

GOVERNMENT OF ASSAM
REVENUE (REFORMS) & DISASTER
MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT (C), DISPUR,
GUWAHATI-06

NOTIFICATION

No.E.443519/70

09-07-2024

In supersession of all previous relevant Notifications, the Governor of Assam is pleased to notify the following services of the Revenue & D.M. Department under Section 4 of Assam Right to Public Services Act, 2012 in the interest of public service with revised timeline for timely disposal:

1. Name of Service: Conversion of Allotment Certificate (AC) to Periodic Patta (PP).

Service	Conversion of AC to PP				
Eligibility Criteria	Applicants, who have been allotted Land by the Government as per extant policy and rules, can apply for conversion of Allotment Certificates to Periodic Pattas.				
Documents Required	1. Allotment Certificate. 2. Legal heir document (in case allottee has expired).				
DPS	DC				
Timeline (in days)	90				
Workflow	LRA → LRS → CO → ADC → DC				
	LRA	LRS	CO	ADC	DC
Working Timeline (in days)	30	5	15	5	5
Revert/De-escalation Timeline (in days)	10	-	5	5	10
First Appellate Authority	DLR&S				
Stipulated time for First Appellate Authority	30				
Second Appellate Authority	AAT/RTPS Commission				
Stipulated time for First Appellate	60				

Authority	
Fees (in Rs.)	500/-

2.Name of Service: Mutation after deed of transfer (Office)

Service	Mutation after deed of transfer (Office)				
Eligibility Criteria	Buyer(s) or their legal heir(s) or NOK(s) having the original Registered Deed/Certified Copy of Deed.				
Documents Required	<p>1.Copy original Registered Deed/Certified Copy of Deed, if not applied for <i>auto- mutation</i> service.</p> <p>2.Last/ Up-to-date Land Revenue receipt (to be auto-fetched through e-Khajana).</p> <p>3.A self-declaration on oath stating that the applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holdings Act, 1956, including land applied for mutation, and the land is free from encumbrance and litigation, and the applicant has a clear title as well as undisputed possession over the land.</p>				
DPS	CO				
Timeline (in days)	60				
Workflow	CO → LRA & DA → CO				
Working Timeline (in days)	CO	LRA	DA	CO	SRO
	6	15	8	6	5
Revert/ De-escalation Timeline (in days)	5	6	5	4	-
First Appellate Authority	DC				
Stipulated time for First Appellate Authority (in days)	30				

Second Appellate Authority	AAT/RTPS Commission
Stipulated time for Second Appellate Authority (in days)	60
Fees (in Rs.)	500/-

3. Name of Service: Mutation by Right of Inheritance (Office)

Service	Mutation by Right of Inheritance (Office)			
Eligibility Criteria	The legal heir(s) or NOK(s) having the relevant original documents as enlisted below.			
Documents Required	<p>1. Proof of death of the deceased pattadar.</p> <p>2. Legal heir certificate</p> <p>3. Last/ Up-to-date land revenue receipt (to be auto-fetched through e-Khajana).</p> <p>4. A self-declaration on oath that -</p> <p>i. The applicant is the son/daughter/wife/legal heir(s) of the deceased pattadar.</p> <p>ii. Applicant has not transferred the property to any one earlier, nor mortgaged or created any charge over the property to be mutated.</p> <p>iii. The person, to whom the applicant has applied as a successor, had not transferred the property during his/her lifetime, nor mortgaged or created any charge over the property to be mutated.</p> <p>iv. A self-declaration on oath stating that the applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holdings Act, 1956, including land applied for mutation, and the land is free from encumbrance and litigation, and the applicant has a clear title as well as undisputed possession over the land.</p>			
DPS	CO			
Timeline (in days)	60			
Workflow	CO → LRA & DA → CO			
Working	CO	LRA	DA	CO

