



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