

GOVERNMENT OF ASSAM,
REVENUE AND DISASTER MANAGEMENT DEPARTMENT,
ASSAM SECRETARIAT, DISPUR, GUWAHATI-6.

No. RRG.12/2012/

Dated Dispur the _____, 2013.

Office Memorandum

Subject: General guidelines regarding the standard procedure to be followed for providing service for Issuance of Authenticated copy (certified copy) of registered document.

Issuance of Authenticated copy (certified copy) of registered document:

An important service which is provided by Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar is to issue of authenticated copy (Certified Copy) of registered document.

This service can be obtained in the Offices of the Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar.

Eligibility Criteria

Any eligible person who has interest over the registered document can apply for authenticated copy (Certified Copy) of registered document as per provision of Registration Act 1908.

Procedure

The Applicant can apply in the specified format with necessary fees as applicable before Registering Officer and the said Officer endorse the petition to the assistant concerned and after receiving necessary fees he will make a copy of the document and after authentication submit to the Registering officer for his signature. Accordingly the concerned Officer will issue the copy after satisfying himself that the applicant is eligible to obtain a copy and that the copy being provided is true and authentic to the best of his knowledge and belief.

Documents to be annexed with application

The applicant must furnish the complete details of the document for which authenticated copy (Certified Copy) is required in the prescribed format and pay necessary fees for the service.

User Charge :- Rs 500/- for Guwahati Municipal Corporation area, Rs. 250/- for Urban Areas other than GMC area and Rs. 100/- for Rural areas in addition of searching fees.

Standard Application Form :- At Annexure I

Citizen Charter :- At Annexure II

Sd/-
Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6.

Memo No. RRG.12/2012/
,2013.

Dated Dispur the

Copy for information and necessary action to :-

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3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati – 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati – 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati – 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6

**GOVERNMENT OF ASSAM,
REVENUE AND DISASTER MANAGEMENT DEPARTMENT,
ASSAM SECRETARIAT, DISPUR, GUWAHATI-6.**

No. RRG.12/2012/

Dated Dispur the _____, 2013.

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service for Issuance of Certified copy of Jamabandi or Record of Rights / Chitha from Circle Office.

Issuance of Certified copy of Jamabandi or Record of Rights / Chitha from Circle Office.

An important service which is provided by the Revenue and Disaster Management Department is Issue of copy of Jamabandi or Pattadar's Record-of-Rights.

This service can be obtained in the Offices of the Circle Officers and Asstt. Settlement Officers where Settlement operation is going on.

Eligibility Criteria

A pattadar or his/her legal heir or attorney holder or anyone having interest over the land can apply for issuance of Certified copy of Jamabandi/Chitha.

Procedural steps for issuance of Certified copy of Jamaband/Chithai.

The Applicant has to apply in **Standard application format** affixing required court fee stamp before the Circle Officer/ Asstt. Settlement Officer of the concerned circle and he will endorse the same to concerned Assistant/ Copyist and Lot Mandal. The Assistant /Copyist after copying/taking Printout from the computer will send it to Lot Mandal/Supervising Kanungo for validation and finally Circle Officer/Asstt. Settlement Officers will put his signature for its delivery to the applicant.

Documents to be annexed with application.

1. The applicant must furnish the complete details of the land for which copy of Jamabandi is sought by him/her such as Patta No. Dag No. and name of the Revenue village and Mauza where the land is situated in the prescribed format.
2. He must furnish an up-to-date Land Revenue receipt/ Land Revenue clearance receipt in respect of the land applied for.

This notification does not bar issuance of copy of Sadar Jamabandi from the office of the Deputy Commissioner.

Standard Application Form:- As per Annexure – I

User Charge :- Rs.20/- for first page and Rs. 10/- for subsequent pages.

Citizen Charter :-As per Annexure-II

Sd/-

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8. All Sub-Divisional Officers (Civil).
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No. RRG.12/2012/

Dated Dispur the ,2013.

Office Memorandum

Subject: General guidelines regarding the standard procedure to be followed for providing service relating to issue of Marriage Certificates.

Issuance of Marriage Certificate

An important service which is provided by Marriage Officer of the district is to register marriage and to issue copy of the Marriage Certificate.

This service can be obtained in the Offices of the Marriage Officer (Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar who is designated as Marriage Officer).

Eligibility Criteria

An eligible person can apply for registration of a marriage and issue of marriage certificate intended to be solemnised under Special Marriage Act 1954 or where marriage has already been performed as specified in this said act.

