

## CHAPTER – 15

### COST OF PREPARATION OF VARIOUS DOCUMENTS

The cost of preparation of various lease documents shall be recovered from the intended lessee or licensee at the following rates:-

(i)	Agreement for Lease	Rs. 30/-
(ii)	Perpetual Lease	Rs. 30/-
(iii)	Temporary Lease	Rs. 30/-
	For grass cutting	Rs. 5/-
(iv)	Licence Deed 'rights' 'other cases'	Rs. 30/-
(v)	Supplemental Lease	Rs. 5/-

Extra Certified true copies of various lease documents shall be supplied to the lessee or licensee on payment of cost of their preparation at the following rates:-

(i)	Agreement for Lease	Rs. 40/-
(ii)	Perpetual Lease	Rs. 40/-
(iii)	Site Plan of a particular locality	Rs. 5/-
(iv)	Supplemental Lease	Rs. 5/-

(per copy)

When a document is prepared and sent to the intended lessee for execution and he misplaces it or he returns the documents with the request that the same may be prepared in the name of some other member of his family and such request is granted or the document already prepared and

sent to him becomes time barred due to lapse on his part, the cost of preparation of the document shall be recovered at the following rates:-

- |      |                                                                      |       |          |
|------|----------------------------------------------------------------------|-------|----------|
| (i)  | Agreement for Lease/Perpetual Lease/<br>Temporary Lease/Licence Deed | ..... | Rs. 50/- |
| (ii) | Supplemental Lease                                                   | ..... | Rs. 10/- |

In a case where a document is sent to the intended lessee or licensee for registration etc., after execution by the Land & Development Officer or any other Competent Officer, and is misplaced or gets time barred due to lapse on the part of the intended lessee or licensee the cost of preparation of the document afresh shall be recovered at the following rates:-

- |      |                                                                          |                                                                                          |
|------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| (i)  | Agreement for Lease/Perpetual<br>Lease/Temporary Lease/Licence<br>Deed : | 25 % of the stamp<br>duty payable on the<br>document subject to a<br>minimum of Rs. 50/- |
| (ii) | Supplemental Lease:                                                      | 25 % of the stamp duty<br>payable on the document<br>subject to minimum of Rs. 10/-      |

Blank forms, where available, shall be supplied on payment of a fee of Rs. 6/- (Six only) per copy.

No fee shall be charged for a blank form enclosed with a letter from the Government to a Lessee or intended lessee etc., conveying terms and conditions of the transaction.

