

To

1. All the District Municipal Commissioners in the State of Haryana.
2. All the Commissioners, Municipal Corporations in the State of Haryana.
3. All the Executive Officers/Secretaries of the Municipal Councils/Committees in the State of Haryana.


Subject:- Regarding Property Certificate to the occupiers of the properties falling under the Abadi Deh/Lal Dora of Municipal Areas.

On the subject cited above.

2. The policy regarding the provisions of Property Certificate to the occupiers of the properties falling under the Abadi Deh / Lal Dora of Municipal Areas has been approved by the Competent Authority.
3. The instruction/notification addresses provision for Property Certificate to the occupiers of the properties falling within the old Abadi Deh of erstwhile villages for which record of right was not maintained by revenue authorities traditionally. The process intends to identify all such properties and their ownership and occupation status, and issue Property Certificates. These certificates will serve as credible documentation for property records, facilitating transfers and their official recording in municipal records using existing property IDs. Additionally, these Property Certificates are expected to contribute to effective land governance and the creation of accurate property records that are essential for urban planning purposes.
4. Competent Authority has directed to issue SOP and the subject cited policy as directions under section 250 of the Haryana Municipal Act, 1973 and section 398 of the Haryana Municipal Corporation Act, 1994, for the implementation. The copy of policy and SOP is enclosed.

It is requested to take immediate necessary action under the said policy.

DA: as stated above.


Chief Town Planner-II,
for Director, Urban Local Bodies,
Haryana, Panchkula.

CC:-

1. Secretary/ULBM
2. PS/C&S,ULB
3. PA/DULB
4. PA/JDULB(Admn.)
5. PA/ADULB(HQ)
6. CE (HQ)
7. CTP (TP Cell)
8. CTP-II (HQ)
9. GM(IT)

Haryana Government
Urban Local Bodies Department

The Governor of Haryana by exercising powers conferred under section 250 of the Haryana Municipal Act, 1973 and section 398 of the Haryana Municipal Corporation Act, 1994 is pleased to issue "Property Certificate to the occupiers of the properties falling under the Abadi Deh / Lal Dora of Municipal Areas."

1. Introduction

The inhabited area falling in the Abadi Deh / Lal Dora of the erstwhile villages that were later brought under the jurisdiction of the municipalities has remained without recording of rights of the properties. These instructions are aimed to recognise the ownership & occupation of the properties. This process will allow for identification of all such properties and its ownership / occupation. The Property Certificate will contain a reliable presumption of truth for recognising and maintaining the property records. This Property Certificate shall facilitate transfers and its recording in the municipal records under the existing property Ids.

2. Objective

These instructions will provide Property Certificate in respect of properties falling within the old Abadi Deh of erstwhile villages – the inhabited area represented by a common khasra number and generally surrounded by Phirni / Lal Dora (excluding specific khasra number land) for which record of right was not maintained by revenue authorities traditionally. Further Property Certificates will help in achieving following objectives:-

- i) Land Governance
- ii) Creation of accurate property records for urban planning.

3. Applicability

- i) The process of providing the Property Certificate would be applicable for the properties situated in the Abadi Deh / Lal Dora areas of erstwhile villages for which revenue records were not maintained traditionally.
- ii) The Property Certificate will be provided on the basis of acceptable Ownership document or other documents that indicate possession for last 10 years.

4. Measures to be taken to give the Property Certificate to the occupiers in Abadi deh / Lal Dora of Municipal areas.

As part of Property Survey, the department has the properties falling under the jurisdiction of all the municipalities in the state mapped on a GIS platform. Municipal Boundaries, Colony Boundaries and the Abadi Deh / Lal Dora areas boundaries have been marked on a GIS platform.