Procedure

(a) In case of marriage already performed :

Both the parties i.e. the husband and wife will apply in a prescribed format as per Section 15 of Special Marriage Act, 1954 in triplicate to Marriage Officer with signature of three (3) other witnesses and deposit necessary fees as applicable. After expiry of thirty days within next 60 days both the parties will appear from the date of application before the Marriage Officer for Registration of their marriage. If no objection is received within the period of thirty days, the Marriage Officer, after getting signature of both the Husband and wife along with three (3) witnesses, the Marriage will be registered and a marriage Certificate will be issued to the applicant.

(b) In case of intended Marriage:

Persons eligible to enter into marriage (Bride and the Bridegroom) will issue notice of intended marriage to the Marriage Officer with signature of witnesses in the prescribed form in triplicate and deposit necessary fees as applicable. After expiry of 30 days from the date of notice, and within next 60 days both the parties will appear before the Marriage Officer for Solemnization of their marriage. They will submit a declaration under Section 11 of Special Marriage Act 1954 before the Marriage Officer with Three (3) witnesses. The Marriage Officer, after taking declaration from the Bride and Bridegroom will administer an oath by them in presence of three witnesses issues the Marriage Certificate with signature of both parties along with three witnesses..

Documents to be enclosed

For (a) In case of marriage already performed

1. Application in Prescribed Form. (Annexure-I)
2. Two (2) copies of joint photograph of both husband and wife.
3. Proof of Residency of both husband and wife and witness.
4. Age Certificate of husband and wife.
5. Proof of marriage already performed or an affidavit in this regard.

For (b) In case of intended Marriage :

1. Notice in Standard format. (Annexure-II)
2. Declaration in standard form at the time of Registration of marriage.(Annexure-III)
3. Oath in standard form at the time of Registration of marriage.(Annexure-IV)
4. Two (2) copies of photograph of both Bride and Bridegroom.
5. Proof of Residency of both Bride and Bridegroom and witness.
6. Age Certificate of Bride and Bridegroom.

User Charge :- Rs. 200/-

Citizen Charter :- At Appendix-A

Sd/-

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8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,

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No. RRG.12/2012/

Dated Dispur, the _____, 2013.

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service for Issuance of Certified copy of Mutation (Registration) Order/Miscellaneous Case Order.

Issuance of Certified copy of Mutation (Registration) Order/Miscellaneous Case Order.

An important service which is provided by Circle Officer/ Asstt. Settlement Officer is to issue copy of Mutation (Registration) Order/Miscellaneous Case Order.

This service can be obtained in the Offices of the Circle Officer and Asstt. Settlement Officer where Settlement operation is going on.

Eligibility Criteria

Any one in whose name a mutation is granted or rejected or any person affected by such mutation order or any person affected by any miscellaneous case order by Circle Office/ Asstt. Settlement Officer can apply for issuance of copy of Mutation (Registration) Order/Miscellaneous Case Order.

Procedure

The Applicant can apply in **standard format** affixing court fee stamp etc. as mentioned below before the Circle Officer/ Asstt. Settlement Officer of the concerned circle and he will endorse the same to concerned Assistant/ Copyist. The Assistant /Copyist after copying/taking printout from the computer will send it to the concerned Lot Mandal/Supervising Kanungo for validation and finally Circle Officer/ Asstt. Settlement Officer will put his signature for its delivery to the applicant.

Documents to be enclosed with application

The applicant must furnish the complete details of the case no. and name of parties for which copy of Mutation (Registration) Order/Miscellaneous Case Order is sought.

User Charge :- Rs. 20/- per page.

Standard Application Form :- At Annexure I

Citizen Charter :- At Annexure II

Sd/-

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No. RRG.12/2012/

Dated Dispur the _____, 2013.

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing Office Mutation by Revenue Circle Officers.

Office Mutation

Section 50 of the Assam Land and Revenue Regulation, 1886 lays down that any proprietor or land holder succeeding to any estate whether by transfer or inheritance and obtaining possession of the same, and every joint proprietor or joint land holder assuming charge of a estate or every person assuming charge of any estate of a proprietor or land holder or of any share therein as manager and every mortgagee obtaining possession of any estate of a proprietor or land holder or of any share therein shall within six months from the date of his taking possession or assumption of charge apply to the Deputy Commissioner of the district on the General Registers of which the estate is borne for registration of his name as such landholder, proprietor, manager or mortgagee and of the nature and extend of the interest in respect of which the application is made. This form of Registration is more commonly known as Mutation as it is concerned with alteration or correction of the land records by replacing the name of the proprietor, land holder with the name of the person succeeding to the estate.

The power for passing Mutation orders has been conferred to the Deputy Commissioners under the ALRR 1886. At present this power has been delegated to the Circle Officers and Asstt. Settlement Officer of the State.

