

## **SOP for Services under BASUNDHARA PORTAL**

### **1. Mutation by right of inheritance –**

Mutation means registration of the name of a person in the Record of Right i.e. the Jamabandi. The ownership is transferred from the recorded land owner to the legal heir through inheritance. The mutation by right of inheritance shall follow the provision under Sec 53 A (1), ALRR, 1886. There is no user fees for the service.

### **Steps for applying:**

### **Select the service and click apply now, enter mobile no., enter OTP & proceed next**

#### 1. Land Details:

- Select District
- Choose Circle,
- Select rural or urban
- Select Village
- Choose Dag
- Land Schedule autopopulated for the dag (Bigha – Katha - Lessa)

#### 2. Under owner details

- Select Pattadar's Name
- Enter Area to be mutated

#### 3. Applicant details, Select Yes or No if name of applicant already in the dag, if No is selected then -

- Enter name in English
- Enter name in Assamese
- Select Gender
- Enter Guardian name in English
- Enter Guardian name in Assamese
- Enter guardian relation
- Select date of birth
- Enter Address
- Verify selected Mobile no.
- Save Applicant
- Add more Applicants, for multiple applicants

4. Upload Documents – Choose file and upload (Maximum file size is 2MB, allowed file types are pdf, jpg, png)
  - Upload Death Certificate
  - To inform about legal heir, Upload Next of Kin Certificate **or** Certificate from Gaon Pradhan for rural area/Ward member or Executive Officer for Urban area **or** Probate from competent court in case of will **or** affidavit mentioning the relationship of applicant with deceased person.
  - Consent of other next of kin opting out of mutation, if any (Conditional)
5. Fill the Declaration check boxes.
6. View application form
7. Accept agreement and submit application
8. Download generated Acknowledgement receipt which has the Application ID

## **2. Mutation after Deed registration -**

The process of recoding the change/transfer in the title of ownership after the property has been transferred or sold. On mutation the name of the new owner is recorded and land revenue charged from the rightful owner. There is no user fees for the service.

### **Steps for applying: Select the service and click apply now**

1. Land Details
  - Select District
  - Choose Circle
  - Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule for the Dag autopopulated (Bigha-Katha-Lessa)
  - Enter Next
2. Seller details
  - Choose/EnterDeed No.
  - Choose Deed Date
  - Enter Deed Value
  - Choose/Enter NOC No.
  - Choose/Enter NOC Date
  - Select Seller Pattadar
  - Enter area to be mutated (Bigha – Katha – Lessa)

### 3. Buyer Details

- Select Yes or No if name of applicant already in the dag, if No is selected then
- Enter name in English
- Enter name in Assamese
- Select Gender
- Enter Guardian name in English
- Enter Guardian name in Assamese
- Enter guardian relation
- Select date of birth
- Enter Address
- Verify selected Mobile no.
- Save Applicant
- Add Applicant for multiple applicants

### 4. Upload documents

- Upload Deed copy
- Upload NOC Copy for land sale

### 5. View application form

### 6. Accept agreement and submit application.

### 7. Download generated Acknowledgement receipt

## 3. **Partition for undisputed cases-**

Partition means division of a revenue paying estate in to two or more such estates, each separately liable for revenue assessed thereon. Every recorded proprietor/landowner in actual possession of the interest in respect of which he desires partition, apply for partition. There is no user fees for the service.

### **Steps for applying: Select the service and click apply now**

#### 1. Land Details

- Select District
- Choose Circle
- Select rural or urban
- Select Village
- Choose Dag
- Land Schedule is autopopulated (Bigha-Katha-Lessa)
- Enter Next

2. Applicant details
  - Select applicants name
  - Enter area to be partitioned
  - Save Applicant
  - Add applicants if multiple applicants
3. Upload documents
  - Upload copy of jamabandi (for offline cases, for online cases jamabandi will be fetched from system)
4. View application form
5. Accept agreement and submit application.
6. Download generated Acknowledgement receipt

#### **4. Reclassification of land -**

If the usage of land is changed, the class of land also requires to be changed from the existing to a new land class. This service is for reclassification of agricultural land to non agricultural purpose if the land area is below one bigha and its use is restricted to construction of one's own dwelling house. There is no user fees for the service.

