

## **Proforma Report on Proposal for Transfer of Government Land from one department to another or to a Local Body**

1. Details of the land proposed for transfer
  - a. Village :
  - b. Survey No. :
  - c. Extent :
2. Department in control of land now :
3. Whether the department in control of the land is agreeable to the transfer :
4. Condition if any suggested :
5. Department to which the land is proposed to be transferred :
6. Whether the requisitioning department is agreeable to the conditions if any suggested by the owner department :
7. Purpose for which land is proposed to be transferred :
8. Whether the purpose is of industrial/ commercial or remunerative nature :
9. Whether the value of land and improvements is to be realised according to the Rules on the subject :
10. If so, the basis for valuation of the land :
11. If value of land and improvements has to be realised, value arrived at
  - (i) For land (rate and total amount should be furnished) :
  - (ii) For improvements (details of improvements and their values should be furnished) :
12. Book value of the land available :
13. Tahsildar's Recommendation :
14. Special condition suggested in view of the special circumstances, if any, of the case :
15. Whether sketch and mahazar duly verified by the Tahsildar is attached :
16. Whether extract from the Settlement Register in respect of the land in question is/are attested :
17. Whether a separate note discussing the valuation of the land with supporting documents is attached (in the case where land values has to be realised)
18. Details of any other record attached in the special circumstances of the case :
19. Remarks

Place:

Date:

Signature

Name and designation