

**2017**  
**HIGH COURT, APPELLATE SIDE,**  
**CALCUTTA**

**No. 5137-A**

**Dated, Calcutta, the 26<sup>th</sup> October, 2017**

**From :** **Sri Subhasis Dasgupta,**  
**Registrar (Judicial Service),**  
**High Court, Appellate Side,**  
**Calcutta.**

**To :** **(1) All the District Judges of West Bengal**  
**including Andaman & Nicobar Islands,**  
**(2) Chief Judge, City Sessions Court, Calcutta,**  
**(3) Chief Judge, City Civil Court, Calcutta**  
**(4) Chief Judge, Presidency Small Causes Court, Calcutta**

**Sub :** **Circulation of the Check List for the purpose of purchase/acquisition of**  
**any interest in movable or immovable properties/disposal of properties by**  
**the WBSJ officers.**

Sir/Madam,

I am directed to furnish a copy of the Check List prepared for obtaining information from the WBSJ officers intending to purchase/acquire or dispose of properties, as duly approved by this Hon'ble Court and request you to cause circulation of the same amongst all the officers posted in your judgeship/under your control so that they, henceforth, while praying for such permission should submit requisite information as per the proforma of the Check List provided for the purpose.

This may kindly be treated as important and urgent and, therefore, an early and effective circulation is stressed to be ensured from your end.

Yours faithfully,

Encl: As above

**Registrar (Judicial Service)**

**Memo No. 5138-A**

**Copy forwarded to the Secretary, Judicial Department, Government of West Bengal,** for information with request to cause circulation of the same to all the WBSJ officers posted on deputation in the various departments of Government of West Bengal requesting them to act accordingly henceforth.

High Court, Civil

by the order of High Court

Sd/-

Dated the 26<sup>th</sup> October, 2017

First Assistant Registrar

**Information in Tabular Form required to be furnished by the WBSJ officers seeking permission of the Hon'ble Court for acquisition of any interest in movable/immovable property.**

**1) Details of the officer**

a)	Name	
b)	(i) Designation (ii) Place of Posting (iii) a. Scale of Pay b. Net Pay	
c)	Date of joining the service	
d)	Date of confirmation in service (if confirmed)	
e)	[Whether couple officer, if so,] name, designation and place of posting of spouse.	
f)	Whether joint applicant (Salary Certificate of Spouse)	

**2) Details of the property for purchase/sale/transfer/gift/acquisition by other means:  
(A) MOVABLE (For two wheeler/four wheeler etc.)**

a)	Nature	
b)	Model No.	
c)	Name of dealer/seller	
d)	Name of purchaser (if other than officer)	
e)	Cost/value of property (inclusive of all) supported by relevant documents.	
f)	License, if any possessed by the officer supported by relevant documents.	
g)	(i) Description of the property, if the transfer is made by gift or by any other mode covered under Transfer of Property Act supported by relevant documents (ii) Name of the parties to the transaction, if other than officer, mention the relationship with the officer	

**(B) IMMOVABLE : (For Flat / House/ Land etc.)**

a)	Nature	
b)	Name of Developer / Seller, supported by documents	
c)	Name of purchaser (if other than officer)	

\_\_\_\_\_  
Signature of the Officer

d)	Cost of Property (inclusive of all) supported by relevant documents	
e)	<p>(i) Description of the property proposed to be purchased furnishing extent of area with or without structure, Premises No./Flat No./Project Name, Plot No., Khatian No. Mouza, P.S. etc. (as and where necessary).</p> <p>(ii) Description of the property furnishing extent of area with or without structure Premises No./Flat No./Project Name, Plot No., Khatian No. Mouza, P.S. etc. (as and where necessary), if the transfer is made by gift or by any other mode other than sale, covered under Transfer of Property Act, supported by relevant documents</p> <p>(iii) Name of the parties to the transaction, if other than officer (in case of transfer by gift or by any other mode, covered under Transfer of Property Act), mentioning the relationship with the applicant</p>	

**3) Details of Arrangement of fund for Proposed Purchase (both for movable and immovable property)**

a)	Self contribution with documents showing availability of fund :	
	i) From Salary	
	ii) From Other sources, if any	
b)	Details of the Bank Accounts with balance of last 36 months transactions, supported by relevant documents	
c)	Contribution of others (if yes) details of contributories pertaining to income/ savings etc. and relationship with the officer supported by relevant documents	

\_\_\_\_\_  
Signature of the Officer

d)	Details of loan, if any: (a) Amount, (b) Name of the Bank, (c) EMI, (d) Number of installments, supported by relevant documents	
e)	Salary Certificate, supported by document	

**4) Self Declaration**

a)	The amount left with the officer after deduction of EMI and other liabilities, to meet up family expenses.	
b)	Official relationship with the vendor, if any	
c)	Family composition	

**5) Additional Information :**

**I.** Whether any such property previously purchased, if so to state :-

a)	Before joining the service	
b)	After joining the service	
c)	Permission obtained from the authority concerned	
d)	If by taking loan, the present status thereof etc.	

**II.** Such other information relating to the prayer/property etc. with documents :-

\_\_\_\_\_  
Signature of the Officer