

**Note:- This is a model draft and may be customized according to individual requirement.**

**FORMAT**

- Nature of the Document : **POWER OF ATTORNEY**
- (i) Date of Execution : í í í í í í í í í í í í í í í í .
- (ii) Place of execution : í í í í í í í í í í í í í í í í í í .
- Name of the Principal : í í í í í í í í í í í í í í í í í í .
- Age : í í í í years
- Father/Husband Name: í í í í í í í í í í í í í í ..í í í í í
- Address: í í í í í í í í í í í í í í í í í í í ...  
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Note: (if there are more than one principal the particulars in column may be repeated)

- Name of the Attorney : í í í í í í í í í í í í í í í í í í .
- Age : í í í í years
- Father/Husband Name: í í í í í í í í í í í í í í ..í í í í í
- Address: í í í í í í í í í í í í í í í í í í í ...  
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Note :(If there are more than one attorney, the details may be repeated).

Nature of title to the property (inherited/gifted/purchased etc.):í í í í í í í í í .

Previous Registration:	Document No.	Year	Office
	í í í í í í	í í .	í í ...

**SCHEDULE OF WHOLE PROPERTY:**

- Revenue District : í í í í í í í í í í í í í í í í í í í .
- Sub-Registrar Office : í .
- Village : í .
- Local Body concerned : í .
- Ward No. : í .
- GRS No./O.S.No/ R.Survey No./T.S.No. : í í í í í í í í í í í í í í í í í í í ...  
 (whichever is applicable)
- Survey Block No./ Survey Ward No. : í .
- Total Extent í Hec./Sq.M
- Extent of Land :í ...Hec/Sq.M.
- Street Name:í ..... .

Door No:í ...  
Flat Noí ...

Boundaries:

East by: í .  
West by: í .  
North by: í .  
South by: í ..

Linear Measurements:

East to West on the Northern side: í í í í m  
East to West on the Southern side: í í í í m  
North to South on the Eastern side: í í í í m  
North to South on the Western side: í í í í m

**GENERAL POWER OF ATTORNEY**

BE IT KNOWN TO ALL MEN to whom it may concern that  
If í í í í í í í S/oí í í í í í í í R/oí í í í í í í í (hereinafter called  
the **Principal**) do hereby nominate, constitute, appoint, empower and authorize Shri  
í .....Shri/Smt S/o w/o  
í í í í í í í í R/oí ...

(hereinafter called the **Attorney**) to do the following acts and deeds on my behalf:-

WHEREAS the Executant is the sole, lawful owner, lessee, allottee and in possession of entire  
Property Noí í í í í í í í í .í ..allotted by the í í í í í í í í .í í í .covered  
area measuringí í í í í í sq. fts, approximately.

AND WHEREAS my said Attorney(s) shall act on my behalf to do all acts, deeds and things  
hereinafter mentioned to.

**NOW THIS DEED WITNESSETH AS UNDER:**

1. To represent me before the said ..... office/authority of  
any Central/State Government or local body, like DDA, MCD, etc., having jurisdiction at

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that time which are connected and/or concerned with my said property which is allotted to me in any manner, whatsoever and to make any statement, application, affidavit, undertaking, *etc.*, for and on my behalf and in my name, in respect thereof and/or any matter incidental thereto, and to have the possession thereof on my behalf.

2. To get water/sewer/electricity connection and any other services in the said property, if not provided, and for the purpose to do acts, deeds and things on my behalf.
3. To deposit and pay the dues and demands of the society/concerned authorities in respect of the said property, and to pay the sub-lease money to the concerned authority and other dues in respect thereof.
4. To get the Sub-lease Deed and/or Supplementary Deed of the said property and/or the land beneath the same, for and on my behalf under my name and to get the same registered in the office of the Sub-Registrar, (name of office).
5. To make any addition/alterations in the superstructure which is handed over by the society/local authorities, after seeking permission from the society/ Competent Authority in this regard and for the purpose (s) to apply for and get the plans sanctioned if required and to get the authorized quotas of cement/ building materials and engage any labour/ contractor/architect, *etc.*, for the said purpose.
6. To get the said property assessed for house tax, to pay the same and to get the refund thereof, if paid in excess from the concerned authorities.
7. To let out the said property in full or in part to any intended tenant (s), to realize rents in his/her own name, to issue receipts thereof, under his/her own signature and to deal with the tenant(s) in any lawful manner.
8. To negotiate, agree and to sell, dispose of or transfer or create charge, lien, mortgage or transfer by way of exchange, lease (whether permanent, for long or short period), the

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entire property, or any part thereof, on such terms as my said Attorney at his/her sole discretion deem fit and proper with any person/ body corporate /Financial Institution/ bank, *etc.*, whatsoever, and to enter any agreement with the intended Purchaser or mortgage or any other person whatsoever, to receive earnest money, final amount in his/her own name and to issue receipts thereof.

9. To apply for and get the Income Tax Clearance Certificate if so required, for the sale/ transfer of my rights, interest, lien and titles in the said property or any part thereof, from the office of the Income Tax Officer in Form 371 or any other form as maybe applicable or any rules and regulations applicable at that time and for the purpose to do all acts, deeds and things which are necessary for the purposes.
10. To apply for and get permission from the office of the said society Competent Authority, for the sale/transfer of my rights, interests, liens and titles in the said property including parking space or any part thereof, in favour of the intended purchaser (s) on his/her/their nominee(s).
11. To execute, sign and present for registration, before the proper Registering Authority, Sale/Conveyance Deed, for conveying my right. interest and title in the said property and the land beneath the same, or any part thereof, in favour of the intended purchaser (s) and for the purpose of conveying the same, absolutely and forever in favour of the intended purchaser (s) or his/her/their nominee (s) and to do all other acts, deeds and things which are necessary for the said purpose, *i.e.*, to receive the consideration and to admit the receipt thereof, and to deliver the possession to the said purchaser (s) or his/her/their nominee, either physical or constructive, as may be feasible and appropriate.
12. To institute/execute/sign file/defend all kinds of suits, writs, complaints, petitions, revisions, written statement, appeals, *vakalatnama*, *etc.*, in courts of law, *i.e.*, Civil, Criminal or

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Revenue Tribunal or authorities and to present proceeding before courts. Arbitrator or any other authority in my name and on my behalf in any manner concerning my said property and/or any matter incidental thereto and to engage or appoint any advocate, pleader, attorney, etc., and to make any statement, application, affidavit, apply to the court for obtaining certified copies, undertaking, *etc.*, on my behalf under my name.

13. To execute a Rectification Deed of any deed (s) in respect of the said property and to get the same registered before the office of the Sub-Registrar.
14. To appoint any other person (s) as my attorney authorizing him/her to do all any of the above acts, or any other acts, which have not been specifically mentioned herein, above, and in the opinion of my said attorney ought to be done, executed or performed, in respect of the said property, or any matter incidental thereto, and to cancel, withdraw or revoke the powers conferred upon the said attorney/such other person.

AND I, the executant, do hereby specifically confirm that the acts, deeds and things done or got to be done by my attorney by virtue of this Power of Attorney in respect of my said property be construed as acts, deeds and things done by me and this Power of Attorney is (irrevocable) and unconditional for all times to come.

IN WITNESS WHEREOF I, the Executant have put my hands on these presents in the presence of the following witnesses, on the date, month and year herein below written.

Place: í í í í

Date : í í í í

**WITNESS:**

1. [Name, Fathers Name & Address]

2. [Name, Fathers Name & Address]

**EXECUTANT  
(Power of Attorney)**