

My No: 2/1/145(IV)
Land Reform Commission,
No: 475, Kaduwela Road,
Battramulla.

24.07.2024

To all the Sectional Directors of the Head Office and
All the Zonal Office Directors,

Actions to be followed at the time of issuing Transfers, Lease Agreements and permits for the land owned by the Commission under sections 22(1)a, 22(1)b, 22(1)bb, 22(1)c, 22(1)d, 24(1), 27(a), 42(h)(1)(a a), 42(h) of the Land Reform Act.

According to the documented instructions mentioned in the letter sent by the No: Sec/2024/1 and dated 07.05.2024 of the Secretary of Ministry of Tourism and lands to the Land Reform Commission, a new circular, amending the actions that are followed by now in the subject of land transfer, was made as per the decisions given for the Commission's paper bearing No: 12703, 12800 and 12827 submitted to the 806th Commission's session held on 08.05.2024.

This circular should come into effect from 24.07.2024 when disposing (Sale /Lease) the lands owned by Land Reform Commission. Sale and Lease of the lands owned by Land Reform Commission should be only made under following categories.

1. Sale of lands used for residential purposes and enjoyment selected through permits, land Kachcheri and eligibility tests.
2. Sale and lease of lands entered without permission and used for residential or agricultural (non-paddy field) purposes.
3. Sale and lease of land to tenant cultivators related to paddy lands owned by the Land Reform Commission.
4. Giving of new land for housing purposes.
5. Sale and Lease of Land for Places of Worship, Charitable Trusts, Societies, Local Governments institutes, Public Works and Government Institutions.
6. Transfer of shop rooms situated on lands owned by the Commission.
7. Lease of land for agricultural projects / non-agricultural projects.
8. Lease of Mineral Resources.

When the lands are transferred under above categories, it should be done according to the following methods.

A. Method of transfer by sale

1. Sale of land used for residential purposes and possession selected through permits, land Kachcheri and eligibility tests.


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- (1.a.) When the lands are transferred/sold up to 31.12.2014, actions should be taken to sell as follows based on the valuation of the government chief valuer as at the date of coming to the possession/occupation of the land.

Land Kachcheri/ Eligibility Tests And Licensees	The period to be regulated	The amount that can be regulated
	Up to 31.12.2014	The maximum amount mentioned in the license is 02 acres 1 rood

- (1.b.) In the case of transfer/sale of land up to 31.12.2014, if the land extent exceeding the maximum mentioned in the license is less than the significant minimum land extent to get the planning approval of the concerned local government body, that land extent should also be transferred by sale based on the undeveloped market value in the year of possession/occupation. In case of not doing so and exceeding the maximum, the land extent exceeding the maximum can be transferred by lease on the current undeveloped assessed value or else the commission should take over the land extent exceeding the maximum.

- (1.c.) Leasing of the land extent acquired to the Commission based on the existing lease policy of the Commission.

2. Sale and lease of lands entered without permission and used for residential or agricultural (non-paddy field) purposes.

- (2.a.) When the lands are transferred up to 31.12.2014, actions should be taken to transfer by sale as follows based on the valuation of the government chief valuer as at the date of coming to the possession/occupation of the land.

Unauthorized	The period to be regulated	The amount that can be regulated
	Up to 10.10.2001	02 roods
	From 11.10.2001 up to 31.12.2020	20 perches Under the sub-division limits of local government bodies.

- (2.b.) In the case of transfer/sale of land up to 31.12.2014, if the land extent exceeding the maximum is less than the significant minimum land extent to get the planning approval of the concerned local government authority, that land extent should also be transferred on the undeveloped estimated value in the year of confirming the possession by the chief valuer of the government in the year confirmed the possession/occupation.

- (2.c.) In relation to the amounts and periods mentioned in 2.(a) and 2.(b) above, the land that is more than the minimum subdivision land extent and the land that is developed and enjoyed should be given under the lease basis based on the current valuation of the chief valuer of the government.

- (2.d.) In the case of disagreeing to obtain as per the manner mentioned in (2.b.) and (2.c.) above, that land extent should be acquired to the Commission.

- (2.e.) Action should be taken as per the provisions of the State Lands (Recovery of Possession) Act to expel all unauthorized persons who entered without permission to lands owned by the commission after 01.01.2015 and unauthorized persons should be removed. Disciplinary actions should be taken regarding the all the responsible

officers including zonal assistant directors of the district lands reform committee that will not fulfill the related responsibility.

3. Sale and lease of land to tenant cultivators related to paddy lands owned by the Land Reform Commission.

- (3.a.) Action should be taken to transfer by sale the land less than 02 acres based on the valuation of the chief Value of the government on the date of confirming the tenant cultivating of the land in the case of transfer of paddy land for agricultural purposes up to 31.12.2010 and the land extent exceeding 02 acres on that date shall be given on lease basis on the undeveloped assessment of the year that is confirmed the possession on the valuation of the chief value of the government.
- (3.b.) When transferring the paddy land for agricultural purpose from 01.01.2011 to date, the amount of land should be given on annual lease basis based on the valuation of the chief value of the government on the date of confirming the tenant cultivating of the land. The lease policy will be implemented for paddy land belonging to this period

4. Giving of new land for housing purposes.

When distributing new lands, actions should be taken to get recommendations as per the occasion from the Department of Land Use Policy Planning and the National Building Research Institute and according to those recommendations, after identifying the land to be disposed for residential use, the allotted should be selected subject to a qualification test.