Timeline (in days)	8	15	8	7
Revert/De-escalation Timeline (in days)	5	7	5	5
First Appellate Authority	DC			
Stipulated time for First Appellate Authority (in days)	30			
Second Appellate Authority	AAT/RTPS Commission			
Stipulated time for Second Appellate Authority (in days)	60			
Fees	Rs. 500/-			

-

4. Name of Service: Partition of Land (Office)

Service	Partition of Land (Office)			
Eligibility Criteria	As per section 97 of the Assam Land and Revenue Regulations, 1886: - "Every recorded ... land holder may, if he/she is in actual possession of the land, in respect of he/she desires partition, claim partition of the estate."			
Documents Required	<ol style="list-style-type: none"> 1. Last/ Up-to-date Land Revenue receipt (to be auto-fetched through e-Khajana). 2. Copy of original deed (optional), in case of land mutated by right of transfer. 3. Scanned copy of Partition deed of mutual partition/ affidavit declaring mutual partition/ authenticated consent in case of land mutated by right of inheritance. 4. Self-declaration on oath by the applicant stating that the land is free from encumbrance and litigation and he/she has a clear title and undisputed possession over it. 			
DPS	CO			
Timeline (in days)	60			
Workflow	CO → LRA & DA → CO			
Working	CO	LRA	DA	CO

Timeline (in days)	5	30	3	5
Revert /De-escalation Timeline (in days)	4	8	0	5
First Appellate Authority	DC			
Stipulated time for First Appellate Authority (in days)	30			
Second Appellate Authority	AAT/RTPS Commission			
Stipulated time for Second Appellate Authority (in days)	60			
Fees (in Rs.)	Rural & Periphery	Urban (Municipal & Revenue Towns)	GMC & other Municipal Corporation	
	500/-	1000/-	2000/-	

-

5. Name of Service: Correction of Name and other entries in Land Records (as per legacy data).

Service	Correction of Name and other entries in Land Records (as per legacy data).		
Eligibility Criteria	1. A pattadar or his/her legal heir. 2. Any individual/ institution that has been allotted government land.		
Documents Required	1. Scanned copy of legacy document. 2. Any other document supporting the prayer for correction of name and other entries.		
DPS	CO		
Timeline (in days)	10		
Workflow	LRA → CO → ADC (for approval)		
Working Timeline (in days)	LRA	CO	ADC
	3	2	2

Revert/De-escalation Timeline (in days)	1	1	1
First Appellate Authority	DC		
Stipulated time for First Appellate Authority (in days)	30		
Second Appellate Authority	AAT/RTPS Commission		
Stipulated time for Second Appellate Authority (in days)	60		
Fees (in Rs.)	Nil		

6. Name of Service: Striking out of name from Patta.

Service	Striking out of name from Patta.			
Eligibility Criteria	<ul style="list-style-type: none"> It can be applied for only by the recorded Pattadars having possession over the scheduled land. There should not be any dispute regarding the ownership/possession over the scheduled land. 			
Documents Required	<ol style="list-style-type: none"> Identity proof of the applicant. Last/ Up-to-date Land Revenue receipt(to be auto-fetched through e-Khajana). Self-declaration on oath by applicant that he has title and possession, and w.r.t the pattadar (whose name is to be stricken out)declaring that the said pattadar does not have any title and possession over the land of the said patta. 			
DPS	CO			
Timeline (in days)	60			
Workflow	CO → LRA → DA → CO			
Working Timeline (in days)	CO	LRA	DA	CO
	15	10	5	15
Revert/De-escalation Timeline (in days)	3	5	3	4
First Appellate	DC/ADC			

Authority	
Stipulated time for First Appellate Authority	30
Second Appellate Authority	AAT/RTPS Commission
Stipulated time for Second Appellate Authority (in days)	60
Fees (in Rs.)	Nil

