



Government of Jammu and Kashmir
Directorate of Horticulture Planning and Marketing
Narwal Jammu

CIRCULAR

Subject: - Check list for Extension of Lease Deed/Transfer of Lease Hold Rights in favour of Legal Heirs.


Before processing the cases of allottees regarding Extension of Lease Deed/Transfer of Lease Hold Rights in favour of Legal Heirs, all the officers are directed to obtain the following documents to the concerned applicants/allottees and submit the cases after properly scrutinizing the said documents: -

A) Extension of Lease Deed.

1. Application by the lessee.
2. Original Lease Deed.
3. Possession Letter.
4. Transfer Agreement duly registered in the Court of Law (If it is a transfer case).
5. Attested copy of State Subject.
6. Attested copy of Photo identity card.
7. Application regarding obtaining license under APMR ACT 1997 (with two passport size photograph).
8. Aadhar Card.
9. Pan Card.
10. Trading account/Balance sheet of last 3 years.
11. Copy of Bank Account Statement.
12. GST Registration Certificate Copy.

B) Transfer of Lease Hold Rights in favour of Legal Heirs.

1. Allotment Letter.
2. Lease Deed in Original.
3. Possession Letter.
4. Death Certificate in original.
5. Legal heir certificate from the competent Court in original.
6. Indemnity bond of the transferee, (Rs. 500/-)
7. Affidavit of the transferee.
8. Photo Identity card duly attested by the Gazetted Officer.
9. License under APMR ACT.
10. Aadhar Card.
11. PAN Card.
12. GST No. (If any).
13. Bank Account Statement.


(Shahnawaz Bukhari) KAS
DIRECTOR
Horticulture (P&M) Jammu

No:- DHPM/201/APMC/2019 7282-86

Dated:- 28-02-2019

Copy to: -

1. Deputy Director Horticulture (P&M) Jammu/Kashmir.
2. All Chief Executives APMCs of F&V Markets.
3. All Area Marketing Officer Horticulture (P&M).
4. All Secretaries APMCs of F&V Markets.
5. Concerned File.