- I. When giving new land for a family unit, actions should be taken to transfer by sale the assignable land extent under the minimum sub-division limit approved by the relevant local government authority and the amount decided by the commission under the maximum amount of 20 perches under government current valuation.
- II. If there are estimated value of the chief value of the government in the year of handing over the possession of the land, surveys fees, stamp duty, proctor's fees, valuation charges of chief value of the government, statutory tax and other charges to be collected to the commission, said charges should be collected.

5. Sale and Lease of Land for Places of Worship, Charitable Trusts, Societies, Local Governments institutes, Public Works and Government Institutions.

- (5.a.) Giving deeds for the places of worship.

(5.a.1) Land extents maintained a place of worship by 01.01.2021 should be regularized by a deed of transfer by the name of Viharastha contribution council, assembly of Gods, Messam, trust board, Hindu temple committee or the post bearing the authority of that institute under the maximum of 02 acres by collecting a value of 25% from the estimated value of the chief value of the government in the year of confirming the possession.

- I. The land extent enjoyed by exceeding the mount mentioned in (5.a.1) above should be given on lease basis as following manner.

a. Collecting annual lease of 4% from annual estimated value for religious and agricultural works.

b. Collecting annual lease of 6% from annual estimated value for ~~non~~ religious and agricultural works.


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(5.b.) Giving lands for government registered institute that are not aimed the profits including charitable trusts.

- I. A maximum of 80 perches should be transferred by sale on the government's estimated value for the year of confirming that the land use has been started for the relevant purpose after considering the requests of the government registered organizations included in (5.b) above.
- II. If it exceeds 80 perches, actions should be taken to give the entire land on lease basis. Furthermore, a usage amount should be charged from the year of acquisition to the present and it should be given on lease basis by collecting 4% of the estimated amount annually on the current year's undeveloped market value of the chief valuer of the government.
- III. For these purposes, when taking actions in relation to the new demands received at present, it should be collected 4% of the estimated amount annually on the current market value of the chief value subject to a maximum of 40 perches.

(5.c.) Giving lands for local government institutes.

- I. Actions should be taken to collect an amount of 25% of undeveloped estimated value of the chief value of the government in the year of confirming the possession of rural playgrounds, cemeteries, crematoriums and public toilets etc. maintained by local government institutes and transfer by sale or give on lease basis by collecting annual lease of 2% of estimated value on lease basis as the consent of that institute.
- II. All the lands and property including pre-schools, week fairs, vehicle parks, gardens, and playgrounds maintained by local government institutes with the aim of generating income (Not covered by I above) should be given on lease basis by collecting annual lease of 2% on the valuation of the chief value of the government in the year of acquisition.
- III. Shop rooms maintained by local government institutes should be given on lease basis under annual lease amount of 4% on the valuation of the chief value of the government in the year of acquisition.
- IV. If the requests have been made to the Land Reform Commission by the local government authority or the concerned institute having the right of access road for the construction of roads as defined in the National Thoroughfares Act No: 37 of 1973 (Chapter 522), the land transfer shall be made under section 22 (1)e and or 42 h (1) e of the Land Reforms (Amendment) Act. Under this, the access roads related to the plots of land which have already been disposed of by the Commission and which are to be handed over in the future must be handed over to the relevant local authorities without charging fees. However, when a request is received to use a land owned by the Commission as a public road, the above procedure should be followed.

(5.d.) A maximum amount of 01 acre should be transferred by sale for the government registered societies including Sanasa societies, co-operative societies, welfare societies, sport societies by collecting undeveloped estimated value of the chief value of the government in the year of acquisition and collecting an annual use fee of 10% of the valuation from the year of acquisition to the year of transfer by sale. The maximum amount exceeding 01 acre should be transferred by lease or submitted to the Commission and it should be dealt with according to the said decision.

(5.e.) Lands should be transferred by sale for the state corporations, statutory boards by collecting undeveloped valuation of the chief value of the government in the year of

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acquisition and when transferring so, it should be collected an annual use fee of 10% of the valuation from the year of acquisition to the year of transfer by sale.

6. Transfer of shop rooms situated on lands owned by the Commission.

- (6.a.) When the shop rooms maintained in the lands owned by the commission are transferred by sale, it should be transferred by sale on the current undeveloped market value of the chief value of the government.

Land Transferring Orders

01. These orders are called as land transferring orders and categories mentioned in above circular and related sections should be implemented as per these orders.
02. All the circulars issued regarding the transfer of lands before the date of this circular are cancelled by this circular. All the land transfers made under the sections 22(1)a, 22(1)b, 22(1)c, 22(1)e, 22(1)b b, 24(1), 27(a), 42(h)(1)(a a) and 42(h) of Land Reform Act should be made under these transferring orders.
03. (i) As per the prior circulars or the decision of the commission, when any person/applicant has paid full estimated value/a part of estimated value/estimated advance before this circular to the commission, action should be taken as per the circulars remained at that time.

(ii) When the land portions mentioned in surveys orders and approved plans issued before the implementation of this circular are regularized, only the collection of estimated value of the land should be done according to the provisions of this circular.

(iii) When actions are taken as per above order No: 02, actions should be taken according to the provisions of this circular regarding any matter that is not covered in the previous circular in relations to transferring order 3(i) and 3(ii).
04. In case of exceeding the maximum land extent that can be transferred by sale for the housing purposes before the date 01.01.2015, if the land extent exceeding the maximum amount is less than the minimum sub-division limit of the concerned local government authority, that amount can also be transferred on the undeveloped estimated value of the chief value of the government in the year of acquisition. If it exceeds the minimum sub-division limit or it, it should be surveyed as a separate land extent and that amount should be given on the current estimated value of the government or the lease basis.
05. Actions should not be taken to transfer the land that can be used for commercial purposes and that is being used now for commercial activities for the residential activities and they should be given on the lease basis.
06. Basic Information Form (**BIF**) should be filled as the register to confirm that when acting under 01 and 02 categories of the circular, it has been included for the residential or agricultural purposes and it should be submitted with the recommendations of following named 04 officers contained in it.

