

Procedure for Land Procurement/Land Sharing

Land Area	Charges
1 Marla	Rs. 12.5/-
1 Kanal or 20 Marla	Rs. 250/-
1 Acre or 8 Kanal or 160 Marlas	Rs. 2000/-

Procedure

1. Land Owner/Investor takes Land Offer Form from Customer Care Services, fill the details and return it along with all the required documents mentioned on the form.
2. Phase Officer/Clerk checks the documents.
3. Documents are verified by NEST City Revenue Staff regarding ownership of land.
4. Case is further processed to Possession Officer and Legal Branch for their input and approval.
5. After all concerned have confirmed the validity, the case is processed for approval of Administrator NEST City through Director Land.
6. Approval letter is sent to Land Owner on his mailing address.

Sale Deed Submission

Documents Required

1. **Covering letter**. This should briefly explain the nature of request.
2. **Non Encumbrance Certificate (NEC)**. Non Encumbrance Certificate is taken from Sub-Registrar regarding land being sold. It can be received at the time of land offer.
3. **Sale Deed**. Original Sale deed in favor of NEST CITY along with its two copies.
4. **Computerized National Identity Card**. Attested copies of Computerized National Identity Card of Land Owner, Investor and two Witnesses.
5. **Undertaking**. This is required if investor is also included in the deal. It can be received at the time of land offer.
6. **Affidavit**. Affidavit includes the details of offered land and names of Vendor and Vendee.
7. **Photographs**. Photographs of Land Owner, Investor and Witnesses.

8. **Agreement**. Agreement between the two parties (NEST CITY and Land Owner/Investor) is printed on stamp paper and signed by both parties.
9. **Indemnity Bond**.
10. **Advertisement**. Two advertisements are published, in Urdu and English newspapers including details about the mauza name, land measurement, khasra numbers and name of Land Owner. The advertisement has 15 days of validity.

Procedure

1. The letter of approval will be sent to the Land Owner.
2. The Owner submits Sale Deed and Mutation in favor of NEST CITY.
3. The documents are checked by the Revenue Staff.
4. Land Owner can collect the Sale Deed documents from NEST CITY Office.

No Demand Certificate

Documents Required

1. **Sale Deed**. Original sale deed in favor of NEST City along with one attested copy.
2. **Mutation/Inteqal**. Mutation in favor of NEST City along with three copies.
3. **Possession Certificate**. Stating that possession of offered land has been taken over by NEST City.

Procedure

1. No Demand Certificate is endorsed on land file, mentioning that nothing is outstanding against the Land Owner / Investor.
2. Land Owner / Investor visit NEST CITY Office for receiving Affidavit.

Possession

Documents Required

None

Procedure

1. After the possession file is completely scrutinized and approval is granted, the information copy is forwarded to Possession Officer by concerned Phase clerk.
2. A day prior to giving land possession, the Owner/ Investor will visit the Possession Officer / NEST CITY Acquisition Branch for coordination about area and land to be handed over.

3. After a briefing by Possession Officer, possession team along with the land owners, Patwaris of NEST CITY, security staff will take over possession as per NEST CITY possession program.
4. The process takes three days to complete.

Stamp Duty

Documents Required

1. **Challan Slips Stamp Duty**. Photocopy of paid challan receipts collected from Revenue Office and District Council.
2. **Capital Value Tax (CVT)**. Original receipt of Capital Value Tax (CVT) is required to be provided.
3. **Registration Fee**. Original receipt of Registration Fee duly attested from bank.
4. **District Council Fee**. Original receipt of District Council Fee Form duly attested from bank.

Procedure

1. Stamp Duty application with required documents is received by Stamp Duty Clerk.
2. The documents are processed through Estate Branch, Finance Branch and Land Branch.
3. Cheaque is issued by Finance Branch.
4. Land Owner / Investor receives the cheaque from Additional Director Estate.
5. Procedure takes 10 to 15 days to complete.

News Advertisement

Documents Required

1. **Performa for News Advertisement**. Performa contains all the details of the land being offered.

Procedure

1. Public Relations branch receives the details of land being sold to NEST CITY on standard forms filled and duly signed by Acquisition Branch representative.
2. Public Relations branch selects newspaper for publication of advertisement.
3. Land Owner / Investor will collect the Challan Form from Finance Branch NEST CITY.

4. Land Owner / Investor will deposit challan in bank and submit the paid receipt to Public Relations branch/Information office.

Adjustment Applications

Documents Required

1. **Application**. Application addressed to the Director Land NEST CITY.
2. **Affidavit**. Details of the land are mentioned in the Affidavit.

Procedure

1. Land Owner / Investor submits the Adjustment application.
2. Bian-e-Halfi / maturity period of Mutation are checked.
3. Affidavit is issued to the Land Owner/Investor.

Missing Documents Applications

Documents Required

1. **Application**. Application is addressed to the Director Land Acquisition NEST CITY.
2. **News Advertisement**. News advertisement of documents in both English and Urdu Newspaper is required to be submitted with the application.
3. **Computerized National Identity Card Copy**. A copy of Computerized National Identity Card of the Land Owner is required.
4. **Copy of missing documents (if available)**. Copy of the missing document should be provided if available.
5. **Police Report**. Copy of police report / First Investigation Report (FIR) about missing document is to be attached.

Procedure

1. Land Owner/Investor submits an application along with the required documents to the concerned Phase clerk at NEST CITY Office.
2. Application is processed through Land Branch, Legal Branch and Public Relation Branch.
3. Land owner is asked to provide a duplicate copy of the missing documents from Revenue Department.
4. The duplicate copy is sent to the Revenue Department for verification.
5. Issue of duplicate document.

Miscellaneous Applications

Documents Required

1. **Application**. Application addressed to the Director Land Acquisition NEST CITY. Documents are attached depending on the case.

Procedure

1. Land Owner submits an application along with the case documents, to NEST CITY Office.
2. Case processed through Land Branch.
3. Land Owner informed.