

APPLICATION FORM FOR MUTATION
CANTONMENT BOARD, RANIKHET
WITHIN CIVIL AREA

To

The Chief Executive Officer,
Cantonment Board, Ranikhet.

The undersigned hereby applies for the transfer of house No. alongwith
occupancy rights comprising of General Land Register Survey No. situated at
..... Ranikhet Cantonment.

DETAIL OF APPLICANT

1. Name of applicant :
2. Ward Number :
3. Present Address :
(H No./Location/
Town/District
4. Permanent Address :
.....
.....
.....
5. Telephone : Office Residence
Mobile Email ID

PROPERTY DETIAL

6. Area as per GLR :
7. Description :
8. Class of land :
9. By whom managed :
10. Landlord :
11. Holder of occupancy rights :
.....
.....
.....
.....
.....

12. Nature of holder rights :
.....

13. Rent payable per annum

(i) Central Government :

(ii) Cantonment Board :

14. Date of expiry of lease (if required) :

15. Name of sub lessee :
if any

DETAIL OF PROPERTY TO BE TRANSFER/MUTATE

16. Transfer ☐

17. Mutation ☐

18. Area to be transfer or mutate

(a) As per GLR :

(b) As per deed :

19. Type of property : Old Grant ☐ Lease ☐ Free hold/Pvt. ☐

(a) Old Grant : Residential ☐ Commercial ☐ Residential & Commercial ☐ Other ☐

(a) Lease : Schedule ☐ 1925 ☐ 1937 ☐

(a) Cantt Code lease : Form ☐ 1899 ☐ 1912 ☐

(b) Special form in perpetuity ☐

20. If the applicant applied for mutation on the basis of sale deed :

(i) By whom purchased the property :
(name of the seller with address)

(ii) Whether name of the seller/ transferee :
is entered in GLR or not

(iii) If not, relation between HOR & seller/ :
transferee (as per latest GLR entry)

(iv) If answer is (iii), please submit supporting documents and also give detail of supporting documents in blank space :

(v) Whether permission of sale is obtained or not from the Cantonment Board, Ranikhet by the seller :

12. Purpose of application (please mark the adjacent box wherever applicable) :

(a) Mutation due to succession (intestate) ☐

(b) Mutation due to succession (Testamentary) ☐

(c) Mutation of House Nos ☐

(d) Mutation due to transfer ☐

(e) Mutation of wakf property ☐

22. Whether consolidated rate bill is paid up-to-date : Yes ☐ No ☐
(against the premises falling within the period from date of issue of NOC to date of filing of application)
(Please tick the appropriate box. If YES, please attach duly attested photocopies)

23. Number of documents enclosed as per checklist in Appendix I : ☐
Indicate serial numbers of documents as given in checklist :

24. In case of multiple mutations, indicate number of mutation : ☐
(Separate affidavit/copies of title deeds need to be attached, to indicate how the title devolved)

25. Date of transfer of property :

26. Measurement of premises (in sq.ft.)

(a) Area of total vacant land/land :

(b) Total built up area :

27. Whether any mobile or cable tower is erected on the premises : Yes ☐ No ☐
Please tick the appropriate box
If YES, please indicate monthly rent received (in rupees) :
Please attach copies of agreement.

28. Whether a hoarding or nay other outdoor advertising device is erected : Yes ☐ No ☐
on the premise.
Please tick in appropriate box.
If YES please indicate monthly rent received (in rupees)
Please attach copies of agreement

29. Construction details of premise (Please tick the correct alternative)

(a) Pucca (Building with load bearing roof like R.C.C) ☐

(b) Semi Pucca (Building with normal load bearing roof like tukri) ☐

(c) Kuccha (Building with walls and roof of temporary material like tin/asbestos) ☐

30. Whether completion certificate issued by the Cantonment Yes ☐ No ☐

Please tick the appropriate box

If YES, date of issue of completion certificate :

If NO, date of payment of the first Electricity Bill :

Please attach a copy of the first Electricity Bill

31. Number of stories in premise : ☐

32. Name of road on which the premise is situated :

33. If property is purchased, please give Registered Deed No & date :

34. In case of inheritance, No of succession certificate issued by the competent authority with
date :
.....
.....

35. Whether the land in possession of the applicant : Yes ☐ No ☐

Signature of the applicant

CERTIFICATE

I, hereby certify and admit Govt. of India's title over the land/minerals and trees standing on Survey No. I shall not sub-divide/mortgage or transfer the occupancy rights/houses of the said site without obtaining prior permission of the Cantonment Board in this regard.

