

Decoration Cum Construction Request Form

Application No [For office use]

DCR-_____

To,
The President, BoM,
Kendriya Vihar II Apartment Owners' Association, Kolkata

Sir,

I seek your kind approval to perform below mentioned interior design / construction work in my apartment _____.

I seek approval to keep my construction material in the designated common area from _____ to _____.

I submit that I have clear understanding of all rules and regulation framed in this respect as published in the policy document by number **KV2K-SOP-006** and declare to abide by the same. I have educated my contractor about KVIIAOA rules and regulations and subsequently collected the undertaking as required under the rules and attached herewith. Therefore, I request you to grant approval to commence the work within my apartment and allow following persons as mentioned below under "Worker Details" to enter Kendriya Vihar Phase II, Kolkata from _____ to _____, for working in my apartment.

Owner Details

Name: _____ Flat No. _____

Work Description: 1. _____

2. _____

3. _____

4. _____

Worker Details

1. Name: _____ Id Type: _____ No. _____

2. Name: _____ Id Type: _____ No. _____

3. Name: _____ Id Type: _____ No. _____

4. Name: _____ Id Type: _____ No. _____

Contractor Acknowledgement

I am the main contractor to work in Flat# _____ Block# _____ in Kendriya Vihar Phase II, Kolkata and acknowledge that Mr. / Ms. _____ owner of the said flat has explained to me all rules and regulations of KVIIAOA and I declare to abide by the same. I also declare that I am fully aware that I am liable to legal action for any sort of construction in the common area.

Date: _____

Signature of Main Contractor

Date: _____

Signature of Owner

Date: _____

Signature of Block Representative



Decoration cum Construction Request Acknowledgement Receipt

I acknowledge to have received a Decoration cum Construction Request Form from Mr./Ms. _____
_____, owner of Flat# _____, Block# _____, dated _____. The application form
has been issued the application no. DCR-_____.

Date: _____

[Officer]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. **000712019 of 2019**]



Decoration Cum Construction Approval / Rejection Form

Ref No: DCA-_____

To,
Mr. / Ms. _____
Flat# _____, Kendriya Vihar Phase II, Kolkata

Sir,

In reference to your decoration cum construction request form DCR-_____ dated _____

It is noted that you and the concerned contractor have clear understanding of the rules and regulations of KVIAOA as declared in your application. Your application to carry out the work as mentioned in the said form is approved.

Your request to use the designated common area to keep construction material is approved from _____ to _____ only.

Your request is rejected for following reasons.

1. _____
2. _____
3. _____

Date: _____

[President]
[Kendriya Vihar II Apartment Owners' Association]
[Reg. No. **000712019 of 2019**]



Worker Gate Pass

Ref No: WGP-_____

To,
The Security In Charge, RSSS,
Kendriya Vihar Phase II, Kolkata

I request you to allow following persons as mentioned below under “Worker Details” to enter Kendriya Vihar Phase II, Kolkata from _____ to _____, to commence work in Flat# _____ based on the approval no. DCA-_____ dated _____ provided to Mr. / Ms. _____, owner of the said flat.

Worker Details

1. Name: _____ Id Type: _____ No. _____
2. Name: _____ Id Type: _____ No. _____
3. Name: _____ Id Type: _____ No. _____
4. Name: _____ Id Type: _____ No. _____

Date: _____

[Officer]
[Kendriya Vihar II Apartment Owners’ Association]
[Reg. No. **000712019 of 2019**]



Apartment Layout Restoration Order

Date: _____

Ref No: ALRO-_____

To,

Flat# _____, Kendriya Vihar Phase II, Kolkata

This is to bring to your kind notice that the addition / alteration done in your apartment as mentioned below is unauthorized. You are therefore requested to demolish the same and make arrangement to restore the original layout of your apartment within next _____ days. Failing to comply with this order, association will arrange to demolish the construction at your cost with no liability whatsoever along with a penalty of INR _____/- [In Words: _____]. You are requested to submit the below acknowledgement to the AOA office within 7 days from the receipt of this order.

- 1) _____
- 2) _____
- 3) _____

 [_____, BoM]
 [Kendriya Vihar II Apartment Owners' Association]
 [Reg. No. 000712019 of 2019]

Acknowledgement

I acknowledge to have received the Apartment Layout Rectification Order ALRO-_____ dated _____ whereby I have been notified to restore the original layout of my apartment unit within next _____ days failing which I shall be liable to pay for the cost of arrangements made by the association to demolish the alteration / restore the original layout along with a penalty of INR _____/-

1. _____
2. _____
2. _____

Date: _____

Signature of the Owner / Family Member