

REVENUE BRANCH(,ALLOTMENT AND SETTLEMENT OF LAND,EVICTION OF ENCROACHERS,CONVERSION FROM AP TO PP ETC)

SUBJECT/SERVICE	PROCEDURE	FEEES	REQUIRED TIME FRAME
1)Allotment and settlement of land a)Individual applicant	<p>Application should made in Kobula format.The following documents should be enclosed with Kobula application</p> <ol style="list-style-type: none"> <li>1)Name &amp; address of the applicant</li> <li>2)Dag no and area of the land applied for</li> <li>3)Affidafit</li> <li>4)Photagraph of the land/house/compound for which the application has been made</li> <li>5)Proof of 15 years' continuous occupation by the applicant in the land applied for</li> <li>6)If there is a house,then proof regarding electricity connection and water supply to the house</li> <li>7)If the house is not occupied by the applicant himself,then information regarding the purpose for which the house is being used.</li> <li>8)Value of land(As per Zonal valuation report)</li> <li>9)Informations as to whether within tribal belt or block</li> <li>10)Permanent Residential address of the applicant</li> <li>11)Receipt no and date as per Corcle Officer's report</li> <li>12)Land class(Hilly,Swampy,plain etc)</li> <li>13)Informations as to whether the land is near National Highway,PWD Road,river or drain.</li> <li>14)Report from GMDA</li> <li>15)Certificate regarding proof of citizenship</li> <li>16)Report from all circle officers of Kamrup Metro district reg.landless status of the applicant</li> </ol>	Rs.2 as stamp Duty and Rs 4 for affidafit	1-6 months

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b)For Institution	<p>The following documents should be enclosed with application for allotment of land for institution/NGO etc</p> <p>1)Registraton Certificate  2)Detail information of members of Executive Commitee  3)Details of activities  4)Audit report of last 3 years'accounts by auditor</p> <p>As per Kobula application,concerned circle oficer sends proposal for allotment/settlement to Deputy Commissioner.The proposals are scrutinized in the Land Settlement branch and if found eligible,these are placed in the meeting of the Sub divisional Land Advisory Commitee.If recommended by the SDLAC,the proposals are forwrdd to Government in the Revenue Department for approval.</p> <p>If approved by government,premium as fixed is received through treasury challan and allotment letter/patta is issued as per allotment/settlement order.</p>	Rs.2 as stamp Duty and Rs 4 for affidafit	1-6 months
2)Eviction of encroachment from Govt.road,drains etc	Eviction is carried out as per approval of Deputy Commissioner on the basis of report of encroachment by Circle Officers	Nil	1 month

REVENUE BRANCH(Disaster Management Branch)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
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Disaster Management, Relief and Rehabilitation	For getting financial aid against damage caused by natural calamity, one has to apply along with reports from local Circle Officer, Police Station, Supdt. of Police and Medical Officer. These proposals are forwarded to Govt. in the Revenue and Disaster Management department by this branch. If approved by govt., financial aid is provided through concerned Circle Officer.	Nil	1-6 months
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REVENUE BRANCH(Land Acquisition Branch)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
a) Acquisition Requisition of	On the basis of written application from Requiring department, proposal for land to be	Nil	1-2 years

<p>land,Payment of compensation of acquired land &amp; zirat etc</p>	<p>acquired/requisitioned is prepared as per rules of Land Aquisition Act 1894 and Assam Land (Acquisition and Requisition)Act1964  The concerned Circle Officer,after joint verification of the land to be acquired/requisitioned with requiring department,submits detailed proposal of land and zirat alongwith copy of chitha,jamabandi and map to the Deputy Commissioner.  After scrutiny of the proposal in the Land Acquisition branch,notification as per Section 4(1) is prepared and sent to Govt. for approval.  After approval,the notification is to be published in official gazette/newspaper.After that,public hearing of complaints is taken and order is passed thereof copy of which is to be submitted to Govt.  After that,under Section 6(1) notice and detailed estimate of acquired land is to be prepared and submitted to Govt for approval.  After approval,notification/notice is to be published again in official gazette/newspaper/site of acquired land and estimate and award list are to be sent to Govt. for approval.When approved,possession of land is given to the requiring department after payment of land compensation and zirat.</p>		
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REVENUE BRANCH(Land Reforms Branch)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
<p>a)Works related to distribution,allotment,Settlement of Ceiling surplus land acquired under---  1)Assam Fixation of Land Ceiling Act 1956</p>	<p>As per rules of concerned act and guidelines of concerned scheme, procedure of taking</p>	<p>Nil but dependi ng on acts,pre</p>	<p>3-6 months</p>

