Leases & Agreements

LAMS-Leases & Agreements Management

Contents

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1 Overview

1.1 Introduction

A lease is an agreement whereby the lessor conveys to the lessee in return for a payment or series of payments the right to use an asset for an agreed period. A lease is classified as a finance lease if it transfers substantially the entire risks and rewards incidental to ownership. All other leases are classified as operating leases.

This module maintains all relevant lease allotment and its management information. Detailed information about agreements made between lessor and lessee can be stored in this module. Leases Module will be available to the admin with full control and to employees with restricted access to view only agreement data he/she is authorized to.

This module uses information from Assets module , Council Management

,Finance Module E-Gov Leases & Agreements (LAMS) Contains Following

Features:

- o Create Agreement
  - ➢ Data Entry Agreement /Legacy Data entry
  - ➢ Live Agreement
- o Renewal Of Agreement
  - ➢ Data Entry Renewal
- o Search Agreement
  - ➢ View Agreement
  - ➢ View Dcb
  - ➢ Add/Edit Dcb
  - ➢ Collect Tax
  - ➢ Allotment Notice
  - ➢ History Search
- o Modify Data entry Agreement
- o Cancellation of Agreement
- o Eviction of Agreement
- o Remission Of Agreement
- o Objection Of Agreement
- o Judgment Of Agreement
- o Due Notice
- o Search Notice
- o Reports
  - ➢ Agreements Base Register report.

2 Purpose

The purpose of this document is to give a detailed process of working with "Leases & Agreements-Lams " module.

The main intention for drafting this document is to make the ULB officials/Dpo's familiarize with all the new screens that are being deployed recently in the ERP application "Leases & Agreements" module.

3 Scope

E-Gov Leases and Agreements Management System aims to improve the efficiency of the lease management operations in the ULB . The module gives comprehensive details of agreement for Lands, Shops rooms,Shopping Complex, Markets, Kalyanamandapam, parking spaces and other asset categories by automating existing Manual system in Ulb's.

This document Ensures the users how to work with various screens in LAMS Module. Processing steps and screens are shown below.

4 Abbreviations Used

Term	Definition
ULB	Urban Local Bodies
Category	Caste category of Lessee
Shopping Complex	A conglomeration of shops housed in a complex
Cr.No /Cr Date	Council resolution No /Date
DCB	Demand Collection and Balance
Allotment Order	The order signed and issued to the successful bidder of the shop indicating the shop number, the license fee fixed and the agreement period

Lessee	The person for whom the Land is leased out
Eviction	Forcible removal from the property
Renewal	Process initiated before the expiry of license but renewed from date of expiry
Vacation	End of tenure where the user decides not to renew the license
Objection	Any Objections by lessee against agreement conditions
Judgment	Final verdict over objection
Remission	Request to decrease rent for a particular period of time.

5 Lease Agreement

A **contract** between a lessor and lessee that allows the lessee rights to the use of a property owned or managed by the lessor for a period of time with regular payments from the lessee for a specified number of months or years

5.1 Create Agreement for Shops in Shopping Complex:

Shopping complexes built by ULB are rented for commercial purposes in order to increase the revenues of the ULB. These complexes are owned and maintained by ULB.

The system allows the user with an appropriate role to create a new Shopping Complex(Asset) with no; of shops to the no; of floors in the asset module and create an agreement for the same in leases and agreement module.

Since linking with the asset module is enabled, the system prompts the user to select the asset category as mandatory field

Navigation :

Applications→ Leases and agreements →Agreements →Create Agreement

✓   User will be navigated to search asset to create agreement screen as below.

✓ User can search assets under shopping complex category based on Asset code/Asset Name/Locality/Door no.

5.2   Data Entry (Create Legacy Agreement):

5.2.1 Significance of "Is History" -Yes/No:

System will provide provision to enter legacy agreements (which were created in history but still active/expired) with "is history flag as Yes/No".

With "Is History" Flag as No: User can create agreements those are commenced from history but still active and can do collections for the same duly updating demands.

With "Is History" Flag as Yes: User will be to enter expired agreement records in to the system but not allowed to do any transactions on those agreements (Like collections etc).

Navigation:

Applications→ Leases and agreements →Agreements →Create Agreement →Actions (Drop-down)→Data entry

✓ User will be navigated to below create data entry agreement screen.
✓ User has to fill all the agreement details that are marked as mandatory.
✓ As Lams is integrated with council management module pop-up will display GIST of preamble w.r.to Cr no entered.
✓ Click on close.

Create agreement for data entry

Shopping Complex Asset Details

Shopping Complex Name	Akhil Chitluri	Shopping Complex No.	143
No.of Floors	1	No.of Shops	3
Floor Number *	1	Shop Number *	3
Shop Area		UOM	mts
		Shopping Complex Address	
Asset Category	Shopping Complex	Asset Name	Akhil Chitluri
Asset Code	001443	Asset Area	
Locality	4th Class Employees Colony-m	Street	
Revenue Zone		Revenue Ward	
Revenue Block		Election Ward	
Survey Number		Market Value	

Shopping Complex Allottee Details

Aadhar No	651789786456	Contact No *	+91 9948959690
Name of the Allottee *	Chitluri Akhil Chowdary	Email Id	
PAN		Trade license number	
TIN		Residential Address of the Allottee *	Flat101,Nivas Enclave - Appartment,Gorantla 522034,Guntur Land mark CDMA municipal office

Shopping Complex Agreement Details

Old Agreement Number		History Agreement *	No
Council/standing committee Resolution Number *	20	Council/standing committee Resolution date *	01/01/2019
Tender/Auction No.		Tender/Auction Date	
Category *	General	Basis of allotment *	Goodwill Auction Basis
Nature of allotment	Select	Court Case Number	
Order details		Registration fee paid	₹
Shopping Complex Rent *	₹ 1000	Payment Cycle *	MONTH
CGST	₹ 90	SGST	₹ 90
Bank guarantee amount	₹	Bank Guarantee date	
Solvency Certificate No		Solvency Certificate date	
Security Deposit	3000	Security Deposit received date (DD/MM/YYYY)	
Goodwill Amount	₹	Date of Allotment *	01/01/2019
Time Period *	3	GSTIN	
Municipal Order Number		Municipal Order Date	
Method for Renewal of Rent *	33.33% excess over the lease amount		
Attach Document	Choose Files No file chosen	Remarks	

Shopping Complex History Details

Month/Year of First Allotment to the Current Lessee	01/2011

Shopping Complex Subsequent Renewals

Council/standing committee Resolution Number	Council/standing committee Resolution date	From *	To *	Number of Years *	Monthly Rent (Rs.) *	Action
15	01/01/2011	01/01/2011	31/12/2015	5.0	250	
16	31/12/2015	01/01/2016	31/12/2018	3.0	500	🗑
			Total Number of Years	8.0		

Add

Submit   Close

✓ By clicking on submit button user will be displayed with agreement number as below.