- Field Officers
- District Director
- Grama Niladhari
- Divisional Secretary


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07. Unauthorized use fees should be charged from the year of occupation/possession of the land to transfer all land that is sold or leased as follows.

I. Land use charges should be levied from the land beneficiaries who have been selected through the land Kachcheri and eligibility tests in the above circular and have been handed over the possession by the Land Reforms Commission and it should be at Rs:10.00 per 01 perches per year.

II. Unauthorized use charges should be levied when the unauthorized persons are regularized and it should be at Rs:10.00 per 01 perches per year.

III. When the lands are disposed by sale to State Corporations, Statutory Boards, a minimum amount of 10% per annum shall be charged for the enjoyment from that date on the assessment of the chief valuer of the government in the year of acquisition until the date of transfer.

IV. An unauthorized use charge should be levied at Rs.2000 per year for a shop room owned by the Commission.

V. An inherited amount shall also be levied at Rs. 1000.00 for a cultivated crop season for paddy lands.

08. When it is confirmed that both husband and wife of the same family who have been selected by the land Kachcheri and eligibility tests as specified in the circular, have been entered into residential or agricultural work with permits, one portion for one person should be regularized on the basis of permit holder under the maximum amount of the year that is confirmed the residence/possession and the use charge should be levied from the year of confirming the possession/residence of the balance land to date and it should be transferred by sale under current assessment on the lease basis or subject to the maximum amount mentioned in circular.

09. Cases where several lots of lands should be considered as a single unit while determining the amount of land to be owned by one family unit

I. In determining the maximum amount of land for one family unit, if a plot of land has separated into several plots of land due to an unnatural reason (Ex. - construction of a road, drain), those lands should be considered as one plot of land according to this circular.

II. If there are several plots of land joined together for one family unit, considering the development status of those plots (Having constructed the house by catching several plots, well, toilet and essential elements for the main building) it should be disposed according to the circular, subject to maximum amount.

III. When several plots of land are located separately due to an unnatural matter, actions should be taken to transfer by sale the land portion occupied by the person named in the plan and give the remaining parts on lease basis.

IV. When several plots of land are located separately due to an unnatural matter, if the children reside in those plots of land, it should be regularized by the name of the children subject to the maximum amount.

V. As per the circulars and orders issued from time to time, when the land has been divided into small portions and survey orders have been issued, it should be reported to the Director Lands through the Basic Information Form (BIF) with a written recommendation of the District Director, and there, amount of land that can be disposed through a deed of transfer by the Director Lands should be considered under the limits specified in this circular.

VI. When the plots of land are located separately due to the natural causes, the plots of land less than the sub-division limit of the local government authority should be disposed in accordance with the maximum limit of the circular.

10. Considering the following cases as special cases, when the lands are transferred for residential purposes upon the approval of the Commission for the people who meet the said qualifications, it should be transferred by sale by collecting a percentage of 10% of the valuation of the chief valuer of the government on the date of arrival if they reside in the land and if it is a giving of a new land, 10% shall be levied from the valuation of the chief valuer of the Government in the year of granting of the land.

- a. Being incapacity of family corporation on total disability of wife, husband or children. (Unable to earn permanent income.)
- b. Loss of family income due to death of spouse in a family with minors.
- c. For critical illness (as per the regulations providing sickness benefit by government circular)
- d. People receiving special benefits (Ex. Aswesuma) identified by the government as low-income earners

• **Beneficiaries who are eligible for the above special cases should be considered under the following criteria.**

- Recommendations of the Divisional Secretary
- Recommendations of Disaster Management Department
- Recommendations of Department of Social Services
- Recommendations of Ministry of Defense
- Medical certificates and recommendations on diagnoses

11. When a land is applied under Sections No. 1 and No. 2 of this circular, it should be considered only matters related to the applicant and/or the allotted mentioned the name in plan. However, if the father or mother or brother or sister of the same family was the original resident/occupant of the land concerned for some time, when considering the time enjoyed by the applicant who submits the application, based on the said kinship, the enjoyment or residence period of each person should be related to the age of the applicant according to the written evidence shown under BIF No. 05. Here, when the land extent to be entitled by a child on the inheritance of the mother or the father under Category No. 01 is transferred, the land to be transferred so should be considered subject to the maximum limit that can be assigned to a family unit in this circular.

12. Furthermore, if the person named in the AL application and the plan is a spouse and he have left the residence or possession of the relevant land at present, in such a case, there is the possibility of submitting an AL application for the following persons respectively.

- Husband/Wife
- Children
- Father/Mother
- Brothers and sisters of the same family

13. When the original occupant /heir has died, action should be taken as follows.

- i. When the original occupant has died, if the spouse or relatives are permanently residing in the subject land portion according to the above transfer orders 12, it should be disposed to the said occupant subject to the maximum limit of the circular


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- ii. When the original heir has died, if the spouse or relatives are on the possession of the subject land portion according to the above transfer orders 12, action should be taken in terms of the category No: 01 and No: 02 in the circular to said heir or

If all the heirs make an agreement regarding the transfer of property under common law, it can be transferred to a member of the family of currently deceased original occupant /heir.

14. When the relevant land portions have been disposed by the allotted who are in the lands surveyed by the Land Reform Commission to another party in illegal manner without the permission of the Land Reform Commission, said land portions should be regularized to said buyers according to the category No: 02 in the circular.