I further submit that no legal heir of the deceased lessee has been left in the Affidavit attached herewith. It is certified that the names of all the legal heirs of the deceased lessee/Grantee have been incorporated in the Affidavit dated

Dated :

(Signature of applicant)

CHECK LIST

BY WAY OF INHERITANCE (INTESTATE)

- (1) Relationship certificate (documental proof for legal heir ship) issued by the competent court, is required.
- (2) Certified copy of registered WILL.
- (3) Registered relinquish Deed (if needed) :
- (4) Release deed of legal hire, whose name is not to be entered in GLR :
- (5) Chain deeds of transfer
- (6) In case of “WILL” Deed, Affidavit required duly signed by at least one witnesses of “WILL” Deed :
- (7) Registered Exchange Deed :
- (8) Registered Family Settlement Deed :
- (9) If the recorded HOR of the property is died, death certificate (issued by the competent authority) of the recorded HOR is required
- (10) In case various co-shares has been died, which are entered in GLR, death certificate is required (issued by the competent authority) (where applicable)
- (11) In case of death of HOR(s) outside Cantonment, attested photocopy(s) of death certificate will be required.
- (12) Registered Gift Deed.
- (13) Certified copy of court order for right over the property, whenever necessary.
- (14) Transfer form ‘C’ as per section 81 of Cantonments Act, 2006.
- (15) Other supporting documents, if required.
- (16) GLR extract
- (17) Documents regarding clearance of all dues (payment receipts etc)
- (18) Three copies of declaration as per Annexure –II
- (19) Sketch map of the land in question, duly signed.
- (20) Site Plan
- (21) Copy of sanction building plan.
- (22) Due/arrears clearance certificate (mentioning assessment number) issued from Revenue Section of Cantonment Board.

BY WAY OF INHERITANCE (TESTAMENTARY)

- (1) All documents mentioned in Column No. **BY WAY OF INHERITANCE (INTESTATE)**

BY WAY OF SALE DEED

- (1) Registered sale deed.
- (2) Index II original with form ‘A’.
- (3) Transfer form ‘A’ duly filled.
- (4) Site map (3 blue print + 1 tracing cloth duly signed by Engineer & HOR).
- (5) Copy of sanction building plan.
- (6) GLR Extract.
- (7) Documents regarding clearance of all dues (payment receipts etc)
- (8) Prior permission documents issued by the competent authority regarding sale permission.

OTHER METHOD (BY WAY OF GIFT DEED, EXCHANGE DEED, WAFQ PROPERTY ETC)

- (1) Registered Deeds for right over the property.

OFFICE PROCEDURE

After receiving the application for mutation, it should be mark to three section i.e. Office Supdt, PWD Section and Revenue Section with following markings :

Office Supdt : To scrutinized the documents submitted by the applicant as per check list provided by the applicant as well as check list prepared by the office and also scrutinized file of the related survey number. GLR entry, pending court cases be also checked by the Office Supdt. Office Supdt will check the applicant has applied for mutation within the prescribed period or not.

The Office Supdt will scrutinized all the documents within 7 days w.e.f. receipt of the applicant's application.

Junior Engineer : To put up their report regarding current status of the case i.e. Encroachment, Sub-division of site, Change of purpose, Unauthorized construction and also put their report on site inspection.

The PDW section will submit their report to the Office Supdt within 7 days w.e.f. receipt of the applicant's application.

Revenue Section : To put up their report regarding due clearance including arrears.

Revenue Supdt will put up their report to the Office Supdt within 7 days w.e.f. receipt of the applicant's application.

The Office Supdt will submit their report to the CEO within 10 days (7+3) including report of PWD section, Revenue Section as well as pending court case detail.

After that it will be refer to the CBLA for legal advice.

CB LA will take 10 days approx to put their advice.

As per advice of CBLA,

(1) If some requisite additional documents required, this office will inform to the party to produce required documents.

If applicant submit required documents in long period, current status report again required.

Hence the said documents should forward to the CBLA to check the legality of the documents produced by the applicant and CBLA will put their advice within 3 days of receipt of the communication.

Consequently, a letter will be sent to the PWD section to put up their report regarding current status to Office Supdt within 2 or 3 days in the matter and Office Supdt will put their report to the CEO immediately.

(2) If as per advice of CBLA, any litigation in the case came into the notice, the application should returned to the application immediately with all the reasons mentioned in CBLA advice as well as litigations came into the notice.

If according to the all reports , case is found clear, all report will be submitted to the CEO and CEO may authorized to publish one months notice in at least two newspaper to invite claims and objection (payments should be made by the applicant for publication of the advertisement in the newspaper).

After all satisfactory reports & fulfillment of all formalities, matter will be put up before the CAC/Board and after consideration of competent authority necessary entry will be made in GLR. Admission Deed will also be obtained from the applicant in old grant cases.

