

BRUHAT BENGALURU MAHANAGARA PALIKE

Office of the Chief Engineer (OFC-Cell), 3rdFloor, Annexe II Building, N.R. Square, Bangalore -560002

No: EE/OFC/PR/1234/2022-23

Date: 31-10-2022

346

Permission for Regularization for Poles

To,

M/s. Jio Digital Fibre Private Limited,

RMZ ICON, No-51, Palace Road Cross,

Vasanth Nagar, Bengaluru-52.

Sir,

<u>Sub</u>:- Permission for Regularization for poles.

Ref: 1) MOU of M/s. Jio Digital Fibre Private Limited, Dated: 19-02-2014.

- 2) M/s. Jio Digital Fibre Private Limited online application Dated: 19-05-2022
- 3) Approved by Hon'ble Chief Commissioner, BBMP vide No: 2702/2022: 15-10-2022.
- 4) Fee Demand Note letter No: 10-2022-1234, Date: 19-10-2022.
- 5) Fee Paid by M/s. Jio Digital Fibre Private Limited vide DD received on: 27-10-2022.

*_*_*

With reference to your application for Regularization, we have pleasure to inform you that permission given for regularized poles has been given on the roads mentioned below.

| Sl | Name of the Road and Route | No of Poles |
|----|---|-------------|
| No | | |
| 01 | Permission for Regularization for poles from the junction of Horamavu Road along 1st Cross, Street ID No-W1805 via 1st Cross Road, 1st Main Road, Street ID No-W1362, W1347 4th Cross Road up to junction of 1st Main Road. | |
| 02 | From junction of 1st Cross Road along 4th 'A' Cross Road Street ID No-W2043, W1046 up to junction of Horamavu Main Road. | |
| 03 | From junction of 1st Cross Road along Street ID No-W1820, P & T layout 3rd Cross Road, 4th Cross Road, P & T layout 5th Cross Road, W1821 up to junction of W1372. | 32 Poles |
| 04 | From junction of 8th Cross Road along 1st Cross Road up to junction of Street ID No-W1793. | |
| 05 | From junction of 1 st Main Road along 1 st Cross Road, 2 nd Main Road, Street ID No-W1374 up to junction of 1 st Main Road for total No of 32 Poles , in Ward No-25, Mahadevapura Zone. Ref: As per drawing enclosed & demand note GIS co-ordinates. | |

Special Condition:

COVID -19 guide lines to be followed without fail and all requisite permissions from Police department/Labour department/ Health department/ or any other department as applicable shall be obtained and a copy of the same to be retained at every work site without fail.

No: EE/OFC/PR/1234/2022-23, Dt: 31-10-2022

Executive Engineer (OFC), BBMP

3

Conditions for Regularization of Poles

- 1. The pole should have been installed within the stretch where OFC cable has already been installed. The permission details of OFC cable shall be uploaded in the space provided for.
- 2. The pole should be used only for last mile connectivity. They should not be used for overhead cable laying or for crossing the road.
- 3. The pole shall be at a minimum distance of 0.3 mtrs from the edge of the walk way of road (road berm) and shall be installed in concrete foundation.
- 4. The junction box and the OFC cable and the sag of the OFC cable shall be at a minimum height of 5 mtrs above the ground, roads or flyover and shall not interfere with the movement of the vehicles or the pedestrians.
- 5. The height of the pole shall be such that it doesn't interfere with the electrical cables and distribution system.
- 6. The minimum distance between two poles shall be 40 mtrs.
- 7. The rectified portion of the road shall be maintained for 2 years from the date of sanction.
- 8. The agency shall take all precautionary measures to maintain the eco system and aesthetics of that area, while installing the pole or the pole shall be removed from the that place.
- 9. The terms and conditions or guidelines issued or notified by the Department of Telecommunications, Government of India in respect of any condition applicable to the agency, as amended from time to time, shall be applicable and binding in all cases.
- 10. In case of any shifting or change in position of the already laid pole is necessitated due to widening of roads or construction of flyovers or public building, the agency shall be bound to do the same at its own cost within the period specified by the respective authority. If the agency fails to comply with this condition to the satisfaction of the said authority, the same shall be got executed by the said authority at the risk and cost of the agency. The charges so incurred on this account shall be recoverable from the agency.
- 11. In case of removal of already laid pole on expiry of period granted, the agency shall be bound to do the same at its own cost within the period specified by the competent authority. If the agency fails to comply with this condition to the satisfaction of the competent authority, the same shall be got executed by the competent authority at the risk and cost of the agency. The charges so incurred on this account shall be recoverable from the agency.
- 12. The corporation shall not be responsible for any damage to poles and resultant losses, if any during performance of official duties by any employee of corporation.