Further, when a person residing on a land portion mentioned in an approved plan of the Commission is regularized after 31.12.2014, if the person named in the plan or that person is a post-vendee, residence should be confirmed with using a document mentioned under No: 05 of the Basic Information Form and it should be transferred by sale on the government estimated value in that year. (If the extent of the land used for above residential task exceeds the 20 perches, actions should be taken to make a decision to transfer that excess land by submitting the report (Through Basic Information Form) with the recommendations of the District Director and Field Officers to the Commission through the Director – Lands with the provable reasons related to transfer or not to transfer by considering the details including crops and development of the land. If it is used for none-residential task, whole land extent should be transferred on the lease basis.)

15. If any land included to the category No: 01 and No: 02 in the above circular has not been used for a residential task for 3 years or agricultural work for 01 year without provable reasons, actions should be taken to acquire it to the Commission according to the **provisions of State Lands (Recovery of Possession) Act** and, when the possession of the paddy land existing without cultivation is re-acquired, actions should be taken under the rules and laws of the **Agrarian Service Act**.
16. When the land, land with mineral resources, land with tourist attraction and land with commercial value owned by the Land Reforms Commission are transferred, an independent study of the location of those lands in the investigation department and the necessary recommendations should be submitted to the commission and a decision should be made regarding the transfer.
17. When A.L./25 is issued for the regularization of plots of land under category No. 01, category No. 02 and category No. 03 of the above circular and the form related to transfer of paddy land for category No. 03, A fee of Rs. 250.00 shall be charged related to it. Also, in the regularization of land under the said categories, the assessment fees, commission fees, as well as the fees expressly mentioned herein and, if there is any other payment, all such payments and if there is any other payment to be paid that was decided by the central government or by the provincial revenue commissioner or by the local authority in which the property belongs from time to time, all such payments, and if there is any stamp duty to be borne on transfer of property and or any other legal charges, all should be borne by the applicant.
18. When the land of this circular is transferred, the lands transferred from category 01 to 06 should only be used for the applying task. The persons who are against it and have not acted so, should be submitted to the commission and acted according to the decisions given by the commission.
19. When acting under category 03 of above circular, if it is unable to submit the original tenant cultivator certificate as the document of confirming that it is include for the agricultural task, it should be based on the **letter of confirming the year of cultivation by the agrarian service development officers**.
20. Selection of beneficiaries through the eligibility tests.

- (a) Actions should be taken to gazette the information about the agricultural and plantation land owned by the Commission for which the eligibility tests should be held and the information about the application in the prescribed format and also to publish it on the website of the Commission.
- (b) New lands are distributed with the approval of the Land Reforms Commission under section 22 (1) c of the Act for residential purposes through eligibility tests, and qualified persons are selected, the eligibility tests should be held on the following criteria by a board of officers consisting of Director General of Land Reforms Commission or a representative nominated by him, Director, Lands or three members appointed by him, and the District Director and it should be given only for residential purposes according to the minimum division limit of the local authority where the land is located.

I. Monthly income of the family unit

II. Confirmation of residence place

III. Married / Single

IV. Dependents in Family Unit (Number of Children)

V. Lack of other land for residence or agriculture

VI. Family status (Whether widow, leaving the spouse or there are members in the family with disabilities or special circumstances)

(c) Colling for applications .

Due form should be filled from the applicants and obtained to the head office or district offices and, handing over of that form should not considered as a promise or agreement to give a land owned by the commission.

(d) Unqualified persons appear for the tests of demanding new lands.

I. Those who already own permanent houses and lands,

II. Persons who are not Sri Lankans,

III. Being a person who has been previously selected as eligible beneficiary by the Land Reforms Commission or any government institute and who has been given and/or sold a land portion.

IV. Persons under the age of 18,

V. Persons who have previously acquired land from the Land Reform Commission

• Selection tests

I. The volume of requests received should be considered and conducted on a case-by-case basis.

II. The concerned applicant has to appear in person for the selection test.

III. After an applicant who has submitted incorrect information is selected as a qualified person, if it is discovered that he has submitted incorrect information, the chairman of the

Land Reforms Commission has the power to nominate the relevant person as an unsuitable person.

21. District office should maintain a register regarding the persons who possess unauthorized possession for the lands owned by the commission, and that register should be updated and maintained. Disciplinary actions should be taken regarding all the responsible officers including zonal assistant directors of the district land reform committee who has not fulfilled the relevant responsibility.
22. When the lands are transferred by sale, payable amount should be informed in writing and paid and finished within 03 months and if the time period for the money payments exceeds, a surplus of 10% should be collected for the late period. Further, actions should be taken to confirm that the relevant money has been paid and finished before giving the deed.

B. Method of land disposing on lease basis

In relations to the category No: 07 and 08 of this circular and under the sections 22(1)a, 22(1) b b, 22(1) e, 42 (a a), 42 (h) of the Land Reform act , when the lease agreements are issued for the lands owned by the commission, actions should be taken as follows.

The land under the following categories owned by the Land Reform Commission should be given under the lease basis, and the related lease orders should be followed.

1. Provision of lands less than 05 acres under lease basis for agricultural activities.
 2. Provision of lands less than 05 acres under lease basis for non-agricultural activities.
 3. Provision of lands more than 05 acres under lease basis for agricultural purposes.
 4. Provision of land more than 05 acres under lease basis for non-agricultural purposes.
 5. When the lands owned by the Land Reforms Commission are given to industrial colony and industrial cities, it's parts should be given under lease basis.
 6. Lease of surface and underground mineral resources of lands owned by the Land Reforms Commission.
 7. Leasing of plots of land of those are in the possession and residing for a long time and are not covered by transfer by selling under this circular.
 8. Lease of shops rooms maintained in plots of land owned by Land Reforms Commission.
 9. Provision of plots of land under lease basis for non-profit organizations including places of worship, charitable trusts.
 10. Provision of plots of land to society companies and local government authorities under lease basis.
 11. Provision of buildings owned by Land Reforms Commission under lease basis.
 12. Provision of paddy land owned by the Land Reform Commission under lease basis.
1. Provision of lands less than 05 acres under lease basis for agricultural activities.