After making entry in GLR, all concerned section should inform for making necessary amendments in their records.

DECLARATION

I/we,, transferee/grantee all are major, residing in H. No. Sy.No. situated in Cantonment Board, Ranikhet, District Almora (Uttarakhand) holder of occupancy rights of H. No. Old-Grant/lease/Cantonment Code lease site, GLR Sy. No. do hereby subscribe to the conditions (reproduced below) of the original grant of the site admeasuring sq. ft./acres pertaining to the site here of H.N., G.L.R.Sy.No. as shown in the attached site plan and the conditions of the agreement shall be binding on us as well as my heirs, successors and assigns as the case may be whosever, shall be in possession of the said property.

: CONDITIONS :

1. Transferee/grantee admitted Government's title over the land.
2. Transferee/grantee admitted Government's right of resumption of the land.
3. Transferee/grantee admitted would be not sub-divide the site.
4. Transferee/grantee admitted that in the event of resumption of the property, the Government will not be obliged to pay compensation for authorized structures on the basis of sale price and that the compensation will be fixed in accordance with instructions issued by Government from tie to time. That not compensation would be payable for unauthorized constructions.
5. Transferee/grantee admitted undertaking in writing to submit an application for regularization of the unauthorized construction on existing structure, if any, in the property in terms of Ministry of Defence revised land policy letter No. 11013/1187/D(Lands)/Vol-II, dated Feb 09th, 1995.
6. Transferee/grantee admitted that the transfer/mutation would be without prejudice to the right of the Govt. to take any action as may be deemed fit for demolition of unauthorized constructions/ encroachment, if any, noticed in the property.
7. Transferee/grantee admitted that permission to occupy the ground in a Cantonment Confirm no proprietary rights, it continues the property of the State and resumption at the pleasure of the Govt. but in all practicable cases one month's notice of resumption will be given and the value of all buildings which may have been authorized to be erected thereon as shown at site in the accompanying plan as estimated by the Committee contemplated in General order separate of 1836 will be paid to the holder of occupancy rights.
8. Transferee/grantee admitted that no buildings are to be erected on the vacant land/ground other than those now authorized existing structure at site and no additions and alteration are to be made there to without the written permission of the competent authority.
9. Transferee/grantee admitted that the ground being the property of the Govt. can not be sold by the grantee. The buildings (only authorized superstructure not sub-divided/part) may be sold by the grantee. The buildings may be sold by holders of occupancy rights with prior permission of the competent authority.
10. Transferee/grantee admitted that the competent authorities have the power to cancel the grant if the ground is used for any purpose other than for which it was originally granted.,
11. Transferee/grantee admitted that all the trees, if any, standing on the site belongs to Govt. of India, Ministry of Defence and it cannot be removed without permission of the Competent Authority;
12. Transferee/grantee also agreed to abide by any orders and rules that may be passed regarding tenure of land in Cantonment.

(Signature)
Transferee/grantee

APPLICATION FORM FOR SALE PERMISSION
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2. Ward Number :
3. Present Address :
(H No./Location/
Town/District
4. Permanent Address :
.....
.....
- above)
5. Telephone : Office Residence
Mobile Email ID

DETAIL OF PROPERTY TO BE SOLD

6. Description of house No :
7. Survey number/subsidiary survey number :
8. Area to be sold
(a) As per GLR :
(b) As per deed :
9. Type of property : Old Grant ☐ Lease ☐ Free hold/Pvt. ☐
- (a) Old Grant : Residential ☐ Commercial ☐ Residential & Commercial ☐ Other ☐
- (a) Lease : Schedule ☐ 1925 ☐ 1937 ☐
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- (i) By whom purchased the property :
(name of the seller with address)
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- (ii) Whether name of the seller/ transferee :
is entered in GLR or not
- (iii) If not, relation between HOR & seller/ :
transferee (as per latest GLR entry)
.....
- (iv) If answer is (iii), please submit supporting documents and also give detail of supporting documents in blank space :

11. Sub lessee if any :

12. Are all co-shares are willing to sale the property, if yes Please provide willingness certificate in favour of applicant.

SALING PERMISSION IS VALID FOR 6 MONTHS ONLY FOR HOUSE NO.
..... SITUATED AT SY. NO.

CHECK LIST

- 1. Ownership documents
- 2. GLR Extract
- 3. Copy of sanctioned building plant duly signed
- 4. Site plan duly signed
- 5. Detail of unauthorized construction/illegal construction, if any
- 6. Detail of encroached, if involved
- 7. Detail of Court Case, if any
- 8. Detail of sub-division of site, if involved