

File No.IHRD/1077/2022-CN

# Institute of Human Resources Development

(Established by Government of Kerala)

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Date:03/03/2022

## CIRCULAR

Sub:- Private buildings taken on rent for Government Offices - rent fixation -  
Government directions - forwarding of - reg.

Ref: 1. G.O(MS) No. 1/2022/PWD dated 10.01.2022

Vide reference cited above, Government have issued detailed instructions regarding the fixation of rent for private buildings taken on rent for Government offices.

A copy of the G.O is enclosed herewith for information and compliance.

Yours faithfully,

DIRECTOR

Encl: as stated

Copy to

1. The Heads of all institutions under IHRD-----
2. Stock File
3. Office copy



**Government of Kerala**

**Abstract**

PWD - Private building taken on rent for Government offices - Unified and revised instructions for rent fixation - Orders issued

**PUBLIC WORKS (E) DEPARTMENT**

**G.O.(Ms)No.1/2022/PWD Dated,Thiruvananthapuram, 10/01/2022**

Read 1. G.O(Ms) No. 16/95/PW&T dated 09/03/1995

2. Circular No.2715/E3/2016/PWD dated 01/06/2016

**ORDER**

As per Government Order and Circular read above, Government have issued instructions and norms to be followed when private buildings are taken on rent for accommodating Government offices. It has been brought to the notice of the Government that special requirements of departments are not submitted with proforma when it furnished to the office of Assistant Engineer Buildings section of the locality for fixing the rent of the building. In most of the cases, rent certificates are issued from Building Section offices only on the basis of staff strength of the offices and this may lead to many legal rental disputes. In this circumstances Government are pleased to order the following guidelines for fixing the rent of private buildings taken for Government offices as under

D)

- (a) Private building should be taken on rent for Government offices strictly only with the permission of the concerned Administrative Department in the Government Secretariat
- (b) The Private buildings shall be occupied by any department in advance, without the consent of Administrative department, only in case where the owner has agreed to accept the rent fixed by PWD or that demanded by the owner whichever is less after verifying the availability of office space in Government building from the web site of Kerala PWD and NAC of Head of the department as mentioned in Appendix V
- (c) The proposals for sanction and payment of rent should be forwarded to Government only through the Head of the department.

- (d) As far as possible all Government departments should hire only minimum functional type buildings located outside posh localities for accommodating their offices.
- (e) The Buildings Wing of the PWD is the competent authority to fix the rent and issue of rent certificate for all Government departments. The rent fixed by PWD will be in force for a minimum period of 3 years.
- (f) The Executive Engineer, Buildings Division of the territorial Jurisdiction will act as the Estate Officer and performs the duties in connection with occupation and rent fixation of private buildings taken on rent for Government offices. Once the owner of the building is decided to handed over the building for the occupation of Government office, the owner of the building will submit the following documents for applying for rent fixation
- (1) Land Value certificate indicating the market value of land on the date of occupation/proposed date of occupation issued by the Tahsildar / village officer. The Land Value certificate for the specific survey number for rent fixation of buildings should be issued by Tahsildar/Village officer based on the guidelines in GO(P) No.174/2011/Rev dated 2/5/2011 ie, twice the fair value of land should be assigned as market value(Copy of GO(P) No.174/2011/Rev dated 2/5/2011 is attached as Annexure III
  - (2) Age certificate of the building issued by the local authority
  - (3) Attested building plan prepared by 'Registered Institution/Architect/Engineer/Town Planner/Supervisor', with internal and external measurements including height of building as per KMBR and purpose of rooms prepared
  - (4) Attested area calculation sheet prepared by 'Registered Institution/Architect/Engineer/Town Planner/Supervisor', of occupied building based on type of structure
  - (5) Attested Site plan prepared by 'Registered Institution/ Architect/ Engineer/Town Planner/Supervisor', with exact actual measurements of building and area of plot
  - (6) Attested Plinth area and carpet area calculation sheet prepared by 'Registered Institution /Architect/Engineer/Town Planner/Supervisor' of occupied, un-occupied and common area of building .
  - (7) Self attested copy of License of 'Registered Institution/Architect/Engineer/Town Planner/Supervisor'

In case the documents listed from 2 to 7 are not certified by "Registered Institution/Architect/Engineer/Town Planner/Supervisor" or are not

submitted with the application, the assessment for the same would require physical verification and measurements by PWD Engineers and delay due to same would be the responsibility of the owner.

#### **II) Method to apply for online rent certificate**

Online application based on prescribed proforma as per Annexure II (A), (B) for rent fixation should be applied through online by the Head of occupying office after obtaining duly filled proforma (Annexure II- A) together with owner of the building and Registered Institution/ Architect/ Engineer/ Town Planner/ Supervisor. The Office Head can register in the <https://pwwservices.kerala.gov.in/pwwservices/> website with his official mobile number and official e-mail ID

**III) The private building may be taken on rent and occupied by the department only after satisfying the following conditions. Concerned department should verify the following before shifting to private building.**

- 1) The occupying department shall verify the availability of office space in Government building from the web site of Kerala PWD. Based on this the Head of the office/ Head of the department shall submit an availability/ non availability certificate(Appendix (V)).
- 2) A certificate from the Head of the Office occupying department to the effect that no other private building at a lesser rate of rent is available in the locality is to be produced. (Standardized form prescribed in Appendix (V))
- 3) A consent letter from the owner of the building is to be obtained by concerned department to the effect that the owner is agreeable to the rent fixed by PWD/ demanded by the owner whichever is less. In case of special rent ( if Rent demanded by owner is higher than the PWD rate of rent in rent certificate ), the building owner's request for special rent should be forwarded with proposal to Government (by the concerned department)with immediate effect and the decision on the matter should be communicated to the concerned department within two months from the Government and only on that basis should it be shifted to a rented building.