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1.1 Application may be made in the name of an individual or non-individual partnership or company, and future actions should be made to give under lease basis under sub-schedule No: 1 and 2 and as per the provisions of the section 22(1) a and 42 h (1) (a) of the Act.

2. Provision of lands less than 05 acres under lease basis for none-agricultural activities.

2.1 Application may be made in the name of an individual or non-individual partnership or company, and future actions should be made to give under lease basis under sub-schedule No: 1 and 2 and as per the provisions of the section 22(1) a and 42 h (1) (aa) of the Act.

3. Provision of lands more than 05 acres under lease basis for agricultural activities.

3.1 Application should be made by registered company under the Companies Act No: 07 of 2007, and future actions should be made to give under lease basis under sub-schedule No: 1 and 2 and as per the provisions of the section 22(1) a and 42 h (1) (a) of the Act.

4. Provision of lands more than 05 acres under lease basis for none- agricultural activities.

❖ Application should be made by registered company under the Companies Act No: 07 of 2007, and future actions should be made to give under lease basis under sub-schedule No: 1 and 2 and as per the provisions of the section 22(1) a and 42 h (1) (aa) of the Act.

5. Provision of lands owned by the Land Reforms Commission to industrial parks and industrial cities under lease basis

❖ If a land owned by the land reform commission is identified to initiate an industrial park or industrial colony, it should be submitted by obtaining an approval by forwarding a Cabinet paper through the Ministry of Industries with the observations of the land reform commission. Accordingly, after the relevant land portion is surveyed as per the provisions of the Ministry of Industries and the Industrialists are selected, it should be given on lease basis under the sections 22(1) bb and 42 h (1) 42 (a), 42h (1)(aa) of the land reform Act.

6. Lease of mineral resources of lands owned by the Land Reforms Commission.

6.1 When the granite, gems, silica, dolomite, graphite sand, soil, gravel and other mineral resources having on the surface and underground of the land owned by the land reform commission are given under the lease basis, it should be given by an annual permit under sections 22(1) bb / 24 (1) and 42 h, (1) (aa) of the land reform Act.

6.2 When the mineral resources such as granite, sand, soil, clay, graphite, silica mineral resources having on the land owned by the land reform commission to this category are given under the lease basis, actions should be taken according to following methods.

6.3 For the land portion given for the relevant mineral project, the unimproved assessment of the land by the chief value of the government should be collected by reviewing every 05 years from the year of the acquisition and the following fees should be charged for the collection of the following wild materials located inside the land in addition to the lease amount.

Serial No:	Mineral Resources	Amount to be collected from 01 to 1000 cubes.	Amount to be collected for the amount more than 1000 cubes.
01	Grante	Rs. 500.00	Rs. 500.00
02	Sand	Rs. 2,000.00	Rs. 3,000.00
03	Surface soil/clay	Rs. 1,500.00	Rs. 2,000.00

04	Underground clay	Rs. 1,500.00	Rs. 2,000.00
05	Silica/Graphite/Mica	Rs. 5,000.00	Rs 10,000.00
06	Thiravana/ Felspar	Rs. 2,000.00	Rs. 3,000.00
07	Stones/Gravel/ laterite	Rs. 1,000.00	Rs. 1,500.00
08	Limestone	Rs. 1,000.00	Rs. 1,500.00
09	Other mineral or material with stones	A decision should be obtained by submitting to the commission	

6.4 When the granite is given on lease, the request should be submitted with recommendation of following institute, and after the relevant request is submitted to the commission and the approval is obtained, the consent giving letter to use the land excavate granite, silica, dolomite, graphite, sand, soil, gravel, of the lands owned by the government should be forwarded to the Geological Surveys and Mines Bureau by the form No: 2 for the required permission to initiated the relevant project.

- I. Recommendation of the Geological Surveys and Mines Bureau
- II. Recommendations of the Divisional Secretariat
- III. Recommendation of Environment Authority
- IV. Recommendation of Department of Archaeology

For this lease, lease rent should be collected to the number of cubes calculated based on the royalty paid by the project owner to Geological Surveys and Mines Bureau.

The money will be deposited related to a quarter as a security deposit money based on the industrial excavation permits as mentioned below by the land reform commission.

Industrial excavation type "a"	IML "A"	More than 2000 cube per month	Security deposit money will be collected based on the permit
Industrial excavation type "b"	IML "B"	Less than 2000 cube per month	3600000.00 X ¼ = 900000.00
Industrial excavation type "c"	IML "C"	Not more than 1000 cube per month	1800000.00 X ¼ = 450000.00
Industrial excavation type "d"	IML "D"	Not less than 500 cube per month	900000.00 X ¼ = 225000.00

6.5 According to the decision of the commission dated 17.01.2019 for the paper No: 10454 submitted in the 717th commission session, Rs. 40,000.00 should be collected per year for the amount of 01 perches marked by a Licensed Surveyor in a plan approved by the Director/Surveys of the land reform commission and excavation recommendation should be given to district director of National Gems and Jewelry Authority. 25% should be added to Rs. 40,000/- collected when the period of the permit is extended.

