

North Central Railway

Citizen Charter

3.0 Allotment of Commercial Plots :

Sl. No.	Service	Time limit	Single Window Agency
3.0	Allotment of Commercial Plots (Please see Check list)	75 days	Sr. DCMs Allahabad Division SMS to mobile 9794837343 Jhansi Division SMS to mobile 9794838950 Agra Division SMS to mobile 9760536950

CHECK LIST FOR COMMERCIAL PLOTS

1. Request letter of the party
2. Land value certificate issued by Sub-Registrar
3. Land value certificate issued by valuator
4. Certification of the location for municipality limits
5. Diagram of the proposed commercial plot
6. Worksheet for calculation / fixing of license fees
7. Initial Finance concurrence issued by Sr DFM
8. Noting sheet approved by DRM
9. Copy of acceptance letter obtained from the party for the proposal of commercial plot size, area, license fee and terms and conditions.