7. Name of Service: Reclassification of Agricultural land to Residential land upto 1 Bigha.

Service	Reclassification of Agricultural land to Residential land up to 1 Bigha.			
Eligibility Criteria	Only Pattadar can apply for the Reclassification of Land. Application can be submitted by multiple co-pattadars of the same patta, however, applicants can apply for only a single patta in one application.			
Documents Required	Last/ Up-to-date Land Revenue receipt(to be auto-fetched through e-Khajana).			
DPS	DC			
Timeline (in days)	45			
Workflow	LRA → CO → ADC → DC			
Working Timeline (in days)	LRA	CO	ADC	DC
	14	5	7	5
Revert/De-escalation Timeline (in days)	4	3	5	2
First Appellate Authority	DLR&S			
Stipulated time for First Appellate Authority (in days)	30			
Second Appellate Authority	AAT/RTPS Commission			
Stipulated time for Second Appellate	60			

Authority (in days)	
Fees (in Rs.)	Nil

8. Name of Service: Composite Land Sale Transfer

Service	Composite Land Sale Transfer							
DPS	DC							
Timeline (in days)	45 working days (including the notice period; excluding the time taken between issue of NOC and execution of the Sale Deed; excluding the auto-mutation period.)							
Documents Required	<ol style="list-style-type: none"> Up to date Land Revenue Receipt(to be auto-fetched through e-Khajana). Proof of Citizenship of Purchaser. Affidavit/ Self-declaration on oath affirming that the purchaser is an agriculturist, in case of agricultural land, as per pt. 9.2 of Land Policy, 2019. Up-to-date non-encumbrance certificate(optional). Photo of Buyer. PAN Card of Buyer and Seller. Self-declaration on oath by the seller stating that the land is free from encumbrance, and litigation, and has clear title & undisputed possession over the land. 							
DPS	DC							
Workflow	LM → CO → DA → CO → ADC → DC; SRO → CO							
Working Timeline (in days)	LM	CO	DA	CO	ADC	DC	SRO	Auto-mutation
	10	4	2	3	5	5	-	7
Revert/De-escalation Timeline (in days)	5	3	-	2	3	3	-	-
First Appellate Authority	DLR&S							
Stipulated time for Appellate Authority (in day)	30							

s)								
Second Appellate Authority	AAT/RTPS Commission							
Stipulated time for Appellate Authority (in days)	60							
Fees In Rs)		Area	NOC		Registration	Mutation	Partition	Total
	Composite Land Sale Transfer	Rural Area (including Periphery)	500/-		As admissible & User Charge nil	200/-	200/-	900/-
		Urban Area	1000/-		Do	500/-	500/-	2000/-
		GMC & SMC	2500/-		Do	1000/-	1000/-	4500/-

Principal Secretary to the Govt. of Assam
Revenue & D.M. Department

Memo No. E.443519/70-A

Dated: 09-07-2024

Copy to for information and necessary action:

1. The Chairman, Assam Board of Revenue, Pan Bazaar, Guwahati-01.
2. The Principal Secretary to the Government of Assam, Administrative Reforms & Training Deptt., Dispur, Ghy-06.
3. The Director, Land Records & Surveys etc., Assam, Rupnagar, Guwahati-32.
4. The Principal Secretary to the Autonomous Council (KAAC/ NCHAC/BTC).
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati-32.
6. The Director, Government Press, Bamunimaidam, Guwahati, for publication of the Notification in the next issue of Official Gazette.
7. The District Commissioners /Settlement Officers(All Districts).
8. The Director of Land Requisition, Acquisition & Reforms, Assam, Rupnagar, Guwahati-32.
9. All Sub-Divisional Officers (Civil).
10. P.S. to the Hon'ble Minister, Revenue & D.M. Department for kind appraisal of Hon'ble Minister.
11. P.S. to the Principal Secretary to the Govt of Assam, Revenue & D.M. Department for kind appraisal of the Principal Secretary.
12. All Circle Officers.
13. All Sub-Registrars.
14. The State Informatics Officer, NIC, Dispur, Guwahati-06.

By order etc.

e-signed/-

Principal Secretary to the Govt. of Assam
Revenue & D.M. Department