Executive Engineer (OFC), BBMP

No: EE/OFC/PR/1234/2022-23, Dt: 31-10-2022

- 13. Any dispute arising between the signatories to an agreement under these rules shall be settled or resolved in accordance with the procedures outlined in the MOU i.e, all the disputes shall be settled at the level of BBMP competent authority as the case may be. In case of breach of any of the clauses of the agreement, the competent authority shall be entitled to terminate the contract after giving a show cause notice of fifteen days. If any dispute arise if will be settled as per the MOU.
- 14. Operational and maintenance activities in respect of poles shall be under taken with prior intimation to jurisdictional officers. No fresh permissions are necessary for purely operational and maintenance activities.
- 15. The Concerned appropriate authority may, on the basis of such supervision, impose such other reasonable conditions, as it may think fit.
- 16. The permission holder shall not remove or translocate poles without the prior approval of the concerned appropriate authority.
- 17. In the event the local authority/Urban Local Body or any other agency of the State Government or Central Government seeks to widen or modify the roads abutting which poles of the permission holder exists, such permission holder shall coordinate with such agency for removal or shifting of poles.
- 18. In case of any untoward incidences or accidents arising due to negligence on the part of permission holder in erecting poles, the jurisdictional officer shall initiate criminal proceedings against the permission holder and take necessary action as per law, in addition to levy of penalty.
- 19. The buffer to be maintained from various water bodies including rivers, tanks, Kuntas, Canals, Nalas, Storm Water Drains, for installation of poles shall be as prescribed by Government from time to time.
- 20. Railways: The distance between the Railway Property Boundary and the poles shall be 30m as per Indian Railways Works Manual or as per no objection certificate given by the Railway Authorities.
- **21. Electrical Lines:** The right-of-way widths recommended for electrical lines of various transmission voltage are as indicated in the table below:
- 22. Right-of-way(ROW) for Electrical lines.-

| Sl No | Transmission Voltage | Width of the Right-of-way(ROW) in meters. |
|-------|----------------------|---|
| 01 | 11kV | 7.0 |
| 02 | 33kV | 15.0 |
| 03 | 66kV | 18.0 |
| 04 | 110kV | 22.0 |
| 05 | 132kV | 27.0 |
| 06 | 220kV | 35.0 |
| 07 | 400kV | 52.0 |

Executive Engineer (OFC)

No: EE/OFC/PR/1234/2022-23, Dt: 31-10-2022

23. Distance of site from Electric Lines. –No pole shall be allowed to be erected or reerected or any additions or alterations made to poles in a site within the distance quoted below in accordance with the current Electricity Rules and its amendments from time to time between the poles and any overhead electric supply line;

| | | Vertically in m. | Horizontally in m. |
|-----|---|------------------|--|
| i | Low and medium voltage lines and service lines | 2.5 | 1.2 |
| ii | High voltage lines upto and including 33,000 V. | 3.7 | 2.0 |
| iii | Extra high voltage lines beyond 33000 v. | every additional | 2.0 (plus 0.3m for every additional 13,000 V. or part thereof) |

- 24. In the reserved forest or forest areas: for erecting the poles, NOC from the Forest Department shall be submitted.
- 25. Every pole shall be marked with permission details of the pole in bold and clearly visible form.
- 26. The agency shall abide by all the terms and conditions laid in these rules.

Copy to:-

- 1. Copy to the Chief Commissioner for kind information.
- 2. Copy to the Special Commissioner (Project) for kind information.
- 3. Copy to the Zonal Additional/Joint Commissioner (Mahadevapura Zone) for information.
- 4. Copy to Zonal Chief Engineer (Mahadevapura Zone) for information.
- 5. Copy to the Chief Engineer (Road Infrastructure) for information.
- 6. Copy to the Concerned Executive Engineer of (K.R Pura Division) for information.
- 7. Copy to the Concerned Assistant Executive Engineer of (**Horamavu** Sub Division) maintain separate register with GIO location map, in ward for OFC poles and inform to OFC if any unauthorized erection of OFC poles other than the regularized poles.
- 8. Copy to Additional Commissioner of Police Traffic Cell, Office of the Commissioner of Police, Infantry Road Bangalore-560001.
- 9. Office Copy