**IV) PWD will fix the rent based on the prevailing estimate preparation rules and Appendix-1. The payment of rent will be responsibility of the occupying departments from their funds. Payment shall be made only after executing a lease deed for the period for which the building is required. The payment of rent will be effected from the date of occupation**

or date of agreement whichever is earlier. The in-correct rent fixation due to wrong information provided by owner would make the owner liable for legal action and recovery of rent paid. The occupying department shall pay the electricity and water charges of the building during the period of occupation. No revision of rent will be allowed during this period.

V)

- (a) In the case of Government offices functioning in a private building ,if the rent demanded by the owner is higher than the rate of rent certificate, issued by Building division offices according to Appendix II, the same has to be treated as special rent. Although the proposals consists of special rent request, the concerned Administrative Department can fix rent up to 50,000/- per month based on the condition of G.O(P) No.102/2017/fin dated 07/08/2017(page 5 Sl No.9 Hiring /renting of private Buildings) without insisting on the rent certificate from PWD.
- (b) In case of special rent request above 50,000/-, approval of the Government Rent committee (convened by PWD (E) section in the Government Secretariat) shall be obtained. If special rent is sanctioned (even if it is less than that the amount demanded by the building owner ), the same shall be valid for five years and the owner can demand revision only after this period. The fact that it is a special rent should be stated in the Government Order issued by the respective departments in connection with the rent fixation of the building. The lease deed shall be executed specifying this period. Government offices functioning in private buildings shall produce the non-availability certificates by Head of the office/ Head of the department ( Appendix V) before resuming in the said building after the expiry of the 3 years period.
- (c) In case the rent is to be fixed as normal rent above Rs. 50,000 / - the proposal(Rent Certificate and Appendix III proforma) should be submitted by Administrative Department with Secretary level recommendation to the Public Works Department in the Government Secretariat for concurrence. Concurrence should be offered from PWD with the approval of Secretary/Principal Secretary of the Department.

\*Normal Rent -Rent corresponding to admissible carpet area,i.e rent as per rent certificate

**VI) Rent Certificate**

Rent certificate shall be issued by the competent PWD Engineer based on their delegation of powers as per prevailing GO from Finance Department, considering the details in online application submitted by Head of department in Annexure II(B). Normally Rent certificate shall be issued based on area allotted as per Appendix II (B). Additional space requirements if any sanctioned by concerned Administrative Department as GO for the essential use of the office may be considered for rent fixation. Rent certificate should be issued in the standardized form is prescribed in Appendix IV

**VII)**

- (a) Plinth Area :-Plinth area for rent calculation purpose is defined as total built up area of buildings at plinth level
- (b) Occupied Carpet Area : Occupied Carpet area for rent calculation purpose is defined as total useful floor area excluding thickness of wall
- (c) Admissible Carpet Area : Specific area allotted to a office based on space requirement table at Appendix II or Total Carpet area assigned in the G.O of concerned Administrative Department for the essential use of the office
- (d) Excess Area: Excess area for rent purpose is the difference in occupied carpet area and admissible carpet area

**VIII) Special rent (Amount more than Rent fixed for the admissible area)**

- (a) Special rent can be considered only in exceptional cases and shall not be treated as a matter of routine.
- (b) For sanctioning special rent, rent certificate from PWD Building Divisions shall also be obtained for comparison.
- (c) Special rent shall be in force for a minimum period of 5 years (More Details of special rent is stipulated in para -V (a,b,c)

**IX) Revision of Rent**

- (a) Non-availability of office space in Government building from the web site of Kerala PWD and NAC of HOD ( Appendix VI) should be re- verified before resuming in the said building after the expiry of the period. Once a building is occupied and rent fixed at normal rate, revision of rent will be permissible only after the expiry of a period of 3 years from the date of agreement or date of occupation whichever is earlier. Any revision of rent shall be made

only on specific request from the owner of the building and shall be effective only from the date mentioned above or from the date of application for revision of rent whichever is later. Notwithstanding the above if any alteration or additions are made to the rented building by the owner at the request of the occupying department, additional rent shall be fixed to allow for the above alteration or additions from the date of completion of the same till the expiry of original rent certificate. Further, revision of rent will be done for the entire area. However additional rent may be finalized in accordance to Clause XI of excess area.

- (b) For revision, 5% enhancement of rent after 3 years may be sanctioned by concerned Administrative Department, if owner of the building is willing to accept 5% hike or proposal for revision may be submitted as new application based on the current land value certificate from Tahsildar. Prevailing GOs are to be made applicable for such revision of rent cases also.
- (c) Revision of rent is also applicable if there is any change in the occupied area or the staff pattern as per Appendix -II. In such cases the concerned department should apply for revision of rent as per the prevailing norms.