In order to provide Property Certificate to the occupiers for the properties under these instructions, following activities to be undertaken by each municipality: -

- i) Preliminary publication of list as per existing Municipal records
- ii) Individual distribution of Ownership & Occupation details to each owner & occupier
- iii) Inviting claims & objections
- iv) Hearing of claims & objections by an officer of the municipality – to be designated by the concerned DMC / CMC
- v) Constitution of Ward Committee
- vi) Hearing of appeals by ward committees
- vii) Preparation of final list & publication

5. The procedure for the measures to be taken by the municipalities is as follows:

a) Constitution of Ward Committees:

In case of the Municipal Corporation, the Commissioner of the Municipal Corporation whereas in Councils & Committees, District Municipal Commissioners shall constitute a ward committee within 15 days of issuance of these instructions for the purpose of identifying and certifying the boundaries of 'Abadi Deh / Lal Dora' and the properties situated in those boundaries, as well as identify the person best entitled to recorded as the possessor of the survey unit, which may comprise of the following: -

- (i) The Member Secretary of the Ward Committee will be an officer of the Municipality as representative of the concerned DMC / CMC – to be appointed by the concerned DMC / CMC. This officer should be different from the officer designated to hear the claims & objections.
- (ii) The Chairperson of the Ward Committee will be an elected member of the Municipal Corporation / Municipal Council / Municipal Committee representing a ward within the territorial area of the Wards Committee shall be a member of that wards committee. In case the House of the municipality is not present an elected member of the last house shall be a member of that ward committee and if during this process the new house comes in existence then the newly elected member alongwith the elected member of the last house shall be the members of that ward committee.
- (iii) A person of the area as nominated by the RWA (President or Secretary of the RWA)
- (iv) In case the RWA does not exist in the area then 2 persons randomly selected from the area based on the Family Information Data Repository data.

Note-

- (i) *If the Ward Committee consists of one ward, the ward committee shall be chaired by the member representing that ward,*
- (ii) *If the Ward Committee consists of two or more wards, the ward committee shall be chaired by one of the members representing such wards elected by*

the Ward Committee.

Responsibilities of the ward committee shall be as under: -

- (i) Demarcation and finalization boundaries of the properties falling under the Abadi Deh / Lal Dora.
- (ii) Preparation of the list of the identified properties.
- (iii) Publication of the list for inviting claims & objections giving a notice of 30 days from the date of publication
- (iv) Hearing & Settlement of the Appeals

b) Preparation of property list with their possession details: -

- (i) The ward committee shall ascertain the boundaries of Abadi Deh / Lal Dora areas available on the Property Tax & No Dues Certificate Portal within 15 days from the constitution of the ward committee.
- (ii) After finalization the boundaries, the list of property with details to be extracted from the Property tax & No Dues Certificate portal within next 15 days.
- (iii) After finalization the boundaries & the list, the committee shall ensure that the list relating to the property possession are published on the respective Municipalities' website within next 30 days.
- (iv) The notice of this publication to be given in 1 national newspapers, 2 local newspapers and same to be advertised at prominent places of the concerned areas as well as the website of the municipality.
- (v) The property details along with the notice to be distributed to the individual owners & occupiers as well.

c) Inviting Claims and Objections

- (i) The notices for inviting claims & objection to be issued to property occupiers as well for them to file the claims & objections.
- (ii) That the objections may be filed by any person within a period of thirty days of the date of publication of such notice in respect of the said list. The objections to be filed in the office of respective municipality.
- (iii) The officer designated by the concerned DMC / CMC shall compile all the claims & objections received. The DMC / CMC may designate more than one officer for this purpose keeping in view the quantum of claim & objections.
- (iv) Following the compilation, raised claims / objections shall be recorded and resolved within 30 days of receipt by the designated officer.
- (v) In case there is no objection on any property within 30 days' time, it will be assumed that the details available on the published list is final.

d) Hearing & Resolution of Dispute: -

- (i) The officer designated by the concerned DMC / CMC shall review the documents submitted by the claimant related to the property possession; area, boundary, dimensions, or sub-division of the property.
- (ii) He / She will call / hear all the affected parties engaged in the case for hearing mentioning the date, time & venue of the hearing.
- (iii) He / She shall also record all documentation submitted by the property occupiers / claimant related to their possession, area, boundary, dimensions, or sub-division etc. during the hearing.
- (iv) After hearing all parties involved, pass a speaking order in relation to raised objections within 15 days.
- (v) The designated officer shall ensure that the speaking order is communicated to both the affected parties and shall also ensure compilation & record keeping of all the speaking orders.