No: EE/OFC/PR/1234/2022-23, Dt: 31-10-2022

Executive Engineer (OFC), BBMF

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| केनरा वैक 🗱 Canara Bank जमा पर्ची / DEPOSIT / PAY IN SLIP |
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| बचत / चालू खाता / ओडी / सीसी / आरडी / टीएल / डीएल खाता सं. / क्रेडिट कार्ड सं. |
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| नाम/Name_Commissioner BBMP |
| टेलिफोन / मोबाइल नं |
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| Officer/Cashier/SWNUALURU 1000 423 0010 |

JIO DIGITAL FIBRE PRIVATE LIMITED

CIN: U64200GJ2018PTC105652

No.51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

No. Pole/OFC/

10-2022-1234

/DE

Date:

20-Oct-22

The Chief Engineer (OFC cell) Bruhat Bengaluru Mahanagar Palike 4th floor Annex Building, N R Square Bengaluru – 560 002

Dear Sir,

Sub: Permission to Regularise Poles.

Ref: Demand Note:-

Pole-OFC-10-2022-1234

With reference to your Demand Note bearing Pole-OFC-10-2022-1234 ,Please find mentioned below the details of Demand Draft drawn on AXIS Bank,payable at Bangalore towards payment to get permission for laying Poles on BGLR1401

| Application No. | Poles | Poles Charges (Rs.) | DD No. | GST (through RCM) Rs. | Total Amount |
|-----------------|-------|---------------------------|------------|--------------------------------|--------------|
| | | | 206391 | | |
| 10-2022-1234 | 32 | 147436 | Dated | 26496 | 147436 |
| | | | 19-10-2022 | | |

Request you to kindly issue permission letter for the same.

Thanking you,

Yours faithfully,

for JIO DIGITAL FIBRE PRIVATE LIMITED

Authorized Signatory.



- MAIL TO -

COMMISSIONER BBMP BANGALORE

BY ORDER OF -

JIO DIGITAL FIBRE PVT LTD 5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK GHANSOLITHANEBELAPUR ROAD, THANE

Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

206391

dated 19/10/2022

PAYMENT REFERENCE

JIO DIGITAL FIBRE PRIVATE LIMITED

CIN: U64200GJ2018PTC105652

No.51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

No. Pole/OFC/

10-2022-1234

/DD

Date:

20-Oct-22

The Chief Engineer (OFC cell) Bruhat Bengaluru Mahanagar Palike 4th floor Annex Building, N R Square Bengaluru – 560 002

Dear Sir,

Sub: Permission to Regularise Poles.

Ref: Demand Note :-

Pole-OFC-10-2022-1234

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|-----------------|-------|---------------------------|-----------------|--------------------------------|--------------|
| 10-2022-1234 | 32 | 147436 | 206391 Dated | 26496 | 147436 |
| | 32 | | 19-10-2022 | | |

Request you to kindly issue permission letter for the same.

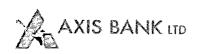
Thanking you,

Yours faithfully,

for JIO DIGITAL FIBRE PRIVATE LIMITED

Authorized Signatory.





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COMMISSIONER BBMP BANGALORE

BY ORDER OF

JIO DIGITAL FIBRE PVT LTD 5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK GHANSOLITHANEBELAPUR ROAD, THANE

Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

206391

19/10/2022 dated

PAYMENT REFERENCE

AXIS BANK LTD IFS CODE - UTIBO000274

ISSUING BRANCH - Centralised Collection and Payment Hub (CCPH) DATE

PURCHASER NAME - JIO DIGITAL FIBRE PVT.LTD.

ON DEMAND PAY COMMISSIONER BBMP BANGALORE

OR ORDER / या उनके आदेश पर

RUPEES One Lac Forty Seven Thousand Four Hundred Thirty Six Only

रुपये

147,436.00

206391

Payable at par at all Branches of AXIS Bank Ltd.

4200009020 87 Reference

Under CMS Arrangement Centralised Collections & Payment Hub Mumbai.

CODE NO.

