

INPUT PROFORMA FOR INSTITUTIONAL PROPERTIES

IDENTIFICATION [PART - I]

Property ID (Generated by Computer)

1. Land type (1 – Nazul / 2 – Rehabilitation)

2. Property type (As per Lease Deed) (1-Residential / 2-Commercial / 3-Institutional)

3. Property Sub type (As per Lease Deed) (Refer Annexure)

4. Colony Code Colony Name _____

5. Block No. (if any)

6. Plot No./Name / _____

7. File No.

8. Lease No.

9. Known as _____

HISTORY [PART - II]

10. Lessee(s) Details:

Sno.	Name	Father/Husband Name	Type of Lessee*

*Type of Lessee - (Present / Original / Subsequent / Co-Lessee / Penultimate)

11. Communication Address:

Name	
House No. / Street	
Locality	
City – Pin Code	

12. Date of allotment / / (dd/MMM/yyyy)

13. Plot area (Sq.ft / Sq.yd / Sq.mtr / Acre)

14. Validity period for GR (years)

15. Number of Units in a Plot

16. Type of Lease : Perpetual / Temporary / Restricted / Unrestricted

17. Type of Appendix : 11 / 12 / 13 / 31 / 31A [If any]

18. Date of execution of MOA/AOL/PL / / (dd/MMM/yyyy)

19. Date of commencement / / (dd/MMM/yyyy)

20. Present Property type as per Master plan 2001 (1-Residential / 2-Commercial / 3-Institutional)

21. Present Property Sub type as per Master plan 2001 (Refer Annexure)

22. Lease Deed Registration particulars:

Registration Number	
Book Number	
Volume Number	
Page From	
Page To	
Registration Date	
Execution Date	

23. Date of allotment of additional land / / (dd/MMM/yyyy)

24. Area of additional allotment (Sq.ft / Sq.yd / Sq.mtr / Acre)

25. Whether part of the premises has been rented out? Yes / No

a. If yes, rented out to whom? Government / Similar organization / Commercial organization

26. Whether Supplementary lease executed? Yes / No

27. Supplementary Deed Registration particulars:

Registration Number	
Book Number	
Volume Number	
Page From	
Page To	
Registration Date	
Execution Date	

28. If re-entered, date of re-entry / / (dd/MMM/yyyy)

29. Reasons for re-entry

(1 - Unauthorised Construction / 2 - Misuse / 3 - Encroachment on Govt. Land / 4 - Unauthorised transfer / 5 - Non Construction of plot / 6 - Non payment of Ground Rent / 7 - Non payment of charges for Belated Construction / 8 - Non payment of other Govt. dues)

30. If re-entry withdrawn, indicate date / / (dd/MMM/yyyy)

31. Whether mortgaged?

Yes / No

32. Mortgagee Detail(s):

Name	
Branch	
Locality	
City	
Pin code	

33. Is there any court case?

Yes / No

34. Whether Stay granted?

Yes / No

35. Whether pending in the ESO under PPE Act?

Yes / No

36. Whether Eviction order has been passed under PPE Act? Yes / No

- a. If Yes, Date of Eviction order / / (dd/MMM/yyyy)
- b. If No, Date of Last Hearing / / (dd/MMM/yyyy)
37. Date of Next Hearing / / (dd/MMM/yyyy)

38. Directions to the Department (If any) : _____

39. Whether Directions complied with?

Yes / No

40. Due date for revision of GR / / (dd/MMM/yyyy)

41. Whether plaint filed in the court of Deputy Commissioner? Yes / No

- a. If yes, date of filing plaint / / (dd/MMM/yyyy)

42. Whether Ground rent revised?

Yes / No

43. If Group Housing, Date of Permission / / (dd/MMM/yyyy)

44. Rate of Yearly Ground Rent as per Leased Deed (Rs./Per Annum)

45. Whether by Inheritance Transfer
- a. If Inheritance, Whether by Will Relinquishment Deed
- b. If Transfer, Whether by Sale Gift

46. Number of Transfers

47. Any application pending for

(0 - NIL / 1 - Conversion / 2 - Subsitution / 3 - Mutation / 4 - Sale Permission / 5 - Mortgage Permission / 6 - Gift Permission)

- a. If pending, Date of Application / / (dd/MMM/yyyy)

TECHNICAL DETAILS [PART - IV]

48. A. Sanction of Building Plans

Sno.	Date of Sanction	Resolution No.	Sanctioned Covered Area (Sq.Ft.)	Floor

Floor - Basement / Ground / First / Second

48. B. Covered Area details

Sno.	ECA/PCA	Period	Area (Sq.Ft.)	Floor

Period - Upto 14-07-68 / 15-07-68 to 09-08-83 / 10-08-83 to 31-07-90 / 01-08-90 to till date

Floor - Basement / Ground / First / Second

49. Dimensions in Feet:

Front	Rear	Width

50. In case of Rehabilitation property,

a. Is there existing Building Plan submitted by party on or before 31-12-78 Yes / No.

b. If Yes, extent of Covered area shown (Sq. Ft.)

Basement	Ground Floor	First Floor	Second Floor

Prepared by
Name:

Designation:

Signature with date

Checked by
Name:

Designation:

Signature with date

