

1. Check list for the Purchase/Disposal of Movable property (Vehicle) cases

The following documents are essentially required at time of seeking permission/
intimation of movable property (Vehicle):-

1. Filled Form-1 (Under BSNL CDA Rule 21) in original.
2. Copy of Invoice /Bill for Vehicle Purchase / Sale.
3. Copy of Insurance Policy.
4. Copy of RTO Challan for Registration.
5. Copy Accessories Bill, if any.
6. Copy of RC (Registration Certificate)
7. Source of funding with documentary proof/Bank statements. (Including Personal saving, Loan & Gift etc.)
8. Affidavit for loan/Gift from individual and Sanction Memo of Loan from Banks etc, if taken.
9. All Receipt of Payments made to seller/Dealer.
10. Sale Agreement in case of Old Vehicle purchase/Sale.
11. The employee shall report the transaction within a month.
12. All the columns of Form 1 should be filled up by applicant.
13. All the documents should be self attested by the applicant.

Note: - Total cost of Movable Property (Vehicle) shall include the amount of all Invoices / Bills of Vehicle sale / purchase, Insurance Policy, RTO Challan for Registration and Accessories Bill, if any.

2. Check list for the Purchase/Disposal of Immovable property cases

The following documents are essentially required at time of acquiring permission/intimation of immovable property:-

1. Filled Form-1 (Under BSNL CDA Rule 21) in original.
2. Copy of Registration/Allotment documents of immovable property.
3. Copy of Stamp duty & Registry Fees/Charge paid for immovable property.
4. Source of funding with documentary proof/Bank statements for Property cost and stamp duty & Registry fees/charge paid (Including Personal saving, Loan & Gift etc)
5. Affidavit for loan/Gift from individual and Sanction Memo of Loan from Banks loan etc, if taken.
6. Bank statements of Payments made to seller/Builder.
7. In case of disposal of immovable property – the copy of previous permission obtained for purchase of property.
8. The employee shall report the transaction within a month.
9. All the columns of Form 1 should be filled up by applicant.
10. All the documents should be self attested by the applicant.

Note: - Total cost of immovable Property shall include the amount of Property Cost, Stamp duty & Registry Fees/Charge.



3. Check list for the Construction/Addition to a House cases.

1. Filled Form-2 (Under BSNL CDA Rule 21) in original.
2. Copy of previous permission/intimation obtains for purchase of immovable property.
3. Detailed Estimate of Construction cost.
4. Site plan of Construction /Addition Area.
5. Source of funding with documentary proof/Bank statements for construction cost of immovable Property (Including Personal saving, Loan & Gift etc.)
6. Affidavit for loan/Gift from individual and Sanction Memo of Loan from Banks loan etc, if taken.
7. The employee shall report for construction /Addition within a month.
8. All the columns of Form 2 should be filled up by applicant.
9. All the documents should be self attested by the applicant.



4. Check list for reporting after completion of Construction/Addition to a House cases.

1. Filled Form-3 (Under BSNL CDA Rule 21) in original.
2. Copy of Permission granted for construction/Addition of House.
3. Details of Actual cost of Construction.
4. Source of funding with documentary proof/Bank statements for construction /Addition cost of Property (Including Personal saving, Loan & Gift etc).
5. Reason for Variation in actual cost of construction w.r.t prior sanction.
6. The completion report should be submitted within a month after completion of Construction / Addition.
7. All the columns of Form 3 should be filled up by applicant.
8. All the documents should be self attested by the applicant.