<p>2)Assam(Temporarily Settled Areas) Tenancy Act,1971  3)Assam Bhoodan Act,1965  4)Assam Gramdan Act,1961  5)Assam Acquisition of Land belonging to Religious and Charitable Institutions Act 1959 and other land reforms acts, among landless people as per rules of concerned acts/under various schemes of State and Central govt(viz-Minimum Needs Programme etc) and works related to conferring of ownership right to recorded tenants  b)works related to preservation,custody,correction of ceiling cases disposed under concerning acts  c)keeping account of ceiling surplus land,submission of reports to govt. time to time</p>	<p>application, submission of proposal and approval thereof is completed</p>	<p>mimum as per prescribed rates is to be paid to govt.</p>	
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REVENUE BRANCH(Land Records/Registrar Kanungo Brannch)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
1)Inspection of records	1)Citizens are required to submit application which is to be approved by the ADC or the Branch Officer.Permission for inspection of record is given on	Nil	1-2 years

	all working days .permission for inspection of records is given only to recorded pattdars and persons with written authorization form pattadars.		
2)Issue of copy of Sadar Jamabandi	2)Copy of Jamabandi,draft Jamabandi is issued from this branch to recorded pattadar or authorised applicant.	Applicant is required to enclose folio of 75 paisa and stamp of Rs.2 with the application	
3)Correction of land record	Land record is corrected by Registrar Kanungo after receiving report/original case record or order of Mutation case from concerned Circle Officers-.	Nil	

REVENUE BRANCH(Registration Branch)

SUBJECT/SERVICE	PROCEDURE	STAMP FEES	REGISTRATION FEES	REQUIRED TIME FRAME
Registration of 1)Sale, gift, transfer of land 2)Memrandum of	At first the is to be submitted to the concerned officer.He scrutinises the deed and fixes the fees,after that	Gents-8% Ladies-7% MOU-- Rs 10 Lease-- Rs 30 Adoption deed Rs	Upto Rs 500—Rs 10 for every thousand rupees Rs 500-1000----Rs15 " " Rs1001-10000---Rs20 " " Rs10001-20000—Rs 25 " " Rs20001-30000---Rs 30 " "	Registration should be done within 4 months of execution

<p>Understanding 3)Lease 4)Deed of Adoption 5)Will 6)Partnership deed 7)Agreement 8)Mortgage Deed 9)Special Power of Attorney 10)General Power of Attorney 11)Marriage etc Are executed.</p>	<p>assistant receives the fees and seal is affixed in the deed.After that the concerned officer enters the names of buyer and seller above the seal,after that particulars are entered in the computer,deed is scanned,entered in records and receipt is returned and at last original deed is delivered after receipt is deposited in the office.</p>	<p>200 Will--- Stamp not required Partnership deed- Rs 100 Agreement .Rs 10 Mortgage deed(govt)—Nil Mortgage deed(private)---Rs 30 for every 1000 rupees Special Power of Attorney —Rs 100 General Power of Attorney—Rs 200 Marriage-For application Rs 2 For registrartion Rs 6</p>	<p>Rs30001-50000---Rs 35 " " Rs50001-75000---Rs 40 " " Rs75001-90000---Rs 45 " " Rs90001-150000—Rs 55 " " Rs150001-300000—Rs 65 " " Rs300001-500000—Rs 75 " " Above Rs 500000---Rs 85 " ' 'Memorandum of Understanding .Rs 20 Lease—Rs 30 Agreement--.Rs 20 Will—Rs 30 Deed of Adoption--.Rs 30 Partnership deed(if valuation made)-Rs 5 for per 1 thousand rupees Partnership deed(without valuation)—Rs 500 for the whole deed Agreement Rs 20 Special Power of Attorney —Rs 20 General Power of Attorney—Rs 20</p>	
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REVENUE BRANCH(Registration Branch)

