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**GOVERNMENT OF ASSAM
REVENUE (REFORMS) & D.M. DEPARTMENT
DISPUR, GUWAHATI-06**

No: RRG.12/2012/1

Dated Dispur the 31st October, 2017

Office Memorandum

Subject:- Declaration of Services under Revenue and DM Department as per provision of the Section 4 of the Assam Right to Public Services Act, 2012.

With a view to provide the delivery of public service to the eligible citizens within stipulated time limit the following service of Revenue and Disaster Management Department has been identified as notified service under section 4 of the Assam Right to Public Services Act, 2012.

Issuance of No Objection Certificate for Transfer of Immovable Property

An important service which is provided by the Deputy Commissioner for transfer of Immovable property under section 21(A) of Indian Registration Act,1908.

Eligibility Criteria

Any one in whose name figures in jamabamdi/Record of Right or his/her legal heir/successor or his/her Registered power of attorney holder is eligible to apply online from anywhere including D.C. office/CO Office/PFC/CSC or offline in the Deputy Commissioner offices where Integrated Land Records Management System (ILRMS) is not functioning for transfer of immovable property.

Procedure

1. NOC can be applied online from anywhere. Only the person whose names are in the Chitha can apply for transfer of immovable property. Required document and photograph can be scanned and submitted online. In the online submission of application the Applicant must fill all the required field in the Application and must upload the entire required document. At the time of submission of the application the applicant set by the user will be the user id and password for the applicant for the application. The applicant can see the status, reply objection and even download the NOC online using the application no. as user id and password that is set by the applicant
2. The submitted application is automatically forwarded to the Branch Officer. The Branch Officer will verify the application, can raise Objection and Reject the Application. On being satisfied the BO will forward the application to the concerned Circle Officer. If BO raises objection, the application, the applicant will receive a SMS regarding the objection.
3. On receiving the application from BO, the Circle Officer will verify it at his level. The Circle Officer can also raise objection. On being satisfied the Circle Officer will forward the application to the respective Lat Mondal.

4. The Lot Mandal will login to the system and can view the complete application along with the attachment. He will submit his report online by opening the online form. On submission of LM report the application will automatically be forwarded to the Circle Officer.
5. The Circle Officer will verify the LM report and will forward it to the Branch Officer after giving his remarks.
6. On receiving the application from the Circle Officer the Branch Officer of the concerned DC Office will verify the CO's and LM's report. The BO has the right to send the CO's report back to Circle Officer for a fresh report. The BO will then forward the application to the Additional Deputy Commissioner for final approval and issue of NOC.
7. The ADC will verify the Application , can see LM's report ; CO's report and BO's decision. ADC can also raise objection on the Application.
8. The ADC will then approve the application which he is entitled to approve and the rest application which he cannot approve, will forward to the District Level Committee or Deputy Commissioner.
9. The ADC will generate the approved list of NOC and upload it to the system so that the Applicant can download the NOC for immovable property from the site from anywhere.
10. The DC will login to the system and approve the applicant whom he can approve and the rest of the application he will forward to the State Revenue Department for further necessary action. The DC has the right to reject any application forwarded to him.
11. The Application approved by the State Revenue Department then goes back to Deputy Commissioner who forwards it to ADC for generating the NOC and upload in to the system.
12. NOC can also be applied offline in the standard format as mentioned below before the Deputy Commissioner concerned where "Integrated Land Records Management System" (ILRMS) is not functioning.
13. On receiving the application from the applicant, the Deputy Commissioner or an officer assigned by him for this purpose will send it to concerned Circle officer for detailed report. The Circle officer will seek detailed report from the Concerned Lot Mandal/Supervising Kanungo. After scrutiny of the report, the Circle officer will forward the application with his specific views to Deputy Commissioner for granting /rejecting the said petition. The Deputy Commissioner will take all material on record in to the account and pass an order either granting or not granting the NO Objection Certificate.

The Deputy Commissioner or Circle Officer shall have the right to call the transferor or transferee for his personal hearing if need be within the period during which this service is to be provided and this will not be a reason for exceeding the time limit for providing the service.

