

**Citizen Charter**  
**Revenue and Disaster Management Department**

**Citizen charter-1**

Sl. No.	Notified 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 Non encumbrance Certificate.	Users Charge
1.	Registration of documents required to be registered as per law.	Deputy Registrar / Sr. Sub-Registrar /Sub-Registrar	1 day	District Registrar	Thirty days.	Inspector General of Registration	Thirty days	<ol style="list-style-type: none"> <li>1. In case of registration of transfer of immovable property, No Objection Certificate from concerned Deputy Commissioners and Municipal Authority.</li> <li>2. Registration fees / other fees as applicable.</li> <li>3. Documents required as per provision of Registration Act, 1908, Special Marriage Act, 1954 and as per provision of other relevant Acts.</li> </ol>	Stamp duty and registration fee as per admissible rate.

**Eligibility Criteria**

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

### Citizen charter-3

Sl. No	Notified Public Service	Designat-ion of the designated public servant	Stipulated time limit for providing the service. (in days)	Designat-ion 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 Non encumbrance Certificate.	Users Charge
1.	Non Encumbrance Certificate	Deputy Registrar / Sr. Sub-Registrar / Sub/Registrar)	30 days	District Registrar	Thirty days.	Inspector General of Registration	Thirty days	Along with petition in prescribed format authenticated copy/photocopy of land record/Deed of the immovable property.	Rs. 20/- in addition of searching fees.

### Eligibility Criteria

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

**Citizen charter :4**

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1.	No Objection Certificate for transfer of immovable property by way of sale, gift, lease etc.	Deputy Commissioner	Total 30 days (10 days for Circle Officer, 10 days for LM & SK and 10 days for DC Office)	Commissioner of Division	30 (Thirty days)	The Senior most Secretary of Revenue & D.M. Deptt., Govt. of Assam	30 (Thirty days )	<ol style="list-style-type: none"> <li>1. Application in Standard format along with required court fee mentioning –               <ol style="list-style-type: none"> <li>i. Detail address of the transferor and transferee with their signature.</li> <li>ii. Detail description of the area to be transferred with dimensions of the plot to be transferred in each direction.</li> </ol> </li> <li>2. Photograph of transferor and transferee duly attested by self.</li> <li>3. Copy of current year land revenue receipt / clearance certificate of the land proposed to be transferred.</li> <li>4. Authenticated copy of Registered power of attorney by the transferor in case the transferor wants to transfer to property</li> </ol>	Rs. 500/-(in rural areas), Rs. 1000/- in urban areas other than Guwahati, Rs. 2500/- in case of Guwahati.

								<p>through power of attorney. Address of pattadar should invariably be mentioned who gives power of attorney.</p> <p>5. Copy of Jamabandi of the land to be transferred.</p> <p>6. An affidavit by transferor :- Swearing that the land proposed to be transferred has not earlier been transferred / mortgaged to any one nor created charge over the property nor encumbered nor any power of attorney executed earlier to transfer the land.</p> <p>7. An affidavit by the transferee –</p> <p>i. swearing that he / she will not hold land in excess of the ceiling limit after transferring this land to his / her name and</p> <p>ii. swearing proposed use of land by the transferee and iii) Transferor's actual share over the land and details of land left after the proposed transfer in the Dag/Dags.</p> <p>8. Proof of residence and</p>	
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								<p>proof of identity of the transferee</p> <p>9. In case of land to be transferred in tribal belt/block, proof of residence/caste certificate/copy of jamabandi of the transferee consistent with the provisions of Chapter X of the ALRR, 1886.</p> <p>10. Any other documents like proof of citizenship etc. may be required by Deputy Commissioner as he deems necessary including appearance of the transferor/transferee for personal hearing.</p>	
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**Eligibility Criteria**

Any one, whose name figures in Jamabandi/ Record of Right or his/her Registered Power of Attorney holder is eligible to apply before Deputy Commissioner for transfer of immovable property.