7. Provision of plots of land of those are in the possession and residing for a long time and are not covered by this circular.

7.1 If the land portions of the persons who are in the possession and the residing for long period on the lands owned by the land reform commission are not covered by this

circular, those portions should be given on lease basis under the sections 22(1) bb, 42 (1) h a and 42(1)h (aa) of the land reform commission. For this, lease orders should be followed.

8. Lease of shops rooms maintained in plots of land owned by Land Reforms Commission.

8.1 If the shop rooms maintained in the lands portions owned by the land reform commission are not covered by this circular, those shop rooms should be given on lease basis under the sections 22(1) bb, 42 (1) h a and 42(1)h (a a) of the land reform commission.

9. Provision of plots of land for non-profit organizations including places of worship, charitable trusts under lease basis.

9.1 When the lands portions are given for the non-profit organizations including places of worship, charitable trusts, they should be given on lease basis under the section 22(1) bb of the land reform commission.

10. Provision of plots of land to society companies and local government authorities under lease basis

10.1 When the lands portions are given for the societies and local government authorities, they should be given on lease basis under the section 22(1) bb and the section 42 (1) h (a a) of the land reform commission.

11. Provision of buildings owned by Land Reforms Commission under lease basis.

11.1 The buildings which owned and will be owned by the commission should be given on lease basis under the section 22(1) bb, 42 (1) h a and 42 (1) h (a a) of the land reform commission.

12 Provision of paddy land owned by the Land Reform Commission under lease basis.

12.1 The paddy lands not covered the transfer by selling under this circular should be given on lease basis under the section 22(1) a and the section 42 (1) h a of the land reform commission.

Lease Orders

1. When the lands owned by the land reform commission are given in the lease basis, it should be given only under competitive tender system, and in some special occasions, it should be given under the approval of the Cabinet. Details on the land owned by the commission should be published on the internet and through the public newspapers, and applications should be called under lease form 2024/B/01 with the approval of the head office. Relevant applications should be obtained by paying a none-refundable deposit money of Rs. 1000.00 through the head office or district offices. If not, after it was downloaded from the web page of the commission, it can be handed over to the head office or district office with an amount of Rs. 1000.00. When accepting the applications, project reports, financial reports and feasibility reports should be submitted and Lessee with the highest bid demand will be selected through the project evaluation committee and future actions will be taken as per the approval of the commission.
2. Land portions less than 05 acres under above order 1 are given under lease basis for none agricultural activities, the approval of the Minister in Charge of the subject should be obtained.

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3. Land portions more than 05 acres under above order 1 are given under lease basis for agricultural and none-agricultural activities, the approval of the Cabinet should be obtained.
4. Lands owned by land reform commission are given under lease basis, it should be given under lease basis for a period of 30 years from the date of handing over the possession of that land or as mentioned in the decision of the commission.
5. Lands portions are given under lease basis, it should be given under lease basis based on the undeveloped value of the land assessed by the government chief value related to the date of handing over the possession. If it is required to hand over the possession of the land promptly at any occasion, the possession should be given on the gross assessment and actions should be taken to make a necessary adjustment after receiving the valuation of the government chief value and give the lease agreement.
6. Lands are given under lease basis; lease amendments should be made once in 05 years and annual lease adjustment should be made.
7. When a land portion is given under lease basis, before the possession is given, an annual lease amount related to two (02) years should be paid. Also, if the government valuation has not been received, action should be taken on the gross valuation and, after receiving the government valuation, necessary adjustments should be made and the lease agreement should be given within one calendar month after collecting due money.
8. The possession should be handed over to the Lessee and relevant documents for handing over the possession and a quality report on the land portion should be submitted to Director/Projects and Director/Revenue.

Within one calendar month, if the Lessee does not appear to accept the possession by paying relevant lease money, in such occasion, it is considered that the giving of lease is cancelled.

10. When giving new leases, within 06 months after the possession of the land portion is given, District Director should report to the Director/Projects and Director/Revenue whether that project is implemented.
11. When the land portions are given under lease basis for none -profit institutes including the places of worship, charitable trusts, societies and local government authorities, a lease percentage of 2% of the estimated value of the government chief value should be collected annually.
12. When the lands are given under lease basis for agricultural activities, a lease percentage of 4% of the estimated value of the government chief value should be collected annually.
13. When the lands are given under lease basis for none- agricultural activities, a lease percentage of 6% of the estimated value of the government chief value should be collected annually.
14. When annual lease money is not paid duly, a late charge of 10% per should be collected.
15. When the new lands are given on lease, an observation report regarding that land portions should be given twice a year by the District Director to the Director/Projects and Director/Revenue.
16. As the lessee has no legal authority to transfer any portion of the land given under the lease basis to a third party, if any such action is reported, the District Director should immediately report the situation to the Chairman.