14. The State Revenue Department will be able to monitor the District wise status report of the districts under ILRMS on line about the Applications received, approved and reject. Similarly, DCs also will be able to monitor the status of his District.
15. Time period of this service required for Circle Officer is 5 (five) days, for LM and SK's report is 10(ten) days and disposal of petition in DC's office is 15(fifteen) days.

Documents to be annexed as per Application

1. Court Fee
2. Photograph of Buyer and Seller.
3. Declaration of Consideration. In case of Flat value of both Flat area and apportionment of Land.
4. Up-to-date Revenue Receipt (Khajana Rashid)
5. Citizenship of Purchaser (Certified copy of Voter list/ Passport etc.).
6. Land Patta (if available).
7. Affidavit of Buyer and Seller or Power of Attorney Holder.
8. Photo ID of Buyer and Seller.
9. Power of Attorney Copy (if the Seller is a Attorney Holder)
10. Pattadar to submit affidavit in favour of POA Holder.
11. Authority/ NOC of Co-partner in case of flat.
12. NOC from Co-pattadar.
13. GMC/GMDA/Municipality/ Town Committee receipt/ occupancy certificate in case of flat.
14. PAN/ TAN Card.

User Charge: Rs 500/(Five hundred only) in rural areas, Rs 1000/(One thousand only) in urban areas other than Guwahati, Rs2500/(Two thousand five hundred only) in case of Guwahati.

Citizen Charter: At Appendix-A

Form: At Annexure-i

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


Memo No: RRG.12/2012/pt/1-A

Dated Dispur the 31st October, 2017

Copy for information and necessary action to:-

- 1) The Chairman, Assam Board of Revenue, Panbazar, Guwahati-1.
- 2) The Principal Secretary to the Autonomous Council (KAAC/ DHAC/ BTC)
- 3) All Commissioner of Divisions.
- 4) The Director of Land Records & Surveys etc., Assam, Rupnagar, Ghy-32.
- 5) The Inspector General of Registration, Assam, Rupnagar, Ghy-32.
- 6) Deputy Commissioner (All Districts)/ Settlement Officers.
- 7) The Director of Land Requisition, Acquisition & Reforms, Assam, Rupnagar, Ghy-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

Citizen Charter

Appendix-A

Sl. No.	Certified public service	Designation of the designated public servant	Stipulated time limit for providing the service. (in days)	Designation of the Appellate Authority	Time limit for disposal by the Appellate Authority	Designation of Reviewing Authority	Time limit for disposal by the Reviewing Authority	Documents to be enclosed along with the Application for issuance of No Objection Certificate	Users Charge
1	Issue of No Objection Certificate for transfer of Immoveable property.	Deputy Commissioner/ to be nominated by Deputy Commissioner	Total 30 days if no objection is filed. (10 days for Circle Officer, 10 days for LM & and 10 days for DC Office)	Commissioner of Divisions	Thirty days	Revenue & DM Department, Govt. of Assam	Thirty days	<ol style="list-style-type: none"> 1. Court Fee 2. Photograph of Buyer and Seller 3. Declaration of Consideration . In case of Flat area and apportionment of Land 4. Up-to-date Revenue Receipt (Khajana Rashid). 5. Citizenship of Purchaser (Certified copy of Voter list/passport etc.) 6. Land Patta (if available) 7. Affidavit of Buyer and Seller or Power of Attorney Holder. 	Rs 500/(Five hundred only) in rural areas , Rs 1000 /(One thousand only) in urban areas other than Guwahati , Rs2500/(Two thousand five

								8. Photo ID of Buyer and Seller. 9. Power of Attorney copy (if the Seller is a Attorney Holder). 10. Pattadar to submit affidavit in favour of POA Holder. 11. Authority/NO C of Co-partner in case of flat. 12. NOC from Co-pattadar. 13. GMC/GMDA/ Municipality/T own Committee receipt/occupancy certificate in case of flat. 14. PAN/TAN Card.	hund red only) in case of Guw ahati
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Format for application for NOC for Transfer of Immovable Property

* Tick mark the correct option wherever applicable (✓).

