

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2014/LML-II/13/15

New Delhi, dated 08.07.2014

**The General Managers
All Indian Railways & Production Units**

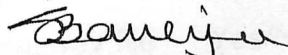
**Sub.: Check list for proposals of Leasing/Exchange of Railway land
(costing more than Rs.5 lakhs) requiring approval of Railway
Board.**

It has been observed that at times, the proposals of leasing/exchange of railway land submitted to Railway Board for approval are deficient as they do not contain some of essential details due to which they have to be referred back to zonal railways for clarifications. This results in avoidable delay in processing the proposals.

With a view to eliminate the avoidable back references to zonal railway, a check list (copy enclosed) is being sent which should be enclosed duly filled in along with each proposal submitted to Railway Board. It should be ensured that the proposal is complete and contains all documents/ details mentioned in the check list. The check list may also be signed by Headquarter officer submitting the proposal to Railway Board.

Please acknowledge receipt of this letter.

DA: Check list.


(S. Banerjee)
Deputy Director/LML-II
Railway Board.

Check List for Cases sent to Railway Board for Leasing/Exchange of Railway land
(Costing more than Rs. 5 lakhs)

1. Comprehensive proposal from Railway – **Main letter** Yes/No
2. Request from Government department/Local bodies etc. for leasing/exchange of land – **Annexure I** Yes/No
3. Railway's certification that concerned Railway Land (either being given on lease or being exchanged with other party's land (Government Department/Local bodies etc. of equivalent value) is not required for Railways developmental purpose in near future - **Annexure II** Yes/No
4. In case of exchange of land, Railway also need to certify that land being taken over by Railway is required for Railway's own purposes and is free from encumbrance – **Annexure III** Yes/No
5. In case request for exchange of land is from Railway's side then consent of other Government Departments/Local bodies etc. for the proposed exchange of land. - **Annexure IV** Yes/No
6. Calculation sheet with current land rates with documentary evidence (for cases involving exchange of land, these are required separately both for the Railway land proposed to be given and for the land proposed to be taken over by Railway) - **Annexure V** Yes/No
7. Finance Concurrence - Copy of PP-noting of Railway file/letter of finance conveying finance concurrence - **Annexure VI** Yes/No
8. GM's approval of the proposal - Copy of PP-noting of Railway file - **Annexure VII** Yes/No
9. Site plan showing details of location, Railway boundary and area of plot(s) of land to be leased/exchanged duly signed by Engineering officer (in case plots of land to be exchanged cannot be covered in one plan then separate site plans be given). - **Annexure VIII** Yes/No

(Signature of Headquarter officer submitting the proposal)