e) Preparation of list of properties and its possession: -

- (i) In case there are no objections to the entries recorded, the designated officer shall incorporate them in the list.
- (ii) In case of the objections to the entries recorded, the designated officer after hearing the affected parties and disposing the objections regarding possession and property details; area, boundary, dimensions, or sub-division, if any, shall incorporate them in the property list of possession.
- (iii) He / She shall publish the final property list of possession on the municipalities' website within 30 days.
- (iv) The base unit of measurement for this purpose shall be in meter (metric system).
- (v) Special care shall be taken that all common places like public streets, wells, common grounds, burial grounds, drains etc. shall be under the ownership of concerned municipality only.
- (vi) Special care shall also be taken to decide the possession of vacant pieces of land in Abadi Deh area. Same shall be done in case of properties where owner / occupier name is not available in property tax record.

f) Appeal: -

- (i) Any person who is aggrieved from the final published list may avail the remedy of appeal against the rejection/considering of the objections, possession of the property, area, boundary, dimensions, sub-Division, etc., which affect the entry recorded in property list. The appeal needs to be filed within 30 days of the publication of the final property list of possession.
- (ii) The appeal would be made to the concerned Ward Committee.
- (iii) The affected parties engaged in the case will be called for hearing

mentioning the date, time & venue of the hearing.

- (iv) After hearing all parties involved, the ward committee shall pass a speaking order in relation to raised concerns within 15 days from the date of the filed appeal.
- (v) It shall be ensured that the speaking order of the appeal is communicated to both the affected parties and shall also ensure compilation & record keeping of all the speaking orders.
- (vi) After the Appeal, the property details; area, boundary, dimensions, or sub-division, if any, shall incorporate them in the property list of possession.

g) House Resolution: -

- (i) After the updated property list of possession is prepared post the appeal process, the member secretary of the concerned ward committee shall ensure to submit the list before the House of the concerned municipality for their resolution.
- (ii) In case the House is not in existence, the respective Administrator of the concerned municipality shall pass the resolution in this regard.

h) Updating of details on the Property Tax Management & No Dues Certificate Portal: -

The member secretary shall ensure that the details of the properties are updated on the Property Tax Management & No Dues Certificate Portal as per the final property list of possession post decision of the Appeals.

i) Distribution of Property Certificate to the occupiers: -

The member secretary of the respective ward committee shall ensure printing & distribution of the Property Certificate to the property occupiers. The Property Certificates thus issued will be subject to the following:

- (i) Provisions of the Transfer of Properties Act, 1882.
- (ii) Any decision / decree passed by the court.

6. List of Documents to be submitted in support of possession by the claimant: -

Mandatory Document:

- (i) Affidavit of the claimant duly attested by the Revenue Authority clearly mentioning the ownership / possession in Abadi Deh / Lal Dora.

Any two of the below documents of possession for last 10 years:

- (i) Electricity Bill of last 10 years
- (ii) Water Bill of last 10 years
- (iii) Any Government issued document like EPIC, Driving License, Passport, GST Registration Certificate etc. containing the address which shall

ascertain last 10 years of possession.

(iv) Property Tax Receipts ascertaining last 10 years of possession.

(v) Constructed structure proof ascertaining last 10 years of possession.

Following is the preferable list of documents to be provided by the claimant (if available):

(i) Sale deed/conveyance deed

(ii) Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad,

(iii) Court Decree registered with the revenue authorities.

(iv) Registry / Sale Deed.

Note: Legal heir certificate issued from the competent revenue authority / civil court is required in case of death of the original owner along with the above mentioned documents.

