

CHECK LIST FOR PROCEEDING OF SITE SELECTION COMMITTEE MEETING

Sl. No.	PARTICULARS OF DOCUMENTS	Yes/No.
1	The application for lease/alienation in prescribed form 1-A duly filed in with all necessary details and signed by the applicant attached.	
2	The requisition along with the authorisation letter, land schedule and sketch map has been filed in quadruplicate with dated signature and acknowledged by the Tahasildar indicating date of its receipt.	
3	Requisite court fee has been affixed as per OGLS (Amendment) Rules, 2013 (with calculation at the bottom/top of the sheet). For example- Rs. 10 x 10=100 <u>Rs. 20 x 10=200</u> Total- 300	
4	Site selection proceeding with dated signatures of all members of the site selection committee has been attached in quadruplicate.	
5	The site selection proceeding is clearly indicating the status of the land, tree growth, sairat source, encroachment, availability of approach road to the proposed site and name of the applicant organisation.	
6	The spot visit report of R.I. and Tahasildar regarding encroachment, Sairat sources, tree growth, encumbrance etc. indicating the adjoining plots and passage to the plot along with land schedule as per the existing ROR has been enclosed.	
7	Trace map is clearly indicating total area of the proposed plot, area proposed to be alienated, and status of the adjoining plots along with approach road to the proposed site.	
8	Authenticated copy of R.O.R. of the proposed plots in quadruplicate have been enclosed.	
9	Dated signature of Tahasildar is available in all documents enclosed to the proposal	
10	Whether the land is reserved for any purpose in master plan	
11	DLC land status & Forest status of the land as on 25.10.1980 as per Forest (Conservation) Act, 1980	