



OS Department, KSDO, Jeevan Prabha, DD-5, Sec-1, Salt Lake City, Kol-700 064.

ANNEXURE - A

**HIRING OF OFFICE SPACE PREMISES (COMMERCIAL) ON LONG TERM LEASE**  
**ADDITIONAL TERMS & CONDITIONS**

1. Original / Attested Xerox Copy of Land Deed
2. Original / Attested Xerox Copy of Mother Deed (if any)
3. I.G.R No. \_\_\_\_\_ Deed No. \_\_\_\_\_ SI No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ in favour of \_\_\_\_\_.
4. Original / Attested Xerox Copy of Parcha in respect of Khatian No \_\_\_\_\_ Dag No \_\_\_\_\_ Mouza \_\_\_\_\_ in the Name of \_\_\_\_\_.
5. Original / Attested Xerox copy of Land Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ In favour of \_\_\_\_\_.
6. Original / Attested Xerox copy of Tax Receipt No \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ in favour of \_\_\_\_\_.
7. Original / Attested Xerox Copy of the letter addressed to and duly received by the B.L.&L.R.O. of \_\_\_\_\_ for Mutation of Land \_\_\_\_\_ dated \_\_\_\_\_.
8. Original / Attested Xerox copy of the letter addressed to and duly received by the B.L. & R.O. of \_\_\_\_\_ for Conversion of Land \_\_\_\_\_ dated \_\_\_\_\_.

SENIOR DIVISIONAL MANAGER