

SERVICES OFFERED IN REVENUE CIRCLE OFFICES

SUBJECT/SERVICE	PROCEDURE	REQUIRED DOCUMENTS	FEES	REQUIRED TIME FRAME	NAME OF CIRCLE	NAME OF OFFICERS AND ASSISTANTS DEALING WITH THE MATTER
1)Mutation of land	Citizens are required to apply before the Circle Officer with all required documents. The Circle Officer will start a Mutation Case and obtain a report from the concerned land records staff. Circle Officer will also hear all the concerned parties. Mutation is granted/rejected under Section 50-53 of Assam Land Revenue Regulation on the basis of report of LR staff, title and possession of the seller/applicant on the land where mutation is applied for, and hearing of complaints, if any.	1)Revenue clearance certificate/uptodate land revenue receipt. 2)Legal heir certificate(for mutation by right of inheritance 3)Registered sale deed of land(alongwith NOC for sale of land)	nil	30-45 days	Guwahati circle  Dispur Circle  Azara Circle  Chandrapur Circle	Circle Officer Guwahati Circle  Circle Officer Dispur Circle  Circle Officer Azara Circle  Circle Officer
2)Partition of land	Citizens are required to apply before Circle Officer in proper format alongwith relevant documents. Circle Officer after examining the title & possession and hearing the concerned parties, will grant/reject partition.	1)Revenue clearance certificate/uptodate land revenue receipt. 2)No objection certificate from from all co-pattadars In Cartridge paper alongwith court fee stamp of Rs 1.10	Applcation form Rs 1.10 Fee for survey Rs 22.00	30-60 days	Sonapur Circle	
3)Conversion from Annual Patta to Periodic patta	Citizens are required to apply before the Circle Officer with all required documents.Circle Officer prepares proposal for conversion and submits to D.C.The Deputy Commissioner forwards the proposal to Govt. for approval.As per approved proposal,premium is to be submitted in Treasury through challan.After that land record is corrected.	1) Revenue clearance certificate/uptodate land revenue receipt 2)Annual Patta of land 3)Receipt for payment of premium/Treasury Challan	Court fee stamp of Rs 1.10			

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4)Demarcation of land	Citizens are required to apply before the Circle Officer with all required documents. Circle Officer will obtain report from land records staff and if the applicant is recorded pattadar, then notice will be served to all pattadars of the dag alongwith pattadar of the campus. On the day fixed, boundary of the dag is demarcated as per map and report is submitted by LR staff.	1)Revenue clearance certificate/uptodate land revenue receipt. 2)No objection certificate from from all co-pattadars In Cartridge paper alongwith court fee stamp of Rs 1.10	Court fee stamp of Rs 2.50 and additional Rs 5.00 per bigha	7-30 days	Guwahati circle Dispur Circle Azara Circle North Guwahati Circle	Sri Lalhinandan Saharia,ACS Suswapna Kakoty, ACS,CO (A) Oswin Nampui, ACS, CO(A)
5)Proposal for allotment /settlement of land	Citizens are required to apply before the Circle Officer with all required documents.Circle Officer prepares proposal and submits to D.C.	1)Application in Kobula format (Assam Schedule Form 26) 2)Declaration as prescribed in Section 10(2) of Assam Fixation of Land Ceiling Act 1956) 3)Certificate/ uptodate receipt regarding payment of Encroachment fine.(If the land is in the possession of the applicant)	Court fee stamp of Rs 1.10	30 days	Chandrapur Circle Sonapur Circle	Chinmoy Nath, ACS, CO Prasanta Kathkatia, ACS, CO (A) Debjani Chaudhury, ACS, CO (A)
6)Report on application for permission of land sale	Citizens are required to apply before the Circle Officer with all required documents.Circle Officer prepares proposal on prescribed format and submits to D.C.	1) Revenue clearance certificate/uptodate land revenue receipt. 2)Affidavit of the seller regarding the fact that he will not be landless after sale of the land. 3) )No objection certificate from from all co-pattadars in Cartridge paper alongwith court fee stamp of Rs 1.10 4)Document reg. profession of applicant 5)Relevant land documents 6)Proof of citizenship of the purchaser (passport, voter list, ration card etc)	Application form Rs 1.10	7-15 days		Kshitish Ch. Pegu, ACS, CO Deepmala Gowala, ACS, CO (A) Pulak Patgiri, ACS, CO Munindra Ngatey, ACS, CO Karabi Karan, ACS, CO

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7)Correction of land records/receipt and disposal of petition reg. Land dispute	Citizens are required to apply before the Circle Officer with all required documents.Miscellaneous Case may be required to be started .	1) Revenue clearance certificate/uptodate land revenue receipt. 2)Any other documents in support of the application 3)Relevant documents in support of the service sought for.	Court fee stamp of Rs 1.10	7-30 days	Guwahati circle Dispur Circle Azara Circle	Do
8)Payment of financial aid/ compensation	Citizens are required to apply before the Circle Officer for aid sought for with all required documents.For relief/aid regarding damage by natural calamities, Circle Officer is to make enquiry himself ,prepare proposal/report and submit to DC.The Deputy Commissioner forwards proposal to Govt. for sanction of financial aid. Aid is provided if approved by Govt.	1) Revenue clearance certificate/uptodate land revenue receipt. 2)Certificate from Gaonbura 3)Particulars of damage of property 4)CD of photographs showing damage(Optional) 5)Report from Fire Service Authority(In case of damage by Fire incident) 6)Police Report(Optional)	Application form Rs 1.10	7-15 days	North Guwahati Circle Chandrapur Circle Sonapur Circle	
9)Annual Income Certificate	Citizens are required to apply before the Circle Officer with all required documents.	1) Revenue clearance certificate/uptodate land revenue receipt. 2)Documents regarding source of income,Salary Certificate/Certificate of Income Tax Return/Pension documents etc. 3)Certificate of Gaonbura or Mouzadar.	Do	7 days		
10)Land Holding certificate	Citizens are required to apply before the Circle Officer with all required documents.	Land Revenue clearance certificate/uptodate land revenue receipt/relevant land documents	Do	7 days		
11)Landless certificate	Citizens are required to apply before the Circle Officer with all required documents.	Certificate of Gaonbura or Mouzadar	do	1-7 days		

