

REVENUE DEPARTMENT  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
5, SHAMNATH MARG, DELHI-110054

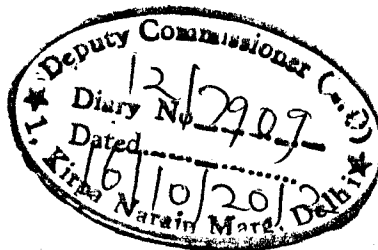
No. REV/HQ/2012/ 2183

Dated: 09.10.2012

As per directions of Hon'ble High Court of Delhi in CWP No. 1451/2012 regarding the procedure for release of payment, the revised Standard Operating Procedure has been approved by The Divisional Commissioner, Revenue Department which is to be followed by all the districts. The revised Standard Operating Procedure must be uploaded in the website of all the districts and also kept in hard copy. A copy of revised Standard Operating Procedure is enclosed for ready reference.

It is therefore requested to upload the Standard Operating Procedure in the district's website at the earliest under intimation to the undersigned.

Yours faithfully



Rajiv Kumar  
S.D.M. (HQ)

Encl. As Above

No. REV/HQ/2012/

Dated:

Copy forwarded to

1. All Deputy Commissioners
2. System Analyst, O/o Divisional Commissioner with direction to ensure that the standard operating procedure for release of land compensation be uploaded in the website of HQ as well as in the district website at the earliest.

Rajiv Kumar  
S.D.M. (HQ)

ADM(N)/S.O.

DEO.

V. T. P.

for compliance ph.

60184

892/ADM(N)  
19/10/12

SA(DieCom)

Revised Standard Operating Procedure For Release of Land Compensation

- (i) Claimant/applicant has to submit an Application on plain paper with Court Fee stamp of Rs 1.25 affixed thereon alongwith the documents as follows:

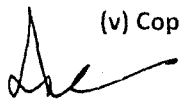
<u>S.No.</u>	<u>APPLICANT/CLAIMANT</u>	<u>Documents required</u>	<u>Remarks, if any</u>
<u>1.</u>	<u>Recorded owner</u> <u>(Individual as well as Firms,</u> <u>Societies etc.)</u>	<u>Indemnity -Bond,</u> <u>Identity Proof</u>	<u>Payment to be</u> <u>released irrespective</u> <u>of compensation</u> <u>amount</u>
<u>2.</u>	<u>Recorded owner Legal Heirs</u>  <u>(Applicant claiming</u> <u>compensation being the</u> <u>Legal Heir/heirs of</u> <u>Recorded owner)</u>	<u>Indemnity -Bond,</u> <u>Identity Proof</u> <u>alongwith any of</u> <u>the three</u> <u>documents:</u> 1. <u>Succession</u> <u>Certificate</u> 2. <u>Legal Heir</u> <u>Certificate</u> 3. <u>Surviving Member</u> <u>Certificate</u> 4. <u>Probate (in</u> <u>case of will)</u>	<u>The certificate has to</u> <u>be issued from the</u> <u>competent authorities</u> <u>and the payment to be</u> <u>released irrespective</u> <u>of compensation</u> <u>amount.</u>
<u>3.</u>	<u>Other than Recorded owners</u> <u>(compensation sought on the</u> <u>basis of Registered Sale Deed,</u> <u>Conveyance Deed/other valid</u> <u>instruments conveying transfer of</u> <u>title)</u>	<u>Indemnity -Bond,</u> <u>Identity Proof</u> <u>following documents:</u> 1. <u>NOC from the</u> <u>recorded</u> <u>owner.</u> 2. <u>Recorded</u> <u>owner has to</u> <u>give statement</u> <u>in favour of</u> <u>Claimant in</u> <u>person by</u> <u>appearing</u> <u>before LAC</u> <u>concerned.</u>	<u>In case where the</u> <u>recorded owner had</u> <u>executed sale deed</u> <u>and the recorded</u> <u>owner had expired,</u> <u>NOC and statement of</u> <u>Legal Heirs</u> <u>(established after the</u> <u>documents produced</u> <u>as in 2<sup>nd</sup> Column) has</u> <u>to be taken before</u> <u>release of payment.</u>

(ii) Affidavit of Rs 10/- from applicant in the format attached at Appendix A.

(iii) Khatauni/ Ownership proof duly signed by Concerned Patwari of the area.

(iv) Copy of Identity Proof is to be submitted by the applicant which may be any of the following documents: Passport, UID/Aadhar Card, Voter ID or any other Identity Card issued by Govt. Department.

(v) Copy of Pan Card or Form 16 as the case may be.



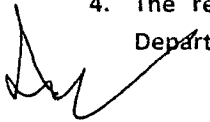
2. On receiving of application from the applicant, the concerned Patwari will scrutinize the particulars of applicant and Khasra Nos from Naksha Muntajmin and then submit his report for further process to Kanungo. Concerned Kanungo will thoroughly check the file and submit his report and remarks to NT (LAC)/Tehsildar (LA). After checking by NT (LAC)/Tehsildar (LA), the file be sent to Account Clerk, who checks the amount from Statement A and also once again check the above mentioned documents as correct as per SOP. If the file is found completed in all respect, Account Clerk will sent the file for approval of LAC through NT (LAC)/Tehsildar (LA). After approval of LAC, Account Clerk will prepare the cheque in favour of applicant alongwith the following documents and send the file again to LAC through NT (LAC)/Tehsildar (LA) for signatures of LAC:

- (a) Cheque
- (b) Payment Certificate
- (c) Counter Signatures on Account Book

3. After getting the signature on cheque by LAC, the same will be disbursed to the applicant alongwith payment certificate. The following documents will be obtained from the applicant:

- (a) A photocopy of PAN Card or Form 16 as the case may be.
- (b) Revenue Stamp of Rs 1/- affixing on receipt and signature of claimant on it.
- (c) An entry of cheque is made in Register and get it signed from the applicant.
- (d) Identity proof of all concerned at the time of release of cheque.
- (e) Obtain signature of applicant on concerned documents to verify the correctness.

4. The release of payment is subject to receiving of Payment from Land & Building Department/Requisitioning Department.



PROFORMA OF AFFIDAVIT TO BE GIVEN ON RS 10/- NON JUDICIAL STAMP PAPER BY APPLICANT

AFFIDAVIT

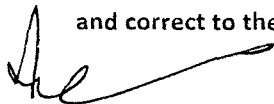
I, \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_ do hereby solemnly  
affirm and declare as under:

1. That the land of the deponent situated in the Revenue Estate of Village \_\_\_\_\_ has  
been acquired by the Government vide Award No. \_\_\_\_\_.
2. That the above mentioned land is free from all sorts of encumbrances, such sales,  
mortgage, lein etc. and is also not subject matter of litigation in any court of law.
3. That the deponent undertake to refund the amount of compensation if any stage, it is  
found that the compensation has wrongly been withdrawn by the deponent.

Deponent

Verification

Verified at \_\_\_\_\_ on \_\_\_\_\_ and the contents of the said affidavit are true  
and correct to the best of my knowledge.



Deponent