There are two types of mutations, namely office mutation and field mutation. The field mutation is a suo moto and should be carried out in the field by the Circle Officers during field tours and by organizing Rajah Adalats (Revenue Courts) where large numbers are mutations are passed in the presence of the public. The other type of mutation is called office mutation. This type of mutation is carried out in the office of the Circle Officer.

This Office Memorandum deals only with the process of office mutation as per the provisions of Assam Land and Revenue Regulation 1886 (If no objection received from any corner).

Eligibility Criteria

Any proprietor or land holder succeeding to any estate whether by transfer or inheritance and obtaining possession of the same, and every joint proprietor or joint land holder assuming charge of a estate or every person assuming charge of any estate of a proprietor or land holder or of any share therein as manager and every mortgagee obtaining possession of any estate of a proprietor or land holder or of any share therein shall within six months from the date of his taking possession or assumption of charge apply to the Deputy Commissioner of the district on the General Registers of which the estate is borne for registration of his name as such landholder, proprietor, manager or mortgagee and of the nature and extend of the interest in respect of which the application is made.

Procedural steps for obtaining of Office Mutation.

11. The application shall have to submitted in prescribed format along with other documents such as Land Revenue Receipt and affidavit etc. to the concerned Circle Officer of the Revenue Circle.
12. On receipt of the Application, the Circle Officer will initiate a Mutation Case and obtain a Report from the concerned Lot Mandal and Superving Kanungo (SK) about the land status viz. its location, the name of the present Pattadars and possession etc.
13. Notices will be issued to the pattadar/co-pattadars inviting objection, if any, and to appear for hearing in the above Mutation Case and submit objection to the above mutation. If no objection to the above mutation is submitted within a period of thirty days from the date of receipt of the notice, then the Circle Officer will proceed to pass the mutation order after the expiry of the above period. If on the other hand, objection has been filed with regard to the above mutation, he/she will hear the parties concerned and pass necessary orders either passing mutation orders or rejecting the application for mutation. In either case he/she should pass speaking orders stating clearly why he/she has passed the mutation orders or rejected the application for mutation. He/she should see the original or the certified copy of the deed of transfer. The proceeding under section 53 and 54 is a proceeding of judicial nature and the provision of CPC shall follow. The provisions of CPC relating to trial of suits, the evidence and examination of witnesses and production of documents shall apply to the proceedings of mutation.

14. Time period for presenting the cases at different level: Assistant. 2 days, LMs report is 15 days, for SK's report is 5 days and 7 days for Jarikarok's report.

15. After passing mutation orders, the land records staff will make necessary correction in the Jamabandi or record of right to enter the name of the person in whose name the mutation is granted.

Documents to be annexed with application.

A. In case Mutation (Registration) is sought on the basis of transfer of land by way of purchase, gift,

Mortgage or in heritance along with the specified form with required court fee :-

1. Photocopy of Original Registered Deed / certified copy of the deed of transfer.
2. Photocopy of up to date land revenue receipt / land revenue clearance receipt of the land for which the mutation (Registration) is sought.
3. A declaration stating that the Applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holding Act, 1956.

B. If Mutation (Registration) is sought by way of inheritance.

1. Proof of death of the deceased Pattadar in whose place Mutation (Registration) is sought.
2. An Affidavit swearing that
 - a. the Applicant / Applicants is / are the son / daughter / wife / legal heirs of the deceased pattadar.
 - b. the Applicant / Applicants have not transferred the property to any one earlier nor mortgaged / nor created any charge over the property to be mutated.
 - c. the person to whom the Applicants applied as successor had not transferred the property during his / her life time.
1. Copy of NOC obtained from D.C. in case of transfer of land.(Not applicable in case of prayer of mutation by inheritance

Standard Application Form :- As per Annexure – I

Citizen Charter :- As per Annexure-II

User Charge :- Rs. 200/- in urban areas and Rs. 50/- in rural areas.

Sd/-

Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6.

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8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,

Deputy Secretary to the Govt. of
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No. RRG.12/2012/

Dated Dispur the _____, 2013.

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service of Issuance of Non Encumbrance Certificate

Issuance of Non Encumbrance Certificate

An important service which is provided by Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar is to issue certificate with respect to an immovable property mentioning whether that property is encumbered or not.

This service can be obtained in the Offices of the Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar

Eligibility Criteria

Any eligible person who has interest over the immovable property can apply for non-encumbrance Certificate.

Procedure

The Applicant can apply in specified format with necessary fee as admissible as per Registration Manual before Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar and the said Officer endorse the petition to the assistant concerned and he will inspect all the documents and submit his findings to Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar. Accordingly the concerned Officer will issue the Certificate.

Documents to be annexed with application.

1. The applicant must furnish the complete details of the land for which non-encumbrance Certificate is required in the prescribed format and pay necessary fees as applicable for the service.
2. Photocopy of land record/deed of immovable property.

