



By Regd. Post/e-mail

BOARD OF REVENUE: ODISHA: CUTTACK

No.II-06/20 1486 / Rev-I Date 10/8/22

To

All RDCs and all Collectors.

Sub: Revision of checklist in respect of processing of applications for sanction of lease/ alienation of Govt. land.

Sir,

I am directed to say that in some of the lease/alienation case records **the DLC Status as well as the Forest Land Status as on 25.10.1980** are not being mentioned. As per Forest (Conservation) Act, 1980 the forest kisam status of the suit land **as on 25.10.1980** has to be verified before processing the Lease/ Alienation case record.

Therefore, the Hon'ble Member, Board of Revenue, Odisha, Cuttack has been pleased to include the above point in the checklist for processing of applications for sanction of lease/ alienation of Govt. land as per OGLS Rules, 1983 (Copy Enclosed).

It is therefore requested that henceforth all the lease and alienation cases may be processed as per the **Revised Checklist** and the same may be appended to the case record at the time of submission of proposal for sanction.

Yours faithfully,

[Signature]
Secretary,

Memo No. 1487 /Rev-1, Dt. 10/8/22 Board of Revenue, Odisha, Cuttack

Copy forwarded to all Tahasildars for information and necessary action. They are instructed to process the lease/alienation cases as per the Revised Checklist henceforward.

[Signature]
Secretary,

Board of Revenue, Odisha, Cuttack

*TS Rev
Circulate to
all concerns*

*3487
12-8-22*

:-CHECK LIST OF LEASE/ALIENATION CASE :-

S.L NO.	PARTICULARS OF DOCUMENTS	YES/ NO	FLAG
1.	The case record has been specially numbered as Lease/ Alienation Case Record		4
2.	The application for lease/alienation in prescribed form duly filed in and signed by the applicant attached.		
3.	The requisition along with the land plan / land schedule has been filed in quadruplicate with dated signature and acknowledged by the Tahasildar indicating date of its receipt.		
4.	Requisite court fee has been affixed.		
5.	Authorization to file requisition is available along with copy of authorization letter from the competent authority		
6.	The cases other than individual lease and proposal for lease, necessary registration certificate of the company/firm along with Memorandum and articles of association the bye-law etc are attached.		
7.	The provisions exists in the by-law enabling the applicant to sue and to be sued is available and there is clear provision for resumption of land to Government in Revenue & D.M Department in case of dissolution.		
8.	Proceedings of the site selection committee duly approved by the Collector enclosed and valid at the time of submission of case record for sanction.		
9.	The proclamation in respect of de-reservation of Kisam of land has been duly served by beat of drum with copy to relevant G.P / Municipality / N.A.C and Notice Board of Tahasildar.		
10.	The proclamation in respect of lease/alienation of land has been duly served by beat of drum with copy to relevant G.P / Municipality / N.A.C and Notice Board of Tahasildar.		
11.	The proclamation in respect of correction of ROR as per Rule-34(e) of OSS Rules, 1962 has been duly served by beat of drum with copy to relevant G.P / Municipality / N.A.C and Notice Board of Tahasildar.		
12.	The field enquiry report of the R.I with specific report regarding encroachment Sairat sources, forest growth, encumbrance etc. along with Land plan indicating the adjoining plots and passage to the plot and land schedule as per the existing R.O.R has been enclosed.		
13.	Field enquiry report of the Tahasildar enclosed.		
14.	Authentication copy of R.O.R of the proposed plots has been enclosed.		
15.	Sales statistics has been signed by the D.S.R.		
16.	Advance possession given or not. If yes, the name of authority given advance possession with copy of letter of sanction of advance possession.		

17.	Where lease has been proposed for sanction on payment of premium etc. willingness of the applicant to pay the same has been obtained.		
18.	In case Educational Institutions, the case record has been examined as per Letter No. 46/Rev-A dated 16.08.1995 of the R.D.C (ND)/CD/SD and the eligibility regarding allotment of land; free of premium has been examined as per Government letter No. 38810/ Rev dated 23.05.1977 and with No. 62250/ Rev. dated 26.11.1998 . The authenticated report on population figure has been given.		
19.	The actual minimum requirement of land for the purpose of lease/alienation as per Govt. guidelines has been examined.		
20.	The category in which the urban land has been kept /proposed to be kept in the master plan have been indicated in the case record.		
21.	In case the land has been de-served, the de-reservation case report has been enclosed.		
22.	In case of religious /political institution /Origination, clearance from Home (Special) Department is required as per letter No.5914/R dated 02.03.1966 and Memo No.65052/R dated 02.11.1987.		
23.	In case compensatory afforestation, clearance order from Government of India, Ministry of Forest and Environment for diversion of Forest land has been obtained (Chief Secretary's D.O. letter No.197/CS dated 31.10.2000).		
24.	The amount of Premium, Rent case etc. if any have been clearly indicated in the case record.		
25.	Copy of previous objection letter, if any kept in the case record and Point-wise compliance has been made in case record.		
26.	Col. I of the order sheet has been clearly dated.		
27.	Dated signature is available in all the papers enclosed to the case record.		
28.	Copy of all document enclosed to the case record has been signed by the Tahasildar.		
29.	Page marking of the order sheet and enclosures (correspondence side) have been properly done.		
30.	Authority competent to sanction the lease/ alienation has been indicated in the case record.		
31.	Whether belongs to Urban area/ Rural area		
32.	DLC land status & Forest Status of land as on 25.10.1980 as per Forest (Conservation) Act, 1980		

OFFICE OF THE COLLECTOR, KANDHAMAL, PHULBANI

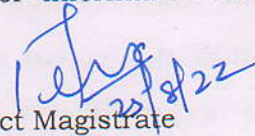
Memo No. 8562 / Date- 25/8/22

Copy of letter No. 1486 dtd.- 10.08.2022 of Secretary BOR, Odisha, Cuttack forwarded to all Tahasildars for information and necessary action. **They are requested to go through revised checklist for processing lease/alienation proposal.**

Memo No. 8563 / Date- 25/8/22


Addl. District Magistrate
Kandhamal, Phulbani

Copy of letter No. 1486 dtd.- 10.08.2022 of Secretary BOR, Odisha, Cuttack forwarded to Sub-Collector, Balliguda/Kandhamal, Phulbani for information and necessary action.


Addl. District Magistrate
Kandhamal, Phulbani