

CHECKLIST FOR MOVEABLE PROPERTY

1.	NAME, DESGN. AND STAFF NO.	
2.	Forwarded/Recommended By	
3.	Description of the property	
4.	Whether applied in prescribed proforma	
5.	Whether acquired or disposed	
6.	If acquired, date of transaction	
7.	Total cost of the property	
8.	Details of finance	
9.	Documents required	
	A. Latest pay slip	
	B. Proforma Invoice	
	C. Receipts of shares	
	D. Documentary proof for personal savings, if any.	
	E. Documentary proof regarding loan, if taken from any other source.	
10.	Name of the authorized dealer and address	
11.	Details of deductions towards loan and advances	
12.	Whether the total of loans and advances is exceeding the 50% limit or not	

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CHECK SHEET FOR IMMOVEABLE PROPERTY

1.	NAME, DESGN. AND STAFF NO.	
2.	Forwarded/Recommended By	
3.	Description of the property and address	
4.	Whether applied in prescribed proforma	
5.	Whether acquired or disposed	
6.	If acquired, date of transaction	
7.	Total cost of the property	
8.	Details of finance	
9.	Documents required	
10.	A Sale Deed/Registration/Agreement B Allotment letter, if purchased through any Housing Society C Paid payment to society D Receipt for earnest money.	
11.	E Documentary proof regarding loan, if taken from any other source. F Documentary proof for personal savings, if any.	
12.	Details of the party from which the property has been/to be acquired.	
13.	Whether prior permission has been acquired for acquisition of the property, which is being disposed off.	
14.	In case of disposal, Details of the party	

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