Property list of Possession

Format 1: Publication of draft List

District _____

Municipality Name _____

Name of Abadi Deh / Lal Dora _____

Sr. No.	PID	Area (in Sq Mtr)	Name of Owner / Occupier	Property Category	Ownership / Occupation Type	Property Usage	Property Address	Name of Colony (if any)	Remarks (if any)
1	2	3	4	5	6	7	8	9	10

Deputy Municipal Commissioner,
<Name of Municipal Corporation> (in case of Municipal Corporations)
or
Executive Officer,
<Name of Municipal Council> (in case of Municipal Council)
or
Secretary,
<Name of the Municipal Committee> (in case of Municipal Committees)

Format 2: Claims & Objections

Property ID _____
District _____
Municipality Name _____
Name of Abadi Deh / Lal Dora _____

To,

Deputy Municipal Commissioner,
<Name of Municipal Corporation> (in case of Municipal Corporations)
or
Executive Officer,
<Name of Municipal Council> (in case of Municipal Council)
or
Secretary,
<Name of the Municipal Committee> (in case of Municipal Committees)

Sir / Madam,

The applicant submits the following objection(s) in relation to (tick at least one): -

- (i). Property possession
- (ii). Property Area (in Sq Mtr)
- (iii). Property Sub-division
- (iv). Any other, pls specify

Brief Description of the objection(s): -

Note: The applicant / claimant must include details of Dimension (Length & Width in mtr), Boundaries, Surroundings while submitting the claims / objections

Enclosure:

- i Supporting Documents
- ii Family ID (if available)

Place:

Date:

(Signature of the Applicant)
Name (with ID Proof):
Father's / Husband's Name:
Complete Address:

Format 3: Appeal

Property ID _____
District _____
Municipality Name _____
Name of Abadi Deh / Lal Dora _____

To,

The Ward Committee
Ward No.
<Name of Municipality>

Sir / Madam,

The applicant submits the following Appeal in relation to (tick at least one): -

- (i). Property possession
- (ii). Property Area (in Sq Mtr)
- (iii). Property Sub-division
- (iv). Any other, pls specify

Brief Description of the Appeal: -

Enclosure:

- i Supporting Documents
- ii Copy of decision of the Ward Committee
- iii Family ID (if available)

Place:

Date:

(Signature of the Applicant)
Name (with ID Proof):
Father's / Husband's Name:
Complete Address:

Format 4: Publication of Final List

District _____

Municipality Name _____

Name of Abadi Deh / Lal Dora _____

Sr. No.	PID	Area (in Sq Mtr)	Name of Owner / Occupier	Property Category	Ownership / Occupation Type	Property Usage	Property Address	Name of Colony (if any)	Remarks (if any)
1	2	3	4	5	6	7	8	9	10

Deputy Municipal Commissioner,
<Name of Municipal Corporation> (in case of Municipal Corporations)
or
Executive Officer,
<Name of Municipal Council> (in case of Municipal Council)
or
Secretary,
<Name of the Municipal Committee> (in case of Municipal Committees)



Directorate of Urban Local Bodies, Panchkula, Haryana.

STANDARD OPERATING PROCEDURE

(For Property Certificate to the occupiers of the properties falling under the Abadi Deh / Lal Dora of Municipal Areas)

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STANDARD OPERATING PROCEDURE

Department	Directorate of Urban Local Bodies, Panchkula, Haryana		
SOP Title	Standard Operating Procedure for Property Certificate to the occupiers of the properties falling under the Abadi Deh / Lal Dora of Municipal Areas.		
SOP Number	01		
Version Number	01		
Effective Date			
	Prepared by	Reviewed by	Approved by
Name & Designation	1. Y S Gupta Additional Director, Urban Local Bodies Department, Haryana 2. K K Varshney, Chief Town Planner, Urban Local Bodies Department, Haryana	Dr Yashpal, IAS Director, Urban Local Bodies Department, Haryana	Vikas Gupta, IAS Commissioner & Secretary, Urban Local Bodies Department, Haryana
Date	04-03-2024		
Signature			

I. Purpose of this document:

The document addresses provision for Property Certificate to the occupiers of the properties falling within the old Abadi Deh of erstwhile villages – the inhabited area represented by a common khasra number and generally surrounded by Phirni / Lal Dora (excluding specific khasra number land) for which record of right was not maintained by revenue authorities traditionally.

This process intends to identify all such properties and their ownership and occupation status, and issue Property Certificates. These certificates will serve as credible documentation for property records, facilitating transfers and their official recording in municipal records using existing property IDs.

Additionally, these Property Certificates are expected to contribute to effective land governance and the creation of accurate property records that are essential for urban planning purposes.

