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Director General Higher Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula

To

1. Group Commanders, Group Head Quarters, Ambala/Rohtak.
2. All the Commanding Officers, NCC Battalions in Haryana State

Memo No. DHE-220003/6/2020-NCC (3)

Dated, Panchkula 31-5-2021

**Subject: - Permission for Shifting/ Hiring office/store.**

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With reference to this memo no. DHE-220003/6/2020-NCC (3) DHE dated 23.11.2020 on the subject cited above.

In this connection, the field offices who are taking the building on rent are requested that before entering into any agreement of rent, draft agreement must got approved from the office of DGHE. So that at later stage, it may not result into any complications. After then, the matter with landlord/owner may be pursued for further action.

After approval of draft rent agreement from the office of DGHE, you are requested to send the following documents to the Directorate office to hire the building/accommodation for five years as under:-

1. Information regarding hiring of new building for office use Performa flow/rent.
2. Sponsoring Certificate.
3. Willingness Certificate from the house owner/landlord.
4. Lease agreement signed by the owner and tenant before shifting in the building.
5. Blue print of the building.
6. Rent assessment by PWD (Original).
7. Hiring rate of rent of the location.
8. Photocopy of letter issued by the PWD Authority that building is safe and fit for the purpose.
9. Rent Acceptable Certificate of the owner.

Complete set of the above said documents may be forwarded to the office of DGHE, so that further action for rent approval can be taken in the matter with Govt. of Haryana.

Treat it as most urgent.

9/c

Sashi Bala  
Superintendent NCC 31/5/21  
for Director General Higher Education,  
Haryana, Panchkula

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