

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.

Sub: Permission for transfer of undivided _____% share of Leases hold right, title
and interest in respect of Plot No. _____, Sector I/II/III, Salt Lake City, Kolkata
700 _____As per notification No. 2709-SL(AL)/4S-9/2004(Pt-I)dated
22/06/2012

Sir,

I/We, the undersigned, intend to transfer my/our undivided _____% share of lease hold interest
of the Plot along with construction made thereon to (1) SRI/SMT./MS. _____,
Son/wife/daughter of Sri/Late _____, aged about _____ years,
by nationality _____, by occupation _____ and residing at _____
at a consideration of Rs. _____ (Rupees _____)
under the existing terms and conditions of the Department of Urban Development & Municipal
Affairs, Government of West Bengal for which I/We shall pay the prescribed permission fees to the
Government of West Bengal so that the permission of transfer of lease hold interest may be issued and
the Deed of Transfer/Assignment may be executed for the purpose.

I/We declare that except this present proposal I/We have not entered any agreement with any other
person for transfer of my/our abovementioned plot earlier.

In this context, the requisite particulars/information are furnished below for your kind
consideration and taking necessary action:-

A. Details of Allottee(s)/Lessee(s):-

1. Name and address of Original Lessee(s):-

Name : _____

Address: _____

2. Name and address of Mutated Lessee(s):-

Name(s) : (1) _____

(2) _____

Address : (1) _____

(2) _____

B. Particulars of the Applicant(s)

(a) Name : 1) _____

2) _____

(b) Address : 1) _____

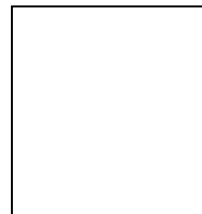
2) _____

(c) Signature in full: 1) _____

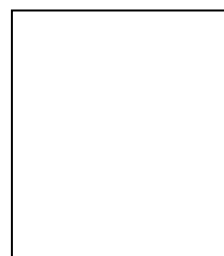
2) _____

(d) Contact No :

(e) L.T.I.



(f) Self attested Photos:-



g) Status of the applications : Self

(h) Age : _____ & _____ years respectively

(i) Profession : _____ and _____ respectively

(j) Nationality : _____

C. Details of Proposed Transferee(s):-

(a) Name : 1) _____

2) _____

(b) Address : 1) _____

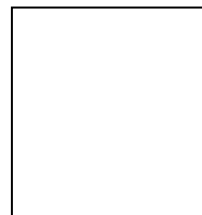
2) _____

(c) Signature in full: 1) _____

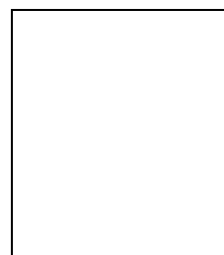
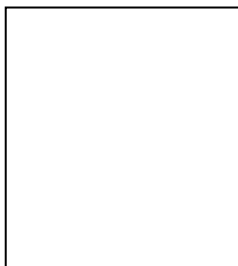
2) _____

(d) Contact No :

(e) L.T.I.



(f) Self attested Photos:-



g) Status of the applications: Self

(h) Age : _____ & _____ years respectively

(i) Profession : _____ and _____ respectively

(j) Nationality : _____

D. Details of Land:-

(1) Plot No.: _____, Block: _____, Sector I/II/III, Salt Lake City, Kokkata-700064.

(2) Area of Land : _____ Cottahs.

(3) Status of Land: (whether vacant/building):-

(i) Vacant for _____ year(s)

(ii) _____ storied building according to plan sanction No.
_____ dated _____

(iii) Construction commenced on _____ and completed on
_____.

(iv) Constructed by: The Original/Mutated Lessee(s)

(v) Details of demolition if any: No/Yes

(4) Allotment /Offer letter being No.: _____ dated _____

(5) Deed of Lease being No. _____ registered in favour of _____ in
the Office of the _____ on _____ in Book No. 1 Volume
No. _____ Pages _____ to _____ for the year
_____.

(6) Possession Certificate No. _____ dated _____ issued by _____
_____.

