

GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT, DISPUR, GUWAHATI

No. RRG.12.2012.100

Dated Dispur the 12th April, 2013.

Office Memorandum

Subject: General guidelines regarding the standard procedure to be followed for providing service relating to issue of Marriage Certificates.

Issuance of Marriage Certificate

An important service which is provided by Marriage Officer of the district is to register marriage and to issue copy of the Marriage Certificate.

This service can be obtained in the Offices of the Marriage Officer (Deputy Registrar - Sr. Sub-Registrar/Sub-Registrar who is designated as Marriage Officer).

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.

Procedure

(a) In case of marriage already performed :

Both the parties i.e. the husband and wife will apply in a prescribed format as per Section 15 of Special Marriage Act, 1954 in triplicate to Marriage Officer with signature of three (3) other witnesses and deposit necessary fees as applicable. After expiry of thirty days within next 60 days both the parties will appear from the date of application before the Marriage Officer for Registration of their marriage. If no objection is received within the period of thirty days, the Marriage Officer, after getting signature of both the Husband and wife along with three (3) witnesses, the Marriage will be registered and a marriage Certificate will be issued to the applicant.

(b) In case of intended Marriage :

Persons eligible to enter into marriage (Bride and the Bridegroom) will issue notice of intended marriage to the Marriage Officer with signature of witnesses in the prescribed form in triplicate and deposit necessary fees as applicable. After expiry of 30 days from the date of notice, and within next 60 days both the parties will appear before the Marriage Officer for Solemnization of their marriage. They will submit a declaration under Section 11 of Special Marriage Act 1954 before the Marriage Officer with Three (3) witnesses. The Marriage Officer, after taking declaration from the Bride and Bridegroom will administer an oath by them in presence of three witnesses issues the Marriage Certificate with signature of both parties along with three witnesses.

Documents to be enclosed

For (a) In case of marriage already performed

1. Application in Prescribed Form. (Annexure-I)
2. Two (2) copies of joint photograph of both husband and wife.
3. Proof of Residency of both husband and wife and witness.
4. Age Certificate of husband and wife.
5. Proof of marriage already performed or an affidavit in this regard.

For (b) In case of intended Marriage :

1. Notice in Standard format. (Annexure-II)
2. Declaration in standard form at the time of Registration of marriage.(Annexure-III)
3. Oath in standard form at the time of Registration of marriage.(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.

User Charge :- Rs. 200/-

Citizen Charter :- At Appendix-A

sd/-

Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department.
Dispur, Guwahati - 6.

Memo No. RRG.12/2012/100-A

Dated Dispur the 12th April, 2013.

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati - 1.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).

3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati – 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati – 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati – 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6.

Citizen charter

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 Marriage Certificate.	Fee
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.

APPLICATION FOR REGISTRATION OF MARRIAGE UNDER SECTION 15 OF THE SPECIAL MARRIAGE ACT, 1954.

Application for registration of a marriage, celebrated in other form

(Form should be filled up in Block Letter)

To : The Marriage Officer..... Assam.

We hereby apply for registration of our marriage, under the Special Marriage Act, 1954.

(1) Name of parties: (i) Sri.....(Husband)

(ii) Smti.....(Wife)

(2) Date of Birth: (i) Husband :-(ii) Wife :-

(3) Permanent Address :-

(i) Husband: S/O Vill..... P.O.....
P.S..... Dist..... State.....

(ii) Wife: D/O..... Vill..... P.O.....
P.S..... Dist..... State.....

(4) Present Address: Vill..... P.O.....
P.S..... District..... State.....

(5) Relationship if any of parties before marriage:-

(6) A ceremony of marriage was performed between Sri.....and Smti.....
.....on.....at.....and we declare that we have

been living together as husband and wife ever since the above date. We hereby declare that -

(i) Neither of us more than one spouse living on the date mentioned in this application.

(ii) Neither of us, is an idiot or lunatic.

(iii) Both of us have completed the age of twenty one years on the date of this application.

(iv) We are not within the degree of prohibited relationship.

(v) We have been residing within the jurisdiction of marriage officer.....at our present address
cited at clause 4 above, for a period not less than thirty days immediately processing the date of this application.

We hereby declare that all the above particulars are true to the best of our knowledge and belief.

Station : (i).....
(Husband)

Date : Signature
(ii).....
(Wife)

Witnesses

- 1..... S/O..... Resident of.....
- 2..... S/O..... Resident of.....
- 3..... S/O..... Resident of.....

<p>Notice: Objection to the marriage, if any, may file within 30(thirty) days from the date of issue of this notice.</p> <p>Marriage Officer.</p>	<p>No..... Dtd..... Copy to the Marriage Officer..... U/S 16 of the Special Marriage Act, 1954, for favour of his information and necessary action.</p> <p>Marriage Officer..... (Assam).</p>
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ANNEXURE-II

(see section 5)
NOTICE OF INTENDED MARRIAGE

Notice : objection, if any, to the marriage, may filed within 30(thirty) days from the date of issue of this notice.
Marriage Officer.....

