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GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
SETTLEMENT BRANCH
JANATA BHAWAN: DISPUR: GUWAHATI
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No.RSS.203/2022/1

Dated Dispur, the 6th May, 2022.

ORDERS BY THE GOVERNOR OF ASSAM
NOTIFICATION FOR COMPOSITE LAND SALE TRANSFER

Subject: Declaration of Service under Revenue & DM Department as per provision of the Assam Right to Public Services Act, 2012 in Kamrup Metropolitan and Kamrup Districts.

With a view to provide the delivery of Public service to eligible citizens within stipulated time limit Revenue & DM Department has notified the below service under the Assam Right to Public Services Act, 2012

Service Name: Composite Land Sale Transfer

An important service provided by the Deputy Commissioner regarding Land Sale permission is "NoC for Transfer of Immovable Property" under section 21(A) of Indian Registration Act, 1908. However once NoC is issued by the O/o the Deputy Commissioner, applicant has to apply for Registration of the scheduled land in Sub Registrar Office following separate applications for Mutation, Partition, Jamabandi etc. in the concerned Circle Office.

"Composite Land Sale Transfer" intends for issuing "No Objection Certificate for the Transfer of Immovable Property at O/o Deputy Commissioner followed by Registration of Property at the Sub Registrar Office followed by auto mutation and partition at the Circle Offices. Applicant has to select whether he/she opted for Composite Land Sale Transfer Service with "Auto Mutation" or "Auto Mutation along with Partition" at the time of submitting the Application form.

Eligibility Criteria:

Anyone in whose name figures in Jamabandi/Record of Rights or his/her legal heir/successor or his/her registered power of attorney holder is eligible to avail the service online.

Designated Public Servant (DPS):

Deputy Commissioner/ to be nominated by Deputy Commissioner in Kamrup Metropolitan and Kamrup Districts only.

Procedural Steps:

1. Composite Land Sale Transfer can be applied online portal of ARTPS. Only the persons whose names are in the Chitha can apply for this service. During online submission of the application, the Applicant must furnish complete details of the land and upload the required supporting documents.

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2. The submitted application is automatically forwarded to concerned Lot Mandal. LM will verify the Land details along with all the supporting documents. On being satisfied, LM verifies the scheduled land physically and submits the physical verification report in the System.
3. Circle Officer verifies the submitted Application, Lot Mandal's Report and upon satisfaction forwards it to the Dealing Assistant with Hearing Date to generate Notice for Co-pattadars, Buyers and Sellers.
4. On the Scheduled Date, Hearing is conducted and Dealing Assistant submits the Hearing Report in the System. DA then submits the application along with the Hearing report to the Circle Officer for further processing.
5. Circle Officer, based on the Hearing Report and consent of Copattadars, forwards the application to the Additional Deputy Commissioner for further processing. Circle Officer, based on the conducted hearing, can also Reject the Application or revert to the Applicant for any clarification.
6. The ADC will verify the Application, can see LM's and CO's Report. ADC can also raise objection on the Application to CO.

The ADC will then forward to Deputy Commissioner for final approval. The approved NOC will be generated and automatically the submitted composite application, supporting documents and the Approved NoC will be automatically forwarded to the ePanjeeyan System of the concerned Sub Registrar Office in the System. The Applicant can also download the NoC for Immovable Property from the System (ILRMS). The Applicant is also notified accordingly to visit the Sub Registrar Office for completing the Registration process. The DC has the right to reject any application forwarded to him.

The Applicant visits the Sub Registrar Office, deposit the requisite Stamp Duty in Physical Stamp paper of proper denomination or submit with eStamp Certificate as applicable, as per Registration Act 1908 and Indian Stamp Act, 1899 (as amended) with necessary fees as per Act and Registration manual along with Registration fees.

7. The concerned officer at the SRO will register the documents as per the provision of the Registration Act, 1908 after fulfillment of all required formalities as per manual and above mentioned Acts and take photograph and biometric impression of all concerned.
8. Once the Registration is done for the Composite Application Form, the application is automatically forwarded from ePanjeeyan System to the Dharitree system of the concerned Circle Office for Auto Mutation and Partition.
9. On receiving the Application form after the issuance of NoC at DC Office and completion of registration process at the Sub Registrar Office, registration details travel to Circle Officer in Dharitree. Then Circle Officer will pass the Mutation Order within 7 days from receiving the deed and accordingly Chitha is automatically updated for the concerned scheduled land. In case any objection received within 7 days, then Circle Officer will issue further notice for hearing but has to dispose the case within the time limit of 45 days from registering the mutation case.