#### **X) Rent Committee**

- (a) The Rent Committee will consists of Secretary (Public Works), Secretary (Finance Expenditure) and Chief Engineer( Buildings) and members from proposed Administrative department. Concerned Executive Engineer, may attend the meeting if any clarification in the rent certificate is necessary
- (b) In case the rent is to be fixed as special rent above Rs. 50,000 / -, the proposal should be submitted to the Public Works Rent Committee for consideration by the Administrative department.
- (c) For any matter to be considered by this committee the same has to be referred to by the concerned Administrative Department
- (d) In order to submit the proposal of rent fixation before rent committee concerned Administrative Department shall forward the file with Secretary level recommendation with duly filled Appendix III proforma and rent certificate.
- (e) The proposal of rent fixation of Schools, Colleges, Hospitals, Dispensaries, Hostel Room and Official residence for which admissible area is not prescribed shall not come under the consideration of this GO. On such proposals, the Administration Department should take an appropriate decision on the basis of the Rent Certificate issued by Buildings Wing of PWD, based on

the GO(Rt)No.269/2016/PWD dated 05/02/2016 and the opinion of the Finance Department.

(f) This Government order is applicable when private buildings are taken on rent for accommodating Government offices.

**XI)** The Extracts of the minutes of the rent committee meeting shall be communicated to the concerned Administrative department after perusal by the Hon'ble Minister for Works. The Administrative Department will forward the case to the Finance Department after circulating the file to the Minister concerned. In the case of initial fixation, payment of rent to be made to the parties from the date of occupation or date of agreement whichever is earlier.

**XII)** Government directs that the departmental officers should specifically follow the norms and procedure laid down in the matter. Maximum economy should be practiced in taking private buildings on rent for Government offices. If any officer takes a building violating these norms and instructions he will be held personally responsible and is liable to pay the excess of rent fixed by the PWD from his salary.

\*Normal Rent -Rent corresponding to admissible area, i.e rent as per rent certificate

\*Special rent -Rent more than the rent fixed for the admissible area

The relevant provisions in the PWD Manual will be revised accordingly.

(By order of the Governor)

**Anand Singh**

**Secretary**

To:

All Departments in the Government Secretariat (Including Law & Finance)

All Head of Departments

The Chief Engineer, Buildings, PWD, Thiruvananthapuram

All Superintending Engineers/all Executive Engineers

(Through the Chief Engineer, PWD, Buildings)



**The Principal Accountant General(Audit) Kerala,Thiruvananthapuram**  
**The Accountant General ,(A&E),Kerala**  
**The Information Officer(Web& New media )**  
**The information officer(Press Release)**  
**Stock File**

**Forwarded /By order**

A handwritten signature in black ink, appearing to be 'P. J. Joseph', written over a horizontal line.

**Section Officer**

1

**APPENDIX-1**

**The rent will be fixed by PWD Engineer as per the following**

- I. The plinth area rate will be worked out based on the circulars and orders of Government or by Chief Engineer (Buildings) from time to time.
- II. The plinth area rate published by CPWD with cost index at the date of rent fixation will be adopted for valuation for rent calculation
- III. The Building shall be classified with reference to quality of construction, materials, etc and appropriate depreciation will be applied based on Annexure-1
- IV. 6% (six percent) of this depreciated value will be the Annual rent component.
- V. The area of land for which the rent is to be calculated is the least out of the following:-
  - a) The actual area of the plot
  - b) The area furnished in the land value certificate based on Revenue records.
  - c) The area of land actually made for exclusive use of the building , which should be given in proforma by the occupying Department.
  - d) The area computed by taking 3 times plinth area of main building and 1 & 1/2 times plinth area of out houses.
- VI. Value of the land for the least of the area as above will be worked out at the rate specified in the land value certificate and 4% of this will be taken as rent component for Land
- VII. If the occupying department is in need of the use of the land in excess of the area as per item (V) above, then specific sanction order from Government should be obtained and has to be submitted to the PWD Engineer in the proforma to fix rent for this excess land. Cost of such excess area will be worked out at the rate fixed in the land value certificate and 2% (two percent) of this will be allowed as Annual rent component
- VIII. The annual rent of the building will be the total of item IV , VI and VII and monthly rent will be one twelfth of this. After finalizing the monthly rent based on plinth area valuation, rent for admissible area per month is worked out. Least value of the monthly rent based on plinth area valuation and admissible area is fixed as admissible monthly rent. The monthly rent will be rounded to the nearest rupee and rent certificate shall be issued by the concerned PWD Engineer.

The detailed procedures and calculations adopted for monthly rent is given as Annexure I

- IX. The Assistant Engineer will prepare the rent calculation and get the approval of the competent authority as per the prevailing delegation of powers. The rent certificate will be issued by the competent authority. In cases of monthly rent above the powers of Executive Engineer, the rent certificate issued by the Executive Engineer shall mention as "This certificate is issued with the approval of the Superintending Engineer /Chief Engineer (Buildings)."
- X. At present delegation of power of Rent approval/issuance of rent certificate is based on G.O. (P)No. 111/2019/Fin Dated, 21/08/2019.
- XI. The rent certificate shall be forwarded to the Office of the occupying department who has requested for the same. Delay at all levels for fixing of rent shall be avoided.

**Appendix II****Total admissible carpet area calculation table**

The space requirement for accommodating various categories of staff while hiring private buildings for accommodating Government offices based on the scale of pay of staff as on 01.03.2021 are shown below.

