

To
The Land Manager, Bidhannagar,
Department of Urban Development & Municipal Affairs
Government of West Bengal
Nagarayan, Block DF-8, Sector-I
Salt Lake, Bidhannagar,
Kolkata – 700064.

Paste your
current self
attested
passport Size
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Sub: Application for Mutation in respect of Plot No....., Block....., Sector I/II/III, Salt Lake City,
Kolkata 700..... following death of the lessee.

Sir,

This is to inform you that _____, the sole/one of the original/mutated Lessee(s) of the aforesaid plot died intestate on _____ at _____ Leaving behind me/us as his/her legal heir(s) (details given at the schedule below). Enclosing herewith the requisite documents, I/we request you to kindly examine the matter and issue mutation order after incorporating me/us as present existing sole/joint mutated lessee(s) of the aforesaid plot at the earliest. I/We have personally deposited the processing fees amounting to Rs. 10,000/-(Rupees Tenthousand) only through the Government Receipt Portal System [GRIPS] with _____ Bank _____ Branch, Salt Lake, Kolkata _____ under the head of account “0217-Urban Development-60-Other Development Schemes-800-Other Receipts-001- Collection from other items-16-Other Fees” and a copy of the receipt e-challan is enclosed for references and records.

Schedule

Sl. No.	Name & Present Address of Legal Heirs	Sex	Age	Relationship with Deceased
1				
2				
3				
4				

Date:
Mobile No:

Yours faithfully,

- 1)
- 2)
- 3)
- 4)

[Signature of applicant(s)]

Enclosures:

- 1) Original Death Certificate of the deceased Lessee, and original death certificate of w/o deceased lessee (if applicable)
- 2) Declaratory Affidavit on Non-Judicial Stamp Paper of Rs. 10/- concerning Legal Heirship affirmed before the 1st Class Judicial Magistrate/Notary Public;
- 3) Declaratory Affidavit on Non-Judicial Stamp Paper of Rs. 10/- concerning provisions of Urban Land Ceiling Act, 1976 affirmed before the 1st Class Judicial Magistrate/Notary Public. [Separate Affidavit from every applicant (in case of joint Applicants)];
- 4) Relationship Certificate of the applicant(s) with the deceased lessee (To be issued by a Central/State Government Group-A Officer/SDO, Bidhannagar);
- 5) Photograph(s), Specimen Signature(s) and LTI(s) of the Applicant(s) duly attested by a Central/State Government Group A Officer;
- 6) Residence and Photo Identity Proof of the Applicant(s) duly attested by a Group A Officer; or self attested
- 7) NOC from the concerned bank/financial institution in case of loan availed by the deceased lessee against the property;
- 8) Original receipt of e-challan of Rs. 10, 000/-
- 9) Copy of Sanctioned Building Plan
- 10) Copy of CC (issued by Bidhannagar Municipality).

AFFIDAVIT(*)

I, Sri/Smt.....aged about.....Years, by religion
.....by occupation by
nationality Indian And a resident of.....
.....do hereby solemnly affirm and state as follows:

- a) That, the following persons are/is legal heirs of Late..... the lessee
of the Plot No. Block Salt Lake, Kolkata As per the
provisions of the law of the land concerning succession of property in India.

Name & Relationship	Age	Address With the deceased
a)		
b)		
c)		
d)		

2. If further declare that the deceased lessee had not executed any will/Deed of statement in favour of
any person as
beneficiary in regard to the said plot of land.

The statements made above are true and correct to be best of my personal knowledge and belief.

- a)
- b)
- c)
- d)

ADVOCATE

.....
(Deponent)

(*) To be typed on non-Judicial Stamp Paper & to be affirmed before notary public or Magistrate.

STAMP RS:10/-

BEFORE THE METROPOLITAN MAGISTREATE CALCUTTA OR NOTARY PUBLIC

AFFIDAVIT

I, Shri/Smt..... son/wife/daughter of
..... by occupation aged about years,
by nationality Indian by religion residing at
.....
..... do hereby solemnly affirm and state as follows:-

(1) That I am father/ mother / husband/ wife/ son /daughter/ brother/ sister of Shri/Smt.
.....son/daughter of..... and wife of
.....Residing at.....

From whom I intend to acquire his/her undivided share the plot bearing No.
in Block Of Sector of Bidhannagar (Salt Lake).

(2) That neither I nor my wife / husband nor my unmarried minor children jointly or severally hold any immovable property within any "Urban Agglomeration, as defined in the Urban Land (Ceiling and Regulation) Act, 1976.

(3) That neither I nor my wife/husband nor my minor children hold/own any immovable property jointly with any other person within any Urban Agglomeration, Bidhannagar and K.M.D. Area.

(4) That my family consisting of my wife/husband, minor children and myself holds/do not hold land (details to be specified) in any Urban Agglomeration.

(5) That by acquiring of the plot.....undivided share of the plot of land measuring
..... cottahs in Sector .,..... of Bidhannagar in the district of North 24 parganas. I shall be hit/ I shall not be hit by the provisions of the Urban Land (Ceiling and Regulation) Act, 1976 and shall not be liable to submit any return under the Act.

(6) That I hold/do not hold lands/building/flat/apartment (owner/lessee etc.) situated within the said "Urban Agglomeration" in K.M.D. Area.

(7) That any member of my family as defined in the aforesaid Act holds/do not hold land/building/flat/apartments as (owner/lessee etc.) situated within the said "Urban Agglomeration" in K.M.D. Area.

(8) Any member of my family has no interest/share in any property in Bidhannagar excepting in the aforesaid Plot No.

(9) Provided further that if afterwards it is found that any material fact relating to holding/ owing immovable property within the said Urban Agglomeration, Bidhannagar and K.M.D. area is not disclosed in the affidavit, the lessor shall have the right to re-enter into possession of the demised land and thereupon this demise shall forthwith stand determined.

(10) The statements made in the above paragraphs are true to my knowledge.

DEPONENT

ADVOCATE

N.B. : Delete whichever is not applicable

Attestation of Photo & Signatures by Gazetted Officer

I personally know the following person/persons for the Last Years.

Whose Photo and Signature/Signatures and L.T.I are attested by me:

<u>Name</u>	<u>Photo</u>	<u>Signature</u>	<u>L.T.I</u>	<u>Attested with seal</u>
1)				
2)				
3)				
4)				

(.....)
Full Name & Designation

Date

Phone No/Mobile no.

Office Address with Pin Code.....

.....

.....

RELATIONSHIP CERTIFICATE

Certified that Late _____ Son/daughter/wife of _____
_____ of (Full address) _____

Died on _____ Names of the legal heirs and their relationship with the deceased are stated below from Sl. No. _____ to _____

Sl. No.	Name of the Legal heirs	Relationship	Present Age
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Certified further that this certificate is issued from my personal knowledge.

** This is also to certify and confirm that there is no other legal heirs besides the legal heirs mentioned above.

(.....)

Office Seal:-

Full Signature

Name in full
(IN BLOCK LETTERS)

Designation

Date

Full Address (office) with Pin code

.....
.....