

**Check List For Allotment of land for Govt. Institution.**

1	Requiring Department's letter.	
2	Two copies of Chitha of the proposed land.	
3	Two copies of trace map of the proposed land.	
4	Report of LR Staff.	
5	Specific view of Circle Officer / ADC / DC.	
6	Whether the proposed land is outside roadside/riverside reservation.	
7	Provision of road / drain and other safety condition.	
8	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.	
9	De-reservation proposal of PGR / VGR under special circumstance and in tune with the order of Hon'ble Supreme Court.	
10	Whether the roadside land is reserved.	
11	Whether the proposed land is free from encroachment.	
12	Whether there are valuable trees / minerals on the land.	
13	Status / Availability of land as per Village Land Bank.	
14	SDLAC recommendation.	

Signature of Lot Mandal / SK

Signature of Circle Officer

Signature of DC / ADC / SDO(C)