

OFFICE OF THE CANTONMENT BOARD SHILLONG  
Proforma for furnishing information as required under Section 116 (1) of the  
Cantonments Act 2006.

Name of the lessee/Lessees/Occupier: \_\_\_\_\_

Holding/Bungalow No. and location : \_\_\_\_\_

1. Whether occupied wholly by the owner? If yes:  
What probably monthly rent, if let out, is expected from:-
  - i) Used for residence.
  - ii) Part used for trade /business/godowns.
  - iii) Part used for office.
2. If rented partially:-
  - (i) Monthly rent/rents payable by tenent/tenents
  - (ii) Monthly rent/rents expected from the part occupied by the owner in comparison of rent earned from rented part
3. If rented whole:-
  - i) Monthly rent from tenent/tenents.
  - ii) If tenant sublet a portion state the same of person/ Persons and rent derived there from.
4.
  - i) Total area of land.
  - ii) Covered by building/buildings (Separately for each building)
5. Description of building/buildings
  - i) Total number of buildings.
  - ii) Whether RCC or Shillong type
  - iii) Number of storey/storeys.
  - iv) Number of rooms with approx size of rooms.
6.
  - i) Addition/alteration during the last three years.
  - ii) No of new rooms added to existing building during last three years.
  - iii) Repair if any carried and cost thereof.
7.
  - i) Total plinth area of each building.
  - ii) Year or date of erection or purchase
  - iii) Approximate market value of land and building separately for each.

Strike out whichever is not  
Applicable.

Signature of Lessee/Lessees.  
Date \_\_\_\_\_