SUBJECT/SERVICE	PROCEDURE	STAMP FEES	REGISTRATION FEES	REQUIRED TIME FRAME
Marriage Registration	For marriage both the groom and the bride should submit signed application mentioning full name and	Nil	Notice of marriage—Rs 2 Marriage Registration Fee-Rs 6	After 30 days Within 90 days

	permanent/temporary address.After 30 days of submission of application forms,the bride and the groom can get the marriage registered if they bring three witnesses and all the other documents			
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REVENUE BRANCH(Record Room)

SUBJECT/SERVICE	PROCEDURE	FEEES	REQUIRED TIME FRAME
Copy of Draft chitha,jamabandi,map,complaint petition(Apatti applicatin) of past Resettlement Operation, Copy of original case record/order of disposed Mutation Case,Partition Case,Grant Mutation case, Ceiling Case,Miscellaneous Case etc	The applicant is required to apply affixing court fee stamp of Rs 2 alongwith folio of minimum 75 paisa ,mentioning details of document/information.The document/information is made available subject to permission of authorised Branch Officer	Applicant is required to enclose folio of 75 paisa and court fee stamp of Rs.2 with the application	1-7days



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REVENUE BRANCH(Land Revenue Tauzi Nabish Branch)

SUBJECT/SERVICE	PROCEDURE	FEE S	REQUIRED TIME FRAME
1)Approval doul received from concerned Circle Officers 2)Sending of the approved douls to the Mouzadars 3)Supply of CFR books 4)Payment of commission bills to Mouzadars 5)Receipt and scrutiny of challan 6)Submission of report of revenue collection to Govt through Director	1)Douls submitted by concerned Circle Officers are approved after scrutiny 2)The approved douls are sent to the Mouzadars 3)CFR books sought by the concerned Mouzadars time to time for collection of revenue are supplied to the Mouzadars and account of the same are maintained. 4)Amount of commission bill submitted by Mouzadars are paid to them after scrutiny of the bills 5)The treasury challans are entered in Tauzi book after Mouzadar deposits collected revenue in bank through treasury 6)After scrutiny,the Monthly ,quarterly and annual statement of revenue collection as received from	Not applicable	As per Land Revenue Manual, lat mandals are to submit douls to supervisor kanungo (SK)within 25 July,SK is to submit to circle officer within July26-31,Circle Officer should submit the douls to DC Office within August 1-16

<p>of Land Records</p> <p>7)Collection of directly payable revenue and submission of Monthly,Quarterly and Yearly statement thereof to Govt through DLR</p> <p>8)Furnishing of documents as required by auditor during audit</p> <p>9)Inspection of Mouzadar's office and scrutiny of mouza accounts</p>	<p>Mouzadars is submitted to Govt through Director of Land Records</p> <p>7)Arrangement for collection of revenue of Grant land and submission of Monthly ,quarterly and annual statement of revenue collection to Govt through Director of Land Records</p> <p>Records are furnished as required by auditor of CAG during audit of accounts</p> <p>9)Under DC,the circle officers inspect the Mouzadars'offices time to time and submit qurterly report of Mouza inspection to DC.</p>		
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REVENUE BRANCH(Land Revenue Branch)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
<p>1)Disposal of Revenue Appeal Cases</p> <p>2)Issue of Seperate patta through Partition case</p> <p>3)Mutation and record correction in Grant land</p>	<p>1)If land owner,i.epattadar or puechaser, has any objection regarding order passed by Circle Officer in Mutation case,he can file a revenue appeal.On the basis of petitioner's application,report is called from concerned Circle Officer.After that case is disposed by hearing both the parties.</p> <p>Applicant is required to apply to concerned Circle officer as per prescribed format mentioning details of of the land for which seperate patta/partition is sought.Circle officer issues notice as per rule and after hearing the concerned parties, he passes order for partition and after approval of the order by DC,forwards seperate patta prepared by him to DC for approval.After signature of DC in the patta land record is corrected and whole procedure is completed.</p> <p>1)For mutation of Grant land,application is to be made to DC in prescribed format.</p>	<p>Court fee stamp of Rs 2</p> <p>Court fee stamp of Rs 2 And survey fee Rs22</p> <p>No</p>	<p>3 months</p> <p>30-60 days</p>