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10. After passing the Mutation Order, if the Applicant selected Auto Mutation and Partition, the Partition process is then initiated at the concerned Circle Office. Once Partition is done, New Dag and New Patta is generated for the scheduled land.
11. The Applicant need not to submit any application form or visit the Circle Office for processing the Office Mutation or Office Partition. As hearing and physical verification of land by LM is already conducted during the issuance of NoC, no further Hearing or Land verification is required during the processing of Auto Mutation.
12. Finally after completing all the process flows the Applicant can download the following documents against the submitted Composite application form:
 - a. No Objection Certificate for Transfer of Immovable Property
 - b. Mutation Order
 - c. Partition Order (if Applicant selects Composite Land Sale Transfer with auto Mutation and Partition)

Documents to be annexed with Application:

1. Up to date Land Revenue Receipt
2. Citizenship of Purchaser
3. Affidavit for non-use of purchased land for non-agriculture purpose
4. Up-to-date non encumbrance certificate
5. Affidavit of Buyer and Seller or Power of Attorney Holder
6. NoC from Co-Pattadar(s)
7. Photo Id of Buyer and Seller
8. PAN Card of Buyer and Seller

User Charges:

Service Name	Area	NoC	Registration	Mutation	Partition	Total
Composite Land Sale Transfer	Rural Area	500	User charge nil	200	200	900
	Urban Area	1000	Do	500	500	2000
	GMC	2500	Do	1000	1000	4500

Time-line: 45 working days excluding the time taken between issue of NOC and presentation of the sale deed before jurisdictional Sub Registrar Office.

Citizen Charter: Annexure-I

Sd/-
(G D Tripathi, IAS)
Commissioner & Secretary to the Government of Assam
Revenue & Disaster Management Department
Dispur: Guwahati

Contd./- 4

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Memo No.RSS.203/2022/1 -A
Copy to :

Dated Dispur, the 6th May, 2022.

1. The Principal Secretary to the Hon'ble Chief Minister, Assam for kind information.
2. The Divisional Commissioners (All), for kind information.
3. The Director of Land Records & Surveys, etc., Assam for kind information and necessary action.
4. The Inspector General of Registration, Assam for kind information and necessary action.
5. The Commissioner, Panchayat & Rural Development Department for kind information.
6. The Deputy Commissioners (All, except sixth scheduled Districts) for kind information and necessary action.
7. The Secretary / Joint Secretary / Deputy Secretary / Under Secretary of Revenue & DM Department for kind information and necessary action.
8. The SO to the Chief Secretary, Assam for kind information.
9. The Chief Executive Officer, Zila Parishad (All) for information.
10. The SIO, NIC, Assam for kind information and necessary action.
11. The Principal, Assam Survey & Settlement Training Centre for information.
12. The DIPR, Assam for kind information.
13. The Joint Director of Survey, Assam for kind information and necessary action.
14. The SDO (Civil) All for information and necessary action.
15. PS to the Hon'ble Minister, Revenue & DM Department, Dispur, for kind information.
16. PS to the Commissioner & Secretary, Revenue & DM Department, Dispur, for kind information.

By order etc.

Chinnoy Nath
6/5/22

Joint Secretary to the Government of Assam
Revenue & Disaster Management Department
Dispur: Guwahati

Citizen Charter

Annexure-1

Notified Public Service	Designated Public Servant (DPS)	Stipulated Time limit for providing the service	Designation of Appellate Authority	Time limit for disposal by the Appellate Authority	Documents to be enclosed along with the Application	User Charges
Composite Land Sale Transfer	Deputy Commissioner/to be nominated by Deputy Commissioner for issuance of NOC for Composite Land Sale Permission	Forty five (45) working Days	Commissioner of Divisions	Thirty (30) working Days	<ol style="list-style-type: none"> 1. Up to date Land Revenue Receipt 2. Citizenship of Purchaser 3. Affidavit for non use of purchased land for non agriculture purpose 4. Up-to-date non encumbrance certificate 5. Affidavit of Buyer and Seller or Power of Attorney Holder 6. NoC from Co Pattadar(s) 7. Photo Id of Buyer and Seller 8. PAN Card of Buyer and Seller 	As per Notification