Name of District:	<input style="width:100%;" type="text"/>												
Name of the Sub Division :	<input style="width:100%;" type="text"/>												
Name of the Circle:	<input style="width:100%;" type="text"/>												
*Application for NOC for transfer of:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align:center;">Land</td> <td style="width:50%; text-align:center;">Flat</td> </tr> </table>	Land	Flat										
Land	Flat												
*Types of Transfer of Immovable Property:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; text-align:center;">Sale</td> <td style="width:25%; text-align:center;">Lease</td> <td style="width:25%; text-align:center;">Mortgage</td> <td style="width:25%; text-align:center;">Gift</td> </tr> </table>	Sale	Lease	Mortgage	Gift								
Sale	Lease	Mortgage	Gift										
* Transfer of Immovable Property from:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; text-align:center;">Agriculture</td> <td style="width:25%; text-align:center;">Residential</td> <td style="width:25%; text-align:center;">Commercial</td> <td style="width:25%; text-align:center;">Industrial</td> </tr> <tr> <td align="center" colspan="4">TO</td> </tr> <tr> <td style="width:25%; text-align:center;">Agriculture</td> <td style="width:25%; text-align:center;">Residential</td> <td style="width:25%; text-align:center;">Commercial</td> <td style="width:25%; text-align:center;">Industrial</td> </tr> </table>	Agriculture	Residential	Commercial	Industrial	TO				Agriculture	Residential	Commercial	Industrial
Agriculture	Residential	Commercial	Industrial										
TO													
Agriculture	Residential	Commercial	Industrial										
Present Land Class:	<input style="width:100%;" type="text"/>												
Land Class after issue of NOC:	<input style="width:100%;" type="text"/>												

Name of the Applicant:	<input style="width:100%;" type="text"/>
Father's Name of the Applicant:	<input style="width:100%;" type="text"/>
Mother's Name of the Applicant:	<input style="width:100%;" type="text"/>
Present Address of the Applicant (with PIN):	House No. / Road <input style="width:100%;" type="text"/>
	Vill / Locality <input style="width:100%;" type="text"/>
	City / Town <input style="width:100%;" type="text"/>
	Dist : <input style="width:100%;" type="text"/>
	PIN: <input style="width:100%;" type="text"/>
	<input style="width:100%;" type="text"/> (Same as present address)
Permanent Address of the Applicant (with PIN):	House No. / Road <input style="width:100%;" type="text"/>
	Vill / Locality <input style="width:100%;" type="text"/>
	City / Town <input style="width:100%;" type="text"/>
	Dist : <input style="width:100%;" type="text"/>
	PIN: <input style="width:100%;" type="text"/>
	<input style="width:100%;" type="text"/>
Contact Details :	Land Line No. <input style="width:100%;" type="text"/>
	Mobile No. <input style="width:100%;" type="text"/>
	e-mail ID <input style="width:100%;" type="text"/>

Details of Seller :

Name of Mouza:

Name of Village:

Patta Type:

Patta No.

Name of Pattadar:

Name of Seller (in English) :

*Gender :

Male	Female	Others
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Father's Name of the Seller :

Mother's Name of the Seller :

Present Address of the Seller (with PIN):

House No. / Road
Vill / Locality
City / Town
Dist :
PIN:

Permanent Address of the Seller (with PIN):

(Same as present address)
House No. / Road
Vill / Locality
City / Town
Dist :
PIN:

*If Seller / Transferer is other than land owner

Yes	No
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(if yes, then)

Name of Attorney Holder
Power of Attorney No. and Date
Issued Sub Registrar Office

Contact Details :

Land Line No.
Mobile No.
e-mail ID

PAN

AADHAAR No. (Optional)

*Agriculturist or Non-Agriculturist:

Agriculturist	Non- Agriculturist
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(If Non- Agriculturist, then)

State profession:

*If the land proposed to be sold / transferred falls in Tribal Block/Belt:

Yes	No
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(If Yes, then)

Name of Block / Belt:	
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*Is there any recorded tenants in the Applied Land:

Yes	No
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(If yes, then)

Name of Tenants :	
Father's Name :	
Khatian No.:	

Whether the seller will be landless after selling the plot of land:

Yes	No
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Any other land held in the State:

Yes	No
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(If yes, then)

District				
Revenue Circle:				
Mouza:				
Village:				
Patta No.				
Dag No.				
Land Area	Bigha:		Katha	
	Lessa/Chatak		Ganda	

Details of Land Schedule:

Details of land to be sold/ donated by the seller/ transferror:

