

CIRCULAR INSTRUCTIONS

OFFICE OF THE CHIEF COMMISSIONER
OF LAND ADMINISTRATION, AP, MANGALAGIRI

CCLA's Circular NO. ALN/1882770/2022 dt:29/10/2022.

Sub:	LANDS - Allotment for various purposes - G.O.Ms.No.571 Revenue (Assignment.I) Dept dt. 14-09-2012 - Instructions - (eOffice C.No.1882770) - Regarding
Ref:	1. GOMs No.571 Revenue (Assignment.I) Department, 14-09-2012, 2. CCLA's Ref No.B1/457/2011, dtd.08-02-2013, 3. CCLA's D.O.Lr.No.B1/457/2011-2, dated 20-02-2013, 4. CCLA's D.O.Lr.No.B1/457/2011-1, dated 01-03-2013 & 5. CCLA's D.O.Lr.No.B1/457/2011, dated 18-03-2013.

The attention of all the Collectors in the State is invited to the subject and references cited.

2. Vide G.O.Ms.No.571 Revenue (Assignment.I) Department, dtd.14-09-2012, the Government have framed policy guidelines in supersession of all earlier G.Os., for allotment of Government land for various purposes to Government departments and private organizations and brought out the "New Land Allotment Policy - 2012".

3. In pursuance of that, the High Level Committee i.e., A.P. Land Management Authority (APLMA) under the Chairmanship of the Chief Commissioner of Land Administration, (CCLA) A.P., was constituted vide G.O.Ms.No.607, Rev. (Assn.I) Department, dated 11.10.2012. Accordingly, from then onwards proposals have been placed before the APLMA for alienation/transfer/lease of land in favour of various Government Departments, private persons/Institutions etc.

4. During the course of consideration of alienation proposals, it has been observed that some files were not being received in full shape, resulting in lengthy correspondence with Collectors to obtain the deficit records and for rectification of errors. This has been causing an undue delay in finalization of the alienation proposals and also the accomplishment of the intended projects/purposes desired.

5. Therefore, to make the proposals complete and in compliance with the reference first cited in the first instance itself, these revised guidelines consolidating all previous instructions and superseding the instructions in the reference 2nd to 5th cited are issued.

6. District Collectors are requested to ensure that every proposal that is being sent for alienation/transfer/lease shall consist of the following records/documents:

1. Check-list for the Collector
2. Joint Collector's inspection report
3. Annexure-XI from concerned administrative department.
4. Compensation calculation sheet.
5. Agenda format
6. Appendix-XXIX along with conditions of alienation.
7. DPR along with land sketch.
8. Consent of Requisition Department for making payment to Assignees/Sivai Jamadars etc.
9. RSR/FLR/SFA extracts.
10. Adangal extracts for relevant fasalies.
11. Scrutinized Sub Division Records/FMBs/LPMs.
12. Consent of the land-owning Department of State Govt.
13. NOC from the local authority (Please refer 3 (d) of the G.O.Ms.No.571).

In view of the above,

Sample/model formats of the enclosures are presented hereunder for ready reference to help in quick submission and finalisation of the proposals.

7. Check-list of the Collector:

1	Whether for regular Alienation/Lease/Transfer etc. (for lease refer to BSO-24A)	
2	Whether on free of Cost or on payment of Market Value as per the provisions	
3	Recommended land value: per acre/per square yard	
4	Total land value recommended	
5	Inspection report of the Joint Collector enclosed? Yes/No	
6	Specific remarks/views of the concerned Department enclosed? Yes/No	
7	Relaxation required on classification of land/POB/any other. Proposal enclosed - Yes/No	
8	DKT/Assigned land & extent	
9	Total amount required for payment to assignees/SivaiJamadars	
10	Consent of the requisition department for payment	
11	R&R proposal - Yes/No	
12	Any court cases pending? Details enclosed - Yes/No	
13	Whether advance possession is given? Yes/No	
	If yes, extent and Govt. Orders Or otherwise:	

8. Annexure - XI format:

ANNEXURE-XI
CHECK-LIST FOR ALLOTMENT OF LAND FOR PROJECTS
 (To be suitably modified wherever required)

Sl. No.	Parameter	Remarks
1	Name and address of the Organization	
2	Nature of the applicant: Industries / Private Organizations / Power Projects / Ports / Charitable and Religious Institutions / Educational Institutions / SEZ etc.,	
3	Extent of land requested by the applicant with justification and yardsticks prescribed	
	(a) Minimum extent required	
	(b) Utility for the State	
	(c) Employment Generation direct or indirect	
	(d) Duration of the implementation of the project	
4	Actual extent required for the purpose	
5	Previous Experience / Performance of the applicant i.e., any violations done and any Financial dues	
6	Financial capacity of the applicant duly supported by evidence including IT returns filed at least for the last three years Clearances to be observed from the Competent Authority.	
7	Viz., PCB for Pollution Control Board, and Technical opinion and Environmental clearances, etc, from the concerned Departments.	
8	Whether the proposed land is required by the Government (concerned Administrative Department) for public purpose.	
9	Mechanism for adopting the Resettlement and Rehabilitation.	
10	Mechanism to be adopted in the Administrative Department to monitor the utility of the land as per the schedule.	
11	Departmental Norms on the requirement of the land.	
12	Mechanism for observations of the various Environmental and Zonal Regulations.	
13	Whether the land required for long lease or on outright sale.	
14	Whether any relaxations are required by the concerned Departments	
15	Capacity of the project / institutions / organization etc., and expansion detail if any.	
16	Whether the Govt. of India approval required	
17	Final recommendations of the concerned Administrative Department.	
18	Land set apart for Green Belt Area	

