**GENERAL POWER OF ATTORNEY**

 **(COMPANY TO EMPLOYEE)**

GENERAL POWER OF ATTORNEY

(Standard form)

Be it known to all men to whom it may concern that I (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the "Principal") do hereby nominate, constitute, appoint, empower and authorize

Shri.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 S/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

resident of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the "Attorney") to do the following acts and deeds on my behalf:

Whereas the executants is the sole lawful owner, lessee, allotted and in possession of entire Flat/Property No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allotted by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covered area admeasuring \_\_\_\_\_ sq. fts, approximately.

And WHEREAS my said Attorney (s) shall act on my behalf to do all acts, deeds and things hereinafter mentioned to

NOW THIS DEED WITNESSETH AS UNDER:

1. To represent me before the office of the said \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ office/authority of any State/ central government or local body, like DDA, MCD etc having jurisdiction at that time which are connected and/or concerned with my said flat/property which is allotted to me in any manner, whatsoever and to make any statement, application, affidavit, undertaking, etc., for and on my behalf and in my name, in respect thereof and/or any matter incidental thereto, and to have the possession thereof on my behalf.

2. To get water/sewer/electricity/power connection and any other services in the said flat/property, if not provided, and for the propose to do acts, deeds and things on my behalf;

3. To deposit and pay the dues and demands of the society/ concerned authorities in respect of the said property, and to pay the sub lease money to the concerned authority and other dues in respect thereof.

4. To get the sub lease deed and/or Supplementary Deed of the said flat/property and/or the land beneath the same, for and on my behalf under my name and to get the same registered in the office of the sub Registrar concerned or any other authority at \_\_.

5. To make any addition/alterations in the superstructure which is handed over by the society/local authorities, after seeking permission from the society/competent Authority in this regard and for the purpose (s) to apply for and get the plans sanctioned if required and to get the authorized quotas of cement/building materials and engage any labour/contractor/architect etc, for the said purpose.

6. To get the said property assessed for house tax, to pay the same and to get the refund thereof, if paid in excess from the concerned authorities,

7. To let out the said property in full or in part to any intended tenant (s), to realize rents in his/her own name, to issue receipts thereof, under his/her own signature and to deal with the tenant (s) in any lawful manner.

8. To negotiate, agree and to sell, dispose of or transfer or create charge, lien, mortgage or transfer by way of exchange, lease (whether permanent, for long or short period), the entire property, or any part thereof, on such terms as my said attorney at his/her sole discretion deem fit and p roper with any person/body corporate/financial institution/bank etc \_\_\_\_\_\_\_\_\_\_\_\_\_\_ whatsoever, and to enter any agreement with the intended purchaser or mortgage or any other person whatsoever, to receive earnest money, final amount in her/her own name and to issue receipts thereof.

9. To apply for and get the Income Tax Clearance certificate if so required, for the sale/ transfer of my rights, interest, lines and titles in the said flat/property or any part thereof, from the office of the concerned/Income Tax Officer in form 371 or any other form as maybe applicable and under the provisions of section 230/1 (A) of the income Tax Act 1961 or any rules and regulations applicable at that time and for the purpose to do all acts, deeds and things which are necessary for the purposes.

10. To apply for and get permission from the office of the said society Competent Authority, for the sale/transfer of my rights, interests, liens and titles in the said flat/ property including parking space No. \_\_ or any part thereof, in favour of the intended purchases (s) on his/her their nominee (s).

11. To execute, sign and present for registration, before the proper Registering Authority, sale/conveyance Deed, for conveying my right, interest, lines and title in the said property and the land beneath the same, or any part thereof, in favour of the intended purchaser (s) and for the purpose of conveying the same, absolutely and forever in favour of the intended purchaser (s) or his/her/their nominee (s) and to do all other acts, deeds and things which are necessary for the said purpose i.e. \_\_\_\_\_\_\_\_\_ to receive the consideration and to admit the receipt thereof, and to deliver the possession to the said purchaser (s) or his/her/their nominee, either physical or constructive, as may be feasible and appropriate.

12. To institute, file/defend any suit in any Court of Law in any matter concerning my said property or any matter incidental thereto and for the purpose, to engage or appoint any advocate, pleader, attorney etc. and to make any statement, application, affidavit, apply to the court for obtaining certified copies, undertaking etc, on my behalf under my name.

13. To execute, sign and file all kinds of suits, writs, complaints, petitions, revisions, written statement, appeals, vakalatnama etc.. in courts of law i.e. Civil. Criminal or Revenue Tribunal or authorities and to present proceedings before Courts. Arbitrator or any other authority in my name and on my behalf in any manner concerning my said property and/or any matter incidental thereto.

14. To execute a rectification deed of any deed (s) in respect of the said flat/property and to get the same registered before the office of the proper Sub Registrar.

15. To appoint any other person (s) as my attorney authorizing him/her to do all or any of the above act, or any other acts, which have not been specifically mentioned herein, above, and in the opinion of my said attorney ought to be done, executed or performed, in respect of the said flat/ property, or any matter incidental thereto, and to cancel, withdraw or revoke the powers conferred upon the said attorney/such other person.

AND I, the executants, do hereby specifically confirm that the acts, deeds an things done or got to be done by my attorney by virtue of this power of attorney in respect of my said property be construed as acts, deeds and things done by me and this Power of Attorney is (irrevocable) and unconditional for all times to come.

IN WITNESS WHEREOF I, the Executants have put my hand on these presents in the presence of the following witnesses, on the date, month and year herein below written.

PLACE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITNESSES: \_\_\_\_\_\_\_\_\_\_\_

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