To The Marriage Officer for the..... District, Assam.
We hereby give you notice that a marriage under the Special Marriage Act, 1954 is intended to be solemnised between us within three Calendar months from the date thereof

Name and Father's Name	Condition	Occupation	Age (Years)	Present Dwelling Place	Permanent dwelling place if present dwelling place is not permanent	Length of residence at the present dwelling place
BRIDEGROOM Sri	Unmarried Widower Divorcee			Vill- P.O..... P.S..... Dist.....	Vill- P.O..... P.S..... Dist.....	
S/O						
BRIDE Sri	Unmarried Widow Divorcee					
D/O						

Witness our hands this..... day of..... 20.....

Signature of Bridegroom

Signature of Bride

Memo No..... Dated.....
Copy forwarded to the Marriage Officer,.....
..... U/S 6(3) of the Special Marriage Act, 1954.
Marriage Officer.....

Schedule -III

(See section 11 of Special Marriage Act, 1954)

DECLARATION TO BE MADE BY THE BRIDEGROOM

I, Sri.....S/O of.....
of.....P.S.....District
.....do hereby declare as follows:

1. I am at present time Unmarried / Widower/ Divorcee.
2. I have completed.....years of age.
3. I am not related to Srimatiwithin the degrees of prohibited relationship
4. I am aware that if any statement in this declaration is false and if in making such statement, I either know or believe it to be false or do not believe it to be true, I am liable to imprisonment and also to fine.

Signature of the Bridegroom

DECLARATION TO BE MADE BY THE BRIDE

I, Srimati Daughter of.....
of.....P.S.....District.....
.....do hereby declare as follows:

1. I am at present time Unmarried / Widow/ Divorcee.
2. I have completed.....years of age.
3. I am not related to Sriwithin the degrees of prohibited relationship
4. I am aware that if any statement in this declaration is false and if in making such statement, I either know or believe it to be false or do not believe it to be true, I am liable to imprisonment and also to fine.

Signature of the Bride

Signed in our presence by the above named Sri.....and
Srimati

So far as we are aware there is no impediment to marriage.

Witnesses (Full name and address)

1.
S/O.....
2.
S/O.....
3.
S/O

Countersigned
Marriage Officer

Dated..... Day of.....2012

GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT, DISPUR, GUWAHATI-6

No. RRG.12/2012/123

Dated Dispur the 12th April, 2013

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service of Issuance of Non Encumbrance Certificate

Issuance of Non Encumbrance Certificate

An important service which is provided by Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar is to issue certificate with respect to an immovable property mentioning whether that property is encumbered or not.

This service can be obtained in the Offices of the Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar

Eligibility Criteria

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

Procedure

The Applicant can apply in specified format with necessary fee as admissible as per Registration Manual before Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar and the said Officer endorse the petition to the assistant concerned and he will inspect all the documents and submit his findings to Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar. Accordingly the concerned Officer will issue the Certificate.

Documents to be annexed with application.

1. The applicant must furnish the complete details of the land for which non-encumbrance Certificate is required in the prescribed format and pay necessary fees as applicable for the service.
2. Photocopy of land record/deed of immovable property.

Standard Application Form :- As per Annexure I
Citizen Charter :- As per Annexure II
User Charge :- Rs. 20/- in addition of searching fees

Sd/-
Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati - 6.

Memo No. RRG.12/2012/ 123 -A

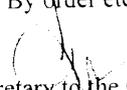
Dated Dispur the 12th April, 2013.

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati -01.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati - 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati - 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.

7. The Director of Land Requisition, Acquisition and Reforms, Assam, Dispur, Guwahati - 6.
8. All Sub-Divisional Officers (Civil)
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,


Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati - 6.

Citizen charter

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.	Use & Charges
1.	Non Encumbrance Certificate	Deputy Registrar / Sr. Sub-Registrar / Sub/Registrar)	15 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.

Non-Encumbrances Certificate

দৰ্শনদৰ্শন ফৰ্ম

দৰ্শনৰ তাৰিখ	১	
দৰ্শনকাৰীৰ নাম	২	
যি যি বছৰৰ সম্বন্ধে তদন্ত কৰা হয়	৩	
দলিলৰ লগত দৰ্শনকাৰীৰ সম্পৰ্ক	৪	
মোজা, গাঁও, পট্টা নং, দাগ নং, মাটিৰ বিৱৰণ	৫	
দলিলৰ ধৰণ	৬	
যি কাৰ্যালয়ত দলিল ৰেজিষ্টাৰ কৰা হৈছিল তাৰ নাম	৭	
কিমান টকা ফিৰ দিয়া হ'ল	৮	
মন্তব্য	৯	

সহ:পঞ্জীয়ক,

দৰ্শনকাৰীৰ চহী

ওৱাহাটী

INSPECTION FORM

Date of Application	1	
Name of Applicant	2	
Year of Inspection	3	
Relation of the petitioner with the deed	4	
Description of land, village, Mouza, Patta No., Dag No.	5	
Nature of Deed	6	
Name of the office where Registered	7	
Fee deposited	8	
Remarks	9	

Sub Registrar.