**Table A - Allowable office space for officers and staff**

SL.No	Category	Category Entitlement of office space in Sq.m/Sq. feet
1.	Gazetted Officers with scale of pay 129300 - 166800 and above	360 Sq. feet(33.45 Sq.meter)
2.	Gazetted Officers with scale of pay 107800 - 160000 and below upto 129300-166800	240 Sq.feet (22.30Sq.meter)
3.	Gazetted Officers with Scale of pay 63700 - 123700 and below107800-160000	120 Sq. feet (11.15Sq.meter)
4.	Gazetted Officers with scale of pay 50200 - 105300 and below 63700-123700	60 Sq. feet (5.50 Sq.meter)
5.	Non Gazetted Officers - Technical staff such as Draftsman, Tracers etc. and ministerial staff such as superintendents, Head Clerks upper and lower division clerks, clerical assistant, office assistant, etc.	40 Sq. feet (3.70Sq.meter)

**Table B Allowable space for special requirements**

Sl. No	Category	Entitlement of office space in Sqm/Sq. feet
1.	Records/Stores	10 % of Sl. No. 5 in table A with a maximum ceiling of 400 Sq. feet (37.2 Sq.m)
2.	Dining/Tiffin room for Lunch /	6 Sq. feet/person for all staff in the office with a ceiling of 400 Sq. feet (37.2 Sq. m)

	canteen	
3.	Ladies Common room	120 Sq. feet (11.55 Sq. m)
4.	Drivers/watchman/Gardener/cleaning staff's room	25 Sq. feet (2.3 Sq.m) per person with a ceiling of 200 Sq. feet (18.4 Sq. m)
5.	Covered parking area	One unit for each 90 Sq.m or part thereof for the area in "table A" with unit area of 15 Sqm/161 Sq. feet. or actual available whichever is less
6.	Reception Room	120 Sq. feet (11.15 Sqm)
7.	Library	Library room should be subjected to the requirement of department concerned with one Sq. feet for 25 books or one Sq.m for 275 books
8.	Conference room	Conference room should be subjected to the requirement of the department concerned with minimum space of 237 Sq. feet ( 22 Sq.m) and maximum 474 Sq. feet (44 Sq.m)
9	Visitors room	Visitors room should be according to the requirement of department. Visitors room of size 86 Sq. feet (8 Sqm) is allowable to the officers in the rank of Joint Secretary and above within the ceiling of 474 Sq. feet (44 Sqm)
10	Water closet	1 for each 25 male staff or part thereof and 1 for each 15 female staff or Part thereof and one for disabled persons with unit size of 110 X 150 cm
11	Urinals	1 for each 25 male staff or part thereof with unit size of 65x75 cm

Rent certificate shall be issued based on Appendix II . If additional area than Appendix II is required, the concerned Administrative department can issue an order specifying the total admissible carpet area. If Administrative Department has issued GO, then the details of Appendix II has no relevance for rent fixation. Concerned department should attach copy of GO in Annexure II B when applying for rent certificate in PWD building division

**APPENDIX - III****PROFORMA FOR PLACING BEFORE THE RENT COMMITTEE FOR  
CONSIDERATION**

1.	Attach the copy of rent certificate issued by PWD Building division and Amount of rent fixed, As per rent Certificate	Rs.
2.	Whether this is for initial fixation of rent or for revision of rent	
3.	Special rate of rent demanded by the owner	Rs.
4.	Has any negotiation been made with the owner regarding reduction of rate?	

(All entries in the proforma should be filled)

\* If owner demands special rent, negotiation will be made with owner by head of the office and its details should be filled In SL.No. 4.

\*prescribed Appendix - III proforma should be signed by head of the occupying office and the officer not below the rank of Joint Secretary in Administrative Department should verify and countersigned

**APPENDIX IV**

Office of the .....

Dated .....

**RENT CERTIFICATE**

Rent Certificate No.....

The rent of the building No .....of...  
.....Grampancayath/corporation/Municipality in Survey/Resurvey  
No.....of .....Village.....Taluk owned  
by.....(name/address)which is occupied  
by(full address of Office).....is  
fixed at Rs.../- (Rupees.....) (in words) per  
month w.e.f.....for an admissible carpet area of.....square meter,  
based on Appendix II / space requirement of office /GO issued from  
concerned department (.....GO No and Date )..

Plinth Area of the building----- M2

Occupied Carpet Area of the building..... M2

Rate/M2.....

The client department should obtained sanction from Government based on  
the condition stipulated in the rent fixation Government order from public  
Works department. The rent fixation is based on the proceedings  
of.....vide proceeding  
no.....dated.....

Designation, Place:.....

Date:.....

(NB:Strike-off whichever is not applicable)

**APPENDIX V**

Office of the .....

Date.....

**NON AVAILABILITY CERTIFICATE**

Certificate No-----

Certified that PWD website has been verified for the availability of suitable building space for the office of.....and found that no suitable space is available for functioning of the office. Also certified that no other Private Building at a lesser rate of rent is available in the locality for accommodating office as on (date)

Place:.....

Date:.....

Head of department/Head of office



### Annexure-I

#### **Monthly Rent Calculation**

The proforma in Annexure II (A), II (B), shall accompany the proposal for rent fixation. The proforma in Annexure IIA is to be filled up by the owner of the building, & Registered Institution/Architect/Engineer/Town Planner/Supervisor. The proforma in Annexure IIB is to be filled by the head of office of the department.

The Assistant Engineer shall verify the rent calculation on the basis of section 2809.6 of PWD Manual and approve the same and issue rent certificate if the rent calculated is within his powers of sanction. He shall forward it directly to the superior officer competent to approve the rent calculation, if the rent calculated exceeds his power of sanction. Copy of the proposal shall be forwarded to the officer who shall issue the rent certificate.

