

### Checklist for Employment Proposal against Acquired Land - 2016

Sl. No.	List of Documents Required	Activities / Information required to be scrutinised	Status Please tick if enclosed	Page No. of the enclosure	Remarks/Comments by the Project/Area	Why this is required
I	Application of Tenant(s), addressing Project Officer, requesting for providing employment to Nominee(s) against land, acquired by CCL	Village name in application (as in Prescribed Proformas)	Yes / No			These are the minimum data required in the initial application for verification from acquisition records and further needful.
		Khata no. in application (as in Prescribed Proformas)	Yes / No			
		Plot no. in application (as in Prescribed Proformas)	Yes / No			
		Plotwise area (same as in Prescribed Proforma)	Yes / No			
		Signature & Photo of applicant verified by Project authority	Yes / No			
II	Photocopy of Gazette Notification	Plots mentioned in employment proposal are covered in Gazette notification verified Sec 9(i)	Yes / No			Basic criteria for providing employment, hence required in the file for ready reference in each file.
		SO No. verified	Yes / No			
		Date of Gazette Notification verified	Yes / No			
		Plot area covered & all rights (Mining & Surface) verified	Yes / No			
III	Personal Proforma Part - I & II and Annexure 3.4.1(iii)	Personal Proforma Part - I & II and Annexure 3.4.1(iii) In the enclosed format. All data has been filled and duly signed by Project / Area Authorities. (If any data is not filled then reason to be specified in Remarks)	Yes / No			Self explanatory
IV	Personal Proforma for Nomination	All data has been filled and duly signed by Project / Area Authorities. LTI / Signature of all co-sharers have been done in presence of the P.O. (If any data is not filled then reason to be specified in Remarks)	Yes / No			Self explanatory
v	Employment Details Format-I (containing earlier employment details)	All data has been filled and duly signed by Project / Area Authorities. (If any data is not filled then reason to be specified in Remarks)	Yes / No			Self explanatory
vi	Employment Details Format-II (containing current employment details)	Format-II is enclosed in new format. All data has been filled and duly signed by Project / Area Authorities. (If any data is not filled then reason to be specified in Remarks)	Yes / No			Self explanatory
V	Attested copy of the Genealogy Chart issued by the C.O. and a certificate on its body that "the said genealogical chart has been verified from the issuing office and is found to be genuine"		Yes / No			To ascertain eligibility for employment
VI	Land Utility Details in tabular form containing plot-wise land utility status, nature of utilization and land use period (i.e. within 5 years/beyond five years)	Certificate from Project / Area as per FDs Decision in the ..... meeting held on ..... enclosed	Yes / No			As per the FDs decision encl.

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VII		Land Documents Required (as per list below)			
VII.1	Attested copy of the Authentication Report of the concerned CO / State Official and certificate by project regarding its genuinity being verified from the issuing authority	Yes / No			Basic document of title at the time of acquisition issued by the State Authority
VII.2	Compensation Payment status of subject Plots	Yes / No			Basic document of title. It may also reveal if any dispute over title is pending.
VII.3 Documents for the land acquired under the CBA (A&D) Act As the case may be for GMK land settled by ex-Land Lord / GMK land settled by State Govt. / Tenancy Land i.e. 3.A, 3.B & 3.C					
VII.3.A Documents for GMK land settled by Ex Land Lord					
VII.3.A.i	Attested Photocopy of 'Settlement Plan' issued by the C.O. It is to be verified from the issuing authority.	Khata no. verified	Yes / No		These are required to cross check the names of co-sharers vis-à-vis the Genealogy Chart
		Plot no. & Area verified	Yes / No		
		Issued by concerned CO	Yes / No		
VII.3.A.ii	Attested Photocopy of Govt. Rent Receipt for the last one year just before acquisition	Rent paid by whom verified	Yes / No		
		Rent paid against which plot verified	Yes / No		
		Rent paid upto year of acquisition verified	Yes / No		
VII.3.A.iii	Attested photocopy of all connecting mutation/authentication (incase of land acquired by purchase instead of by inheritance). It is to be verified from the issuing authority.	Land purchased by tenant before Notification under section 9 (1) of CBA Act	Yes / No		
		Date of land purchase given	Yes / No		
		Khata No. verified	Yes / No		
		Plot No. verified	Yes / No		
VII.3.B Documents for GMK land settled by State					
VII.3.B.i	Attested Photocopy of 'Settlement Parcha'. It is to be verified from the issuing authority.	Settlement Parcha issued in name of whom, verified?	yes/No		These are required to cross check the names of co-sharers vis-à-vis the Genealogy Chart
		Khata No. verified	yes/No		
		Plot No. verified	yes/No		
		Year of "settlement parcha" verified	yes/No		
VII.3.B.ii	Attested Photocopy of 'Settlement Plan' issued by the C.O. It is to be verified from the issuing authority.	Khata no. verified	Yes / No		
		Plot no. & Area verified	Yes / No		
		Issued by concerned CO	Yes / No		
VII.3.B.iii	Attested Photocopy of Govt. Rent Receipt for the last one year just before acquisition	Rent paid by whom verified	Yes / No		
		Rent paid against which plot verified	Yes / No		
		Rent paid upto year of acquisition verified	Yes / No		