Guwahati

Signature of Applicant

GOVERNMENT OF ASSAM.
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT, DISPUR, GUWAHATI-

No. RRG.12/2012/107

Dated Dispur the 12th April 2013

Office Memorandum

Subject: General guidelines regarding the standard procedure to be followed for providing service for Issuance of Authenticated copy (certified copy) of registered document.

Issuance of Authenticated copy (certified copy) of registered document:

An important service which is provided by Deputy Registrar / Sr. Sub-Registrar/Sub-Registrar is to issue of authenticated copy (Certified Copy) of registered document.

This service can be obtained in the Offices of the Deputy Registrar / Sr. Sub-Registrar Sub-Registrar.

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.

Procedure

The Applicant can apply in the specified format with necessary fees as applicable before Registering Officer and the said Officer endorse the petition to the assistant concerned and after receiving necessary fees he will make a copy of the document and after authentication submit to the Registering officer for his signature. Accordingly the concerned Officer will issue the copy after satisfying himself that the applicant is eligible to obtain a copy and that the copy being provided is true and authentic to the best of his knowledge and belief.

Documents to be annexed with application

The applicant must furnish the complete details of the document for which authenticated copy (Certified Copy) is required in the prescribed format and pay necessary fees for the service.

User Charge :- Rs. 500/- for GMC area, Rs. 250/- for Urban area other than GMC area and Rs. 100/- for Rural area in addition of searching fees.

Standard Application Form :- At Annexure I

Citizen Charter :- At Annexure II

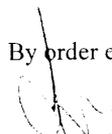

Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati - 6.
Dated Dispur the 12th April 2013.

Memo No. RRG.12/2012/107-A

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati - 1.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati - 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati - 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati - 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,


Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati - 6

Citizen charter

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 authenticate copy (Certified copy) of Registered document.	Users Charge
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/- for GMC area, Rs. 250/- for Urban area other than GMC area and Rs. 100/- for Rural area 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.

Assam Schedule L II (part-I) Form No. 55 A

নকলৰ ফ'ৰম

দৰ্খাস্তৰ তাৰিখ	১	
দৰ্খাস্তকাৰীৰ নাম ও বাসস্থান	২	
পক্ষবিলাকৰ নাম	৩	
দলিলৰ ধৰণ	৪	
দলিলৰ লগত দৰ্খাস্তকাৰীৰ সম্পর্ক	৫	
যি কাৰ্য্যালয়ত দলিল ৰেজিষ্টাৰ কৰা হৈছিল তাৰ নাম	৬	
দলিল নং, বহীখনৰ নং, পৃষ্ঠা নং ও চন	৭	
ৰেজিষ্টাৰ বহী চাবৰ কাৰণে আগতে কৰা দৰ্খাস্তৰ উল্লেখ	৮	
কিমান টকাৰ ফিডা দিয়া হ'ল	৯	
মন্তব্য	১০	

নকল মাচুল

আই

আই (এ)

আপত্তি নাথাকিলে নকল দিয়া হওঁক,

সহ:পঞ্জীয়ক

দৰ্খাস্তকাৰীৰ চহী

APPLICATION FOR COPY SEARCH

To,

*

1	Date of application	
2	Name and address of the applicant	
3	Name of the parties of the concerned Document.	
4	Description of Document ^I / Land ^{II} / Marriage ^{III}	
5	Name of the Registering Office where deed was registered.	
6	Relation of petitioner with the subject matter.	
7.	No. of Deed and Year	
8	Nature of requirement (e.g. ordinary/urgent) ^{IV}	
9	Fee Deposited.	
10	Remarks.	

Note:-

- * Deputy Registrar,/ Sr. Sub-Registrar,/ Sub-Registrar,/ Marriage Officer, as the case may be.
- I. Sl. No. / Document No./ Book No./ Year of Registration etc.
- II. Mouza, / Revenue Village,/ Patta No./ Dag No./ Area of Land etc.
- III. Marriage Certificate No. Year etc.
- IV. Urgent requirement is subject to staff position/ how old the document is/ length of period.

Date:.....

Signature of applicant

No. RRG.12 2012 111

Date: 23.01.2012

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service for registration of documents

Registration of documents

An important service which is provided by Registration Officer (Deputy Registrar / Sr. Sub-Registrar/ Sub-Registrar) is to register document which are required to be registered under Registration Act, 1908.