#### Rent Calculation

The reproduction cost of a building at current rates as per the plinth area rate issued by the CPWD from time to time will be calculated and depreciated cost worked out as detailed under clause 2810.2.1 of PWD Manual. Work out the land area appurtenant to the building ( $L_a$ ) by taking into account the local bye laws for permissible ground coverage and accordingly work out the surplus land area ( $L_s$ ) as  $L - L_a$ , where;  $L$  = total land area. For example, if the permissible ground coverage as per local bye-laws is 'X%' and the plinth area of the building at ground floor (i.e. actual ground coverage) is 'Y' Sqm  $L_a = Y \times 100 / X$  Sqm, subject to the condition however that if ' $L_a$ ' works out to be more than ' $L$ ' which might be the case if actual plinth area at ground floor is more than what is permissible according to the local bye-laws, the same shall be restricted to ' $L$ '. There would accordingly be no ' $L_s$ ' in such cases. In case, no local bye-laws exist in the locality, comparison shall be made with the general practice in the locality. The cost of land will be calculated at the rate as per the land value certificate indicating the market value of land issued by the Tahsildar / Village officer. It shall be the responsibility of the owner to do the maintenance work and also to pay the taxes due to the building and premises. The details of rent calculation for partially occupied building etc., will be worked out based on the technical circular issued by the Chief Engineer from time to time. Sum of 6% ( Six percent) of the depreciated

cost of the building and 4% ( four Percent) of the cost of admissible land will be taken as the annual rent.

### Depreciation

From the reproduction cost of the building worked out on the above basis, depreciation shall be deducted for the period, which had elapsed after the building was constructed. The age of the building shall be ascertained from local bodies like Municipalities, etc., having jurisdiction over the area. Depreciation is effected from the reproduction cost worked out as above. The depreciated cost shall be calculated taking the end residual value of the building as 6% of it's capital cost(C) and assuming a straight line variation of depreciation depending on the age of the building (A) as on the date of assessment and its total serviceable life (A+R), where 'R' is residual life of building as on the date of assessment, which shall be worked out with due care and keeping in view the type of structure and specifications adopted in its construction.

Depreciation,  $D = 0.94 \times C \times A / (A+R)$ .

The expected economic life of the building under normal occupancy and maintenance conditions is considered to be as below

1. Monumental buildings -100years
2. R.C.C. Framed Structures-75 years
3. Load bearing Structures, with RCC roof -55years
4. Load bearing structures with Tiled or Sheet roofing -45 years
5. Semi-permanent structures with Tiled or sheet roofing -30 years
6. Purely temporary structures -5years

In cases where the residual life of the building (R) calculated from the above expected economic life of the building is less than 1, but the inspecting officer feels that the building is fit for occupation taking into account the type of construction, workmanship, defects if any and the how the structure is maintained, the depreciated value of the building shall be taken as 6% of the reproduction cost of the building.

In addition to normal depreciation, deductions shall be made for damages in any point of the structure. When allowing normal depreciation rates, it is expected that the structure is maintained properly. Hence depreciation does not cover special damages such as cracked walls, damaged roof, rotten state of wood work etc. A reasonable amount, which may be more or less

equal to the cost of rectification, shall be deducted from the depreciated value of the building to arrive at the final cost.

Powers of the officers of the PWD regarding valuation of buildings shall be as per existing delegation of powers.

In all cases of valuation of buildings except for Rent fixation, the Assistant Engineer concerned shall make the preparation of the plan, specifications and estimate. Where the valuation has to be approved by officers higher in rank than Assistant Engineer sufficient time shall be allowed. A certificate from the field officer regarding the plan and specification has to be accompanied along with the documents for approval of valuation from the higher authority. Based on this, if field verification is found necessary the competent officer should inspect the site and give approval for valuation.

### **METHOD FOR CALCULATING THE RENT OF A BUILDING**

Method for calculating the rent of a building is as follows.

Details required for rent calculation

1. Total plinth area of the building (PA)
2. Proposed plinth area to be occupied (PA1)
3. Unoccupied area in the proposed building (PA2)
4. Common area in the proposed building (PA3)
5. Ground floor plinth area (PA4)
6. Coverage as per Kerala Building Rule
7. Age of the building
8. Actual extent of land
9. Cost of land
10. Specification of building
11. Location of Building

### **Note: -**

- 1) The age of the building should be ascertained based on the certificate issued by local body.
- 2) The value of land should be ascertained based on the certificate issued by Tahsildar. The value of land taken for rent calculation should be the land value as on the date of occupation / revision of rent.

## Calculation of Rent

### 1. Rent of Building Proper

NB :- For rent calculation of building portion, valuation of building alone is considered and other items like compound wall, well, gate, water supply, electrification. etc shall not be included.

#### A. Valuation of occupied portion

A1. Building Proper = PA1 X PAR \* X CI

(PAR = Delhi PAR 2019, (prevailing on the date from which rent is to be calculated), CI -Prevailing cost index for Plinth area rate))

A2. Internal water supply and sanitary arrangements= 4% to 12% of A1

( Based on Annexure 1 of PAR 2019, clause 2.0 in page 2 cost for internal water supply and sanitary arrangements is 4% to 12% of cost of Building proper)

A3.

a) Electrical External service connections= 3.75% of A1

b) Civil External service connections= 1.25% of A1

( Based on Annexure 1 of PAR 2019, clause 2.0 in page 2 cost for External service connection is 5% of cost of Building proper)

A4. Internal electrical installations= 12.5% of A1

( Based on Annexure -1, clause 2.0, in page 2 cost for internal electrical installations is 12.5% of cost of building proper.)