Acknowledgement of Data Entry Agreement

Successfully Created Agreement for Asset Akhil Chitluri

Agreement Number: LA-19-1016001334

Add/Edit DCB   Close

✓ Click on **Add/Edit DCB** to update demand for paid installments/Manual collections

✓ By clicking on **Add/Edit DCB** user will be displayed with demand details with Advance Tax + Gst, Monthly Rents +GST, Penalty till current running installment.

Note: Value displayed in Demand column should be equal to Collections updated (For Manual payments)

Edit Demand

Note: 9% CGST and 9% SGST is to be calculated on each account head. Kindly calculate it manually if system is not calculating and GST is applicable.

Monthly Period	Demand	Collection
JAN,2019[advance tax]	3000	0
JAN,2019[9% cgst on advance]	270	0
JAN,2019[9% sgst on advance]	270	0
JAN,2019[goodwill amount]	0	0
JAN,2019[rent]	1000	0
JAN,2019[penalty]	0	0
JAN,2019[9% cgst]	90	0
JAN,2019[9% sgst]	90	0

Submit   Close

✓ Click on Submit to **Update** demand for manual collections.

5.3   Create Live Agreement (Create Screen)

Note: All Collections/payments should be made through LAMS Module including security deposit e.t.c , Agreements with any manual payments should be processed through **Data entry** option.

Navigation:

Applications→ Leases and agreements →Agreements →Create Agreement →Actions (Drop-down)→Create

Create screen is used to make agreements for Newly occupied shops shopping complex /If lessee was given the lease for the first time(1st allotment for customer/Lessee).

- ✓ User will be navigated to create agreement screen.

- ✓ User has to fill all mandatory fields to submit application.

- ✓ By clicking on submit acknowledgement will be generated with acknowledgement number and forwarded to next level.

Acknowledgement of Create Agreement

Agreement created and forwarded to B.Veeraswamy

Acknowledgement number: 00943-2019-BL

Close

- ✓ Click on close

- ✓ User has to collect advance tax amount and in order to get application approved and download allotment proceedings with agreement number for the same.

Live Agreements Work Flow Details in Municipalities /Nagarpanchayat:

Junior Assistant (Initiator) → RI/RI (Forward the application if Advance tax is paid) →Commissioner (Approves) and
forwards to Junior Assistant to generate allotment proceedings.

Live Agreements' process has to complete the following workflow

Designation	Role
Revenue JA/SA	Initiator
Revenue Inspector	Verifier
Revenue Officer	Verifier
Assistant Commissioner/Zonal Commissioner/Deputy Commissioner/Additional Commissioner/Commissioner	Approver

Open-Work flow is applicable for all types of transactions over and agreement (Transactions like Cancellation ,Evicetion ,Remission ,Objection ,Judgment).

5.4   Renewal of Agreement through Data Entry Screen:

Process initiated before/after the expiry of license but renewed from date of expiry

Navigation:

Applications → Leases and agreements→ Agreements → Renewal Data entry

- ✓ User will be navigated to below screen-Search Agreement for data entry renewal.

- ✓ User has to enter the expired agreement number which is to be renewed.
- ✓ By clicking on Search button. User will be displayed with below "Data Entry for Renewal of Agreement" screen.
- ✓ Agreement details are fetched from the old agreement. Asset details are read- only, i.e., user cannot modify asset details. Allot tee Details & Agreement Details section can be edited by the user.
- ✓ After submitting the form, renewed Agreement Number is generated.
- ✓ Click on Add/Edit Demand to update any manual payments till date or Click on close

Data Entry for Renewal Of Agreement

Shopping Complex Asset Details

Shopping Complex Name	shoping complex_1	Shopping Complex No.	21212
No.of Floors	2	No.of Shops	4
Floor Number *	sf	Shop Number*	155441
Shop Area		UOM	mts
		Shopping Complex Address	
Asset Category	Shopping Complex	Asset Name	shoping complex_1
Asset Code	000700	Asset Area	
Locality	1,2 Kisaan Nagar-m	Street	
Revenue Zone		Revenue Ward	
Revenue Block		Election Ward	
Survey Number		Market Value	

Allottee Details

Aadhar No		Contact No*	+91 2222222222
Name of the Allottee*	samm	Email Id	
PAN		Trade license number	
TIN		Residential Address of the Allottee*	bjhjhghj

Agreement Details

Old Agreement Number	LA-18-1016000384		
Council/standing committee Resolution Number*		Council/standing committee Resolution date*	
Tender/Auction No.		Tender/Auction Date	
Category*	Select	Basis of allotment*	Select
Nature of allotment	Select	Court Case Number	
Order details		Registration fee paid	₹
Rent*	₹	Payment Cycle *	Select Payment Cycle
CGST	₹	SGST	₹
Bank guarantee amount	₹	Bank Guarantee date	
Solvency Certificate No		Solvency Certificate date	
Security Deposit		Security Deposit received date (DD/MM/YYYY)	
Goodwill Amount	₹ 0	Date of Allotment*	
Time Period*	Choose Time Period	GSTIN	
Method for Renewal of Rent*	Choose Percentage		
Attach Document	Choose Files No file chosen	Remarks	

Submit   Close

5.5   Renewal Of Agreement through Work Flow:

The renewal process will be initiated after the expiry of the old agreement entered into the system, renewed from next day of the date of expiry mentioned in Old agreement.

**Method of Fixing renewed Rent Should be based on the below 3:**
I.   Rent @10% of the current value of the property.
II.   Rent @33% above the existing rent.
III.   Prevailing rent in the vicinity.

Highest of the three will be automatically taken as new rent(Renewed Rent) by the system and displayed to user.