9. Agenda format:

PROFORMA FOR ANDHRA PRADESH LAND MANAGEMENT AUTHORITY
AGENDA

Sl. No. ()	File No.
1	<div>Details of Application</div> <div>Name of the Applicant / Department / Organization / Institution etc.</div> <div>Profile of the Applicant, if other than Government Department / Institution</div> <div>Purpose for which Land applied for?</div>
2	<div>Scrutiny & Recommendation by Collector</div> <div>(a) Proposals, whether in order / full shape ?</div> <div>(b) Department norms / Guidelines - whether satisfied ?</div> <div>(c) Statutory / legal / Open space and other requirements - whether satisfied? NOC obtained if required?</div> <div>(d) R&R Plan - whether prepared (where necessary) ?</div> <div>(e) Details of Land ?</div> <div>i. District</div> <div>ii. Mandal</div> <div>iii. Village</div> <div>iv. Sy.No.</div> <div>v. Extent of Sy.No</div> <div>vi. Classification</div> <div>vii. Objectionable or not ?</div> <div>viii. Whether covered by court cases / previous Assignment / DKT etc.,</div> <div>ix. Extent recommended by Dept.</div> <div>x. Extent recommended by Collector</div> <div>(f) Market Value</div> <div>a. Basic Value</div> <div>b. Sale statistics details</div> <div>c. Present Market value</div> <div>d. Market value recommended by Collector (Must be specific)</div> <div>(g) Specific recommendations by the Collector including Terms & Conditions of Allotment and whether the Land is proposed to be allotted on 'Free of cost' or 'Market Value'.</div> <div>If free of cost, Justification for the same to be specifically provided.</div>

10. **APPENDIX-XXIX format:**APPENDIX-XXIX(Standing Order No.24, Paragraph 5)

Application for the placing of land at the disposal of a person/an institution or a local body in which the proprietary right belongs to the state.

1. District :
2. Mandal :
3. Village :
4. Description of land :
 Sy.No./Extent/Classification
5. Area in acres
6. Market value per acre
7. Grantee and the purpose of grant
8. Collector's remarks

11. CONDITIONS OF ALIENATION:

CONDITIONS OF ALIENATION UNDER B.S.O.24

Condition for grant of State land- Lands at the disposal of Government:- A grant of State land whether for religious, educational or other public purpose should always contain the following conditions:-

1. The land shall be used..... and for no other purpose.
2. The Government may resume the land wholly or in part with any buildings thereon, in the event of the infringement of any of the conditions of the grant. In the event of such resumption no compensation shall be payable for any improvements that may have been effected, or other works that may have been executed on the land by the grantee and the grantee shall not be entitled to the repayment of any amount that may have been paid to the Government for the grant. If there are buildings on the land the Government may direct the grantee to remove them.
3. The Government may resume the land wholly or in part, with any buildings thereon, if in the opinion of the Government the land is required for a public purpose or for conducting mining operations. In the event of such resumption or in the event of the acquisition of the land for any reason, the compensation payable for the land and trees, shall in no case exceed the amount paid for them by the grantee or their value at the time of resumption or acquisition whichever may be less.
4. In the event of resumption under condition (3), if there are buildings on the land, the Government shall pay compensation for them in accordance with the provisions of condition (5).
5. In the event of the resumption of land under condition (3) or in the event of the acquisition of the land for any reason the compensation payable for buildings or other improvements shall in no case exceed the amount paid for them by the grantee at the time of grant or their value at the time of resumption or acquisition whichever may be less, together with the initial cost or the value at the time of resumption or acquisition, whichever may be less of any buildings erected or other improvements effected on the land by grantee in accordance with the terms of the grant. The amount of

any grant made by the Government towards the cost of the buildings or other improvements shall be deducted from the compensation payable under this condition.

6. In the event of the grantee refusing to remove the buildings, when so directed under condition (2), the Government may remove them and realise the cost of the removal by the sale of the materials.
7. In the event of the voluntary relinquishment of the land by the grantee no compensation shall be payable for any improvements that may have been effected or for works that may have been executed on the land by the grantee but the grantee shall be entitled to the repayment of any amount that may have been paid to the Government, for the grant, or the value of the land at the time of relinquishment, whichever may be less.
8. The Government reserve to themselves the right to all sandalwood trees and their branches and roots which exist at the time of grant as well as those which may grow subsequently on the land and the Government shall be at liberty to cut or dig out any such trees or their roots and branches and remove them from the land and dispose of them at their pleasure. The grantee shall not be entitled to cut or remove them or cause them to be cut or removed without permission of the Collector of the district.
9. The grantee shall take all reasonable measures to the satisfaction of the Collector of the district for the protection of the sandalwood trees from theft or damage and for the careful protection of the immature trees growing on the land.
10. The grantee shall take steps to see that the marks made by the officers of the Government on the sandalwood trees are preserved and are not tampered with.
11. In the event of the infringement of, or failure to observe, any of the conditions (8) to (10), the grantee shall pay to the Government such compensation as is determined by the Collector of the district for any loss or damage caused by such infringement or failure on his part. The Government shall also be at liberty to resume the land and re-enter on it and the whole land shall thereupon vest absolutely in the Government. In that case the grantee shall not be entitled to any compensation whatever.

The Collectors are requested to personally ensure the compliance of the above instructions scrupulously.

G Sai Prasad I A S
CCLA & Spl. C.S.

To
All the District Collectors (26) in the State.
Copy submitted to the Principal Secretary to Government, Revenue (Lands), AP,
Secretariat, Velagapudi.