

NO. F.34(126)REV/ALLOT/2016

GOVERNMENT OF TRIPURA

REVENUE DEPARTMENT

(L.R.CELL)

Dated, Agartala, 23rd July, 2016

MEMORANDUM

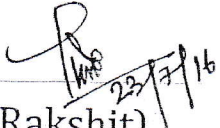
Sub:- FOR PREPARATION OF ALLOTMENT PROPOSALS AGAINST GOVERNMENT DEPARTMENTAL NGOS, PSUs, CENTRAL GOVERNMENT CONCERN ETC.

The undersigned is directed to convey following guidelines which are to be followed in connection with preparation of Land allotment statement for submission to the D.M. & Collectors or Revenue Department through proper channel. The below mentioned instructions are required to be strictly followed during preparation and submission of allotment proposals. The instructions are as below:-

1. Copy of requisition letter from the requiring Department, NGO, PSUs, Central Government concerns etc must be submitted.
2. 3(Three) sets of proposals in prescribed perform should be prepared, out of which 1 (one) original form, duly filed up with all detailed information must be submitted.
3. In case of ADC areas, proposal to be initiated in separate proposal sheet prescribed for TTAADC.
4. The proposals should contain clearly written plot nos., classification of the plots, land area in acres, Assessed valuation of the land.
5. The present market value of the land must be mentioned with the approved rate per kani.
6. The proposals should be duly recommended containing signatures of concerned Tehsildar/Amin, Revenue Inspector, Deputy Collector, and Sub-Divisional Magistrate with seal. Recommendation of Sub-Divisional land Site Selection Committee is a must.
7. Signatures of all/present member of Sub-Divisional Site Selection Committee should be availed in the proforma along with proper seal.

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8. Non encumbrance certificate issued by the Sub-Divisional Magistrate must be provided.
9. Copies of concerned khatian along with traced map showing the plot with colour should be attached.
10. Road said land/plot must be curbed out which is necessary to be shown in attached map.
11. If proposal is initiated against any Departmental land, NOC from concerned Department must be availed.
12. If proposal is initiated against land under TTAADC area, concurrence of TTAADC authority should be availed & submitted.
13. All Departmental proposals/ proposals in favour of NGOs, PSUs,/ Central Government concerns should be sent to Revenue Department for approval of the State Government.
14. A proceeding sheet must be prepared duly signed by the DCM or SDM indicating details as below
 - (ii) Non encumbrance on the land
 - (iii) Existence/ non- existence of forest trees on the proposed plot.
 - (iv) Recommendation of Sub-Divisional Site Selection committee.
 - (v) Miscellaneous information.


(S.Rakshit)

Under Secretary to the
Government of Tripura

To

1. All District Magistrate & Collectors, for information and necessary action.
2. The Director Land Records & Settlement, for information.
3. All Sub-Divisional Magistrates, for information & necessary action.

Copy to:-

1. The PS to the Revenue Minister, for kind information.
2. The PS to the Secretary Revenue , for kind information