(7) Mutation Order No. _____ date _____ (if any)

E. Ground(s)/purpose of
transfer:-

(i)

(ii)

(iii)

F. Details of encumbrances:-

(i) Loan/Mortgage, if any:-

(ii) Tenancy, if any:-

(iii) Non-residential activity /business/shop, if any:-

I/We have already deposited the processing fees of Rs. 1,000/- (Rupees One Thousand) only through Government Receipt Portal System [GRIPS] through the _____ Branch of _____ Bank (Name of Bank) under the head of account “0217- Urban Development-60-Other Development Schemes-800-Other fees-001-Collection from Other Item-16-Other Fees” for which Original Copy of the receipted E-challan is being submitted along with this application.

I/We do solemnly declare that the instant application for transfer has been made according to my/our own will/desire and not being misguided/influenced/forced by anyone or by any means

Necessary documents/particulars are enclosed herewith for your ready reference and kind perusal. An early action from your end is earnestly solicited.

Yours faithfully,

Date:

(Signature of 2(two) near Relations/Witness with address:)

1.

1)

2.

2)

APPLICANT(S)

List of Enclosures (in addition to as stated above):

- 1) Copy of the Lease Deed;
- 2) Copy of the Possession Certificate;
- 3) Original Indemnity Bonds (both from the Applicant(s) and Intended Transferee(s))
- 4) Declaration by Transferor(s) in the form of Notarized Affidavit[Proforma enclosed]
- 5) Declaration both by the Transferor & Proposed Transferee(s) in the form of Notarized Affidavit on Non-Judicial Stamp Paper of Rs. 10/-[Performa enclosed]
- 6) Notarized Declaratory Affidavit on Non Judicial Stamp Paper of Rs.10/- concerning provisions of Urban Land Ceiling Act, 1976. [Separate Affidavit from every Proposed Transferee (in case of more than one Proposed Transferee)];
- 7) Letter of Consent/Acceptance, regarding transfer from the Proposed Transferee(s).
- 8) Photograph(s), Specimen Signature(s) and LTI(s) of the Applicant(s) and the Proposed Transferee(s) duly attested by a Gazetted Officer;
- 9) Self Attested Residence and Photo Identity Proof of the Applicant(s) and the Proposed Transferee(s);
- 10) NOC from the concerned bank/financial institution in case of loan availed against the property;
- 11) Copy of sanctioned building plan;
- 12) Copy of Completion Certificate issued by Bidhannagar Municipality;
- 13) Copy of permission/NOC, if any Non-Residential Activity is running;
- 14) Receipted E-challan showing payment of Rs. 1000/- as Processing fees.

Information/Guideline regarding (check list)

Application for transfer of lease-hold property in Salt Lake City (Sector-I, II, III)

1. Application form
2. Copy of Allotment/Offer letter(Copy to be enclosed)
3. copy of lease deed (copy to be enclosed)
4. Copy of possession certificate (copy to be enclosed)
5. Copy of mutation order (copy to be enclosed)
6. Receipt of challan (generated through GRIPS)
7. Notarise declaration
8. Certificate issued by a gazetted officer attesting photo, signature, LTI and address proof of the applicant and the intended transferee and transferor.
9. Notarised affidavit under provision of the ULC act, 1976 from intended transferee.
10. Notarised affidavits stating the fact of the transfer application (both from applicant And the intended transferee) that both parties have full knowledge about the statement and annexure/enclosure submits before the concern authority and not suppressed any material fact regarding transfer.
11. Indemnity bonds (both from the applicant and the intended transferee)
12. Copy of Sanctioned building Plan.
13. Copy of Completion Certificate.

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>
1)			
2)			
3)			
4)			

(.....)

Full Name & Designation

Date.....

Phone No.....

Office Address with Pin code.....

.....

.....

