

{See Decision No.(4) below Rule 18 of the CCS (Conduct) Rules, 1964}

**FORM OF REPORT/APPLICATION FOR PERMISSION TO THE PRESCRIBED AUTHORITY FOR THE BUILDING OF OR ADDITION TO A HOUSE.**

To

The Pr. Secretary (Personnel) to the  
Government of Himachal Pradesh,  
Shimla-171002.

Madam/Sir,

With due regard, it is to inform you that I propose to build a house and it is therefore, requested that necessary permission may be granted in my favour for this purpose. The estimated cost of the land and material for the construction of house is given below:-

- (1) Land:-  
Location:  
Survey Number:  
Village:  
District:  
State:
- (2) Area:
- (3) Cost:
- (4) Building materials, etc:-
  - a. Bricks:
  - b. Cement:
  - c. Iron and Steel:
  - d. Timber:
  - e. Sanitary Fittings:
  - f. Electrical Fittings:
  - g. Any other Special Fittings:
  - h. Labour Charges:
  - i. Other Charges, if any:

Total Cost of Land and Building:

It is also informed that the construction work will be supervised by my self and the construction work will be done by Contractor.

I do not have any official dealings with the contractor nor did I have any official dealings with him in the past.

The cost of the proposed construction will be as under:-

- i. Own Savings:
- ii. Loans/Advances with full details:
- iii. Other sources with details:

Yours faithfully,

**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_

**Dated:**  
**Place:**