

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

No. RRG.18/2017/Pt/162

Dated Dispur the 21<sup>st</sup> 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: Certified Copy of Chitha**

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

**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 Chitha.

**Procedural Steps for Issuance of Certified Copy of Chitha:**

The applicant has to apply in Standard Application format affixing court fee stamp before Circle Officer /Asst. Settlement Officer of the concerned Circle and CO 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 and Supervisor Kanungo for validation and finally Circle Officer/Assistant Settlement officer will put his/her signature for its delivery to the applicant.

**Documents to be annexed with Application:**

1. The applicant must furnish the complete details of land for which the certified copy of Chitha is sought by him/her e.g. Patta no., Dag no., name of Revenue village and Mouza where the land is situated in the prescribed format.
2. Applicant must furnish up-to-date land revenue receipt/Land revenue clearance receipt in respect of the land applied for.

**User Charges:** Rs.20/- per page

**Citizen Charter:** Annexure-I

**Form:** Annexure-II

**Time-line:** 5(five) working Days.

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

**Memo No. RRG.18/2017/Pt/162-A**


**Dated Dispur the 21<sup>st</sup> 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.

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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
Certified Copy of Chitha	Circle Officer / Circle Officer(Attached)/Assistant Settlement Officer(wherever applicable)	5(Five) days	Settlement Officer (wherever applicable)	30 (Thirty days)	Deputy Commissioner	30 (Thirty Days)	Along with standard application petition with required court fee and up-to-date land revenue receipt	Rs.20/- per page