

OFFICE OF THE COMMISSIONER OF MUNICIPAL ADMINISTRATION,
CHEPAUK, CHENNAI-600 006.

CIRCULAR

Roc.No. 60804/2005/R2

Dated : 10.11.2005.

Sub: Lease – shops and stalls – carrying out repairs by lessees in
Municipal shops / stalls – Instructions issued.

During the last monthly review meeting held on 26.9.2005, the
Commissioner, Tirunelveli Corporation requested instructions for carrying out
repairs / structural changes in the Municipal / Corporation shops by the lessees
themselves.

In this regard, the following instructions are issued.

The lessees can be permitted to carry out small internal repairs /
improvements to their shops under the supervision of the engineering staff
without affecting the structural stability of the building. Proper agreement should
be executed by the lessee to the effect that he would not claim any
compensation or deduction from rent etc. for the expenditure incurred in carrying
out the repairs at any time and he would leave the shops in the same condition
as the shop handed over to him at the time of lease commencement. Any other
major repairs should not be done by the lessees without prior and proper written
permission of the Municipal Commissioner.

The receipt of the circular be acknowledged by return of post.

Sd/- Ambuj Sharma,
Commissioner of Municipal Administration.

To
All the Municipal Commissioners,
All the Commissioners of Corporations.
All the Regional Directors of Municipal Administration.

Forwarded By Order


Superintendent.


Municipal Commissioner