

STANDARD OPERATING PROCEDURE FOR RELEASE OF LAND COMPENSATION

1. The standard operating procedure for release of land compensation is as follows:-
 - (a) To process the case, the following documents are required from the applicant:-
 - (i) Application on plain paper with court fee stamp of Rs. 1.25 affixed thereon.
 - (ii) Surety bond on non-judicial paper of Rs. 100/- with photographs of applicant affixed thereon duly signed by two surety persons. Affidavit should be signed by the applicant as well as both surety persons in the presence of two witnesses. The affidavit should be attested by the Notary. (Specimen of surety bond affidavit is given at Appendix A).
 - (iii) Affidavit of Rs. 10/- from applicant in which applicant declares that as per revenue records Khasra Nos for which he is claiming compensation, has been acquired by the Govt. under award No. _____. He has not yet received the amount of compensation assessed for the above described land and land of the deponent is free from all encumbrances such as sale, mortgage, gift, transfer lien, charges any court injunction dispute, stay or any agreement to sell etc. This affidavit should be signed by the applicant and duly attested by the Notary. (Specimen of affidavit is given at Appendix B).
 - (iv) Affidavit of Rs. 10/- from both surety persons in which sureties declare that they have voluntarily stood surety for applicant. (Specimen of affidavit is given at Appendix C).
 - (v) Attach original Khatauni of the applicant as well as of the surety person. This Knatauni should be signed by the issuing patwari. In case where the one surety person is Govt. Employee, then salary slip of employee should be attached. (Specimen of Khatauni is given at Appendix D).
 - (vi) Photocopies of identity proof of applicant and both surety persons should be attached with the application (Specimen of Identity proof is given at Appendix E).
 - (vii) Photo copy of PAN Card No.
2. On receiving the application from the applicant, the concerned patwari will scrutinize the particulars of applicant and Khasra Nos from Naksha Muntjain and then submit his report for further process to Kanungo. Concerned Kanungo will thoroughly check the file and submit his report and remarks to NT (LAC)/Tehsildar (LA). After checking by NT (LAC)/Tehsildar (LA), this file will be sent to Account clerk, who checks the amount from Statement 'A' and also once again checks all the above documents as correct as per the SOP. If the file is found complete in all respect, Account clerk will send the file for approval of LAC through NT (LAC)/Tehsildar (LA).
3. After approval of LAC, account clerk will prepare the cheque in favour of applicant alongwith the following documents and sent the file again to LAC through NT (LAC)/Tehsildar (LA) for signature of LAC :-
 - (a) Cheque
 - (b) Payment Certificate
 - (c) Counter signature on Account Book

4. After getting the signature on cheque by the LAC, the same will be disbursed to the applicant alongwith payment certificate. The following documents will be obtained from the applicant.
 - (a) A Photo copy of PAN Card No.
 - (b) Revenue stamp of Re. 1/- affixing on receipt and signature of claimant on it.
 - (c) An entry of cheque is made in Register and get it signed from the applicant.
 - (d) Identity proof of all concerned at the time of release of cheque.
 - (e) Obtain signature of applicant and surety persons on concerned documents to verify the correctness.

5. The release of payment is subject to receiving of payment from Land & Building Department/requisitioning Department

25/c

APPENDIX-'A'

**PERFORMA OF SURETY BOND TO BE GIVEN ON RS. 100/- NON JUDICIAL
STAMP PAPER**

**BEFORE THE LAND ACQUISITION COLLECTOR, SOUTH-WEST DISTRICT,
KAPASHERA, NEW DELHI**

AWARD NO. _____
VILLAGE: _____

SURETY BOND

KNOWN ALL MEN by these presents that I, _____ S/o/D/o
_____ R/o _____,
thereafter called the 'Principal Party and (i) Sh./Smt. _____ S/o/D/o
_____ R/o _____
(ii) Sh./Smt. _____ S/oD/o _____ R/o _____

(hereinafter called the "SECOND PARTY") firmly bind ourselves jointly and severally to the President of India, hereinafter called the Govt. through the Land Acquisition Collector, Delhi on demand without demand the sum of money that may be found due and payable by the principal party to the Govt. on account of compensation paid or to be paid by the govt. to the Principal Party.

The parties to the bond shall unless excluded by consent or by law be deemed to include their respective successors, administrators, assigns etc.

WHEREAS, in the above said award the Land Acquisition Collector has assessed the sum of Rs. _____.

AND WHEREAS the govt. has agreed to pay the said sum of the principal party, the sureties have agreed to execute and give the bond therein contained.

Now this bond witness that the above mentioned both sureties do hereby stand surety to the govt of all payments to be paid by the Land Acquisition Collector, Delhi in Award no. _____ Vill _____ and upon such final assessment the said sum or any portion thereof becomes refundable or repayment the principal shall refund or repay the same or such part thereof as may be held refundable or repayment to the govt. through Land Acquisition Collector, Delhi.