Navigation :

Applications → Leases and agreements→ Agreements → Renewal Of Agreement
1. Senior Assistant/Junior assistant of Revenue department should initiate lease renewal process.
2. User will be navigated to below screen-Search Agreement for Renewal.
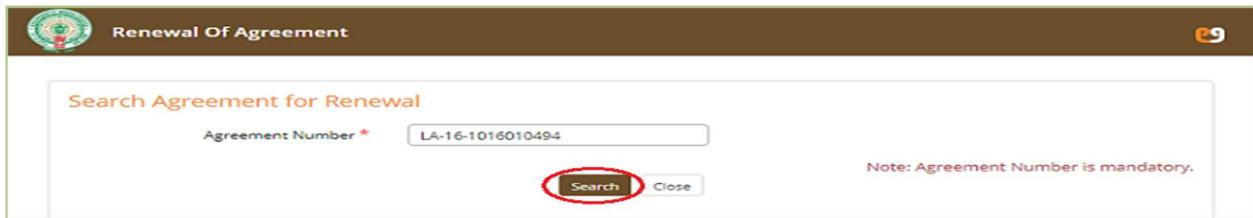
3. User has to enter the expired agreement number which has to be renewed
4. After entering Agreement Number and clicking on Search button, it will open the application for Renewal of lease service. There will be 5 sections in the Renewal of lease screen

   ➢ **Asset Details Section:** Displays Asset Details, Floor details in which old agreement is created in read-only mode.
   ➢ **Allot tee Details Section:** Displays details of customer to whom lease is allotted or renewed, User can edit details except Allottee name and TL number
   ➢ **Agreement Details Section:** Displays details of old agreement (Expired agreement) in read only mode.
   ➢ **Renewal Rent calculation Section:** In Rent calculation section user should give below details to calculate rents for the above 3 Methods.
      • Plinth area of Shop in **Sq.mtrs**
      • Construction Cost of shop per **Sq.ft**
      • Land Rate of shop per **Sq.Yd**
      • Prevailing monthly rent per **Sq. Feet** in the vicinity.
   System Shall calculate rental values for the above 3 Methods and displayed to user in read only mode.

   ➢ **Renewal Details:**   User has to specify all the details w.r.to current renewal.
      • Highest of above 3-Rents shall be taken as new renewed rent and displayed to user along with GST and Security deposit .
      • All the fields with ('*') are mandatory fields and must be filled with data to forward application to next level.
      • User can upload any document, if required, which shall not exceed 5 MB
5. After clicking on submit, acknowledgement will be generated with acknowledgement number and forwarded to next level.

6. Renewal process has to complete the following workflow:

Designation	Role
Revenue JA/SA	Initiator
Revenue Inspector	Verifier
Revenue Officer	Verifier
Assistant Commissioner/Zonal Commissioner/Deputy Commissioner/Additional Commissioner/Commissioner	Approver

7. Application shall be processed till the competent authority.
8. Provision to edit system fixed rent shall be enabled to all authorities above Verifier level.
9. If rent is edited by competent authority , system should generate GST and Security amount on updated rent.
10. Competent authority shall approve the application (New agreement number will be generated on approving) and forward it to initiator for security deposit collection.
11. On collection of security/Advance Amount, User shall be able to download **Renewal Notice** and can view DCB details of the Renewed agreement.

Note:

- All the details entered in the applications should be verified before forwarding the application.
- No changes to application will be accepted once the application is approved.
- Security Deposit or Advance Amount shall only be paid for the Agreement after approval. **Amount paid through NTR Module WILL NOT be adjusted to the agreement**.

Renewal Of Agreement

Asset Details

Asset Name :	Municipal Shopping Complex, King Market	Asset Code :	002088
Asset Category Type :	N/A	Asset Area :	N/A
Locality :	N/A	Revenue Ward :	N/A
Block :	N/A	Revenue Zone :	N/A

Allottee Details

Name :	P Hussain Peera	Mobile Number * :	+91 0000768005
AadhaarNumber :	***11635656	PAN No:	
EmailId :		Address of the Allottee * :	D.No. 56/16, Kondaiah Gate, Kurnool.
Tradelicense Number :	TL/01447/2016		

Agreement Details

Agreement Number :	LA-16-1016010494	Agreement Date :	01/04/2016
Rent :	4592	Security Deposit :	3270
Payment Cycle :	MONTH	Agreement Type :	CREATE
Allotment Date :	01/04/2016	Expiry Date :	31/03/2019

Renewal Rent Calculation

1) Rent at 10% of current value of the property:

Plinth area of Shop in Sq.Mts (a)*			
Plinth area of Shop in Sq.Yds (b)*	0	Plinth area of Shop in Sq.Fts (c)*	0
Construction Cost of Shop per Sq.Ft (d)*		Land Rate of Shop per Sq.Yd (e)*	
Land Value of Shop (f = b * e)*	₹ 0	Total Construction Value of Shop (g = c * d)*	₹ 0
Total Market Value of the Shop (h = f + g)	₹ 0	10% of Total Market Value of the Shop h%10	₹ 0

2) Prevailing Rent in the Vicinity:

Prevailing monthly rent per Sq. Feet in the vicinity*		Prevailing Monthly Rent of the Shop	₹ 0

3) 33.33% on Existing Rent:

Old Rent	₹ 4592	33.33% on Existing Rent of the Shop	₹ 6123

Renewal Details

Council/Standing Committee Resolution Number*		Council/Standing Committee Resolution Date*	📅
Renewal From Date*	📅	Time Period*	Select ▼
Renewal Rent (with % in increase)*	₹ 6123	Method by increase in rent calculated during Renewal*	33.33% above of the earlier amount ▼
SGST	₹ 551	CGST	₹ 551
Security Deposit*	18369	Security Deposit Received Date (DD/MM/YYYY)*	📅
Remarks		Attach Document	Choose Files No file chosen

Workflow Details

Department *	Select Department	Designation *	Select Designation
Employee *	Select User	Comments	

Submit Close

Data Elements:

