ regularly on or before _____ or each calender month.
2. The lessee shall keep the building in good condition and shall use and occupy the said building in a fair and tenantable manner and shall deliver it up in the same condition to the lesser at the expiration of the period of tenancy.
3. The lessee shall pay the water and electricity charges.
4. The lease shall be terminable by either party on one month's prior notice. The lessee shall, on getting such notice from the lessor, either vacate the building or purchase it for the price offered to the lesser by any bonafied purchaser.

In witness there of Sri _____ as authorised by the Governor of Andhra Pradesh and _____ the lesser, have hereto affixed their signatures on the date and year hereinafter first written in the presence of the following witness:-

Witnessess

- 1.
- 2.
- 3.

Signature of
(Authorised by the Govt. of A.P.)

.....
Signature of the lessor.

// True Copy //

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of:

ANNEXURE : IV
GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Committee - Review of all the existing norms of accommodation for Government offices and residences of officers and staff and fixation of revised reduced norms-orders issued

TRANSPORT, ROADS & BUILDINGS (B1) DEPARTMENT

G.O.Ms.No.351

Dt.6.7.1983

Read the following:-

1. G.O.Ms.No.176 TR&B dt.26.5.81.
2. From the CE(B) Lr.No.TAB/JE3/Rents/15438/80 dt.23.10.81.

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ORDER :

In the G.O.first read above a committee was constituted to review and recommend revised reduces norms for accommodation of Govt. offices and residences of officers and staff under State Govt.as the existing norms were fixed long back and are much higher than the norms fixed by the C.P.W.D. Government of India. The committee after detailed discussion in its meeting reduced norms both for the Government offices and residential accommodation of the officers and staff under State Government. The Chief Engineer, (Buildings) as a convenor of the above meeting has submitted the proposal in his letter read above for approval of the recommendation of the Review Committee.

2. Government after careful consideration accept the proposal of the Chief Engineer (Buildings), as recommended by the Review Committee, and fix the following revised norms for Government office and residential accommodation of officers and staff:-

OFFICE ACCOMMODATION

<u>CATEGORY DESIGNATION</u>	<u>PLINTH AREA NOW SUGGESTED</u>
I. Secy.to Govt.and 2) Addl.Secretaries to Government.	346'-6Sft. + attached anti-chamber and toilet (Maximum 350 Sq.Ft. + 100 Sqft.)
II. 1) Jt.Secty.to Govt.and 2) Heads of Departments with a pay scale of Rs. 2000/- and above.	272' Sft. + attached anti-chamber and Toilet (Maximum 272 Sqft. + 80 Sqft.)
III. 1) Dy.Secty. to Govt. 2) Heads of Departments with a scale of pay less than Rs.2000 and other officers drawing Rs. 1800 and above	220' sft. + attached anti-chamber and Toilet
IV. 1) Asst.Secty.to Govt. 2) Other officers	160' Sft. with common toilet lunch room facilities.
V. 1) Sect.of officers in Secretariat 2) Superintendents	60' Sft.with common toilet lunch room facilites in common hall.
VI. Clerks and Typists etc.	40 Sft.with common toilet lunch room facilities in common hall(10% extra for storage of records)

Contd...6