For Axis Bank Ltd SSHO: 24es4

JIO DIGITAL FIBRE PRIVATE LIMITED

CIN: U64200GJ2018PTC105652

No.51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

No. Pole/OFC/

10-2022-1234

/DD

Date:

20-Oct-22

The Chief Engineer (OFC cell) Bruhat Bengaluru Mahanagar Palike 4th floor Annex Building, N R Square Bengaluru – 560 002

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| | | | 206391 | | |
| 10-2022-1234 | 32 | 147436 | Dated | 26496 | 147436 |
| | | | 19-10-2022 | | |

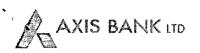
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Thanking you,

Yours faithfully,

for JIO DIGITAL FIBRE PRIVATE LIMITED

Authorized Signatory.



MAIL TO

COMMISSIONER BBMP BANGALORE

BY ORDER OF

JIO DIGITAL FIBRE PVT LTD 5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK GHANSOLITHANEBELAPUR ROAD, THANE

Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

206391

dated

PAYMENT REFERENCE

AXIS BANK LTD IFS CODE - UTIB0000274

ISSUING BRANCH - Centralised Collection and Payment Hub (CCPH)

PURCHASER NAME - JIO DIGITAL FIBRE PVT LTD

ON DEMAND PAY COMMISSIONER BBMP BANGALORE

OR ORDER / या उनके आदेश पर

माँगे जाने पर

RUPEES One Lac Forty Seven Thousand Four Hundred Thirty Six Only

रुपये

147,436.00

206391

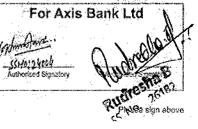
Payable at par at all Branches of AXIS Bank Ltd.

Client Reference

4200009020.87

Under CMS Arrangement Centralised Collections & Payment Hub Mumbai.

CODE NO.



BBMP ENGINEERING DEPARTMENT

Pole Form

Application No.: 10-2022-1234

PR Number(To be Assigned by AE/JE- CE-POLE-10-2022-1234 OFC, BBMP)

General Information

Segment ID

OFC/Pole/2022-23/W1376/1234

Street ID 11367

Street Name

NA

Zone

Mahadevapura

Ward No.

25

Ward Name Horamavu

Service Provider Category

Telecom

Organization:

Pin Code

M/s. Jio Digital Fibre Private Limited

Year of Incorporation

2009-10

Registered Office Address

101, Saffron, Nr Centra Point, Panchwati 5 380006 Rasta, Ambawadi, Ahmedabad, Gujarat,

India

Official Phone No.

9845117017

Previous Relevant Exp.

10

Fax

08035485012

Official Phone No.

www.jio.com

Penalized Details

No

Vat Reg No

29AAECJ4213B1Z0

Turnover for Last 3 Years

60

AHMJ08610A

Application Submission Date

19/05/2022

Name of the Authorized Person

Babu Veerabhadre

Designation

DGM

Email ID

babu.veerabhadre@ril.com

Local Address

No 51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

Purpose

ofc laying

Phone No.

9845117017

Mobile No.

Attachments

9845117017

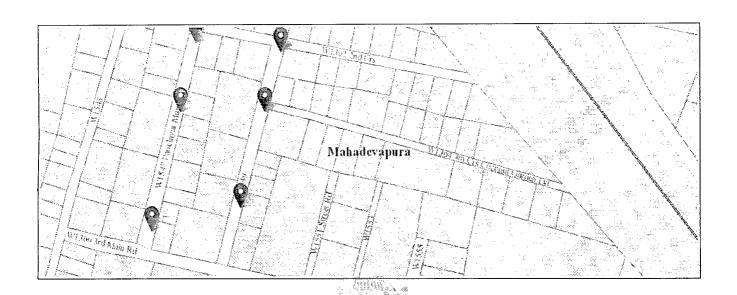
Pole Related Information

No.of Poles

No.Junction Box

32

32

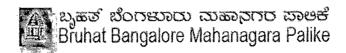


Status of My Application

| Approver Name | Designation | Date |
|------------------|-------------|------------|
| ceofc01(ceofc01) | CE | 24/05/2022 |

Date: 19/10/2022 Time: 04:52:33 20221019045233

No: 10-2022-1234



Office of the Chief Engineer(OFC),2nd Floor,Annex II Building,N.R. Square,Bangalore - 560002

No.: Pole-OFC-10-2022-1234

Date: 19/10/2022

Demand Notice

GST No.: 29AAALBI608FIZK

To

Babu Veerabhadre

M/s. Jio Digital Fibre Private Limited

GST No.: 29AAECJ4213B1Z0

Sub:- Permission for Poles(Regularization)

Ref:- 1)MOU of M/S M/s. Jio Digital Fibre Private Limited, Dated (19/02/2014).