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

**BEFORE THE NOTARY PUBLIC
IDEMINITY BOND**

KNOW ALL MEN BY THESE PRESENTS that I, _____ son
of _____ and residing at _____
_____ hereinafter for
the sake of brevity called the 'OBLIGOR' send greetings;

WHEREAS the obligor is the proposed transferee in respect of ALL THAT
undivided _____ leasehold right, title and interest of premises no _____
_____ within the local limits of Bidhannagar
Municipality under Ward No _____ TOGETHER WITH the undivided _____% of

The total construction thereon (for the sake of brevity hereinafter referred to and called as the
'said premises') in terms of Memo No. 2709-SL(AL)/4S-9/2004 (Pt-I) dated Kolkata the 22nd
June, 2012, issued by the Department of Urban Development & Municipal Affairs,
Government of West Bengal on behalf of HIS EXCELLENCY the GOVERNOR of West
Bengal and which was published on 25th day of June, 2012 at the Kolkata Gazette.

AND WHEREAS in view of the fact that there may crop up any problem strictly in
complying with the terms and conditions of Original Lease Deed dated _____ the
OBLIGOR PROPOSED TRANSFEREE on his/her/their own volition accord/instance readily
agreed to execute this Bond/Obligation in favour of the Government of West Bengal.

Contd P/2

NOW THIS IDEMNITY BOND WTTNESSETH as follows:-

That in furtherance of the Memo No. 2709-SL(AL)/4S-9/2004 (Pt-I) dated Kolkata the 22nd June, 2012 issued by the Department of Urban Development & Municipal Affairs, Government of West Bengal on behalf of HIS EXCELLENCY the GOVERNOR of West Bengal and which was published on 25th day of June, 2012 at the Kolkata Gazette, the OBLIGOR PROPOSED TRANSFERE is/are binding himself/herself/themselves to the effect that the OBLIGOR PROPOSED TRANSFERE will strictly comply with all and every terms and conditions of the Original Lease Deed dated_____and OBLIGOR PROPOSED TRANSFERE do hereby agree to keep indemnified and harmless the Government of West Bengal in all manner whatsoever and failing which, the Government of West Bengal will have absolute authority to rescind the Original Lease Deed dated_____ex-parte and shall be entitled to take re-possession of the said premises.

IN WITNESS WHEREOF, the OBLIGORS has/have hereinto set and subscribed his/her/their hands and seals on this the_____day of _____

in presence of the following witnesses.

OBLIGORS

WITNESSES
(Name and address)

1)

2)

Rs. _____ 100/-

To be executed before Judicial/Metropolitan Magistrate Notary public

INDEMINITY BOND

I/We, Sri/Smt. _____ Son/daughter of
_____ aged about _____ years by faith _____ by
Nationality _____ resident of _____

Being the Constituted Attorney of original/mutated lessee(s) of the plot no. _____ Sector
_____ Salt Lake City Kolkata _____ solely and absolutely indemnify the
Department of Urban Development & Municipal Affairs, Government of West Bengal from
all the losses damages, if any be incurred in future due to the papers documents and
information furnished by me the executants herein.

I/We shall not held responsible/liable the Government of West Bengal in any manner
whatsoever for granting permission for transfer of the aforesaid plot, since the permission
has been made under my/our specific own accord/violation.

Identified by me

Advocate

Executants

BEFORE NOTARY PUBLIC AT KOLKATA

AFFIDAVIT

I/We 1) Sri/Smt.....(full name please) s/d/w of Sri/ Smt. /
Lateaged about.....years, by faith Hindu, by occupation
Service / Business, by Nationality Indian, 2) Sri/Smt.3)
.....4).....
.....presently/residing at.....do hereby
solemnly affirm and state as follows :-

1. That I/we am/are the proposed Transferee(s) of a plot of land measuring.....
Cottahs at or being plot no..... Sector-....., Salt Lake City,
Kolkata-.....from the Original/Mutated Lessee(s) namely.....
.....and.....

2. That I/We will use strictly and / or exclusively Premises No....., Sector
....., Salt Lake City, P.S. Bidhannagar (South), Kolkata for the purpose
as stated in the Original Lease dated i.e. for residential purpose and
further undertake that I/We will not use the Premises No , Sector - , Salt
Lake City, P.S. Bidhannagar (South), Kolkata- or any portion thereto for any other purpose
other than the purpose as stated in the Original Lease dated.....without prior
written permission from the Department of Urban Development and Municipal
Affairs, Government of West Bengal.