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17. In relation to the above 16, when the third party submits a request, after obtaining the approval of the Commission, it is regularized subject to a penalty of 15% of the annual tax amount related that matter.
18. Even though the interim lease has been made, if that situation has not been reported by the District Director to the Director/Projects and Director/Revenue within 06 months, the problem should be presented to the commission and disciplinary action should be taken against the District Director and the Officer in Charge of the field.
19. If any arrear of annual lease payments has arisen for more than one year for the plots of land given on lease basis, the Director/Revenue and Director/Projects should report it to the Legal Department for taking appropriate legal action, and further action must be followed on the advice of the Director/Legal.
20. When entering into a tax agreement for a period of less than 05 years, lease money should be collected at once.
21. If the concerned lessee is unable to maintain a portion of the land given under the lease basis due to difficulty in administering it duly or for any other reason, the said portion of land should be acquired to the Commission and action should be taken according to the lease policy.
22. In the event that an unsustainable project is identified, the land should be accepted to the Land Reform Commission, and a quality report should be obtained upon taking over.
23. When a land portion accepted to the Land Reforms Commission is given to another lessee, future actions should be made by obtaining the valuation of the chief value of the government on the development value of the land.
24. When land portions with shop rooms in long-term occupancy and possession is not covered by this circular, that land shall be given under the lease basis, and an annual usage fee of Rs.2000/- per shop room shall be charged from the date of confirmation of occupancy to the date of lease.
25. No portion of land given on lease basis should be given for legal obligations or on sale basis.
26. When the plots of land are given for industrial cities and industrial colony projects, the industrialists of that colony should be provided them under the lease basis in relation to the dates selected by the Ministry of Industry, and in case of change of a lessee, further actions should be done as notified by the Ministry of Industry, and it also applies all other orders.
27. When the name of the project has been changed, approval will be given only if there is no change in the board of directors of the relevant project, so the approval of the minister in charge is not relevant for the preparation of agreements by changing the name only.
28. When the buildings owned by the Land Reforms Commission and built but relinquished by the lessees owned by the Commission are transferred to other persons, a lease amount of 1% on the valuation of the respective buildings by the chief value of the government shall be levied as a fee on the date of transfer.
29. Paddy lands not covered the transfer by selling under this circular should be given on lease basis a, and inherited fee of Rs. 1000/- per one season for 01 acre per year from the date of confirming the possession to the date of giving on lease basis. Lease should be collected as mentioned in above No: 03 on the estimated vale assessed by the chief value of the government from the date of giving on lease.
30. Land portions and shop rooms not covered the transfer by sale under this circular should be handed over by the Director/Lands to the project division to give on lease basis.

31. When agricultural and none-agricultural lands more than 05 acres are given under lease basis, it should be submitted for the approval with the following reports to obtain the approval of the Cabinet.

- ❖ Project report related to the proposed project and its 30 copies
- ❖ Financial feasibility report and its 30 copies
- ❖ Project feasibility report and its 30 copies
- ❖ Draft Cabinet Memorandum and other documents including Commission Decision

Sub-Schedule - 1

Institutes' recommendations that should be obtained when giving agricultural and none-agricultural lands owned by the Commission on the lease basis.

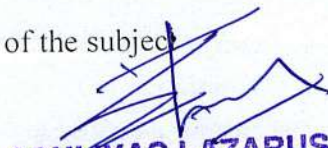
13 Any land owned by the land reform commission is given on lease basis, a project report prepared on the nature of the project should be sent to the Department of Land Use and Policy Planning and thereafter, the recommendations reports should be obtained from the following one or more institutes recommended by the Department of Land Use and Policy Planning on the nature of that project.

- ❖ Central Environment Authority
- ❖ Water Resources Development Board if ground water is used
- ❖ Building and Research Institute
- ❖ Department of Ayurveda
- ❖ Wildlife and Forest Conservation Department
- ❖ Aquaculture Development Authority
- ❖ Department of Agrarian Services
- ❖ Ministry of Tourism
- ❖ Coconut Cultivation Board
- ❖ Small Tea Estate Development Authority
- ❖ Commissioner of Buddhist Affairs
- ❖ Geological Surveys and Mines Bureau
- ❖ Department of Archaeology
- ❖ Department of Coastal Conservation

Sub-Schedule - 2

14 Any land owned by the land reform commission is given on lease basis, a project report prepared on the nature of the project should be sent to the Department of Land Use and Policy Planning and thereafter, following process should be followed on the nature of that project.

- Measuring the land to the extent requested
- Obtaining the utilization report from the Land Use Department
- Calling for applications through newspaper advertisements and online based on that report
- Classification of applications
- Submitting to the selection committee and implementing those recommendations.
- Presentation of selected project owners to the Commission
- Acting as per that decision
- Referral of ministerial approval of the minister in charge of the subject
- Valuation of land
- Forwarding notices of tax
- Collecting of tax (on gross assessment or)
- Delivery of possession


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- Issuance of lease agreement
- Follow up

C. Actions should be taken against the lessees who do not pay the relevant lease money duly in legal manner and file cases and expel them and after the relevant land is acquired by the laws, it can be transferred as a new lease under the matters mentioned in No: 07th and 08th category of this circular again to suitable investee.

D. According to No: 06th category of above circular, distribution of lands for agricultural projects/ none- agricultural projects should be made according to the newspaper notice by considering the requests sent to the commission and focusing the attention on nature of the project, benefits to the local economy and society and giving priority to it according to the following steps.

I. Issuance of Applications

II. Obtaining field reports (from district offices).

III. Land surveying.

IV. Obtaining relevant government institute's recommendations. (Institutions such as Department of Land Use / Environment Authority. Recommendations will be determined according to the nature of the project.)

V. Referral to Project Committee for approval.

VI. Referral to Commission for approval.

VII. Referring to the approval of the Hon. Minister of Lands for lands less than 05 acres and the approval of the Cabinet for lands above 05 acres.

VIII. Delivery of possession by collecting an estimated assessment advance subject to a provisional agreement and a bond.

IX. Colling of Chief Valuer's valuation.

X. Collection of taxes.

XI. Delivery of possession.

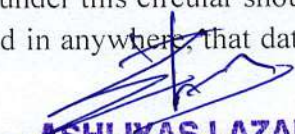
XII. Delivery of Lease Agreement.