2)Your request letter No.: 10-2022-1234, dated: 19/05/2022

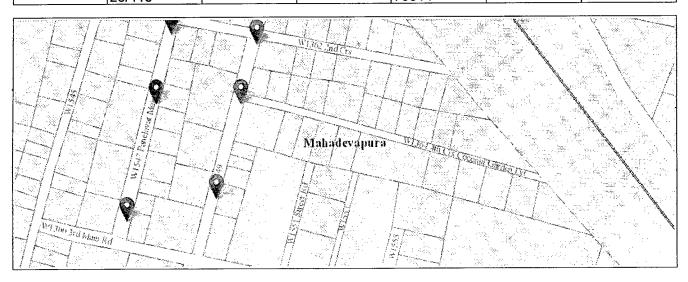
Details of Poles added on BBMP GIS Map

(Pole Id:-OFC/Pole/2022-23/W1376/1234)

| Sr No. | Unique Poleld. | Street Id | Landmark or address | Coordinates | Permission Letter No. | Permission Letter Date |
|--------|---|-----------|---------------------|--|--------------------------|---------------------------|
| 1 | EE/ OFC/pole/202 2-23/8340/W- 25/384 | W2045 | house | 13.024058289 510226- 77.657138025 27881 | | 25/03/2019 |
| 2 | EE/ OFC/pole/202 2-23/8340/W- 25/385 | W2045 | house | 13.023776062 605707- 77.657062900 8923 | | 25/03/2019 |
| 3 | EE/ OFC/pole/202 2-23/8340/W- 25/386 | W2045 | house | 13.023499061 812679- 77.656971678 423 | | 25/03/2019 |
| 4 | EE/ OFC/pole/202 2-23/8340/W- 25/387 | W2045 | house | 13.023086173 263177- 77.656826795 67765 | | 25/03/2019 |
| 5 | EE/ OFC/pole/202 2-23/8340/W- 25/388 | W2045 | house | 13.022626245 967427- 77.656590690 46298 | | 25/03/2019 |

| 6 | EE/ OFC/pole/202 2-23/8340/W- 25/389 | W2045 | house | 13.022446804 510906- 77.656442504 95775 | 8340 | 25/03/2019 |
|----|---|-----------------------|-------|--|------|------------|
| 7 | EE/ OFC/pole/202 2-23/8340/W- 25/390 | W1640 | house | 13.022248199 13444- 77.656281524 12957 | 8340 | 25/03/2019 |
| 8 | EE/ OFC/pole/202 2-23/8340/W- 25/391 | W2051,W164 0 | house | 13.022013008 351143- 77.656651780 03437 | | 25/03/2019 |
| 9 | EE/ OFC/pole/202 2-23/8340/W- 25/392 | W2053,W164 0 | house | 13.021835308 500137- 77.656914715 38706 | | 25/03/2019 |
| 10 | EE/ OFC/pole/202 2-23/8340/W- 25/393 | W2055,W164 0 | house | 13.021688967 350656- 77.657145454 57416 | 8340 | 25/03/2019 |
| 11 | EE/ OFC/pole/202 2-23/8340/W- 25/394 | W1406 | house | 13.023824842 720416- 77.658490650 3701 | | 25/03/2019 |
| 12 | EE/ OFC/pole/202 2-23/8340/W- 25/395 | W1406 | house | 13.024751660 442917- 77.654559473 3474 | | 25/03/2019 |
| 13 | EE/ OFC/pole/202 2-23/8340/W- 25/396 | W1799,W200 7,W1406 | house | 13.024657585 107164- 77.654951193 36262 | | 25/03/2019 |
| 14 | EE/ OFC/pole/202 2-23/8340/W- 25/397 | W1801,W200 9,W1406 | house | 13.024594868 196802- 77.655257056 93616 | | 25/03/2019 |
| 15 | EE/ OFC/pole/202 2-23/8340/W- 25/398 | W1805 | house | 13.025807392 395745- 77.655927877 9891 | 8340 | 25/03/2019 |
| 16 | EE/ OFC/pole/202 2-23/8340/W- 25/399 | W1803 | house | 13.026540827 448589- 77.655643481 74516 | 8340 | 25/03/2019 |
| 17 | EE/ OFC/pole/202 2-23/8340/W- 25/400 | W1382 | house | 13.026060001 052736- 77.654908335 96311 | | 25/03/2019 |
| 18 | EE/ OFC/pole/202 2-23/8340/W- 25/401 | W1382 | house | 13.026154075 855809- 77.654570276 22394 | | 25/03/2019 |
| 19 | EE/ OFC/pole/202 2-23/8340/W- 25/402 | W1382 | house | 13.026269056 12217- 77.654140994 01545 | | 25/03/2019 |
| 20 | EE/ OFC/pole/202 2-23/8340/W- 25/403 | W1376 | house | 13.026546924 965182- 77.654214288 35904 | | 25/03/2019 |
| 21 | EE/ OFC/pole/202 2-23/8340/W- 25/404 | W1376 | house | 13.026492048 088091- 77.654407465 35288 | İ | 25/03/2019 |

