

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 Photo
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Subject: - Application for Mutation concerning the Plot No....., Block....., Salt Lake, following the probate granted by the competent court.

Sir,

This is to inform you that Sri/Smt.....the sole lessee of the aforesaid plot died on.....at.....(place) During his/her life time he/she had executed a will on.....for proper disposition of the said property in my/our favour as beneficiary/beneficiaries in presence of Sri/ Smt.....of.....as witness and ofas Executor. The Competent Court ofon receiving my/our prayer and having jurisdiction, granted the probate onfor administration of the property of the deceased testator. Enclosing herewith all the requisite documents, I request you to kindly examine the matter and issue mutation order after incorporating me/us as lessee/ lessees of the property in your office records. I further like to inform that I shall, upon acquiring the share in the said property, not be hit by the provisions of the Urban Land Ceiling Act, 1976.

I/We have personally deposited the processing fees amounting to Rs. 10,000/- (Rupees Ten thousand) 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.

SL	Name & Present Address of the Beneficiaries	Sex	Age	Relationship with the Deceased

Date.....

Yours faithfully,

Telephone No.....

Mobile No.....

Full Signature

Enclosed:

1. Original Death Certificate of the deceased lessee/testator
2. Declaratory Affidavit concerning benefit of the Will
3. Declaratory Affidavit concerning provisions of the Urban Land ceiling Act, 1976
4. Certified copy of the Probate.
5. Certified Copy of the will
6. Copies of Photo Identity Cards of the applicants.
7. Residence proof of beneficiary of the will duly attested by a gazetted officer.
8. Photograph and specimen signature of the beneficiary duly attested by a Gazetted Officer.
9. Original receipt of e-challan of Rs. 10,000/-
10. Relationship Certificate issued by Central/State Govt. Group-A officer
(if will is made in favour of close Relations)
11. Copy of Sanctioned Building Plan
12. Copy of C.C.

STAMP RS:10/-

BEFORE THE METROPOLITAN MAGISTRETE 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 ofand 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

Attestation of Photo & Signatures by Gazetted Officer

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

Whose Photo and Signature/Signatures are attested by me:

<u>Name</u>	<u>Photo</u>	<u>Signature</u>	<u>Attested with seal</u>
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1)

2)

3)

4)

(.....)
Full Name & Designation

Date.....

Phone No.....

Office Address.....

.....

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.

(.....)

Office Seal:-

Full Signature

Name in full

(IN BLOCK LETTERS)

Designation

Date

Full Address (office) with Pin code

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