3. That I/We will strictly abide by all the rules and regulations of Department of Urban Development & Municipal Affairs Govt. of West Bengal, Bidhannagar Municipal Corporation and Bidhannagar Police Commissionerate or any other statutory authorities having jurisdiction over the Premises No.....Sector -, Salt Lake City, P.S. Bidhannagar (South), Kolkata-.....

4. That I/ We will strictly park my vehicle/s within the boundary of the Premises No.....Sector..... Salt Lake City, P.S. Bidhannagar (South), Kolkata- strictly as per provision of the Rule 193(2) of the West Bengal Motor Vehicles Rules, 1989 and will not park my vehicle/s in the road lying in front of the Premises No.....Sector....., Salt Lake City, P.S. Bidhannagar (South), Kolkata.....at any point of time at day and night under any circumstances.

5. That I/we shall strictly maintain the maximum number of floors in respect of the building lying and situated at Premises No....., Sector-....., Salt Lake City, P.S. Bidhannagar (South), Kolkata-.....as per the provisions of West Bengal Municipal Building Rules 2007 and West Bengal Municipal Corporation Act, 2007 in the following manner **(as per applicable plot size area) :-**

Area of Plot	Maximum No. of Floors allowed
2K	G Plus I
3K	G Plus 1
4K	P+G Plus 2
5K	P+G Plus 2

6K	P+G Plus 3
7K	P+G+3
8K	P+G+4
9K	P+G+4
10K	P+G+7
Any plot specified in sub-rule(2) of rule 93	G Plus 1 G means Ground floor

6. That I/we shall strictly maintain Obligatory front space, minimum side spaces and backside spaces in the following manner-(as per applicable plot size area) :

Category of plot	Front (fixed) in meter	Narrow side (fixed) in meter	Wide side (minimum) in meter	Backside (minimum) in meter
2k	1.00	0.90	2.50	2.00
3k	1.00	0.90	2.50	2.00
4k	1.00	0.90	2.50	4.00
5k	1.50	0.90	2.50	4.00
6k	2.00	1.00	3.00	6.00
7k	2.00	1.00	3.00	7.00
8k	2.00	1.20	3.00	7.00
9k	2.00	1.20	3.50	7.00
10k	2.00	1.20	3.50	7.00

7. That I / we shall strictly maintain Floor Area Ratio (F.A.R.) in respect of Premises No....., Sector-....., Salt Lake City, P.S. Bidhannagar (South), Kolkata -.....as per the provisions of West Bengal Municipal Building Rules 2007 and West Bengal Municipal Corporation Act, 2007 in the following manner (as per applicable plot size area):

Area of Plot	Floor Ratio
2k	1.25
3k	1.25
4k	1.75
5k	1.75
6k	2.10
7k	2.10
8k	2.25
9k	2.25
10k	3.20

8 That If we shall strictly maintain the maximum number of flat in each floor in respect of the building lying and situated at Premises No....., Sector-...., Salt Lake City, P.S.Bidhannagar (South), Kolkata-.....as per the provisions of West Bengal Municipal Building Rules 2007 and West Bengal Municipal Corporation Act, 2007 in the following manner (as per applicable plot size area) :

Area of Plot	Maximum No. of flat in each floor
2K	One Flat per Storey
3k	One Flat per Storey
4k	One Flat per Storey
5k	Two Flats per Storey
6k	Two Flats per Storey
7k	Two Flats per Storey
8k	Two Flats per Storey
9k	Two Flats per Storey

10k	Three Flats per Storey
In the case of any building specified in sub-rule (2) of rule 93	One flat per storey

9. In the event of me/our non-confirming and not adhering to the above rules, the Lessor shall have the right to re-enter into the possession of the demised land or any part thereof in the name of the whole and thereupon this demise shall forthwith stand determined.

10. That the statements made in the above paragraphs are true to the best of my/our knowledge and belief.

Identified by me

DEPONENT(S)

.....

Advocate