

### RENT VARIATION MEMO

Month & Year . . . . . Memo of difference(increase, decrease, commencement or cessation) in recovery of rent from that made in previous month's pay bill

S. No. of Memo . . . . . Railway . . . . . Division . . . . . Department . . . . . Pay Bill Unit . . . . .

- (a) Total recovery made in previous month's pay bill Rs . . . . . (a) (detailed below against individual tenants)
- (b) Total recovery made in this month's pay bill Rs. . . . .
- (c) Difference between (a) and (b) increase . . . . . decrease . . . . .

Building Particulars		Assessed rent	Station	Name of Tenant	Emoluments	No. of days occupied	Rent recovered	Difference in Recovery from previous month		Reason for Variation
No.	Rent Pool Type							Increase	Decrease	
1	2	3	4	5	6	7	8	9	10	11

Total                      Increase  
 Net-----  
                                     Decrease

- (a) tallied with rent roll/variation memo for previous month
- (b) tallied with current month's pay bill

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 Bill Checking Accounts Clerk

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