



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organisation  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
(Ministry of Labour & Employment, Government of India)



मुख्य कार्यालय/Head Office

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Website: [www.epfindia.gov.in](http://www.epfindia.gov.in), [www.epfindia.nic.in](http://www.epfindia.nic.in)

No. ASD-II/70(126)/2018/Lease

Dated 16-08-2018

16 AUG 2018

To

The Regional Provident Fund Commissioner,  
NDC.

Sub:- Format of Lease Rent Agreement.

Sir,

Pleaser find enclosed herewith the format of Lease rent agreement  
to be uploaded in the EPFO Web-Site.

Yours faithfully,

(Manish Kumar Naiyyar)  
Assistant Provident Fund Commissioner (ASD-II)

## LEASE OF HOUSE ON MONTHLY RENTAL

This Lease Agreement is made at New Delhi on this.....day of ..... 2018 between the Central Board of Trustees, Employees' Provident Fund Organization, (hereinafter called "the Lessee" through the Regional Provident Fund Commissioner (ASD), EPFO, Head Office and Shri/Smt. .... S/o, W/o.....permanent address.....(hereinafter called "the lessor"), who is authorized to sign the Lease Agreement for the resident property Flat/House No.....(hereinafter called as Premises) as mentioned in attached Schedule on the terms and conditions herein.

### **1. Commencement**

That the Lessor has agreed to let and the Lessee has agreed to take on Lease the Flat/House No.....This lease deed is to commence with effect from.....for a duration of eleven months from the said date. Moreover on mutual consent of both the parties, it may be extended for a further period.

### **2. Ownership**

That the Lessor declares that the 'Premises' belongs to him/her and he/she is the absolute owner and competent to execute this Lease Agreement.

### **3. Rent**

That the Lessee has undertaken to pay a sum of Rs.....(Rupees.....) as rent per month to the Lessor on or before the 10<sup>th</sup> of each month in advance in the name of Smt./Shri.....Account No.....at.....Branch.(IFSC Code..... of .....Bank.)

### **4. Holding Over**

In case, the lessee holds over or does not deliver possession of the house on the expiry of the period fixed in this lease or on termination of the tenancy as provided herein above, the lessee shall continue to be liable for payment of rent at the rate mentioned above on prorate bases for the period lessee so remains in possession of the said premises.

5. That the 'Premises' will be used for the purpose of residence of Shri.....Assistant Provident Fund Commissioner/Regional Provident Fund Commissioner/Addl. Central Provident Fund Commissioner (hereinafter referred to as "Occupant Officer"), Head Officer, Employees' Provident Fund Organization, New Delhi and his family only.
6. That the occupant officer shall pay all the charges in respect of cooking gas, electricity and water consumed by the lessee in the said premises during the occupation of the premises. Except as the above provided, the lessee shall not be liable to pay any other charges, levies cases taxes, including house tax, ground rent etc. and other outgoing expenses whatsoever which will be payable and paid by the lessor.