| 22 | EE/ OFC/pole/202 2-23/8340/W- 25/405 | W1376 | house | 13.026377067 925278- 77.654863577 69937 | 8340 | 25/03/2019 |
|----|--|-----------------|--------|--|------|------------|
| 23 | EE/ OFC/pole/202 2-23/8340/W- 25/406 | W1374 | house | 13.026599188 64631- 77.655051388 66558 | 8340 | 25/03/2019 |
| 24 | EE/ OFC/pole/202 2-23/8340/W- 25/407 | W1374 | house | 13.026688036 878937- 77.654745525 09205 | 8340 | 25/03/2019 |
| 25 | EE/ OFC/pole/202 2-23/8340/W- 25/408 | W1374 | house | 13.026761205 987766- 77.654498687 82218 | 8340 | 25/03/2019 |
| 26 | EE/ OFC/pole/202 2-23/8340/W- 25/409 | W1374 | house | 13.026808243 26058- 77.654321608 91118 | | 25/03/2019 |
| 27 | EE/ OFC/pole/202 2-23/8340/W- 25/410 | W1549,W136 2 | house. | 13.028085214 711336- 77.655795880 7622 | | 25/03/2019 |
| 28 | EE/ OFC/pole/202 2-23/8340/W- 25/411 | W1364,W154 9 | housé | 13.027836963 61738- 77.655723439 3895 | 8340 | 25/03/2019 |
| 29 | EE/ OFC/pole/202 2-23/8340/W- 25/412 | W1549 | house | 13.027439761 34939- 77.655613435 82357 | 8340 | 25/03/2019 |
| 30 | EE/ OFC/pole/202 2-23/8340/VV- 25/413 | W1547 | house | 13:028127025 397406- 77:655412209 78838 | 8340 | 25/03/2019 |
| 31 | EE/ OFC/pole/202 2-23/8340/W- 25/414 | W1547 | house | 13.027836963 61738- 77.655342451 42949 | 8340 | 25/03/2019 |
| 32 | EE/ OFC/pole/202 2-23/8340/W- 25/415 | W1547 | house | 13.027345687 03471- 77.655210983 75314 | | 25/03/2019 |



In view of the above, you are here by requested to pay the necessary fees as stipulated below, in the form of DD in favour of "Commissioner BBMP Banglore" within seven(7) days. Then only your request can be processed further.

Total No. of Poles 32

| Pole Charges @ Rs 1500/- Pole | 48,000 | Worker Welfare Cess Amount @ Rs 7.39/- Pole | 236.48 |
|--|-------------|--|--------|
| Junction Box Charges @ Rs 3000/- Pole | 96,000 | Total (C) | 236.48 |
| Supervision Charge @ Rs 100/- Pole | 3,200 | | , |
| Sub Total (A) | 1,47,200 | GST @ 18% (B) | 26,496 |
| Grand Total (A + B + C) | 1,73,932.48 | | |

Total Amount Payable Rs: 1,73,932 In words (Rupees One Lakh seventy-Three Thousand Nine Hundred and Thirty-Two Only)

Note: The company which has got RCM facility for payment of GST, may pay the GST amount through RCM Process.

The agency must restore the pits on the same day itself to its original condition. Any delay in this regard is liable for Penalties as per order of Hon'ble Commissioner, BBMP.

Permission will be accorded after submission of Demand Draft from the Nationalized Banks, for the above mentioned amount to this office.

Yours faithfully,

Executive Engineer (OFC-Cell)
Bruhat Bangalore Mahanagara Palike

Copy to

No.: 10-2022-1234

- 1. Copy submitted to Commissioner for kind information.
- 2. Copy submitted to Special Commissioner (Project) for kind information.
- 3. Copy submitted to CAO for information.
- 4. Copy to Office file.