Field Name	Required	Description
Asset Details		
Asset Name	N	Read only, Fetched from asset module w.r.to old agreement created.
Asset Code	N	
Asset Category Type	N	
Asset Area	N	
Locality	N	
Revenue Ward	N	
Block	N	
Revenue Zone	N	
Allot tee Details		
Name	Y	Fetched from old agreement number entered.
Mobile Number	Y	Allot tee's mobile number
Aadhaar Number	N	Allot tee's Aadhar number
Pan Number	N	Allot tee's PAN number
Email Id	Y	Allot tee's Email Id to be entered.
Address of the allot tee	Y	Allot tee's address
Trade license Number	N	Allot tee's trade license number
Agreement Details		
Agreement Number	N	Agreement details will be fetched w.r.to old agreement number given in read only mode.
Agreement Date	N	
Rent	N	
Security Deposit	N	
Payment Cycle	N	
Allotment Date	N	
Expiry Date	N	
Renewal Rent Calculation		
1)Rent at 10% of current value of the property		
Plinth area of Shop in (Sq.mtrs) a*	Y	User should enter plinth area in shop in sq.mtrs as per records.
Plinth area of Shop in (Sq.Yd) b*	N	Auto displayed
Plinth area of Shop in (Sq.ft) c*	N	Auto displayed
Construction Cost of shop per Sq.ft d*	Y	Construction Cost per square feet should be entered here
Land Rate of shop per (Sq.Yd) e*	Y	Land rate per Sq.Yd should be entered here
Land Value of shop f=(b*e)	N	Plinth area of Shop in (Sq.Yd) * Land Rate of shop per (Sq.Yd) gives Land value of shop.
Total Construction Value of Shop g=(c*d)	N	Plinth area of Shop in (Sq.ft) * Construction Cost of shop per Sq.ft gives total construction value
Total Market Value of the Shop (h = f + g)	N	Land Value of shop + Total Construction Value of Shop gives Total Market Value.
10% of Total Market Value of the Shop (h%10)	N	10% of Total market value will be calculated and displayed here.
2)Prevaling Rent in the Vicinity		
Prevailing monthly rent per Sq. Feet in the vicinity*	Y	Monthly Rent per sq.ft should be specified here.
Prevailing Monthly Rent of the Shop	N	Displays value arrived by multiplying Prevailing monthly rent *Plinth area of shop in Sq.Ft.
3)3.33.33% on Existing Rent		
Old Rent	N	Displayed w.r.to old agreement number based on last installment paid.
33.33% on Existing Rent of the Shop	N	Auto calculated as 33.33 excess over old rent and displayed here.

6 Search Agreement

6.1 History Search

By Enabling History Search check box ☑ History Search in search agreement screen user will be displayed with all the transactions over particular agreement entered.

Navigation:

Applications→ Leases and agreements→ Agreements → Search Agreement→ ☑ History Search

- ✓ User will be displayed with below screen with all the transactions (like Renewal ,Cancellation, Eviction) over particular agreement entered.

- ✓ User can drill-down to agreement details from actions dropdown.

6.2   View Agreement:

User with appropriate role is allowed to view the existing agreement details. To view the agreement, user has to first search the existing agreement using the search agreement screen. In this screen, complete shopping complex details, allotment and agreement details are displayed in read only format

Navigation:

Applications→ Leases and agreements→ Agreements → Search Agreement

User will be navigate d to below screen
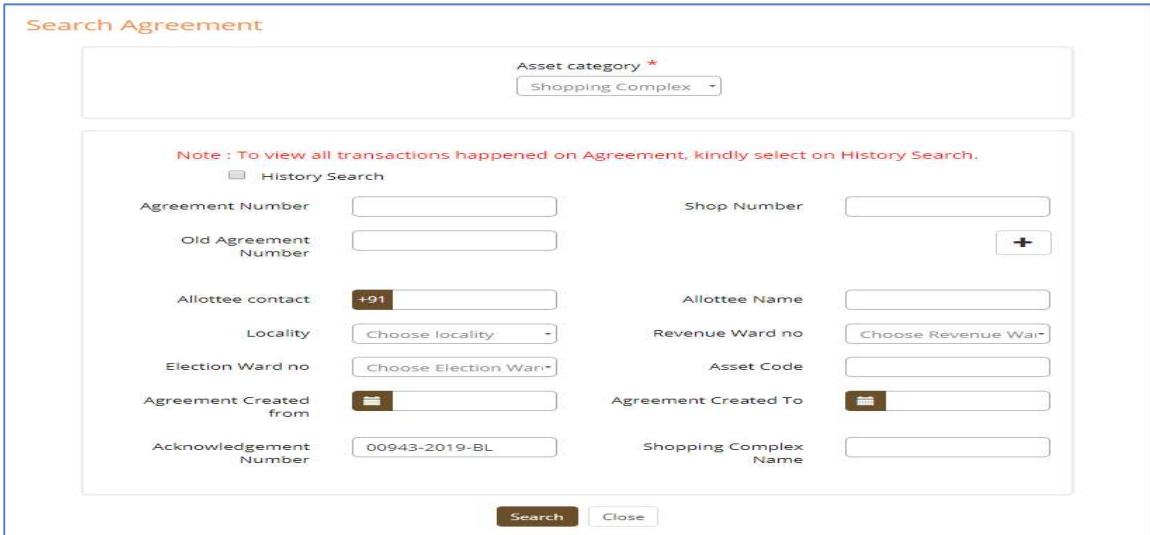
- ✓ User can search agreement by choosing Asset category as mandatory and Agreement number , Shop no, Old agreement no, Allotted contact, Allot tee Name, Location details ,Date range , Acknowledgement No, Shopping complex name.
- ✓ Based on search criteria user will be displayed with agreement results as below.

Copy	CSV	Excel	PDF	Print								Search: test

Sl No	Agreement Number	Allottee Name	Allottee contact No	Locality	Asset Category	Asset Code	Agreement Created Date	Agreement Type	Status	Type	Action
1	LA-17-1016000403	test amey	6555456565	Adi Bala Enclave Balaji Nagar	Shopping Complex	000704	28/12/2018	NEW	ACTIVE	Data Entry	Select Action / View / Collect Tax

Navigation:
Applications→ Leases and agreements→ Agreements → Search Agreement→ Agreement Result→ Click on Actions→ Click on View.

✓ User will be displayed with below screen.

✓ Click on **VIEW DCB** to view Demand details in read only mode
✓ By clicking on **VIEW DCB** user will be displayed with Demand details for complete agreement period of allotment and receipt details for payments made till date.