Standard Application Form :- As per Annexure I

Citizen Charter :- As per Annexure II

User Charge :- Rs. 20/- in addition of searching fees

Sd/-

Additional Chief Secretary to the Govt. of Assam,
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Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service relating to perfect partition.

Perfect Partition (In case of no objection from Co-pattadars).

Section 96 of the Assam Land and Revenue Regulation, 1886 defines Perfect Partition. Perfect Partition means the division of a revenue paying estate into two or more such estates, each separately liable for the revenue assessed thereon. Rule 214 of Assam Land Records Manual denotes the undisputed cases of Partition.

Eligibility Criteria

As per Section 97 of the Assam Land and Revenue Regulation, 1886.

Every recorded proprietor of a permanently-settled estate and every recorded land holder of a temporarily-settled estate may, if he/she is in actual possession of the land, in respect of which he/she desires partition, claim perfect partition of the estate.

Procedural steps for obtaining of Office Partition.

11. The application shall have to be submitted in prescribed format specifying the area of the estate, the applicants interest therein and the names of other proprietors or land holders along with other documents such as Land Revenue Receipt and affidavit etc. to the Circle Officer of the concerned Revenue Circle.
12. On receipt of the Application, the Circle Officer will initiate a Partition Case and obtain a report from the concerned Lot Mandal and SK about the land status viz. its location, the name of the present Pattadars and possession etc.
13. Notices will be issued to the pattadar/co-pattadars inviting objection, if any, and to appear for hearing in the above Partition Case as per section 99(I) of the Assam Land & Revenue Regulation Act, 1886 and submit objection to the above partition. Where for any reason, notice cannot be personally served on any proprietor or land holder, the proclamation should be deemed sufficient notice under this section 99(2). If no objection to the above partition is submitted within the stipulated period, then the Circle Officer will proceed to pass the partition order after the expiry of the above period. If on the other hand, objection has been filed with regard to the above partition, he will hear the parties concerned and pass necessary orders either passing

partition orders or rejecting the application for partition. In either case he should pass speaking orders stating clearly why he has passed the partition orders or rejected the application for partition.

14. After passing partition orders, the land records staff will make necessary correction in the Jamabandi or record of right, Chitha and map to enter the name of the person in whose name the partition is granted and the copy of new patta should be sent to Deputy Commissioner for his signature. (Time required for signature of Deputy Commissioner in the new patta is not included within the stipulated time limit of 90 days as mentioned in the Citizen Charter)

Documents to be annexed with application:-

1. The applicant must furnish the complete details of the land for which Perfect partition is sought by him/her such as Patta No. Dag No. and name of the Revenue village and Mouza.
2. He must furnish an up-to-date Land Revenue receipt/ Land Revenue clearance receipt in respect of the land applied for.

Standard Application Form : - As per Annexure – I

User Charge :- Rs.2000/- (in Guwahati Municipal Corporation area) ; Rs.100/- (in rural areas) ; Rs.1000/- (In Urban areas)

Citizen Charter :- As per Annexure-II

Sd/-

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No. RRG.12/2012/

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Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service for registration of documents

Registration of documents

An important service which is provided by Registration Officer (Deputy Registrar / Sr. Sub-Registrar/ Sub-Registrar) is to register document which are required to be registered under Registration Act, 1908.

This service can be obtained in the Offices of the Deputy Registrar/ Sr. Sub-Registrar/Sub-Registrar.

Eligibility Criteria

Any eligible person can present documents for Registration as per provision of Registration Act, 1908.

Procedure

The Applicant can produce the document before Registration Officer or his staff after writing the document in physical stamp paper of proper denomination or submit with e-stamp certificate as applicable, as per Registration Act, 1908 and Indian Stamp Act, 1899 (as amended) with necessary fees as per Act and Registration Manual and the said Officer will endorse the document to the assistant concerned who will check all the documents and submit his findings to Registration Officer putting necessary seal etc. Accordingly, the concerned Officer will register the documents as per provision of the Registration Act, 1908 after fulfilment of all required formalities as per Manual and above mentioned Acts and take photograph and biometric impression of all concerned.

Documents to be annexed

1. In case of registration of transfer of immovable property, No Objection Certificate from concerned Deputy Commissioners and Municipal Authority.

2. Registration fees / other fees as applicable.
3. Documents required as per provision of Registration Act, 1908, Special Marriage Act, 1954 and as per provision of other relevant Acts/rules/instructions.

Standard Application Form :- As per Annexure I

Citizen Charter :- As per Annexure II

User Charge :- No user charge. Stamp duty and Registration Fees to be paid as per admissible rate.

Sd/-

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