

3. Actual Carpet Area (Rentable Area) of the Premises (Branch / Office)

All proposals will be based on carpet area only. The actual carpet area of the premises (Branch / Office) has to be verified by Technical Officer / SM / CM, before forwarding / processing for approval. **The space mentioned in the guidelines (space norms) means carpet area** and the calculation of the same should be based on our Circular 130/84 dated 20.09.1984 where carpet area is described as the area which is covered but excluding the following :

- Wall and columns;
- Sanitary accommodation, except mentioned otherwise in a specific case;
- Verandahs, except where fully enclosed and used as internal passages and corridors;
- Corridors and passages, except where used as internal passages and corridors exclusive to the unit;
- Kitchen and Pantries;
- Entrance halls and porches, vertical sun brakes, box louvers;
- Staircase and munties;
- Shafts and machine rooms for lifts;
- Barsaties (Barsati is a covered space open at least on one side constructed on a terraced roof), lofts;