View DCB

Agreement Details

Agreement Number :	LA-16-1001014832	Acknowledgement Number:	N/A
Allotment Date :	31/01/2016	Expiry Date :	30/01/2019
Agreement Type :	CREATE	Current Status :	EXPIRED
Asset Name :	New Shopping Complex.near Tower clock	Asset Type:	Shopping Complex
Allottee Name :	M G Raju	Mobile Number:	9440665266
Rent :	3198	Advance Collection:	9594
PaymentCycle :	MONTH	Allotment Type :	N/A

Demand Details

Installment	Demand	Collection	Balance
JAN,2016[Advance Tax]	0	0	0
JAN,2016[ServiceTax On Advance]	0	0	0
JAN,2016[Goodwill Amount]	0	0	0
JAN,2016[ServiceTax On GoodWill]	0	0	0
JAN,2016[Rent]	2399	2399	0
JAN,2016[Penalty]	0	0	0
JAN,2016[Service Tax]	360	360	0
FEB,2016[Rent]	2399	2399	0
FEB,2016[Penalty]	0	0	0
FEB,2016[Service Tax]	360	360	0
MAR,2016[Rent]	2399	2399	0
MAR,2016[Penalty]	0	0	0
MAR,2016[Service Tax]	360	360	0

Receipt Details

S.No	Receipt Number	Receipt Date	Total Amount(Rs)
1.	10/2018-19/47593	29/10/2018	11322
2.	12/2018-19/51529	04/12/2018	3774
3.	11/2018-19/48131	02/11/2018	3774

Cancelled Receipts

S.No	Receipt Number	Receipt Date	Total Amount(Rs)
	No Receipts		

Close

✓ Click on close.

6.3 Collect Tax /Rent Collection

The rent amount is collected for every month based on the demand due. The user searches for the shop for which the rent has to be collected and is then directed to the collection screen. Complete shop current due demand and total arrears due (if any) details are displayed for user reference.

User can select rent and pay the amount. They should select the amount in order.

6.3.1 Penalty Logic

✓ Penalty is fixed as 2% over monthly rent and due date for penalty generation is 11th of every month.

✓ For each installment, if the due amount is not paid, penalty of 2% of rent amount is added

Navigation:

Applications→ Leases and agreements→ Agreements → Search Agreement→ Agreement Result→ Click on Actions → Click Collect tax.

✓ User will be navigated to partial payment screen by clicking on collect tax option.

✓ User will be displayed with demand details as below in partial payment screen.

Partial Payment

Partial Payment
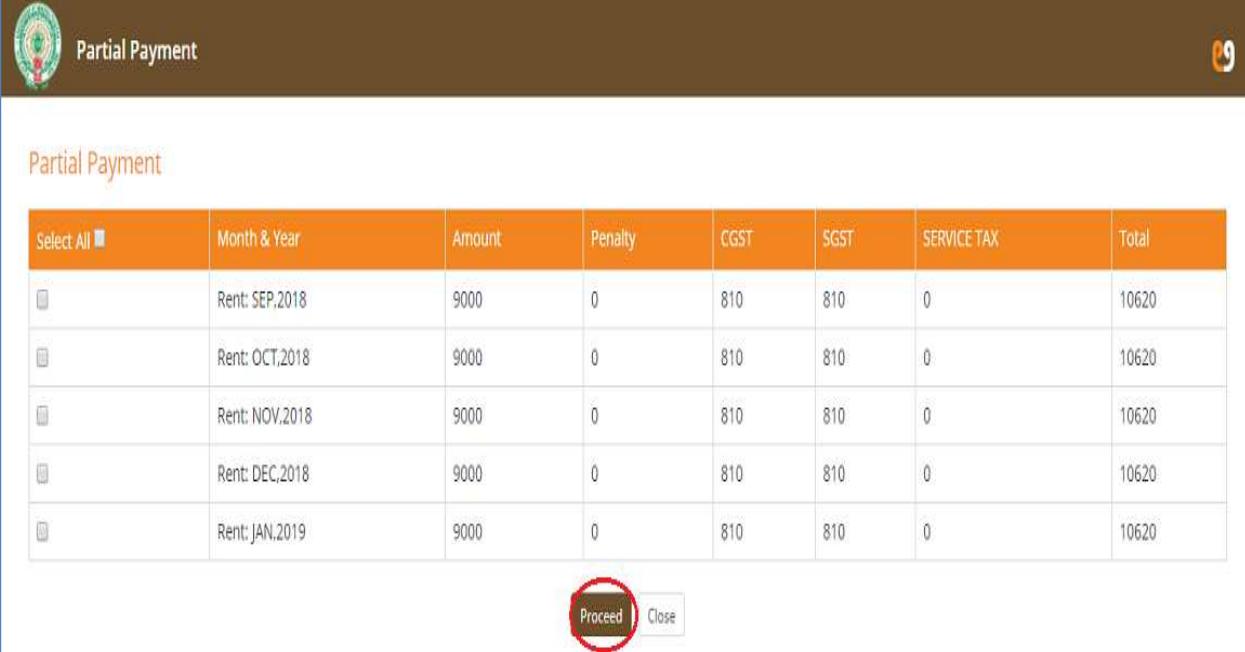
Select All ☐	Month & Year	Amount	Penalty	CGST	SGST	SERVICE TAX	Total
☐	Rent: SEP,2018	9000	0	810	810	0	10620
☐	Rent: OCT,2018	9000	0	810	810	0	10620
☐	Rent: NOV,2018	9000	0	810	810	0	10620
☐	Rent: DEC,2018	9000	0	810	810	0	10620
☐	Rent: JAN,2019	9000	0	810	810	0	10620

Proceed Close

✓ Arrears must be collected starting from the due month /User can proceed with collections for all the due months by clicking on Select All check box.

✓ Click on proceed user will be navigated to Payment screen as below.