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<b>VII.3.C Documents for Tenancy Land</b>					
<b>VII.3.C.i</b>	Attested copy of the Khatiyani in case of Ancestral Khatiyani Land	Khata no. verified	Yes / No		These are required to cross check the names of co-sharers vis-à-vis the Genealogy Chart
		Plot no. & Area verified	Yes / No		
		Issued by concerned CO	Yes / No		
<b>VII.3.C.ii</b>	Attested Photocopy of <b>Govt. Rent Receipt</b> for the last one year just before acquisition	Rent paid by whom verified	Yes / No		
		Rent paid against which plot verified	Yes / No		
		Rent paid upto year of acquisition verified	Yes / No		
<b>VII.3.C.iii</b>	Attested photocopy of all connecting <b>mutation/authentication</b> (incase of land acquired by purchase instead of by inheritance). It is to be verified from the issuing authority.	Land purchased by tenant before Notification under section 9 (1) of CBA Act	Yes / No		
		Date of land purchase given	Yes / No		
		Khata No. verified	Yes / No		
		Plot No. verified	Yes / No		
<b>VII.4</b>	<b>Documents for the land acquired under the LA Act.</b> <b>As the case may be for GMK land settled by ex-Land Lord / GMK land settled by State Govt. / Tenancy Land i.e. 4.A, 4.B &amp; 4.C</b>				
<b>VII.4.A Documents for GMK land settled by Ex Land Lord</b>					
<b>VII.4.A.i</b>	Attested Photocopy of 'Settlement Plan' issued by the C.O. It is to be verified from the issuing authority.	Khata no. verified	Yes / No		These are required to cross check the names of co-sharers vis-à-vis the Genealogy Chart
		Plot no. & Area verified	Yes / No		
		Issued by concerned CO	Yes / No		
<b>VII.4.A.ii</b>	Attested Photocopy of <b>Govt. Rent Receipt</b> for the last one year just before acquisition	Rent paid by whom verified	Yes / No		
		Rent paid against which plot verified	Yes / No		
		Rent paid upto year of acquisition verified	Yes / No		
<b>VII.4.A.iii</b>	Attested photocopy of all connecting <b>mutation/authentication</b> (incase of land acquired by purchase instead of by inheritance). It is to be verified from the issuing authority.	Land purchased by tenant before Notification under section 9 (1) of CBA Act	Yes / No		
		Date of land purchase given	Yes / No		
		Khata No. verified	Yes / No		
		Plot No. verified	Yes / No		
<b>VII.4.A.iv</b>	Attested Photocopy of <b>Valuation Khatiyani</b> . It is to be verified from the issuing authority.	Khata no., plot no., plotwise area verified	yes/No		required to verify the possession of the land acquired under LA Act, in the name of landowner/tenant
<b>VII.4.A.v</b>	Attested Photocopy of <b>Payment Notice</b>	Payment notice attached with proposal	yes/No		
<b>VII.4.A.vi</b>	Attested Photocopy of <b>Payment Receipt</b>	Payment done in whose name & when , verified	yes/No		