**Citizen Charter :-5**

<b>Sl. No</b>	<b>Notified Public Service</b>	<b>Designation of the designated public servant</b>	<b>Stipulated time limit for providing the service. (in days)</b>	<b>Designation of the Appellate Authority</b>	<b>Time limit for disposal by the Appellate Authority</b>	<b>Designation of Reviewing Authority</b>	<b>Time limit for disposal by the Reviewing Authority</b>	<b>Documents to be enclosed along with the Application for office mutation</b>	<b>Users Charge</b>
1	Office mutation (Registration) If no objection is filed.	Circle Officer / Circle Officer (Attached)	Total Sixty days, if no objection from any person is filed during the proceeding .	Deputy Commissioner or Addl Deputy Commissioner nominated by Deputy Commissioner (wherever applicable)	Thirty days	Commissioner of Divisions	Thirty days	A. In case Mutation (Registration) is sought on the basis of transfer of land by way of purchase, gift, Mortgage or in heritage 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.	Rs.200/- in urban areas and Rs. 50/- in rural areas. ( nil in case of mutation sought by way of inheritance in rural areas.)

								<p>B. If Mutation (Registration) is sought by way of inheritance.</p> <ol style="list-style-type: none"><li>1. Proof of death of the deceased Pattadar in whose place Mutation (Registration) is sought.</li><li>2. An Affidavit<ol style="list-style-type: none"><li>a. Swearing that the Applicant / Applicants is / are the son / daughter / wife / legal heirs of the deceased pattadar.</li><li>b. Swearing that the Applicant / Applicants have not transferred the property to any one earlier nor mortgaged / nor created any charge over the property to be mutated.</li><li>c. Swearing that the person to whom the Applicants applied as successor had not transferred the property during his / her life time.</li></ol></li><li>3. Copy of NOC obtained from D.C. in case of transfer of land.( Not applicable in case of prayer of mutation by inheritance).</li></ol>	
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## 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 land-holder, proprietor, manager or mortgagee and of the nature and extend of the interest in respect of which the application is made.

## Citizen charter-6

Sl. No	Notified 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 Certified copy of Mutation (Registration) Order/Miscellaneous case order.	Users Charge
1.	Certified copy of Mutation (Registration) / Misc. Case Order	Circle Officer / Circle Officer (Attached)/ Sr. Asstt. Settlement Officer / Asstt. Settlement Officer (whenever applicable)	5(Five) days if no objection from any person is filed.	Addional Deputy Commissioner. or Settlement Officer (wherever applicable)	30 (Thirty days)	Deputy Commissioner	30 (Thirty days)	Petition in standard format /format with required court fee	Rs.20/- per page

## Eligibility Criteria

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



## Citizen charter -7

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1..	Marriage Certificate	Deputy Registrar / Sr. Sub-Registrar / Sub-Registrar designated as Marriage Officer	Within 90( Ninety) days of submission of application	District Registrar (Deputy Commissioner of the concerned district)	30 (Thirty days).	Inspector of General Registration	30(Thirty) days.	As mentioned below.**	Rs.200/-

### **\*\*For (a) In case of marriage already performed**

1. Application in the prescribed form (Annexure-I)
2. Two (2) copies of photograph of both the parties of both husband and wife.
3. Proof of Residency of both husband and wife and witness.
4. Age Certificate of husband and wife.

### **For (b) In case of intended Marriage :**

1. Notice in Standard format. (Annexure-II)
2. Declaration in standard format.(Annexure-III)
3. Oath in standard format.(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.

### **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.

## Citizen charter-8

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1.	Certified copy of Jamabandi / Chitha	Circle Officer / Circle Officer (Attached)/ Asstt. Settlement Officer (wherever applicable)	5 (Five) days	Settlement Officer (Wherever applicable)	30 (Thirty) days	Deputy Commissioner	30 (Thirty) days	Along with standard format petition with required court fee.	Rs.20/- for first page and Rs. 10/- for subsequent pages

## 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.

**Citizen charter** -9

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1.	Certified copy of any registered document as admissible under the law	Deputy Registrar / Sr. Sub-Registrar / Sub-Registrar)	10(Ten) days	District Registrar (Deputy Commissioner)	Thirty days	Inspector General of Registration	Thirty days	Along with prescribed format necessary fees as per Registration Manual.	Rs.500/- in addition of searching fees .

**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.