

Check List For Allotment / Settlement of land for NGO / Society

1	Petition of the NGO / Society.	
2	Whether the society is a 'Non Profit Organization'.	
3	Why is the Organization formed ?	
4	Activity for the last Three years.	
5	Balance Sheet (Audit report) Total Bank Balance and last three years audited account of the applicant NGO.	
6	Why so much land is necessary- Justification thereon.	
7	Registration details.	
8	Names of the Board of Directors and Members of office bearers of the organization.	
9	The present profession of the members of the NGO.	
10	Actual assessment of the requirement of land.	
11	Valid Registration Certificate, MoA.	
12	Project profile.	
13	Time frame for execution of the project.	
14	Source of funding.	
15	Two copies of Chitha of the proposed land.	
16	Two copies of trace map of the proposed land.	
17	Report of LR Staff.	
18	Specific view of Circle Officer / ADC / DC.	
19	Site Plan for the proposed land.	
20	Resolution of the Sub-Divisional Land Advisory Committee (SDLAC).	
21	Views of Concerned line Department.	
22	Specific View of Deputy Commissioner on the proposal with special reference to provisions of the Assam Land Policy, Ceiling Act and Executive instructions issued from time to time.	

23	Provision of road/drain.	
24	Whether the proposed land falls under VGR / PGR / Wet land / CS land / Khas Govt. land / NR. Govt. land / Green Belt area / reserved for Govt. Departments / Ancient Monuments / Reserved for other purposes. RF/PRF/Un-classed Forest land/ under Wild Life Sanctuary or any land barred for allotment / settlement by a judicial pronouncement or any Central or State Legislation.	
25	Whether the proposed land falls within 10 KM radius from the periphery of GMDA / GMC or within the periphery of 3 KM from other TCs / MBs / Revenue Town of the state.	
26	De-reservation proposal of PGR / VGR under special circumstance and in tune with the order of Hon'ble Supreme Court.	
27	Period of possession specifying the nature of possession.	
28	Whether the roadside / riverside land is reserved.	
29	Whether the proposed land is free from encroachment.	
30	Whether there are valuable trees / minerals on the land.	
31	Status / Availability of land as per Village Land Bank.	
32	Zonal valuation of the proposed land.	
33	Whether premium is assessed as per standing Govt. Circular.	

Signature of Lot Mandal / SK

Signature of Circle Officer

Signature of DC / ADC / SDO(C)