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<b>VII.4.B Documents for GMK land settled by State</b>					
<b>VII.4.B.i</b>	<b>Attested Photocopy of 'Settlement Parcha'</b>	Settlement Parcha issued in name of whom, verified?	yes/No		These are required to cross check the names of co-sharers vis-à-vis the Genealogy Chart
		Khata No. verified	yes/No		
		Plot No. verified	yes/No		
		Year of "settlement parcha" verified	yes/No		
<b>VII.4.B.ii</b>	Attested Photocopy of ' <b>Settlement Plan</b> ' issued by the C.O. It is to be verified from the issuing authority.	Khata no. verified	Yes / No		
		Plot no. & Area verified	Yes / No		
		Issued by concerned CO	Yes / No		
<b>VII.4.B.iii</b>	Attested Photocopy of <b>Govt. Rent Receipt</b> for the last one year just before acquisition	Rent paid by whom verified	Yes / No		
		Rent paid against which plot verified	Yes / No		
		Rent paid upto year of acquisition verified	Yes / No		
<b>VII.4.B.iv</b>	Attested Photocopy of <b>Valuation Khatiyan</b> . It is to be verified from the issuing authority.	Khata no., plot no., plotwise area verified	yes/No		required to verify the possession of the land acquired under LA Act, in the name of landowner/tenant
<b>VII.4.B.v</b>	Attested Photocopy of <b>Payment Notice</b>	Payment notice attached with proposal	yes/No		
<b>VII.4.B.vi</b>	Attested Photocopy of <b>Payment Receipt</b>	Payment done in whose name & when , verified	yes/No		
<b>VII.4.C Documents for Tenancy Land</b>					
<b>VII.4.C.i</b>	Attested copy of the Khatiyan in case of Ancestral Khatiyani Land	Khata no. verified	Yes / No		These are required to cross check the names of co-sharers vis-à-vis the Genealogy Chart
		Plot no. & Area verified	Yes / No		
		Issued by concerned CO	Yes / No		
<b>VII.4.C.ii</b>	Attested Photocopy of <b>Govt. Rent Receipt</b> for the last one year just before acquisition	Rent paid by whom verified	Yes / No		
		Rent paid against which plot verified	Yes / No		
		Rent paid upto year of acquisition verified	Yes / No		
<b>VII.4.C.iii</b>	Attested photocopy of all connecting <b>mutation/authentication</b> (incase of land acquired by purchase instead of by inheritance). It is to be verified from the issuing authority.	Land purchased by tenant before Notification under section 9 (1) of CBA Act	Yes / No		
		Date of land purchase given	Yes / No		
		Khata No. verified	Yes / No		
		Plot No. verified	Yes / No		
<b>VII.4.C.iv</b>	Attested Photocopy of <b>Valuation Khatiyan</b> . It is to be verified from the issuing authority.	Khata no., plot no., plotwise area verified	yes/No		required to verify the possession of the land acquired under LA Act, in the name of landowner/tenant
<b>VII.4.C.v</b>	Attested Photocopy of <b>Payment Notice</b>	Payment notice attached with proposal	yes/No		
<b>VII.4.C.vi</b>	Attested Photocopy of <b>Payment Receipt</b>	Payment done in whose name & when , verified	yes/No		

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VIII	Undertaking in form of photo affidavit dully sworn by the nominees before Notary, solemnly affirming to take the sole responsibility for any forgery of documents, if detected in future.	Undertaking given by the applicant before Notary in form of Affidavit, against the portion of land for which present employment is being proposed, includes following <b>Six declarations:</b>	Yes/No			It is not practically possible to get all documents submitted by the applicants duly counter verified in short time from the issuing authorities hence such an sworn undertaiking is required to be taken.
		1) " that xerox copies of documents related to land, genealogy, domicile & others, issued from the State Govt. Officials have been submitted to C.C.L. for the purpose of taking <b>employment/R&amp;R benefits.</b> "				
		2) "that such documents have been actually issued from the concerned State Govt. Officer of Circle/Sub-Division/District."				
		3) "that if any fake and forged document is detected in future, we will be sole responsible for it. The CCL Officials of Area / Hq or its Board level officials will not be responsible for same."				
		4) "that CCL will have all rights to take any action as per its norms against us in case any forgery in submitted documents is <b>detected in future.</b> "				
		5) "It is certified that no suit or proceedings relating to the portion of land proposed for employment is pending before any <b>court of law.</b> "				
IX	Consent/No Objection Certificate in form of photo affidavit, executed by all adult family members dully signed & sworn before notary public	Name of adult famiily members on affidavit (as per G-Chart ) <b>verified</b>	Yes/No			Since all are co-sharers, they have to nessecarily give consent for providing employment to the nominee(s ).
		Signature of adult family members (for self and minors) on affidavit <b>duly signed before notary public, verified</b>	Yes/No			
		Khata no. (indicated in affidavit) <b>verified</b>	Yes/No			
		Plot numbers (indicated in affidavit) <b>verified</b>	Yes/No			
		Area of each plot (indicated in affidavit) <b>verified</b>	Yes/No			
X	Individual Indemnity bond (with photo affidavit) of each nominee in prescribed format	Signature of nominee on each page of Indemnity bond	Yes/No			Required from the nominee to indemnify CCL from any losses.
		Presence of two witnesses (with all details) <b>ensured</b>	Yes/No			
		Khata no. (same as indicated in Prescribed Proformas)	Yes/No			
		Plot nos. (same as indicated in Prescribed Proformas)	Yes/No			
<b>XI Personal Details of Nominee</b>						
XI.1	Attested photocopy of education certificate (if candidate is literate)	Age (based on recorded Date of Birth) <b>verified</b>	Yes/No			Basic personal data required to identify the individual nominee.
		Name of candidate on certificate <b>verified</b>	Yes/No			
		Father's name on certificate <b>verified</b>	Yes/No			
XI.2	Copy of any valid certificate as proof of age (should contain father's name/name of candidate as per Khatiyani/G Chart)	i) School leaving certificate	Yes/No			
		ii) Board Certificate	Yes/No			
		iii) Voter ID	Yes/No			
		IV) Ration card	Yes/No			
		v) Any other certificate (to be stated in the remarks)	Yes/No			
XI.3	Domiciled Resident Certificate/ Mool Niwasi Certificate of Nominee(s) (should contain father's name/name of candidate as per Khatiyani/G Chart)	Certificate issued by CO/AC <b>verified</b> from original.	Yes/No			