II. Services, Timelines and Responsibilities:

The process of providing the Property Certificate would be applicable for the properties situated in the Abadi Deh / Lal Dora areas of erstwhile villages for which revenue records were not maintained traditionally. The Property Certificate will be provided on the basis of acceptable Ownership document or other documents that indicate possession for last 10 years.

Following are the measures to be taken to give the Property Certificates to the occupiers in Abadi deh / Lal Dora of Municipal areas:-

A. Constitution of Ward Committees

The process of constitution of ward committees shall be undertaken as follows:

No.	Activity / Action Point	Description	Responsibility	Timeline (T= issuing of instructions)
1	Constitution of Ward Committees (In Municipal Corporation)	Constitute a ward committee for the purpose of identifying and certifying the boundaries of 'Abadi Deh / Lal Dora' and the properties situated in those boundaries, as well as identify the person best entitled to recorded as the possessor of the survey unit.	The Commissioner of the Municipal Corporation	T1=T+15 days
2	Constitution of Ward Committees (In Councils & Committees)		District Municipal Commissioners	T1=T+15 days

The ward committee may comprise of the following:

- i. The Member Secretary of the Ward Committee will be an officer of the Municipality as representative of the concerned DMC / CMC – to be appointed by the concerned DMC / CMC. This officer should be different from the officer designated to hear the claims & objections.
- ii. The Chairperson of the Ward Committee will be an elected member of the Municipal Corporation / Municipal Council / Municipal Committee representing a ward within the territorial area of the Wards Committee, shall be a member of that wards committee. In case the House of the municipality is not present an elected member of the last house shall be a member of that ward committee and if during this process the new house comes in existence then the newly elected member alongwith the elected member of the last house shall be the members of that ward committee.
- iii. A person of the area as nominated by the RWA (President or Secretary of the RWA)

iv. In case the RWA does not exist in the area then 2 persons randomly selected from the area based on the Family Information Data Repository data.

Note-

- a. If the Ward Committee consists of one ward, the ward committee shall be chaired by the member representing that ward,
- b. If the Ward Committee consists of two or more wards, the ward committee shall be chaired by one of the members representing such wards elected by the Ward Committee.

B. Preparation of property list with their possession details

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Ascertain Boundaries	Ascertain the boundaries of Abadi Deh / Lal Dora areas available on the Property Tax & No Dues Certificate Portal	Ward Committee	T1 + 15 days
2	Extraction of Property List	Extraction of property list (with details) from the Property tax & No Dues Certificate portal	Ward Committee	T1 + 30 days
3	Publication of draft list	<ol style="list-style-type: none">a. Publication of draft list of property possessions on Municipalities websites.b. Notice to be published in 1 national and 2 local newspapers and advertised prominently in areas as well as the website of the municipality.	Ward Committee	T1 + 60 days

C. Inviting Claims and Objections

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Property details along with notices for inviting claims & objection	Property details along with notices for inviting claims & objection to be issued to individual owners and occupiers as well for them to file the claims & objections.	Ward Committee	-
2	File Objections	Filling of Objections (in the office of respective municipality)	Aggrieved Person	within 30 days from the publication of draft list
3	Compilation of Objections	Compile all the claims & objections received	Officer designated by concerned DMC/CMC*	-
4	Record & Resolve Objections	Recording and Resolving of Objections	Designated Officer	Within 30 days of receipt of objection

*The DMC / CMC may designate more than one officer for this purpose keeping in view the quantum of claim & objections.

Note:

In case there is no objection on any property within 30 days' time, it will be assumed that the details available on the published list is final.