This service can be obtained in the Offices of the Deputy Registrar/ Sr. Sub-Registrar/Sub-Registrar.

Eligibility Criteria

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

Procedure

The Applicant can produce the document before Registration Officer or his staff after writing the document in physical stamp paper of proper denomination or submit with e-stamp certificate as applicable, as per Registration Act, 1908 and Indian Stamp Act, 1899 (as amended) with necessary fees as per Act and Registration Manual and the said Officer will endorse the document to the assistant concerned who will check all the documents and submit his findings to Registration Officer putting necessary seal etc. Accordingly, the concerned Officer will register the documents as per provision of the Registration Act, 1908 after fulfilment of all required formalities as per Manual and above mentioned Acts and take photograph and biometric impression of all concerned.

Documents to be annexed

1. In case of registration of transfer of immovable property, No Objection Certificate from concerned Deputy Commissioners and Municipal Authority.
2. Registration fees / other fees as applicable.
3. Documents required as per provision of Registration Act, 1908, Special Marriage Act, 1954 and as per provision of other relevant Acts/rules/instructions.

Standard Application Form :- As per Annexure I

Citizen Charter :- As per Annexure II

User Charge :- No user charge. Stamp duty and Registration Fees to be paid as per admissible rate.

50
Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6.

Memo No. RRG.12/2012/111-A

Dated Dispur the 12th April .2013.

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati – 1.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC. BTC).
3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati – 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati – 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati – 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6

ANNEXURE-II

Citizen charter

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.	Fees 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	1. In case of registration of transfer of immovable property. No Objection Certificate from concerned Deputy Commissioners and Municipal Authority. 2. Registration fees / other fees as applicable. 3. Documents required as per provision of Registration Act, 1908, Special Marriage Act, 1954 and as per provision of other relevant Acts.	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.

GOVERNMENT OF ASSAM.
REVENUE AND DISASTER MANAGEMENT DEPARTMENT.
ASSAM SECRETARIAT, DISPUR, GUWAHATI-6.

No. RRG.12/2012/128

Dated Dispur, the 12th April, 2013.

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service for Issuance of Certified copy of Mutation (Registration) Order/Miscellaneous Case Order.

Issuance of Certified copy of Mutation (Registration) Order/Miscellaneous Case Order.

An important service which is provided by Circle Officer/ Asstt. Settlement Officer is to issue copy of Mutation (Registration) Order/Miscellaneous Case Order.

This service can be obtained in the Offices of the Circle Officer and Asstt. Settlement Officer where Settlement operation is going on.

Eligibility Criteria

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

Procedure

The Applicant can apply in **standard format** affixing court fee stamp etc. as mentioned below before the Circle Officer/ Asstt. Settlement Officer of the concerned circle and he will endorse the same to concerned Assistant/ Copyist. The Assistant /Copyist after copying/taking printout from the computer will send it to the concerned Lot Mandal/Supervising Kanungo for validation and finally Circle Officer/ Asstt. Settlement Officer will put his signature for its delivery to the applicant.

Documents to be enclosed with application

The applicant must furnish the complete details of the case no. and name of parties for which copy of Mutation (Registration) Order/Miscellaneous Case Order is sought.

User Charge :- Rs. 20/- per page.

Standard Application Form :- At Annexure I

Citizen Charter :- At Annexure II

sd/-
Additional Chief Secretary to the Govt. of Assam.
Revenue & D.M. Department,
Dispur, Guwahati - 6.
Dated Dispur the 12th April, 2013.

Memo No. RRG.12/2012/128 -A

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati - 1.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati - 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati - 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati - 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati - 06.

ANNEXURE-II

Citizen charter

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.	Additional 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.

**APPLICATION FOR CERTIFIED COPY OF MUTATION ORDER PARTITION MISC
CASE ORDER ETC.**

Name of Applicant	
Father's/Husband's Name of the Applicant	
Address of the Applicant	
No. of Mutation Case/Misc. Case etc.	
Details of land (Name of Circle, Mouza, Village, Patta No.,Dag No.)	

Signature of the Applicant

নামজাৰী গোচৰ/বিবিধ গোচৰ/বাটোৱাৰ গোচৰ আদিৰ নকলৰ বাবে আবেদন

১। আবেদনকাৰীৰ নাম

২। আবেদনকাৰীৰ পিতা/স্বামীৰ নাম

৩। আবেদনকাৰীৰ ঠিকনা

৪। গোছৰ নং যোৰ প্ৰতিলিপি বিচৰা হৈছে)

৫। জমিৰ সম্পূৰ্ণ বিৱৰণ (চক্ৰ, মৌজা, গাঁও, পট্টা নং,
দাগ নং)

আবেদনকাৰীৰ স্বাক্ষৰ

GOVERNMENT OF ASSAM.
REVENUE AND DISASTER MANAGEMENT DEPARTMENT.
ASSAM SECRETARIAT, DISPUR, GUWAHATI-6.