(\* ) If any item of work done is sub- standard as compared to the same item as per PWD. specifications, suitable percentage reduction may be made for the same. Similarly, if any item of work is of especially superior standard as compared with the corresponding item of PWD specification, a suitable extra percent on the rate of the concerned item due to such superior work may be allowed.

Total value of occupied portion ( A0) = A1+A2+A3+A4

Depreciation = (0.94 x A0 x Age of Building)/ (Age of building + Residual life of building)

Depreciated cost of Occupied portion (A) = A0 - Depreciation

**B. Valuation of unoccupied portion**

B1 . Building Proper = PA2 X PAR X CI

B2. Internal water supply and sanitary arrangements= 4% to 12% of B1

B3. a) Electrical External service connections= 3.75% of B1

b) Civil External service connections= 1.25% of B 1

B4. Internal electrical installations= 12.5% of B1

Total value of occupied portion ( B0 ) = B1+B2+B3+B4

Depreciation = (0.94 x B0 x Age of Building)/ (Age of building + Residual life of building)

Depreciated cost of Occupied portion ( B ) = B0 - Depreciation

**C. Valuation of Common Area**

C1 . Building Proper = PA3 X PAR X CI

C2. Internal water supply and sanitary arrangements= 4% to 12% of C1

C3. a) Electrical External service connections= 3.75% of C 1

b) Civil External service connections= 1.25% of C 1

C4. Internal electrical installations= 12.5% of C1

Total value of Common Area ( C0 ) = C1+C2+C3+C4

Depreciation = (0.94 x C0 x Age of Building)/ (Age of building + Residual life of building)

Depreciated cost of Common Area ( C ) = C0 - Depreciation

**Proportionate cost of common Area (D) = (C X A) / (A+B)**

(Rent of building per year = 6% of cost of building)

**RENT PER MONTH OF BUILDING = ((A+D) x 6)/(12 x 100)**

**II. Rent of Land Portion**

(a) Extent of land as per documents

(b) Extent as per measurements at site (to be measured and calculated separately)

(c)Extent of land admissible -  $(PA4 \times 100) / \text{Coverage in \%}$   
 (Coverage as per Kerala Building Rule- 40% for office building and 65 %  
 for residential building (present))

Extent of land taken for rent calculation (LA) = lowest of a, b& c calculated  
 above

Proportionate extent of land (PLA) =  $(LA \times A) / (A + B)$

Rent of land per year = 4% of cost of proportionate extend of land.

Rent of Land per month =  $\frac{PLA \times \text{unit cost of Land} \times 4}{12 \times 100}$

(If excess area of land is demanded as per para vii of Appendix 1, the same  
 should also be added for rent of land per month)

**TOTAL MONTHLY RENT = Rent of Building + Rent of Land.....(I)**

**Rent For Admissible carpet Area**

ACA= Admissible carpet area of the building based on staff strength and  
 special requirements and functional requirement as per Government Order  
 of concerned occupying department .

**Rent per month as per Admissible carpet area**

**= Total monthly rent x ACA**

**Occupied carpet Area**

**.....(II)**

Least of I and II above will be taken as the monthly rent of the building

**Annexure -II (A)**

**Proforma to be filled by owner and THE REGISTERED INSTITUTION ARCHITECT/ENGINEER/TOWN PLANNER/SUPERVISOR'**

**PART -A**

1	Name of Office (s) by which the building is taken on rent	
2.	(a)Present House No. assigned by Corporation/Municipality/ Panchayat and address	
3.	Revenue survey No. (a) name of village in which the building is situated.	
4.	Actual extent of land made available for the exclusive use of the office (a) mentioned in item (1) above. ( Attach certificate)	
5.	Name and address of the owner of the building and land	
6.	No. and date of certificate issued by the Corporation/Municipality/Panchayat in support of the age of the building ( Attach Certificate)	
7.	No. and date of certificate issued by the Tahsildar in support of the land value ( Attach certificate)	
8	Monthly rent demanded by the owner for the present fixation	
9.	Date from which the rent is to be fixed for Initial /revision	
10	Attested building plan with internal and external measurements prepared by Registered Engineer, including height of building as per KBR and purpose of rooms obtained ( to be attached)	
11	Attested area calculation sheet of occupied building prepared by Government Registered Engineer. based on type of structure obtained ( To be attached)	
12	Attested Site plan prepared by Government Registered Engineer with exact actual measurements of building and area of plot obtained ( To be attached)	
13	Signature of Owner	