D. Hearing & Resolution of Dispute

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Review Claimant Documents	Examine documents submitted by claimants regarding property possession, including area, boundaries, dimensions, or property sub-division.	Designated Officer	15 days from date of receipt of claim & objection
2	Call Affected Parties	Call all relevant parties involved in the case for a hearing, specifying the date, time, and venue.	Designated Officer	
3	Hearing	Scrutinize and document all necessary submissions by property occupiers/ claimants concerning possession, area, boundaries, dimensions, or sub-division during the hearing.	Designated Officer	
4	Pass Speaking Order After Hearing	Issue a speaking order addressing raised concerns after hearing all involved parties.	Designated Officer	15 days from the date of hearing
5	Communication of Speaking Order	Ensure timely communication of the speaking order to both affected parties, along with the compilation and record-keeping of all speaking orders.	Designated Officer	

E. Preparation of list of properties and its possession

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Incorporate Uncontested Entries	If no objections are raised, include the recorded entries in the list.	Designated Officer	30 days from resolution of all the claims
2	Address Objections and Update Property List	After hearing objections from affected parties regarding possession, property details, area, boundaries, dimensions, or sub-division, will incorporate the resolved entries into the property list.	Designated Officer	
3	Publish Final Property List	Publish the final property list of possession on the municipalities' website.	Designated Officer	

Note:

- (i) The base unit of measurement for this purpose shall be in meter(metric system).

- (ii) Special care shall be taken that all common places like public streets, wells, common grounds, burial grounds, drains etc. shall be under the ownership of concerned municipality only.
- (iii) Special care shall also be taken to decide the possession of vacant pieces of land in Abadi Deh area. Same shall be done in case of properties where owner / occupier name is not available in property tax record.

F. Appeal

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Appeal to Higher Authority	The aggrieved person may avail the efficacious remedy of appeal, review and revision against the rejection/considering of the objections, possession of the property, area, boundary, dimensions, sub-Division, etc., which affect the entry recorded in property list.	Aggrieved Person	Within 30 days of publication of the final property list of possession
2		The appeal would be made to the concerned Ward Committee		
3	Call for Hearing	Summon affected parties for a hearing, specifying the date, time, and venue.	Ward Committee	Within 15 days from the date of filed appeal
4	Pass Speaking Order	After hearing, issue a speaking order addressing raised concerns.	Ward Committee	
5	Communicate Speaking Order	Ensure the speaking order is communicated to affected parties, and compile and record all speaking orders.	Ward Committee	-
6	Update Property List	After the appeal, incorporate property details (area, boundary, dimensions, or sub-division) into the property list of possession	Ward Committee	-

G. House Resolution

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Submit Updated List to House	Submit the updated property list of possession before the House of the concerned municipality for resolution.	Member Secretary	-
2	Obtain House Resolution	Secure a resolution from the House on the updated final property list of possession.	House of the Municipality	-
3	Administrator's Resolution (if no House)	In the absence of the House, the respective Administrator of the municipality should pass the resolution.	Administrator	-

H. Updating of details on the Property Tax Management & No Dues Certificate Portal

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Create & Update the final list	Ensure that the details of the properties are updated on the Property Tax Management & No Dues Certificate Portal as per the final property list of possession post decision of the Appeals.	Member Secretary	15 days from decision of all appeals

I. Distribution of Property Certificate to the Occupiers

No.	Activity / Action Point	Description	Responsibility	Timeline
1	Printing & Distribution of the Property Certificate	Ensure printing & distribution of the Property Certificate to the property occupiers.	Member Secretary	-

The Property Certificates thus issued will be subject to the following:

- (i) Provisions of the Transfer of Properties Act, 1882.
- (ii) Any decision / decree passed by the court.

III. List of Documents to be submitted in support of possession by the claimant: -

Mandatory Document:

- (i) Affidavit of the claimant duly attested by the Revenue Authority clearly mentioning the ownership / possession in Abadi Deh / Lal Dora.

Any two of the below documents of possession for last 10 years:

- (i) Electricity Bill of last 10 years
(ii) Water Bill of last 10 years
(iii) Any Government issued document like EPIC, Driving License, Passport, GST Registration Certificate etc. containing the address which shall ascertain last 10 years of possession.
(iv) Property Tax Receipts ascertaining last 10 years of possession.
(v) Constructed structure proof ascertaining last 10 years of possession.

Following is the preferable list of documents to be provided by the claimant (if available):

- (i) Sale deed/conveyance deed
(ii) Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad,
(iii) Court Decree registered with the revenue authorities.
(iv) Registry / Sale Deed.

Note: Legal heir certificate issued from the competent revenue authority / civil court is required in case of death of the original owner along with the above mentioned documents.
