

**GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT(REFORMS) DEPARTMENT
ASSAM SECRETARIAT (CIVIL): DISPUR
GUWAHATI-6**

No. RRG.18/2017/Pt/163

Dated Dispur the 21st December, 2020.

Office Memorandum

Subject: Declaration of services under Revenue & D.M. Department as per provision of the Section 4 of the Assam Right to Public Service Act, 2012.

With a view to provide the delivery of Public Service to the eligible citizens within stipulated time limit the following service of the Revenue & D.M. Department has been identified as Notified service under Section 4 of the Assam Right to Public Services Act, 2012.

Service Name: Demarcation Certificate (where there is no dispute on title)

An important service which is provided by the Revenue & Disaster Management Department is the Issue of Demarcation Certificate. This certificate is required to establish the real extent/interest of the land and to establish actual boundary of a particular Dag as per cadastral map of the revenue village/town. This service can be obtained in the Offices of the Circle Officers.

Eligibility Criteria:

Any citizen of Assam who is recorded Pattadar of the scheduled land can avail this service.

Procedural Steps for Issuance of Demarcation Certificate:

The applicant has to apply in Standard Application format before Circle Officer of the concerned Circle and Circle Officer will endorse the same to the concerned Dealing Assistant/Copyist. The Dealing Assistant/Copyist after verifying the application, forwards to the concerned Lot Mandal for field verification. Lot Mandal submits the field verification report to Supervisor Kanungo for verification and Supervisor Kanungo after verifying the report forwards to the Circle Officer. Circle Officer, based on the report submitted by Lot Mandal and Supervisor Kanungo approves/rejects the demarcation application.

Once demarcation is allowed by the Circle Officer, the Dealing Assistant prepares a notice regarding the demarcation of the proposed land and it is served to all the co-pattadars of the concerned Dag and pattadars of the adjacent Dags and sends it to Circle Officer for signing. The LM then visits the S/L on the fixed date and demarcate the concerned Dag in presence of all the stakeholders.

Documents to be annexed alongwith the Application:

1. Applicant must submit duly signed Application form mentioning details if the scheduled dag.
2. Up to date land revenue receipt.

User Charges: Rs.30/-

Citizen Charter: Annexure-I

Time-line: 30(thirty) working Days.

Sd/-(Avinash Joshi, IAS)
Principal Secretary to the Govt. Of Assam
Revenue & D.M. Department.

Dated Dispur the 21st December, 2020.

Copy to for information and necessary action:

1. The Chairman, Assam Board of Revenue, Pan Bazaar, Guwahati-01.
2. The Principal Secretary to the Govt. Of Assam, Administrative Reforms & Training Deptt., Dispur, Ghy-06.
3. The Principal Secretary to the Autonomous Council (KAAC, DHAC/BTC).
4. All Commissioners of Divisions.
5. The Director of Land Records & Survey etc., Assam, Rupnagar, Ghy-32.
6. The Inspector General of Registration, Assam, Rupnagar, Ghy-32.
7. The Deputy Commissioners (All Districts)/ Settlement Officers.
8. The Director of Land Requisition, Acquisition & Reforms, Assam, Rupnagar, Ghy-32.
9. All Sub-Divisional Officers(Civil).
10. All Circle Officers.
11. All Sub-Registrars.

By orders etc.,



Deputy Secretary,
Revenue & D.M. Department.



o/c

Citizen Charter

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	Designation of Reviewing Authority	Time limit for disposal by the Reviewing Authority	Documents to be enclosed along with the Application	User Charges
Demarcation Certificate	Circle Officer / Circle Officer(Attached)	30 (Thirty Days)	Additional Deputy Commissioner	Thirty (30) Days	Deputy Commissioner	Thirty (30) Days	<ol style="list-style-type: none">i. Applicant must furnish the filled Standard Application form duly signed.ii. Details schedule of the land with area under possessioniii. Consent of co pattadars.iv. Up to date land revenue receipt.	Rs.100/- for Rural area and Rs.1000/- for Urban area.