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12)Character Certificate	Citizens are required to apply before the Circle Officer with all required documents.	1) Revenue clearance certificate/uptodate land revenue receipt. 2)Certificate from Headmaster of school, Principal of College or Head of an office 3)Certificate of Gaonbura, Mouzadar or Councillor 4)Report of Officer in Charge of Local Police Station.	Application form Rs 1.10	1-7 days	Guwahati circle Dispur Circle Azara Circle	Do
13)Miscellaneous Certificates	Citizens are required to apply before the Circle Officer with all required documents.	1) Revenue clearance certificate/ uptodate land revenue receipt. 2)Other required documents essential for the certificates 3)Certificate of Gaonbura	do	1-7 days	North Guwahati Circle	
14)Permanent Resident Certificate(only for higher education purpose)	Citizens are required to apply before the Circle Officer with all required documents.Circle Officer submits report to DC after enquiry.Finally DC issues the certificate.	1) Revenue clearance certificate/uptodate land revenue receipt. 2)2 copies of passport size photographs of the applicant. 3)Pass certificate of examination of last appeared. 4)Photo copy of Admission form of the institution where admission is sought(If available) 5)Photocopy of PRC of father/sibling (if available)	Do	10 days	Chandrapur Circle Sonapur Circle	
15)Caste certificate(for SC,ST,OBC)	Citizens are required to apply before the Circle Officer with all required documents	1) Revenue clearance certificate/uptodate land revenue receipt. 2)Duly filled up application form. 3)2 copies of passport size photographs of the applicant 4)Certificate of SC Dev.Board/Anusuchit Jati Parishad(for SC certificate),Certificate of Tribal Sangha(for ST certificate), 5)Certificate of Gaonbura 6)Photocopy of SC/ST/OBC certificate of father/sibling(if available)	Do	3-10 days		
16)Non creamy layer certificate(for OBC)	Citizens are required to apply before the Circle Officer with all required documents .Application may be	1) Revenue clearance certificate/uptodate land revenue receipt. 2)OBC certificate 3)Certificate of income from agriculture/salary certificate 4)Income Tax Return/PAN card.	do	3-7 days		

	submitted in DC's office also.The certificate is Issued by DC.	5)Certificate from local Gaonbura regarding social/economic status of the applicant				
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17)Legal heir certificate	Citizens are required to apply before the Circle Officer with all required documents.Circle Officer,after enquiry,submits report to DC.Certificate is issued by DC.	1) Revenue clearance certificate/uptodate land revenue receipt 2) Death Certificate 3) Certificate from Gaonbura.	Application form Rs 1.10	1-15 days	Sri D J Barkataky ACS SDO(Sadar) 9435059307	Assistants of Administration branch
18)Valuation Certificate of land	Citizens are required to apply before the Circle Officer with all required documents.	1)Revenue clearance certificate/uptodate land revenue receipt 2)Copy of three registered sale deeds of same class of land of the same village.	Do	3-7 days	Deputy Commissioner	Assistants of Settlement Branch
19)Issue of trace map of land	Citizens are required to apply before the Circle Officer with all required documents.	Revenue clearance certificate/uptodate land revenue receipt	Do	1-5 days	Concerned Circle Officer	Assistants of concerned Circle Office
20)Issue of certified copy of chitha	Citizens are required to apply before the Circle Officer with all required documents.	1)Revenue clearance certificate/uptodate land revenue receipt 2)Stamp paper	Do	1-15 days	Do	Do
21)Issue of certified copy of jamabandi	Citizens are required to apply before the Circle Officer with all required documents.	1)Revenue clearance certificate/uptodate land revenue receipt 2)Stamp paper	Do	1-15days	Do	Do
22)Issue of certified copy of statutory land record a)Final order of i)Mutation Case ii)Partition Case iii)Misc Case iv)Demarcation Case	Citizens are required to apply before the Circle Officer with all required documents.	1)Revenue clearance certificate/uptodate land revenue receipt 2)Stamp paper	do	1-7 days	Do	Do

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Other Services 1) Preservation of land records(chitha,jamabandi and map) 2) Proposal for fixation of land revenue(doul) 3) Report regarding encroachment of govt. land and eviction of encroachers. 4) Land Acquisition proposal 5) Proposal for reclassification of land 6) Relief and Rescue operation during natural calamities 7) Preservation of informations regarding Land Reforms measures. 8) Survey of non-cadestal areas. 9) Collection of agricultural statistics. 10) Reports on various subject matters. 11) Rajah Adalat.	These services are delivered to citizens in routine process.	As per subject matter	nil	1-30 days	Concerned circle officers	Assistants of concerned Circle Office