- ✓ User will be displayed with account details button in payment screen
- ✓ By clicking on Account details , System will display Due months selected and taxes for the same.
- ✓ Every month penalty will be added if lessee failed to pay monthly demand
- ✓ Select the payment mode.
- ✓ Partial payment within the month is not allowed.
- ✓ Amount to be paid should be equal to amount collected.
- ✓ Click on pay to download payment receipt

UAT Kurnool Municipal Corporation
LEASE AND AGREEMENT RECEIPT

Receipt No:	01/2018-19/683			Receipt Date:		03-01-2019 17:47:57	
Lessee ID:	LA-18-1016001069						
Name of the Lessee:	pravada						
Address of the Lessee:	vshhghhsxghjhbjhbsjk						
Asset Details:	Asset Name : complexshopping, Asset Code : 001215						

Month & Year	Amount	Penalty	CGST	SGST	ST	Total
SEP,2018:Rent	9,000	0	810	810	0	10,620
OCT,2018:Rent	9,000	0	810	810	0	10,620
NOV,2018:Rent	9,000	0	810	810	0	10,620
DEC,2018:Rent	9,000	0	810	810	0	10,620
JAN,2019:Rent	9,000	0	810	810	0	10,620
Total:	45,000	0	4,050	4,050	0	53,100

Amount (in words): Rupees Fifty Three Thousand One Hundred Only

Received Cash: 53100.00

7 Transactions

7.1 Cancellation Of Agreement

Cancellation of Agreement is a process that is initiated either by the ULB or by the Allot tee due to various reasons. Agreement can be cancelled by either party at any given point of time, for the active shop agreement. .

Reasons For Lease Cancellation:

- Nonpayment of rentals by due date
- Subletting premises
- Lease term expired and not renewed
- Altering premises without permission
- License for business is not in the name of leaseholder
- Using the premises for unlawful activities
- Others

Navigation:

Applications→ Leases and agreements→ Agreements → Cancellation Of Agreement

✓ User will be navigated to below search screen with Agreement number as mandatory field.
✓ User should enter agreement number and click on submit button.
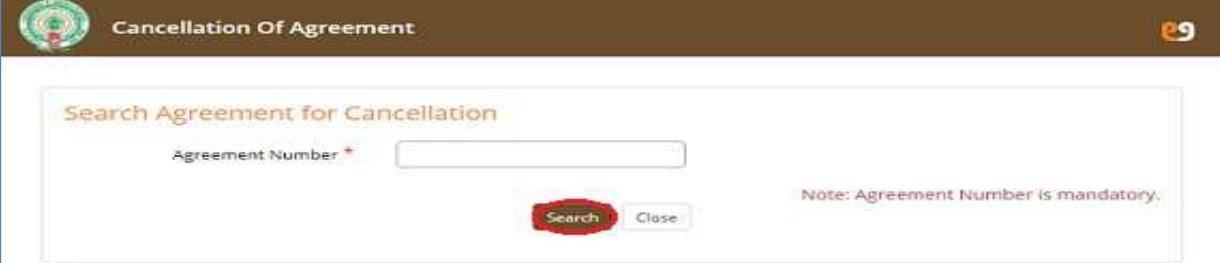
✓ By clicking on submit button, User will be navigated to Cancellation Screen as below with all the agreement details in read only mode.

✓ User has to specify cancellation details in cancellation details section, Work flow details and click on submit button.
✓ By clicking on submit button, System will display Cancellation acknowledgement with Verifier details.
✓ Cancellation Notice is generated after carrying out this transaction(Work-Flow) in the system. This notice captures details regarding this transaction against the lease agreement.

Work Flow Details:

Designation	Role
Revenue JA/SA	Initiator
Revenue Inspector	Verifier
Revenue Officer	Verifier
Assistant Commissioner/Zonal Commissioner/Deputy Commissioner/Additional Commissioner/Commissioner	Approver

7.2 Eviction Of Agreement

In certain cases, court will direct the lessee to evict the shop which was possessed by a lessee even after the agreement period was over. In those cases, user will have to capture the reason for eviction and the court ruling references in this screen.

Navigation:

Applications→ Leases and agreements→ Agreements →Eviction Of Agreement.

- ✓ User will be navigated to below search screen with Agreement number as mandatory field.
- ✓ User should enter agreement number and click on submit button.

- ✓ By clicking on Search button, User will be navigated to Eviction Screen as below with all the agreement details in read only mode.
- ✓ User has to specify Eviction details in Eviction details section, Work flow details and click on submit button.
- ✓ Eviction Notice is generated after carrying out this transaction(Work-Flow) in the system. This notice captures details regarding this transaction against the lease agreement.

7.3 Lease Remission

There are only two scenarios in which Remission of Agreement can be applied:

- ✓ There is a natural calamity (cyclone, earthquake etc.) in the city and Asset is closed for a period of time
- ✓ A portion of Asset is being absorbed by city development infrastructures like roads and flyovers

Navigation:

Applications→ Leases and agreements→ Agreements →Remission Of Agreement.

- ✓ User will be navigated to below search screen with Agreement number as mandatory field.
- ✓ User should enter agreement number and click on submit button.

- ✓ By clicking on Search button, User will be navigated to Remission Screen as below with all the agreement details in read only mode.
- ✓ User has to specify Remission details in Remission details section, Work flow details and click on submit button.
- ✓ By clicking on submit button, System will display Remission acknowledgement with Verifier details.

- ✓ Remission Notice is generated after carrying out this transaction(Work-Flow) in the system. This notice captures details regarding this transaction against the lease agreement.

7.4 Objection on Agreement

When renewal of agreement is done lessee might challenge the rise in rent at the court and the court may direct the ULB to collect the old rent which was collected during the previous agreement period till the final verdict is passed.

Navigation:

Applications→ Leases and agreements→ Agreements →Objection Of Agreement.

- ✓ User will be navigated to below search screen with Agreement number as mandatory field.