No. RRG.12/2012/119

Dated Dispur the 12th April 2013

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service for Issuance of Certified copy of Jamabandi or Record of Rights / Chitha from Circle Office.

Issuance of Certified copy of Jamabandi or Record of Rights / Chitha from Circle Office.

An important service which is provided by the Revenue and Disaster Management Department is Issue of copy of Jamabandi or Pattadar's Record-of-Rights.

This service can be obtained in the Offices of the Circle Officers and Asstt. Settlement Officers where Settlement operation is going on.

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.

Procedural steps for issuance of Certified copy of Jamaband/Chithai.

The Applicant has to apply in **Standard application format** affixing required court fee stamp before the Circle Officer/ Asstt. Settlement Officer of the concerned circle and he will endorse the same to concerned Assistant/ Copyist and Lot Mandal. The Assistant /Copyist after copying/taking Printout from the computer will send it to Lot Mandal/Supervising Kanungo for validation and finally Circle Officer/Asstt. Settlement Officers will put his signature for its delivery to the applicant.

Documents to be annexed with application.

1. The applicant must furnish the complete details of the land for which copy of Jamabandi is sought by him/her such as Patta No. Dag No. and name of the Revenue village and Mauza where the land is situated in the prescribed format.
2. He must furnish an up-to-date Land Revenue receipt/ Land Revenue clearance receipt in respect of the land applied for.

This notification does not bar issuance of copy of Sadar Jamabandi from the office of the Deputy Commissioner.

Standard Application Form:- As per Annexure – I

User Charge :- Rs.20/- for first page and Rs. 10/- for subsequent pages.

Citizen Charter :-As per Annexure-II

Sd/-

Additional Chief Secretary to the Govt. of Assam.
Revenue & D.M. Department.
Dispur, Guwahati – 6.

Memo No. RRG.12/2012/119 -A

Dated Dispur the 12th April 2013.

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati – 01.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioners of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati – 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati – 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati – 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.

By order etc.,

Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6.

Citizen charter

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 Jamabandi	Cost
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.

APPLICATION FORM FOR COPY OF JAMABANDI/CHITHA

1. Name of the Applicant.	
2. Father's/ Husband's Name of the Applicant.	
3. Full address of the Applicant.	
4. Details of the land (Name of Circle, Village, Patta No., Dag No. etc.)	
5. Is the Applicant a pattadar or legal heir of Pattadar.	
6. If not, how petitioner's interest is related with the land.	

Signature of the Applicant

জমাবন্দী চিঠি নকলৰ বাবে আবেদন প্ৰপত্ৰ

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১। আবেদনকাৰীৰ নাম	
২। আবেদনকাৰীৰ পিতৃৰ / স্বামীৰ নাম	
৩। আবেদনকাৰীৰ সম্পূৰ্ণ ঠিকনা	
৪। জমিৰ সম্পূৰ্ণ বিৱৰণ (চক্ৰ, মৌজা, গাঁও, পট্টা নং, দাগ নং)	
৫। আবেদনকাৰী পট্টাদাৰ বা পট্টাদাৰৰ উত্তৰাধিকাৰী হয়নে	
৬। যদি নহয় উক্ত জমিৰ লগত আবেদনকাৰীৰ স্বাৰ্থ কি ভাবে জড়িত	

আবেদনকাৰীৰ স্বাক্ষৰ

114

GOVERNMENT OF ASSAM,
REVENUE AND DISASTER MANAGEMENT DEPARTMENT,
ASSAM SECRETARIAT, DISPUR, GUWAHATI-6.

No. RRG.12/2012/114

Dated Dispur, the 12th April, 2013.

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing service relating to perfect partition.

Perfect Partition (In case of no objection from Co-pattadars).

Section 96 of the Assam Land and Revenue Regulation, 1886 defines Perfect Partition. Perfect Partition means the division of a revenue paying estate into two or more such estates, each separately liable for the revenue assessed thereon. Rule 214 of Assam Land Records Manual denotes the undisputed cases of Partition.

Eligibility Criteria

As per Section 97 of the Assam Land and Revenue Regulation, 1886.

Every recorded proprietor of a permanently-settled estate and every recorded land holder of a temporarily-settled estate may, if he/she is in actual possession of the land, in respect of which he/she desires partition, claim perfect partition of the estate.

Procedural steps for obtaining of Office Partition.