PART-B

1	Type of structure	Total plinth area of buildin gs (M2)	Plinth area of Occupie d portion (M2)	Plinth area of Un occupie d portion (M2)	Plinth area of Commo n area (M2)	Total Carpet area of Occupie d portion( M2)
a	Load bearing with terrace roof(indicate floor wise area)					
b	Load bearing with tiled roof(indicate floor wise area)					
c	Load bearing with sheet roof(indicate floor wise area)					
d	Framed structure with terrace roof (indicate floor wise area)					
e	Framed structure with tiled roof (indicate floor wise area)					
f	Framed structure with sheet roof(indicate floor wise area)					
g	Godown/ Garage etc with terrace roof (indicate floor wise area)					
h	Godown/ Garage etc with tiled roof(indicate floor wise area)					
i	Godown/ Garage etc with sheet roof(indicate floor wise area)					
j	No of Floors					



k	Height of each floor	
2.	Plinth Area of Ground Floor	a. Whole building = .....sqm b. Occupied portion = .....sqm
3.	Occupied carpet Area (sq m)	
4.	Age of building	
5.	Road Access	NH/ PWD / Corporation/Municipality/ Panchayath
6.	Plinth Area of Un-occupied portion	
7.	Plinth Area of Common area	
8.	Total Carpet Area of Occupied portion	
9.	Plot/ Land Area as per records	
10	Actual plot/land area (as per site measurements)	
11	Market value of Land as per certificate issued by the Tahsildar	
12	Excess Land requirement If Yes, attach Government Order and additional area required.	Yes/ No .....M2
13	Signature of Registered Institution / Architect/ Engineer/Town Planner/ Supervisor with Registration number and Seal	

Date.....

Annexure II (B)**Proforma to be filled by the occupying Department**

1.	Date on which written application of owner for fixation/ revision of rent received by the office	
2.	Table A- Appendix - II	
	Staff strength (Category-wise) of the office(s) accommodated in the above building - as in Table A -Appendix-II(for calculating admissible area as per norms)	
3.	Table B- Appendix II	
	Whether Records/Store needed ( Y/N)	
	Whether Dining/ tiffin room needed (Y/N)	
	Whether Ladies common room needed (Y/N)	
	Whether Drivers/watchman/gardner/cleaning staff room needed (Y/N)	
	Whether Reception room needed ( Y/N)	
	Whether Library needed, (Y/N), If yes, number of Books	
	Whether Conference room needed (Y/N, if yes Area requirement of conference hall for concerned department. (in sqm or sq ft). Attach concerned GO of Administrative Department	
4a	Additional space requirements if any sanctioned by competent authorities for the essential use of the above office. Attach concerned G.O of the Administrative department	
4b	Additional requirement of land if any sanctioned by competent authority. Attach	

	concerned G.O of the A.D	
5	Whether this is for initial fixation of rent or for revision of rent	
6	If this is for revision of rent furnish details of earlier fixation here	
7	Signature with date and designation of the Head of the Office (s) occupying the building in token of having verified and satisfied of the correctness of the information furnished	

Date.....

# Annexure - III

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കേരള സർക്കാർ

സംഗ്രഹം

റവന്യൂ വകുപ്പ് - സർക്കാർ ഭൂമി പാട്ടത്തിന് നൽകുന്നതിനുള്ള മാനദണ്ഡങ്ങൾ പുതുക്കി നിശ്ചയിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

### റവന്യൂ (പി) വകുപ്പ്

സ ഉ (കൈയെഴുത്തു) നമ്പർ 174/2011/റവന്യൂ തീയതി, തിരുവനന്തപുരം. 25 2011

- വായിച്ചത് -
- 1 19/12/1985-ലെ ജി ഒ (എം എസ്) 1026/85/ആർ.ഡി നമ്പർ ഉത്തരവ്
  - 2 7/7/1997-ലെ ജി ഒ. (എം എസ്) 511/97/ആർ.ഡി നമ്പർ ഉത്തരവ്
  - 3 9/11/1999-ലെ ജി ഒ (എം എസ്) 440/99/ആർ.ഡി നമ്പർ ഉത്തരവ്
  - 4 29/09/2008-ലെ ജി ഒ (എം എസ്) 502/98/ആർ ഡി നമ്പർ ഉത്തരവ്
  - 5 14/5/2004-ലെ ജി ഒ (പി) 126/2004/ആർ ഡി നമ്പർ ഉത്തരവ്

### ഉത്തരവ്

പാട്ടത്തിന് നൽകുന്ന സർക്കാർ ഭൂമിയുടെ കാര്യക്ഷമമായ നടത്തിപ്പിനായി നിരവധി നിർദ്ദേശങ്ങൾ ഇതിനകം നൽകിയിട്ടുള്ളതാണ് എന്നാൽ നടപടി ക്രമങ്ങളിൽ മാറ്റം വരുത്താത്തതിനാൽ നിലവിൽ സർക്കാർ ഭൂമി പാട്ടത്തിന് നൽകുന്നത് റവന്യൂ ഉദ്യോഗസ്ഥർക്കും പാട്ട ഭൂമികളുടെ ഗുണഭോക്താക്കൾക്കും ബുദ്ധിമുട്ട് അനുഭവപ്പെടുന്നതായി സർക്കാരിന്റെ ശ്രദ്ധയിൽപ്പെട്ടു.