24/c

That if the said principal fails therein we the first and second sureties jointly and severally hereby bind ourselves to pay the govt. the said sum or any part thereof as may be refundable or repayment the said amount shall be recoverable from the sale proceeds of the immovable/movable properties of the first and second sureties, if found insufficient to pay the amount we and our heirs, executors administrators shall be responsible and personally liable to pay the balance amount to the President of India, through the Land Acquisition Collector, Delhi.

And their presence also witnesses that the liability or sureties here under shall not be impaired or discharged by reason of time being granted by or by any forbearance act of omission of the sureties in respect or in relation to the obligation and conditions to be performed or discharged by the principal or any other methods or things whatsoever which under the law relating to the sureties shall but for the provisions have the effect of a realizing the sureties shall be liability nor shall be necessary for the Govt. to sue principal before saying the sureties or either of them for the amount there under the govt. agreed to bear stamp duty, if any charge able in these presents.

IN WITNESS WHEREOF, the principal party and sureties hereto have set and subscribed their respective hand hereto on _____.

Signed by the above named principal in presence of:

Principal _____

First Party _____

Second Party _____

PROFORMA OF AFFIDAVIT TO BE GIVEN ON RS. 10/- NON JUDICIAL
STAMP PAPER BY SURETY WITNESSES

AFFIDAVIT

I, _____ S/O _____, R/O _____, DO HEREBY SOLEMNLY AFFIRM
AND DECLARE AS UNDER:

1. THAT THE DEPONENT IS SURETY OF THE PRINCIPAL PARTY NAMELY
SH. _____ S/O _____ R/O _____, IN RESPECT OF
THE AMOUNT OF COMPENSATION TO BE WITHDRAWN BY HIM OF
HIS LAND ACQUIRED BY THE GOVT.

2. THAT THE DEPONENT OWNS MOVABLE AND IMMOVABLE
PROPERTIES IN DELHI WORTH CRORE OF RUPEES.

3. THAT THE DEPONENT UNDERTAKE TO REFUND THE AMOUNT OF
COMPENSATION IF ANY STAGE, IT IS FOUND THAT THAT
COMPENSATE HAS WRONGLY BEEN WITHDRAWN BY THE
PRINCIPAL PARTY.

DEPONENT

VERIFICATION

VERIFIED AT _____ ON _____ AND THE CONTENTS OF THE
SAID AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE.

DEPONENT

22/c

APPENDIX-'C'

PROFORMA OF AFFIDAVIT TO BE GIVEN ON RS. 10/- NON JUDICIAL
STAMP PAPER BY APPLICANT

AFFIDAVIT

I, _____ S/O _____, R/O _____, DO HEREBY SOLEMNLY AFFIRM
AND DECLARE AS UNDER:

1. THAT THE LAND THE OF DEPONENT SITUATED IN THE REVENUE
ESTATE OF VILLAGE _____ HAS BEEN ACQUIRED BY THE
GOVERNMENT VIDE AWARD NO. _____.
2. THAT THE ABOVE MENTIONED LAND IS FREE FROM ALL SORTS OF
ENCUMBRANCES, SUCH SALES, MORTGAGE, LEIN ETC. AND IS ALSO
NOT SUBJECT MATTER OF LITIGATION IN ANY COURT OF LAW.
3. THAT THE DEPONENT UNDERTAKE TO REFUND THE AMOUNT OF
COMPENSATION IF ANY STAGE, IT IS FOUND THAT THAT
COMPENSATE HAS WRONGLY BEEN WITHDRAWN BY THE
DEPONENT.

DEPONENT

VERIFICATION

VERIFIED AT _____ ON _____ AND THE CONTENTS OF THE
SAID AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE.

DEPONENT

21/c

APPENDIX-'D'

PROFORMA OF AFFIDAVIT TO BE GIVEN ON RS. 10/- NON JUDICIAL
STAMP PAPER BY GOVT. SERVANT

AFFIDAVIT

I, _____ S/O _____, R/O _____, DO HEREBY SOLEMNLY AFFIRM
AND DECLARE AS UNDER:

1. THAT THE DEPONENT STAND SURETY OF SH. _____ S/O
_____ R/O _____, AGAINST THE PAYMENT OF
COMPENSATION TO BE RECEIVED BY HIS/THEM.
2. THAT I AM WORKING AS A _____ IN _____ AND
GETTING A SALARY OF RS. _____ PM.

DEPONENT

VERIFICATION

VERIFIED AT _____ ON _____ AND THE CONTENTS OF THE
SAID AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY
KNOWLEDGE.

DEPONENT