1. The application shall have to be submitted in prescribed format specifying the area of the estate, the applicants interest therein and the names of other proprietors or land holders along with other documents such as Land Revenue Receipt and affidavit etc. to the Circle Officer of the concerned Revenue Circle.
2. On receipt of the Application, the Circle Officer will initiate a Partition Case and obtain a report from the concerned Lot Mandal and SK about the land status viz. its location, the name of the present Pattadars and possession etc.
3. Notices will be issued to the pattadar/co-pattadars inviting objection, if any, and to appear for hearing in the above Partition Case as per section 99(I) of the Assam Land & Revenue Regulation Act, 1886 and submit objection to the above partition. Where for any reason, notice cannot be personally served on any proprietor or land holder, the proclamation should be deemed sufficient notice under this section 99(2). If no objection to the above partition is submitted within the stipulated period, then the Circle Officer will proceed to pass the partition order after the expiry of the above period. If on the other hand, objection has been filed with regard to the above partition, he will hear the parties concerned and pass necessary orders either passing partition orders or rejecting the application for partition. In either case he should pass speaking orders stating clearly why he has passed the partition orders or rejected the application for partition.
4. After passing partition orders, the land records staff will make necessary correction in the Jamabandi or record of right, Chitha and map to enter the name of the person in whose name the partition is granted and the copy of new patta should be sent to Deputy Commissioner for his signature. (Time required for signature of Deputy Commissioner in

the new patta is not included within the stipulated time limit of 90 days as mentioned in the Citizen Charter)

Documents to be annexed with application:-

1. The applicant must furnish the complete details of the land for which Perfect partition is sought by him/her such as Patta No. Dag No. and name of the Revenue village and Mouza.
2. He must furnish an up-to-date Land Revenue receipt/ Land Revenue clearance receipt in respect of the land applied for.

Standard Application Form :- As per Annexure – I

User Charge :- Rs.2000/- (in Guwahati Municipal Corporation area) ; Rs.100/- (in rural areas) ;
Rs.1000/- (In Urban areas)

Citizen Charter :- As per Annexure-II

Sd/-

Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati-6.

Memo No. RRG.12/2012/114-A

Dated Dispur, the 12th April,2013.

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati -01.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc, Assam, Rupnagar, Guwahati – 32.
5. The Inspector General of Registration, Assam, Rupnagar, Guwahati – 32.
6. Deputy Commissioner (All Districts) / Settlement Officers.
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Ghy - 32.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc,

Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati-6.

ANNEXURE-II

Citizen Charter :

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 office mutation	Users Charge
1.	Perfect partition in case of no objection from Co-pattadars.	Circle Officer / Circle Officer (Attached)	Total 90(Ninety) days, if no objection from any person is filed during the proceeding. (20 (twenty) days for LM / 10(ten) days for SK's report and 7(seven) days for Process Servers report)	Addl. Deputy Commissioner nominated by Deputy Commissioner.	30 (Thirty) days	Commissioner of Division	30 (Thirty) days	1. Photocopy the original patta/ Jamabandi where the applicants name is recorded as pattadar. 2. An affidavit stating that the applicant is in absolute possession of the quantum of land applying and his/her specific share over the plot of land. 3. Up to date Land Revenue paying receipt/ Clearance certificate.	Rs. 2000/- in Guwahati Municipal Corporation area) : Rs.100/- (in rural area) : Rs.1000/- (In Urban areas)

Eligibility Criteria

As per Section 97 of the Assam Land and Revenue Regulation, 1886.

Every recorded proprietor of a permanently-settled estate and every recorded land holder of a temporarily-settled estate may, if he/she is in actual possession of the land, in respect of which he/she desires partition, claim perfect partition of the estate.

বাটোৱাৰা দৰখাস্ত

মনোযোগপ্ৰাপ্তিৰ নাম, ইংৰাজী নাম আৰু অক্ষৰ ধাৰা	স্থি মৰল বিভাগ কৰা হয় তাৰ নাম, মৌজাৰ নাম, গাওঁৰ নাম, পট্টা নং, দাগ নং আৰু খাজনা	মৰলত দখলকাৰীৰ স্বামী বা অংশৰ পৰিমাণ	অন্যান্য অংশীদাৰৰ নাম তেওঁলোকৰ নিজৰ নিজৰ অংশৰ পৰিমাণ	দখলত তাৰিখ	বিভাগ সম্পূৰ্ণ নে অসম্পূৰ্ণ	মন্তব্য	দৰখাস্তকাৰীৰ স্বাক্ষৰ আৰু নাম
১	২	৩	৪	৫	৬	৭	৮

APPLICATION FOR PARTITION

Name of the Applicant, Father's Name and residential address.	Particulars of the land to be partitioned viz. village, Mouza, Patta No., Dag No., Class and land revenue.	Extent of interest or share of the applicant in the land.	Name of the other shareholders in the land with their respective shares.	Date of application	Partition whether perfect or imperfect	Remarks	Applicant's declaration and Signature
1	2	3	4	5	6	7	8

11

GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT, DISPUR, BOWAHATHI

No. RRG.12/2012/132

Dated Dispur the 12th April 2013

Office Memorandum

Subject : General guidelines regarding the standard procedure to be followed for providing Office Mutation by Revenue Circle Officers.

