

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

No. RRG.18/2017/Pt/161

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: Land Holding Certificate

An important service which is provided by the Revenue & Disaster Management Department is the Issue of Land Holding Certificate. This service can be obtained in the Offices of the Circle Officers.

Eligibility Criteria:

1. Land Holding Certificate will be issued only to the recorded Pattadars having possession over the scheduled land.
2. There should not be any dispute regarding the ownership/possession over the scheduled land.

Procedural Steps for Issuance of Land Holding Certificate:

The Applicant has to apply in Standard Application Format before the Circle Officer of the concerned Circle and he will endorse the same to the concerned Dealing Assistant/copyist. The Dealing Assistant/Copyist after verifying the application forwards to the concerned Lot Mandal. Lot Mandal, based on the field verification of the land, submits his remarks to the Circle Officer for approval. Finally, Circle Officer puts his signature on the Certificate for its delivery to the Applicant.

Documents to be annexed alongwith the Application:

1. Applicant must furnish the filled Standard Application form duly signed.
2. Certified Copy of Jamabandi of the proposed Land.
3. Any other documents such as Trace map, etc.
4. Up-to-date Land Revenue receipt.

User Charges: Rs.20/-

Citizen Charter: Annexure-I

Form: Annexure-II

Time-line: 30(thirty) working Days.

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

Memo No. RRG.18/2017/Pt/161-A

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.

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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.



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ANNEXURE-I**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
Land Holding Certificate	Circle Officer / Circle Officer(Attached)	30 (Thirty Days)	Additional Deputy Commissioner	15 working Days	Deputy Commissioner	15 working Days	<ol style="list-style-type: none">1. Applicant must furnish the filled Standard Application form duly signed.2. Certified Copy of Jamabandi of the proposed Land.3. Any other documents such as Trace map, etc.4. Up-to-date Land Revenue receipt	Rs.20 /-