

Instructions / Check list for land licensing proposals for private sidings:

At Divisional Level:

1. Railway land involved should be barest minimum. The lead line beyond the top point and the siding requirement has to be met by the siding owner in their own land.
2. The land plan indicating the railway land requirement should be as per approved p.way plan and approved by the DRM .
3. Administrative approval of DRM to the land licensing proposal to be obtained duly certifying that the proposed land is not required for Railway's use in near future.
4. The land rate to be adopted for working out land license fee will be as per the Market value of the land for Industrial/Residential obtained from Revenue authorities or local enquiry by field engineers of Division or approved/licensed valuer of State/Entral Government or as per valuation of the town planning department or actual as per PWD/CPWD transactions, depending on the location of land in Municipal / Non-Municipal limits.
5. The highest of the base rate depending upon the location as obtained from the above sources should be considered for calculating license fee as per extant Railway Board guidelines issued from time to time.
6. The land licensing proposal should have the concurrence of Sr.DFM.
7. Approval of DRM based on the recommendations of Divisional Standing Committee comprising of Sr.DEN/Co-ord., Sr.DCM and Sr.DFM.
8. The land licensing proposal to be submitted to HQ with the following documents:
 - a. Sketch showing the area of railway land involved duly signed by Divisional Officers and approved by DRM. Certification that land is not required for Railway's use in near future.
 - b. Documentary proof of Market Value obtained and considered.
 - c. Vetting of associate finance along with Divisional remarks to associate finance observations, if any.
 - d. Calculation sheet for land area involved and license fees thereof.
 - e. Recommendations of Divisional Standing Committee duly approved by DRM.
 - f. Draft agreement duly vetted by legal & associate finance and signed by the party.

At Headquarters Level:

9. Ensure that all the above check list at divisional level are properly complied and available for processing at HQ.
10. Headquarters Finance concurrence to the proposal submitted by the Division.
11. Examination of land licensing proposal by HQ Standing Committee consisting of CGE, FA&CAO/G and CCM/FS for giving recommendations through PCE and FA&CAO for approval of GM.