Office Mutation

Section 50 of the Assam Land and Revenue Regulation, 1886 lays down that 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 an 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 extent of the interest in respect of which the application is made. This form of Registration is more commonly known as Mutation as it is concerned with alteration or correction of the land records by replacing the name of the proprietor, land holder with the name of the person succeeding to the estate.

The power for passing Mutation orders has been conferred to the Deputy Commissioners under the ALRR 1886. At present this power has been delegated to the Circle Officers and Asstt. Settlement Officer of the State.

There are two types of mutations, namely office mutation and field mutation. The field mutation is a suo moto and should be carried out in the field by the Circle Officers during field tours and by organizing Rajah Adalats (Revenue Courts) where large numbers of mutations are passed in the presence of the public. The other type of mutation is called office mutation. This type of mutation is carried out in the office of the Circle Officer.

This Office Memorandum deals only with the process of office mutation as per the provisions of Assam Land and Revenue Regulation 1886 (If no objection received from any corner).

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 an 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 extent of the interest in respect of which the application is made.

Procedural steps for obtaining of Office Mutation.

1. The application shall have to be submitted in prescribed format along with other documents such as Land Revenue Receipt and affidavit etc. to the concerned Circle Officer of the Revenue Circle.
2. On receipt of the Application, the Circle Officer will initiate a Mutation Case and obtain a Report from the concerned Lot Mandal and Supervising Kanungo (SK) about the land status viz. its location, the name of the present Pattadars and possession etc.

3. Notices will be issued to the pattadar co-pattadars (including objection, if any) and to appear for hearing in the above Mutation Case and submit objection to the above mutation. If no objection to the above mutation is submitted within a period of thirty days from the date of receipt of the notice, then the Circle Officer will proceed to pass the mutation order after the expiry of the above period. If on the other hand, objection has been filed with regard to the above mutation, he/she will hear the parties concerned and pass necessary orders either passing mutation orders or rejecting the application for mutation. In either case he/she should pass speaking orders stating clearly why he/she has passed the mutation orders or rejected the application for mutation. He/she should see the original or the certified copy of the deed of transfer. The proceeding under section 53 and 54 is a proceeding of judicial nature and the provision of CPC shall follow. The provisions of CPC relating to trial of suits, the evidence and examination of witnesses and production of documents shall apply to the proceedings of mutation.
4. Time period for presenting the cases at different level: Assistant. 2 days, LMs report is 15 days, for SK's report is 5 days and 7 days for Jarikarok's report.
5. After passing mutation orders, the land records staff will make necessary correction in the Jamabandi or record of right to enter the name of the person in whose name the mutation is granted.

Documents to be annexed with application.

- A. In case Mutation (Registration) is sought on the basis of transfer of land by way of purchase, gift, Mortgage or in heritance 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.
- B. If Mutation (Registration) is sought by way of inheritance.
 1. Proof of death of the deceased Pattadar in whose place Mutation (Registration) is sought.
 2. An Affidavit swearing that
 - a) the Applicant / Applicants is / are the son / daughter / wife / legal heirs of the deceased pattadar.
 - b) the Applicant / Applicants have not transferred the property to any one earlier nor mortgaged nor created any charge over the property to be mutated.
 - c) the person to whom the Applicants applied as successor had not transferred the property during his / her life time.
 3. Copy of NOC obtained from D.C. in case of transfer of land. (Not applicable in case of prayer of mutation by inheritance)

Standard Application Form :- As per Annexure – I

Citizen Charter :- As per Annexure-II

User Charge :- Rs. 200/- in urban areas and Rs. 50/- in rural areas.

Sd/---

Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati – 6.

Memo No. RRG.12/2012/ 132-A

Dated Dispur the 12th April, 2013.

Copy for information and necessary action to :-

1. The Chairman, Assam Board of Revenue, Panbazar, Guwahati -01.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioner of Divisions.
4. The Director of Land Records & Surveys etc., Assam, Rupnagar, Guwahati – 32.

5. The Inspector General of Registration, Assam, Rupnagar, Guwahati - 6.
6. Deputy Commissioner (All Districts) - Settlement Officers
7. The Director of Land Requisition, Acquisition and Reforms, Assam, Rupnagar, Guwahati - 6.
8. All Sub-Divisional Officers (Civil).
9. All Circle Officers.
10. All Sub-Registrars.

By order etc.,



Deputy Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati - 6.