- ✓ User should enter agreement number and click on search button.
- ✓ By clicking on search button, User will be navigated to Objection Screen as below with all theagreement details in read only mode.
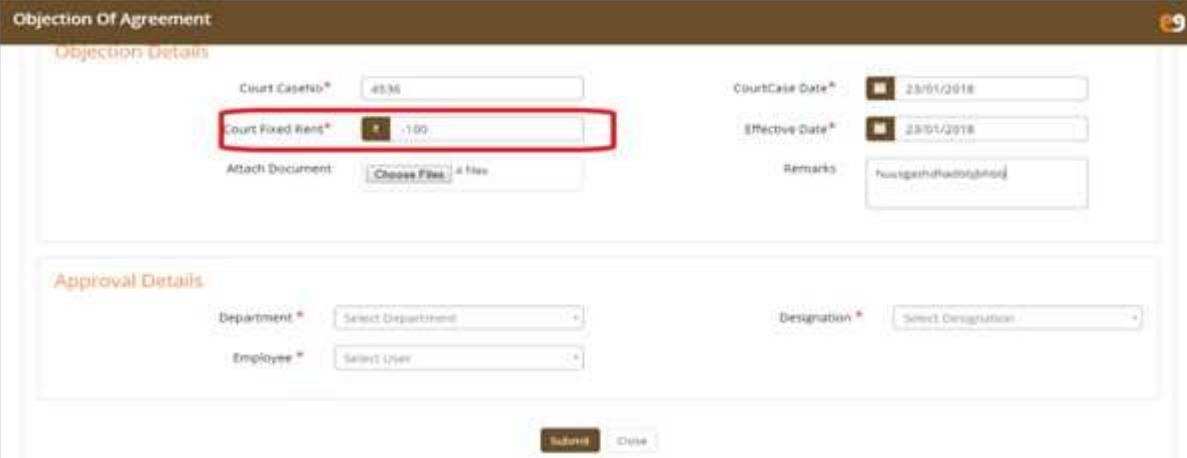
- ✓ User has to specify Objection details in Objection details section, Work flow details and click on submit button.
- ✓ By clicking on submit button, System will display Objection acknowledgement with Verifier details.
- ✓ Objection Notice is generated after carrying out this transaction(Work-Flow) in the system. This notice captures details regarding this transaction against the lease agreement.

7.5 Judgment Of Agreement

After court case is raised over enhanced rent by Lessee objection is initiated in system, court will give judgment on final rent.

Navigation:

Applications→ Leases and agreements→ Agreements →Judgment Of Agreement.

- ✓ User will be navigated to below search screen with Agreement number as mandatory field.
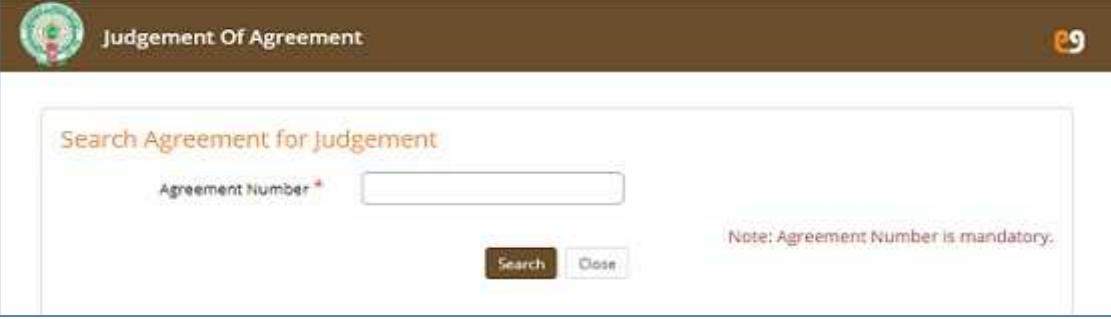
- ✓ User should enter agreement number and click on search button.
- ✓ By clicking on search button, User will be navigated to Judgment Screen as below with all the agreement details in read only mode.
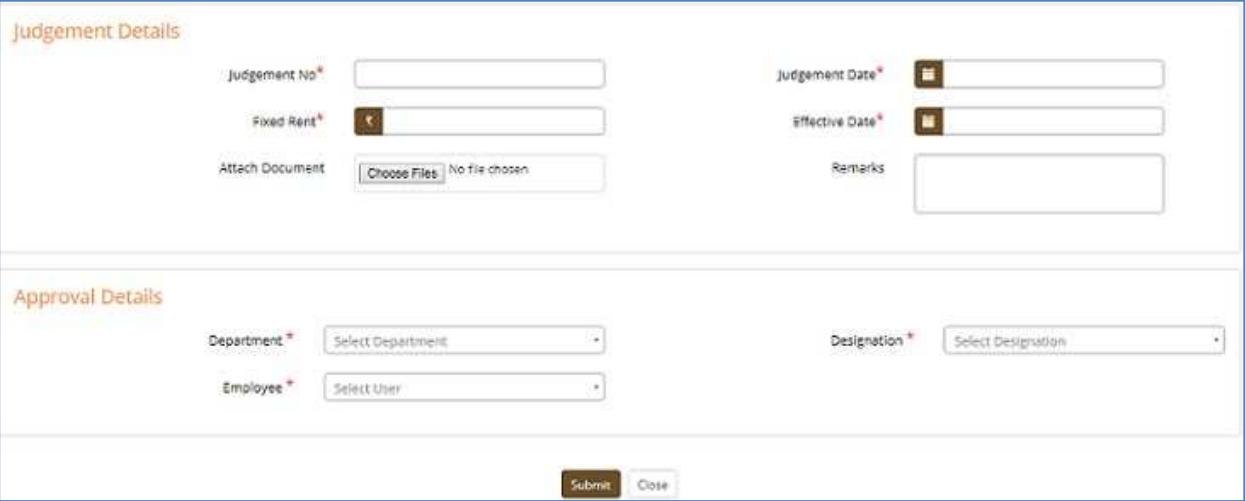
- ✓ User has to specify Judgment details in Judgment details section, Work flow details and click on submit button.
- ✓ By clicking on submit button, System will display Judgment acknowledgement with Verifier details.
- ✓ Judgment Notice is generated after carrying out this transaction(Work-Flow) in the system. This notice captures details regarding this transaction against the lease agreement

8 Notices

8.1 Due Notice

lessee are expected to pay the rent on or before 11th of every month to the ULB, failing which application should generate individual notice for all the defaulters.

Navigation:

Applications→ Leases and agreements→ Agreements →Due Notice.

✓ User will be navigated to below search screen with Asset category as mandatory field.

✓ Notice can be generated at the ward or locality if the data at the ULB is level is more.
✓ By clicking on search system will generate individual records for all the defaulters as below.

✓ User should select Due Notice tab from Actions drop-down and notice will be saved as pdf which can be server to Citizen/Lessee manually.

8.2 Search Notice

User can search for notices which are generated in the workflow by using Search Notice Screen and download the same if required.