through disposal of Grant Mutation case	<p>2)Process Server is to serve notice as per Section 52 of Assam Land Revenue Regulation and submit report</p> <p>3)Concerned Circle Officer is to submit report</p> <p>4)Pattadar should receive notice and submit objection/consent</p> <p>5)Land revenue receipt of the land where mutation is sought is to be submitted.After grant of mutation by ADC by hearing both parties,record correction is made and the process is completed.</p>	fees except the required court fee	
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REVENUE BRANCH(Land Revenue Branch)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
4)appointment of Gaonbura	<p>Applications are invited through Circle Officers for filling up posts of Gaonburas which are vacant in the Circle Officers.</p> <p>The applications are scrutinised alongwith recommendation letter of public,Mouzadar's report,police verification report,and circle officers' report.After that,appointment of Gaonbura is made through selection test.</p>		1-30 days
5)Honorarium of Gaonburas	Bills of Gaonbura's honorarium forwarded by Circle officers,are approved after scrutiny.		

REVENUE BRANCH(Permission for sale and purchase of land)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
6)Permission /NOC for sale of land	<p>The seller and the purchaser are required to apply jointly to the concerned circle officer.The following documents are to be enclosed with the application</p> <ol style="list-style-type: none"> <li>1)Court fee</li> <li>2)Photographs of seller and purchaser</li> <li>3)Signature and address of seller and purchaser alongwith name of parents</li> <li>4)Declaration of total consideration of value for sale and purchase.In case of flat,declaration of value of proportionate share of land.</li> <li>5)Affidavits of seller,purchaser and Power of Attorney holder</li> <li>6)Copy of chitha,jamabandi and original power of attorney</li> <li>7)Up-todate land revenue receipt</li> <li>8)Proof of citizenship of the purchaser(certified copy of voter list,passport etc.)</li> </ol> <p>Complete report alongwith comment of Circle Officer is to be submitted in Arunoday Centre of DC's office and receipt should be obtained.As per date mentioned in the receipt,copy of permission or NOC dshould be collected.</p>	Rs 50 for each application	Within 30 days from submission of application in Arunoday Center with required documents

REVENUE BRANCH(Settlement of Fishery)

SUBJECT/SERVICE	PROCEDURE	FEES	REQUIRED TIME FRAME
1) Invitation of tender for settlement of fishery	Tenders are invited as per instruction Govt. for settlement of those fishery validity of which has ended.		As mentioned in Tender Notice (15-30 days) (2-3 days)
2) Preparation of comparative statement	Comparative statement of tenders which are received within fixed date ,are prepared and sent to Govt.		(1-7 days)
3) Handing over of possession of fishery as per settlement order and execution of agreement	Possession of fisheries settled by Govt. are handed over to concerned lessee and Agreement is executed accordingly.		(1-3 days)
4) Depositing of instalment amount as received from lessee in treasury and keeping of accounts thereof	Account of annual revenue deposited by the lessee in treasury in four instalments(15%,35%,25%,25%) on the basis of Agreement executed is kept and original copy of challan is kept in Tauzi Book.		(1-7 days)
5) Preparation and submission of reports/statements etc to Govt. as required.	Information as required by Govt. are prepared in the form of report/statement and submitted to Govt.		(1-7 days)
6) Furnishing of information related to Settlement of Fishery	Informations related to Settlement of Fishery as sought under RTI, are furnished.		