Citizen Charter :-

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 office mutation	User Char:
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	<p>A. In case Mutation (Registration) is sought on the basis of transfer of land by way of purchase, gift, Mortgage or inheritance along with the specified form with required court fee :-</p> <ol style="list-style-type: none"> 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. <p>B. If Mutation (Registration) is sought by way of inheritance.</p> <ol style="list-style-type: none"> 1. Proof of death of the 	Rs.200/- in urban areas and Rs 50/- in rural areas. (nil in case of mutation sought by way of inheritance in rural areas.)

deceased
Pattadar -
whose place
Mutation
(Registration)
is sought.

2. An
Affidavit
(a) Swearing
that the
Applicant /
Applicants is
/ are the son /
daughter /
wife / legal
heirs of the
deceased
pattadar.
(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.
(c) Swearing
that the
person to
whom the
Applicants
applied as
successor had
not
transferred
the property
during his /
her life time.
3. Copy of
NOC
obtained from
D.C. in case
of transfer of
land. (Not
applicable in
case of prayer
of mutation
by
inheritance).

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, proprietc., manager or mortgagee and of the nature and extend of the interest in respect of which the application is made.

মোকাম ওয়াহাটী.....আদালত

নাম জাৰিৰ দৰখাস্ত

Application for Mutation

১। দৰখাস্ত বেজিষ্ট্ৰাৰিত এই বছৰৰ ক্ৰমিক নম্বৰ ।	
২। দৰখাস্তকাৰীৰ নাম, পিতৃৰ নাম আৰু স্থায়ী ঠিকনা ।	
৩। নামজাৰী বিচৰা মহলৰ প্ৰকাৰ, মৌজা, গাঁও,পট্টা নং,দাগ নং	
৪। বৰ্তমান ভূ-স্বামী বা ম্যাডিকালৰ নাম আৰু তেওঁৰ পিতৃৰ নাম ।	
৫। দৰখাস্তকাৰীৰ স্বাৰ্থৰ প্ৰকাৰ যেনে ভূ-স্বামী, ম্যাদী পট্টাদাৰ, পৰিচালক বা বন্ধক পাওতা, উত্তৰাধিকাৰী, দান সূত্ৰে বা বিক্ৰীসূত্ৰে বা শ্ৰানদৰে পোৱা হৈছে	
৬। দৰখাস্তকাৰীৰ স্বাৰ্থৰ পৰিমাণ ।	
৭। দৰখাস্তকাৰীৰ দখল পোৱা তাৰিখ ।	
৮। দৰখাস্তকাৰী ও পৰিয়ালৰ নামত থকা মুঠ জমিৰ পৰিমাণ ।	
৯। কোনো বিশেষ কথা ।	
১০। মন্তব্য ।	

এই সকলো দফাত লিখা কথা মোৰ / আমাৰ জ্ঞান আৰু বিশ্বাস মতে সত্য ।

ইতি

দৰখাস্তকাৰীৰ চহী

ক) হস্তান্তৰ কৰিব খোজা জমিৰ বিৱৰণ :

খ) হস্তান্তৰকাৰীৰ নাম ঠিকনা :

গ) গৃহীতাৰ নাম ও ঠিকনা :

ঘ) গৃহীতা বা তেওঁৰ পৰিয়ালৰ নামত মালিক

বা ৰায়ত হিচাবে থকা মুঠ জমিৰ পৰিমাণ :

ঙ) দফাত উল্লেখিত জমিৰ পৰিচয়ৰ কাৰণে দাগ

ও পট্টাৰ নম্বৰসহ আৱশ্যকীয় বিৱৰণ সেই জমি যদি

আন কাৰো লগত এজমালিতে থাকে তেন্তে গৃহীতা বা

তেওঁৰ পৰিয়ালৰ জমিৰ পৰিমাণ :

চ) মন্তব্য :

মত্যাপাঠ

মই / আমি গৃহীতাই স্বেচনা কৰো যে ওপৰত লিখা সকলো কথা মোৰ / আমাৰ জ্ঞান ও বিশ্বাসমতে সত্য আৰু মই / আমি
ওৱাহাটত থাকি আজি ইং.....তাৰিখে এই মত্যা পাঠ দস্তখত কৰিলো ।

APPLICATION FOR MUTATION

1	No. as per Register of current year	
2	Name of Applicant, Father's name and permanent residential address	
3	Name of the Village, Mouza, Patta No. and Dag No. of the land for which mutation is sought.	
4	Name of the present pattadars with Father's Name	
5	Manner in which the applicant has acquired ownership of land viz. by way of purchase, gift, mortgage, inheritance etc.	
6	Extent of interest (area of land) of the applicant/applicants.	
7	Date on which the applicant has taken possession of the land.	
8	Total land in the name of the applicant and his family in different localities.	
9	Other information, if any.	
10	Remarks.	

The information stated above is true to best of my knowledge and belief.

Signature of Applicant.