Navigation:

Applications→ Leases and agreements→ Agreements →Search Notice

- ✓ User will be displayed with search screen with Notice type as mandatory field.
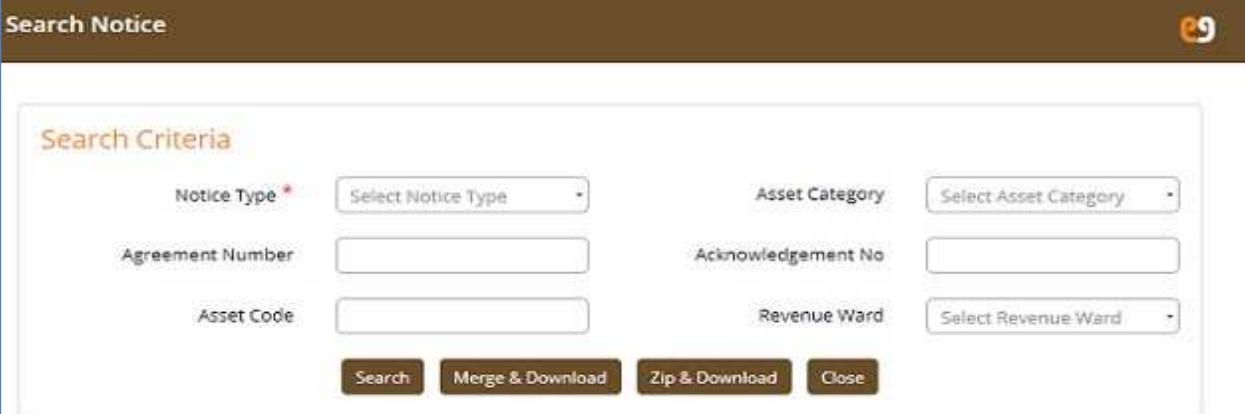
- ✓ By clicking on search user will be displayed with notices w.r.to transaction type (Will be displayed under Notice type drop-down).

9 Reports

9.1 Base Register Report

This report will give insight about total demand, penalty, collection and balance according to Asset Category, Asset Name, etc. for all the agreements created in the system.

Navigation:

Applications→ Leases and agreements→ Reports→Agreements Base Register Report.

- ✓ User will be navigated to below search screen with election ward as mandatory field.
- ✓ User can down load agreements base register w.r.to ward no , asset category.

9.2 Shop Defaulters Report:

This report will give the list of defaulters who have failed to pay the shop rent amount.

Navigation:

Applications→ Leases and agreements→ Reports→ Agreements Defaulters report.

Search Criteria

Revenue ward	Select RevenueWard ▾	Locality	Select Locality ▾
Asset Code		Shopping Complex Name	
Agreement Status	Select Status ▾		

Search Reset Close

Search Result

Excel PDF Print

Search:

S.no	Asset Code	Shopping Complex Name	Shopping complex Address	Shop Ref No	Agreement No	Agreement Status	Allotte Name	Allotment Period	Due Period	Total Due	Penalty Due	Total GST/ST	Grand Total
1	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	46	LA-18-1093006820	CREATE	YARLAGADDA RANGA RAO	19/02/2016 - 18/02/2019	01/06/2018 - 31/01/2019	31584	632	5680	37896
2	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	50	LA-18-1093006830	CREATE	R S PRAKASH	10/12/2016 - 09/12/2019	01/08/2019 - 30/09/2019	7896	237	1420	9553
3	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	91	LA-18-1093007654	CREATE	I SATYANARAYNA	01/04/2016 - 31/03/2019	01/04/2016 - 31/01/2019	109557	2006	10108	121671
4	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	13	LA-18-1093006107	CREATE	V GOVINDA RAO	01/04/2016 - 31/03/2019	01/04/2016 - 31/01/2019	467606	8602	43206	519414
5	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	14	LA-18-1093006123	CREATE	V SHIVA PRASAD RAO	01/04/2016 - 31/03/2019	01/08/2018 - 31/03/2019	101104	21232	18192	140528
6	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	16	LA-18-1093006156	CREATE	K L V JALADHAR	01/04/2016 - 31/03/2019	01/04/2016 - 31/01/2019	350686	6460	32414	389560
7	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	17	LA-18-1093006160	CREATE	K L V JALADHAR	01/04/2016 - 31/03/2019	01/04/2016 - 31/01/2019	175380	3230	16226	194836
8	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	20	LA-18-1093006185	CREATE	B K M RAJU	29/08/2017 - 28/08/2020	01/10/2018 - 31/07/2019	52630	5790	9480	67900
9	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	21	LA-18-1093006192	CREATE	V A SATYANARAYANA	16/08/2016 - 15/08/2019	01/08/2016 - 31/01/2019	130284	2370	13490	146144
10	002139	OLD IDSMT SHOPPING COMPLEX	Municipal Office Road, Vijayanagaram	27	LA-18-1093006392	CREATE	NADIPILLI PYDIRAJU	20/05/2017 - 19/05/2020	01/08/2018 - 31/10/2019	59220	9477	10650	79347

Showing 1 to 10 of 129 entries

Previous 1 2 3 4 5 ... 13 Next

9.3 Shop DCB Report:

✓ This report will give an insight on total demand collection and balance for shops in an ULB
✓ User can drill it down from zone to ward and ward to individual shop detail.
✓ User can down load report in various formats.

Navigation:

Applications→ Leases and agreements→ Reports→ Agreements DCB report.

Search Criteria

Financial Year *	2018-19 ▾	Locality	Select Locality ▾
Revenue ward	Select RevenueWard ▾	Asset Code	
Shopping Complex Name		Agreement Status	Select Status ▾

Search Reset Close

Search Result

Excel PDF Print

Search:

S.no	Asset Code	Shopping Complex Name	No of shops	No of Agreements	Demand										
					Arrear Demand	Arrear GST/ST	Arrear Penalty	Current Demand	Current GST/ST	Current Penalty	Total	Arrear Demand	Arrear GST/ST	Arrear Penalty
1	002303	JANATHA BAZAR	72	67	0	0	0	884400	159192	66748	1110340	0	0	0
2	002299	KARRA BUDDIES	26	1	0	0	0	69072	12432	2993	84497	0	0	0
3	002281	NEW IDSMT SHOPPING COMPLEX	36	13	435716	78406	181777	1374528	247344	216226	2533997	0	0	0
4	002139	OLD IDSMT SHOPPING COMPLEX	157	55	994732	92898	522479	2654744	478278	267261	5010392	0	0	0