

SCHEDULE

To,

The Executive Officer,
Varanasi Cantonment.

Sir,

I / we request that I / we be permitted to inspect / supplied with a copy or extract from the following register / book / record / document.

A sum of Rs..... only is remitted herewith in advance which may please be adjusted towards the full amount due and I / we promise to pay the balance (if any), before the receipt of the required copy or extract.

1. Name and description :
of register, book, record or
document.
2. Year to which it relates :
3. Urgent or ordinary :
4. Purpose for which required :
5. Date of submission of the :
application.

Yours faithfully

Application For Transfer of Houses

.....

PLAN
OF THE

House No..... Situated at Varanasi Cantt.

belonging to

for

Building Scale.....feet..... in inch

Date

Applicant's Signature

Varanasi Cantt.

FORM OF BUILDING NOTICE

Application for permission to erect, re-erect or alter a building Under Section 179 of the Cants Act, 1924 (to be submitted in duplicate for bazar areas and in triplicate for outside bazar areas).

From

To
The Executive Officer
Varanasi Cantt.

Sir,

I wish to make new constructions / additions / alterations in plot / house / Bungalow No. in Sadar Bazar / Goods Shed Bazar / Cantonment as detailed below and request the favour of early sanction of the Board for the work.

Site and building plans in duplicate / triplicate together with section and elevation as required under the byelaws of the Board are attached herewith.

1. Survey No. of building site. :
2. House No. & situation of the building. :
3. Whether site is already built upon, enclosed or open. :
4. Area of the site. :
5. Nature of proposed erection / re-erection / alteration. :
6. Details of construction. :
7. Necessity for the work :
8. Is applicant the holder of occupancy rights of the plot? :
9. How much time does the applicant require to complete the work, once it is started. :

Yours faithfully

(Please see the other side before filling up)

The application should be accompanied by blue prints (in duplicate for bazaar areas and in triplicate for outside bazaar area) containing the site plan (at a scale not smaller than 1/10" to the inch), the building plan (at a scale not smaller than 1/8" to the inch), cross sections of the building along two mutually perpendicular axes, and the elevation of the proposed building.

The site plan should show clearly the north point, the measurements of the boundaries of the plot and the building the environs of the plot and the landmarks on it (such as widths of lanes & streets, distance of electric power lines etc.)

The building plan and section should delineate in details the specifications and dimensions of the various items of the proposed construction such as foundation, plinth, walls, doors, windows, posts pillar, beams ceiling, roof etc. Old existing work proposed to be retained old work to be demolished and new work to be erected should be distinctly shown by means of different colouring. The propose the which each part of the structure is to be put should also be shown.

Further details as to conditions to be observed in designing a building may be seen in the building byelaws of Cantt.

If the application is sanctioned, the permission will be valid only for 1 year from the date of communication of sanction (U/S 183 of CA/24). Both the date of commencement and the date of completion of building operations should be notified to the Board and failure may result in the prosecution of the applicant (U/S 183 and 74 of CA/24).

If the applicant wishes to store his building materials on Cantt. or Govt. land or to use water from public water supply he should apply to the Executive Officer previously and get his permission on payment of the requisite charges. Similarly a chajja, If permitted by the Board over Cantt. land will have to be paid for at rates fixed by the Board.

Projections or opening on to Govt. land or governed by special rules which may be consulted in the office of the board.

Executive Officer

BOOKING OF COMMUNITY HALL
FOR MARRIAGE / RECEPTION

To,
Cantonment Executive Officer
Cantonment Board,
Varanasi Cantt.

SUB : ALLOTMENT OF COMMUNITY HALL CANTT. BOARD VARANASI FOR
MARRIAGE / RECEPTION.

Sir,

It is decided the marriage / reception of my Son / Daughter is planned on _____.
I am permanently residing inside / outside Cantonment area.

The declaration is as follows :-

1. Name of Father :
2. Name of Son / Daughter whose marriage is to be held :
3. Permanent address :
4. Telephone / Mobile No. :
5. Educational Qualification :
6. Enclosed Certificate of residence :
Cantonment Area / outside Cantt. Area.

Kindly allot the Community Hall to me on after verification of above declaration. I will be responsible for damage the any Govt. property during the period of allotment of Community Hall.

Date :.....

Applicant

FORMS FOR OTHER THAN OFFICERS

To,
Cantonment Executive Officer
Cantonment Board,
Varanasi Cantt.

SUB: ALLOTMENT OF CANTT. BOARD DAK BUNGALOW / GUEST HOUSE.

Sir,

I _____ residing _____ of require guest house for stay purpose only w.e.f _____ to _____.

1. A.C. Suit No.____/ A.C Room No.____/ Non A.C. Room No.____ with / without kitchen.

2. I give following declaration :-

I. I declare that the allotted rooms of guest house will be used only for staying purpose. The above room will not be used for marriage or any other function. I will be responsible for that loss of property damaged by me during the period of allotment of above room in guest house.

II. I agree to deposit the fixed charges & security for allotment. So confirm the allotment after depositing the prescribed charges.

Applicant

Dated :

Address _____

Phone / Mobile No. _____

Report of In-charge Guest House

Sir,

Rs. _____ has been deposited as security charges. Please confirm for booking.

In-charge

Order of C.E.O.

_____ be give from stay _____ to _____ to the applicant.

Cantonment Executive Officer, Varanasi

FORMS FOR OFFICERS ONLY

To,

Cantonment Executive Officer
Cantonment Board,
Varanasi Cantt.

**SUB: ALLOTMENT OF GUEST ROOM AT CANTONMENT BOARD
DAK BUNGALOW.**

I, the undersigned planning to come to Varanasi on official / personal visit for which I require one VIP / AC suite / AC room / Non AC room w.e.f to for the purpose of stay only.

It is, therefore, requested to book the above accommodation for days.

Date :

(Signature with Designation)

(For commercial purpose)

(Booking of Community hall with ground)

To,

Cantonment Executive Officer,
Cantonment Board,
Varanasi Cantt.

SUB : ALLOTMENT OF COMMUNITY HALL WITH GROUND FOR
COMMERCIAL FUNCTION

It is decided the commercial function is planned on..... I am permanently residing
inside/outside Cantonment area. The details are as follows :-

1. Name of applicant :
2. Name of organization :
3. Full address :

Kindly allot the Community hall with ground for.....days (s) w.e.f.
.....to.....for commercial function.

I give following declaration :-

- (a) I agree to deposit the fixed charges and security for allotment. So confirm the allotment after depositing the prescribed charges.
- (b) I will be responsible for loss to the property damaged by me during the period of said allotment.

Signature of applicant

Address.....

.....

.....

Phone/Mobile No.....