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XII.1	Land use plan drawn on Revenue map	Plot numbers (same as in Prescribed Proformas, as above)	Yes/No		Self Explanatory
		Khata no. (same as in Prescribed Proformas, as above)	Yes/No		
		Village name given	Yes/No		
		Name of the Project/Area given	Yes/No		
		Acquisition boundary verified	Yes/No		
		Project/Mine Boundary as per approved project report	Yes/No		
		Status of neighbouring plots in respect of employments provided earlier	Yes/No		
		Type of land(GMK/Tenancy/forest) given	Yes/No		
		Existing quarry edge (incase of OC mine)verified	Yes/No		
		Existing mine working(development as well as depillaring)	Yes/No		
		In case of Underground Mine, next Five Years Utility Zone	Yes/No		
		Land use plan signed by Project/Area Authorities	Yes/No		
		Land use plan signed by GM Area	Yes/No		
XII.2	<p><b>"Certified that 'Settlement Plan', issued by concerned Circle Officer, in respect of GMK Settled Land / GMK Land Settled under Korkar Right, has been verified from Revenue Plan of concerned Project and that the subject Land is within Acquired Boundary. It is, also, certified that total Area of GMK Settled Land / GMK Land Settled under Korkar Right does not exceed total GMK Land, acquired under respective Gazette Notification".</b></p>	To be verified and certified by the Area/Project	Yes/ No		Self Explanatory
XII.3	A certificate by Project/Area authorities that there is no overlapping of plots in case of GMK Land		Yes/ No		Self Explanatory
XII.4	Genealogical Chart and Land ownership papers, based on which employment is to be processed, is to be personally verified by dealing officer of the Unit/Area and a certificate in this regard is to be submitted that the papers are genuine.		Yes/ No		Self Explanatory
XII.5	Information regarding details of employment like name of the nominees, details of land, village against which employment is proposed to be given, should be put on public domain within 15 days, so as to elicit, objection if any, after the employment proposal has been recommended by the committee.		Yes/ No		Self Explanatory

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### For Scrutiny Of Proposal by Area Management

i	Verification of 'Acquisition status' of land	Whether land acquired by CCL under CBA/LA Act	Yes/No		
ii	Verification of Documets submitted by the tenants in respect of Ownership, Authentication, Genealogy etc	Relevant Documents verified and signed by the concerned Project/Area Authorities	Yes/No		
iii	Checking and indicating payment status of land compensation	Payment status checked and indicated in employment file	Yes/No		
iv	To verify and certify that the employment has not been provided earlier against the same plot area(s) using Format I & format II (circulated by HQ to areas)	Format-I containing earlier employment details duly signed by Project/Area Authorities attached with the employment proposal??	Yes/No		
		Format-II containing current employment details duly signed by Project/Area Authorities attached with the employment proposal??	Yes/No		
v	To verify and certify that the land, offered for Employment, is as per FDs Decision regarding utility status.	Utility status, as per FDs Decision, has been verified by concerned Project & Area Authorities and same is mentioned in Personal Proformas also.	Yes/No		
vi	In case the land has been utilised earlier	Verification and justification for delay in processing Employment Proposal indicating Year of Utilization given	Yes/No		
vii	Filled in Personal Proforma-Part I & II, as above.	Duly signed by Project & Area Authorities	Yes/No		
		Signed by CGM/GM of concerned Area	Yes/No		
viii	To verify and certify that no Monetary Compensation, in lieu of Employment, has been provided against the Plot Area(s), offered for Employment	Verified and Certified in Personal Proforma Part-I	Yes/No		
ix	To verify and certify that no employment has been offered/proposed earlier against the Plot Area(s), offered for Employment	Verified and certified in Personal Proforma Part-I	Yes/No		
x	All the Photocopies of relevant Document(s), verified by Project/Area Authorities with the Original		Yes/No		
xi	It is to be seen that the documents submitted by the applicants have been issued by the State Authorites.		Yes/No		
xii	In case of Land consented under "Package deal" , all the relevant land documents, G Chart etc for the		Yes/No		
	<b>Any other documents viz. affidavit for change any name etc. to be listed with reasons.</b>				

Area General Manager can easily review the proposal by going through these points.

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