Patta No.	<input type="text"/>		
Dag No.	<input type="text"/>		
Land Class	<input type="text"/>		
Area of land to be sold / donated:			
Bigha	<input type="text"/>	Katha	<input type="text"/>
Lessa	<input type="text"/>		
Are	<input type="text"/>	Sq Feet	<input type="text"/>
Acre	<input type="text"/>		
Boundary of the Proposed Plot of Land:			
North	<input type="text"/>	South	<input type="text"/>
East	<input type="text"/>	West	<input type="text"/>

*If any existing construction exist in the proposed plot of land

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

(If yes, then)

Describe the existing construction :	<input type="text"/>
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Consideration Amount :

Total land value	<input type="text"/>
Flat / Existing construction value	<input type="text"/>
Total Consideration Amount	<input type="text"/>
(Total land value + Flat value or value of existing Construction)	

*If Land Revenue has been paid in full (attach Proof)

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

(If yes, then)

State the year:	<input type="text"/>
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*If the Land proposed to be sold / transferred has been mortgaged for any purpose, details thereof (attach Proof):

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

* If the Land proposed to be sold/ transferred is involved in any litigation:

<input type="checkbox"/>	<input type="checkbox"/>
Yes	No

(If yes, then)

Name of Court:	<input type="text"/>
Case No. :	<input type="text"/>
Case Date:	<input type="text"/>
Name of Pattadar:	<input type="text"/>
Name of Appellate Pattadar:	<input type="text"/>

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*Purpose for which the Land is transferred / sold:

Agriculturist	Non - Agriculturist
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(If Non-Agriculturist, then)

Specify the Purpose for non-agriculture purpose :				
The Category of Land as per section of AARR Act 2015	<table border="1"> <tr><td>1. Unutilised for last 10 years</td></tr> <tr><td>2. Others</td></tr> <tr><td>3. Barren Land</td></tr> </table>	1. Unutilised for last 10 years	2. Others	3. Barren Land
1. Unutilised for last 10 years				
2. Others				
3. Barren Land				

Purpose of Transfer:

Whether Lease:

Yes	No
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(If yeas, then)

Proposed Term in Years:	
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Entry of Buyer:

Name of Purchaser / Transferee(in Assamese) :

Father's Name of the Purchaser / Transferee (in Assamese);

Mother's Name of the Purchaser / Transferer (in Assamese):

Name of the Purchaser / Transferee:

*Gender :

Male	Female	Others
------	--------	--------

PresentAddress of the Purchaser / Transferee (with PIN)

House No. / Road	<input type="text"/>
Vill / Locality	<input type="text"/>
City / Town	<input type="text"/>
Dist :	<input type="text"/>
PIN:	<input type="text"/>

PresentAddress of the Purchaser / Transferee (with PIN)

<input type="text"/>	(Same as Present Address)
House No. / Road	<input type="text"/>
Vill / Locality	<input type="text"/>
City / Town	<input type="text"/>
Dist :	<input type="text"/>
PIN:	<input type="text"/>

Contact Details of the Purchaser /Transferee:

Land Line No.	<input type="text"/>
Mobile No.	<input type="text"/>
e-mail ID	<input type="text"/>
<input type="text"/>	
<input type="text"/>	

PAN /TAN:

AADHAAR No. (Optional)

*If He/She belongs to the designated category for purchasing Land if it belongs to Tribal Block

Yes	No
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(It yes, then)

Name of the designated community:

* Agriculturist or Non-Agriculturist:

Agriculturist	Non- Agriculturist
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(If Non -Agriculturist, then)

Enter Profession:

Total Area of Land held in the State:

Bigha	Katha	Lessa
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Mention details of land held in State: (if applicable)

District	<input type="text"/>		
Revenue Circle	<input type="text"/>		
Mouza	<input type="text"/>		
Village	<input type="text"/>		
Patta No.	<input type="text"/>		
Dag No.	<input type="text"/>		
Land Area:	Bigha	<input type="text"/>	Katha <input type="text"/>
	Lessa/ Chetak	<input type="text"/>	Ganda <input type="text"/>

Place:

Date:

We certify that the information provided above and the documents attached as documentary proof are correct and complete in every respect and We have submitted this application in full knowledge.

Signature
Transferor / Buyer

Signature
Transferee / Seller