XIII. Follow up.

E. According to No: 07th category of above circular, if anyone excavates more than the land extent mentioned in the plans that was given on lease for mineral resources, actions should be taken promptly to make aware the head office and relevant other institutes and stop that excavations and, it should not be provided any space to excavate in any land owned by the commission without an approval of the commission and if there are such activities, those are suspended and the District Director should accept its responsibility. Further, a follow up report should be sent to the Chairman once in a month by inspecting whether actions are taken under the conditions mentioned in the permit issued for excavations.

Definitions

- 1) **Effective date of this circular:** The date considering the matters under this circular should be on or after 24.07.2024. Further, if the date of this circular is mentioned in anywhere, that date should be 24.07.2024.


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2) **Places of worship:** - Places defined as 'temple' in section two of the Buddhist Temporalities Ordinance No. 19 of 1931 and Buddhist temples registered under the Commissioner of Buddhist Affairs and temples defined under the said Act, Christian churches certified under the Ministry of Christian Affairs, Mosques and Charitable Trusts referred to in Section 58 of Act No. 33 of 1982 and Hindu Temples registered with the Ministry of Hindu Culture.

3) **None-Profit Organizations including Charitable Trusts-** This consist of the institutes such as adults homes, children's homes, welfare societies such as religious organizations and death relief societies, women's societies, sports societies, community irrigation societies, farmers' organizations, elderly societies, youth societies, children societies, Divi Neguma societies, Aranya Senasana and meditation centers maintained by the charitable fund organizations/institutes that work solely for social welfare without profit motive

It applies the definition mentioned as charitable trusts in the section 99 of the Trusts Ordinance. (subject to amendments).

4) **Permits:** - A register prepared by including the names of the relevant person according to the decisions as any person or a group has been selected as qualified persons to obtain a land portion by eligibility tests conducted by any government institute or a valid written permit is called as the permit for the residential activities by the land reform commission and as per the above circular, the date of the permit should be considered as the relevant date for the transfer of lands.

- Accordingly, it falls the permissions issued by the Divisional Secretary/ Assistant Government Agent/ Government Agent/Governor/Agent,
- Letter issued for selection in an annual license Kachcheri and the names register selected by a land kachcheri,
- Approved names register by eligibility tests conducted by the Housing Development Authority or by the Divisional Secretary.
- Acceptable documents issued by government agencies such as State Plantation Corporation and Janata Estate Development Board, Textile and Silk Authority, Cashew Corporation, Settlement Commission, Hadabima Authority.
- During the period 1977-94, the commission papers were presented and the lands were submitted on the basis of sale to the allotted and given on the basis of the decisions of the commission.

5) **Residential Activities means:** - The residence by constructing a suitable house for the residence and fulfilling the basic requirement for it and maintaining daily normal living works.

6) **Unauthorized person is:** - The person who is not qualified under the category 01 of above circular or uses a land extent more than the amount mention in the permit owned by the relevant allottee under the category 01 of above circular for residential or none- residential activities.

7) **Use fee:-** The use fee is the due money that is payable by the land allotted who was selected land Kachcheri and eligibility tests, for the use of land for any other work except residential or none-residential activities and if a prescribed amount is mentioned in the permit issued as mentioned in the above definition No: 03 given for the qualifications, for the use of that prescribed land extent on the permit within the prescribed period for the relevant land extent.

8) **Unauthorized use:** - If no specific amount is mentioned in the above permit, then the amount of land proposed to be transferred to the allotted and the land related to category 02 of above circular

- 9) **Low Income Beneficiary:** - Persons receiving benefits under the government's low-income subsidy schemes (ex. current Awesome Beneficiaries)

During the effective period of this circular, if any problematic situation arises in the implementation of the effective matters of this circular, action should be taken by any employee of the commission to submit any proposals for the said problemsto the commission through his or her Head, through the chairman of the commission, and get a decision of the commission.

Panduka Keerthinanda (Attorney at law)

Chairman,

Land Reforms Commission.

Noted:- In case of any discrepancy arises among the phrases of this circular, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.


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My No:- 2/1/145/ IV
Management and Human Recourses Development Section,
Land Reform Commission
Battaramulla

On 28.08.2024

To all the Zonal Assistant Directors,
District Land Reform Board.

Amendment of the sections mentioned in the new circular 2024/03 on the subject of land transfers of the Land Reform Commission

The Circular 2024/03 including the procedures to be followed in the sale, lease and transfer of land expressly assigned to this commission under the Land Reforms Act No. 01 of 1972 as amended from time to time to external parties in accordance with the provisions of the Act was approved by the commission with effect from 24.07.2024.

02. Accordingly, it has been informed by my letter number 2/1/145/ IV and dated 24.07.2024, that the said procedures should be implemented from 24.07.2024 in the transfer of land in the said subject. Further, it is informed that the instructions given in the said administrative Circular No. 2024/03, Tax Order No. 2, section 14. D of the Schedule - 2 and its Sub-section VII and Section E under the Tax Orders are amended as follows. It is hereby further advised that the provisions of Circular 2024/03 should be implemented in accordance with the said amendments.

The manner mentioned in the circular	The manner mentioned after amendments
Tax Order 2; "None-agricultural works on the land portions less than 05 acres under above order 1"	As "Agricultural and none-agricultural works on the land portions less than 05 acres under above order 1"
In 14. D of Schedule - 2; As "Category No: 06 of above circular"	As "Category No: 07 of above circular" ඉපය
In D.VII of Schedule - 2; As "For the lands less than 05 acres"	As "For none-agricultural lands less than 05 acres"
In E of Schedule - 2; As "According to the category No: 07 of above circular"	"According to the category No: 08 of above circular"

Panduka Keerthinanda
Attorney- at - Law
Chairman
Land Reform Commission


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