

**Check list for Allotment / Settlement of land for individual.**

1	Petition of the petitioner. (to be signed by both the applicant and spouse if the applicant is married).	
2	Court Fee whether properly affixed as per Court fee Act.	
3	Present and permanent Address of the Petitioner. (In prescribed affidavit).	
4	Whether citizen of India. (supporting documents - present and pre 1971 to be enclosed)	
5	Occupation of the petitioner.	
6	Landed property of the petitioner and his family (if any) within the State.	
7	Affidavit / Self-Declaration as per Model format.	
8	Whether landless, if so how. (Specific comment from CO/DC).	
9	Schedule of land and area under occupation.	
10	Period of possession specifying the nature of possession alongwith the status as per Village Land Bank.	
11	Report of LR Staff.	
12	Two copies of Chitha of the proposed land.	
13	Two copies of trace map of the proposed land clearly highlighting the proposed land road / riverside reservation etc. (if any).	
14	Provision of road/drain whether kept while preparing the proposal.	
15	Whether the proposed land falls under VGR / PGR / Wet land / CS land / Khas Govt. land / NR. Govt. land / Green Belt area / reserved for Govt. Departments / Ancient Monuments / Reserved for other purposes. RF/PRF/Un-classed Forest land/ under Wild Life Sanctuary or any land barred for allotment/settlement by a judicial pronouncement or any Central or State Legislation.	

16	Whether the proposed land falls within 10 KM radius from the periphery of GMDA / GMC or within the periphery of 3 KM from other TCs/ MBs / Revenue Town of the state.	
17	Specific comment on roadside / riverside reservation (if any, alongwith provision kept for road / drain wherever necessary).	
18	Specific View / Comment of Circle Officer / SDO(C) / ADC / DC with recommendation and signature.	
19	Zonal valuation / current market value of the proposed land and assessment of settlement premium as per standing Govt. Circular.	
20	Whether the petitioner is differently able / SC / ST / OBC / Ex-Servicemen / Widow / Others.	
21	SDLAC Recommendation.	
22	Photograph of the proposed land alongwith the house (if any) over it duly Signed by the Applicant, LM, CO and Countersigned by DC/ADC.	
23	Whether the proposed land is Safe for habitation considering vulnerability towards erosion, landslide etc.	
24	The proposal should be sent to Govt. under the signature of DC with recommendation or any other comments.	

Signature of Lot Mandal / SK

Signature of Circle Officer

Signature of DC / ADC / SDO(C)

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