

To

The Secretary/_____,
Punjab State Electricity Board,
Patiala.

SUB: APPLICATION FOR THE PERMISSION TO PURCHASE MOVABLE/IMMOVEABLE PROPERTY.

... ..

Sir,

I beg to request that I may be allowed to purchase the property mentioned against item no.8 below: -

- 1) Name of the Official :
- 2) Designation :
- 3) Scale of Pay :
- 4) Present emoluments (Pay & Allowances) :
- 5) Date of Appointment in the Board :
- 6) Date of appointment to the present post :
- 7) Substantive Post held if any : -
- 8) Property intended to be purchased :
- 9) Description of property :
- 10) Whether the property is intended to be purchased through a regular dealer with name of the dealer. :
- 11) If the property is not intended to be purchased through regular dealer the name & address of the Vendor. :
- 12) The details of immovable/moveable property already held :
- 13) Details of immovable/ moveable property acquired/ disposed of in the past stating its value and quoting sanction of the competent authority. :
- 14) Cost of the property now to be purchased :
- 15) Source from which the cost of property is intended to be met with :
- 16) Rule/ Regulation under which sanction is required : **As per Board's Rule/Regulation.**

I have noted that the permission granted to me for purchase of the aforementioned property will not entitle me to a claim for the grant of advance by the Board. The grant of advance, if permissible, will depend upon the availability of the funds and seniority among the other applicants.

Yours faithfully,

(_____)
P.S.E.B., _____.

Endst. No. / Dated:

Forwarded in original to the _____, PSEB, Patiala for further necessary action, please.