2 സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു നിലവിലുള്ള ഭൂമി പതിവ് നിയമത്തിനും ചട്ടങ്ങൾക്കും വിധേയമായി സർക്കാർ ഭൂമി പാട്ടത്തിന് നൽകുന്നതുമായി ബന്ധപ്പെട്ട് താഴെ പറയുന്ന നടപടികൾ അംഗീകരിച്ച് ഉത്തരവാകുന്നു

(എ) പാട്ടം പുതുക്കുന്നതുമായി ബന്ധപ്പെട്ട് പാട്ട ഭൂമിയുടെ വില നിർണ്ണയിക്കുന്നതിന് നിർദ്ദിഷ്ട പാട്ട ഭൂമിയുമായി ചേർന്ന് കിടക്കുന്ന പട്ടയ വസ്തുക്കളുടെ ന്യായവില (fair value) നിജപ്പെടുത്തിയിട്ടുള്ളതിനാൽ, പ്രസ്തുത വിലയുടെ ഉരട്ടി വില മാർക്കറ്റ് വിലയായി കണക്കാക്കി പാട്ടത്തുക നിർണ്ണയിക്കേണ്ടതാണ്

(ബി) പാട്ടത്തിന് നൽകിയതോ അല്ലാത്തതോ ആയ റവന്യൂ ഭൂമിയിൽ നിൽക്കുന്ന മരങ്ങൾക്ക് മാത്രമായി വൃക്ഷപാട്ടങ്ങൾ നിജപ്പെടുത്തേണ്ടതും പിഡബ്ല്യു ഡി പുറമ്പോക്ക്, പഞ്ചായത്തിൽ നിക്ഷിപ്തമായ ഭൂമികൾ എന്നിവയിൽ നിൽക്കുന്ന വൃക്ഷങ്ങൾ കൃത്യമായ മഹസ്സർ തയ്യാറാക്കി കേരളാ ഭൂസംരക്ഷണനിയമ പ്രകാരം അധികാരപ്പെടുത്തിയിട്ടുള്ള അതാതു വകുപ്പ് അധികാരികളെ രേഖാമൂലം ഏൽപ്പിക്കേണ്ടതും അത്തരം പാട്ടങ്ങൾ റവന്യൂ വകുപ്പിന്റെ പാട്ടക്കേസുകളിൽ നിന്നും ഒഴിവാക്കേണ്ടതുമാണ്

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(സി) വൃത്തികൾക്ക് നൽകുന്ന പാട്ടങ്ങൾ 1964-ലെ കേരള ഭൂപതിവ് പട്ടങ്ങളിലെ പട്ടം 14 പ്രകാരം ആയിരിക്കേണ്ടതാണ് സ്ഥാപനങ്ങൾക്ക് പാട്ടം നൽകുന്നതിനുള്ള പുർണ്ണമായ അധികാരം സർക്കാരിൽ നിക്ഷിപ്തമാകയാൽ ജില്ലയിൽ നിന്നും സ്ഥാപനങ്ങൾക്ക് പാട്ടത്തിന് നൽകിയിട്ടുള്ള മുഴുവൻ കേസുകളും പുന:പരിശോധിച്ച് തീരുമാനം കൈക്കൊള്ളുന്നതിനായി പുതുക്കിയ ശുപാർശകൾ ലാൻ്റ് റവന്യൂ കമ്മീഷണർ മുഖാന്തിരം സർക്കാരിന് സമർപ്പിക്കേണ്ടതാണ്.

(ഡി) നിലവിലോ, ഭാവിയ്ക്കലോ പൊതു ഉപയോഗത്തിന് ആവശ്യമില്ലാത്തതും, മുപ്പതിലേറെ വർഷങ്ങളായി ട സെന്റിൽ താഴെമാത്രം വരുന്ന ഭൂമിയിൽ വീടുവെച്ച് താമസിച്ചു വരുന്നവരും സർക്കാരിലേക്ക് കൃത്യമായി പാട്ടം ഒടുക്കിവരുന്നതുമായ മുഴുവൻ കേസുകളുടെ ലിസ്റ്റ് തയ്യാറാക്കേണ്ടതും നിയമ പ്രകാരമുള്ള പട്ടയം നൽകുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കുന്നതിനായി വില്ലേജ് ഓഫീസറുടെ വെരിഫിക്കേഷൻ റിപ്പോർട്ട് ഉൾപ്പെടെ കളക്ടർക്ക് സമർപ്പിക്കേണ്ടതാണ് കേരള ഭൂമി പതിവ് പട്ടങ്ങളിലെ നിബന്ധനകൾ പുർണ്ണമായി പാലിച്ചുകൊണ്ട് തഹസീൽദാർമാർക്ക് പട്ടയ നടപടികൾ സ്വീകരിക്കേണ്ട അനുമതി കളക്ടർ തലത്തിൽ നൽകേണ്ടതാണ് ഇതിന്റെ പ്രയോജനം ഭൂരഹിതരായ പാവപ്പെട്ടവർക്കു മാത്രമായി നിജപ്പെടുത്തിയിട്ടുണ്ടെന്ന് ജില്ലാ കളക്ടർ ഉറപ്പു വരുത്തേണ്ടതാണ് .

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം.

ഡോ. നീവേദിത പി ഹരൻ,  
അഡീ ചീഫ് സെക്രട്ടറി,  
റവന്യൂ

ലാൻ്റ് റവന്യൂ കമ്മീഷണർ, തിരുവനന്തപുരം  
എല്ലാ ജില്ലാ കളക്ടർമാർക്കും.

ഉത്തരവിൻ പ്രകാരം,  
  
സെക്ഷൻ ഓഫീസർ

പകർപ്പ്  
ബഹു റവന്യൂ വകുപ്പ് മന്ത്രിയുടെ പി എസ്  
റവന്യൂ വകുപ്പ് അഡീഷണൽ ചീഫ് സെക്രട്ടറിയുടെ പി.എ,  
റവന്യൂ വകുപ്പിലെ ബന്ധപ്പെട്ട സെക്ഷനുകൾക്ക്  
സ്റ്റോക്ക് ഫയൽ/ ഓഫീസ് കോപ്പി