

No. 660/FD/US(FIN)-I/2022-23  
Government of Puducherry  
Finance Department

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Puducherry, 05<sup>th</sup> April 2022

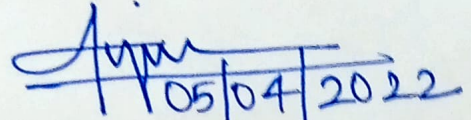
**I. D. NOTE**

**Subject:** Details of Expenditure Incurred towards Rent – Called for – Reg.

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The Administrative Departments are requested to furnish the details regarding the expenditure incurred on account of **rent** paid towards accommodating their main / sub offices in private buildings, as per the format enclosed in the Annexure, latest by 30<sup>th</sup> April 2022.

//By Order//



(Arjun Ramakrishnan)  
Under Secretary (Finance)

Enclosed: Annexure

To,

1. All Departments in the Chief Secretariat
2. All Heads of the Directorates

3. All SAOs/JAOs/DDOs in Departments/Offices - with strict instruction to ensure that rent shall be paid from 2022-23 only in respect of buildings for which details are furnished in the enclosed format by 30.04.2022.

Annexure  
(I. D. Note. No. 660/FD/US(FIN)-I/2022-23, dt. 05.04.2022)

Name of the Department:

S.No.	Name of the Office accommodated in the Rented Building	Address of the Rented Building	No. of Floors Rented [Indicate which floor(s)]	Total floor area of the Rented Portion / Building (in sq. ft.)	Rent Currently Being Paid Per Month (₹)	G.O. No. & Date of the latest Sanction obtained for Rent (copy to be attached)	Month/Year when the Rent was last revised & Previous Rent Per Month (₹)	When Rent Reasonability Certificate was last obtained from Revenue Dept (copy to be attached)	Justification for the Current Rent Amount

Total Annual Expenditure incurred by the Department towards Rent as per the details furnished above (₹):

Signature with Seal  
(Head of the Directorate)

**NB:** Copy of this Annexure, duly filled-in, shall also be sent, in Excel format, by email to: [usfin.pon@gmail.com](mailto:usfin.pon@gmail.com)