#### **Steps for applying: Select the service and click apply now**

1. Land Details
  - Select District
  - Choose Circle, Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule will be autopulated (B-K-L)
  - Enter Next
2. Applicant details
  - Select applicants name
  - Select yes or No against Is agricultural land
  - Select Year from which it is being used
  - If Yes, Select Old Classification
  - Select New Classification

3. Upload documents
  - Upload land revenue receipt
4. View application form
5. Accept agreement and submit application.
6. Download generated Acknowledgement receipt

### **5. Annual Patta to Periodic Patta Conversion**

Conversion is the process through which status of any land settled for one year (Annual Patta) is changed to longer tenure. Once AP land is converted to PP Land, the land owner shall have permanent, heritable and transferable right of use and occupancy in his land. There is no premium for AP to PP conversion only for rural areas.

#### **Steps for applying: Select the service and click apply now**

1. Land Details
  - Select District
  - Choose Circle, Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule (Bigha -Katha-Lessa) autopopulated
  - Enter Next
2. Applicant details
  - Select applicants name
  - Enter Area to be converted (Bigha-Katha-Lessa)
3. Upload documents
  - Upload up to date land revenue receipt
4. View application form
5. Accept agreement and submit application.
6. Download generated Acknowledgement receipt

## **6. Striking Names from RoR under Rule 116, ALRR, 1886**

The names of persons no longer in possession can be removed from RoR under Rule 116, ALRR, 1886 after hearing each case.

### **Steps for applying: Select the service and click apply now**

#### 1. Land Details

- Select District
- Choose Circle, Select rural or urban
- Select Village
- Choose Dag
- Land Schedule (B-K-L) autopopulated
- Enter Next

#### 2. Applicant details

- Select applicants name
- Select Pattadar name to be deleted

#### 3. Upload documents

- Jamabandi copy fetched from the system and upload for offline cases

#### 4. View application form

#### 5. Accept agreement and submit application.

#### 6. Download generated Acknowledgement receipt

## **7. Allotment Certificate to Periodic Patta**

The allotment certificate to be converted to periodic patta after verifying the possession of the allottee for the stipulated period.

### **Steps for applying: Select the service and click apply now**

#### 1. Land Details

- Select District
- Choose Circle, Select rural or urban
- Select Village
- Choose Dag
- Land Schedule (B-K-L) autopopulated
- Enter Next

2. Allotment Certificate Details
  - Enter Order No.
  - Enter Order Date
  - Enter Area Alloted (Bigha – Katha – Lessa)
  - Select Yes or No for Are you Original Allottee
  - Enter original allottee name
  - Select Land Type
  - Enter Area Allotted (Bigha -Katha-Lessa)
  - Select Allotment Scheme
  
3. Applicant details
  - Enter Name in English
  - Enter Name in Assamese
  - Enter Guardian Name in English and in Assamese
  - Select guardian relation
  - Enter Gender
  - Enter Date of Birth
  - Enter Address
  - Mobile No will be autopopulated
  - Save applicant
  - Add applicants for multiple applicants
  
4. Upload documents
  - Allotment Certificate
  - Up to date land revenue payment receipt
  - ID proof document if not original allottee
  
5. View application form
6. Accept agreement and submit application.
7. Download generated Acknowledgement receipt

## **8. Legacy Data Updation**

Any application for rectification in name of pattadar, area of land and updation of the remarks of the Jamabandi to be made under Legacy Data Updation service.

### **A. Steps for applying Name Correction: Select the service and click apply now**

1. Land Details

- Select District
  - Choose Circle, Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule (B-K-L) autopopulated
  - Enter Next
2. Applicant details
    - Select applicants name
  3. Name Details
    - Enter New Name in English
    - Enter New Name in Assamese
  4. Upload documents
    - ID Proof (PAN CARD/ Passport/Driving Licence/ MGNREGA Job Card)
  5. View application form
  6. Accept agreement and submit application.
  7. Download generated Acknowledgement receipt

**B. Steps for applying Area Correction: Select the service and click apply now**

1. Land Details
  - Select District
  - Choose Circle, Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule (B-K-L) autopopulated
  - Enter Next
2. Applicant details
  - Select applicants name
3. New Area
  - Enter New Area (B-K-L)
4. Upload documents
  - Jamabandi copy
5. View application form
6. Accept agreement and submit application.

7. Download generated Acknowledgement receipt

**C. Steps for applying Remarks updation: Select the service and click apply now**

1. Land Details
  - Select District
  - Choose Circle, Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule (B-K-L) autopopulated
  - Enter Next
2. Applicant details
  - Select applicants name
3. Correction Details
  - Enter Order Date for which remark is to be corrected
  - Enter Order No for which remark is to be corrected
  - Select Remark to be corrected in checkbox – Name,Area, Guardian Name
  - Write about your problem
4. Upload documents
  - Jamabandi copy will be fetched from the system
5. View application form
6. Accept agreement and submit application.
7. Download generated Acknowledgement receipt

**9 Mobile No. Updation**

The mobile number of the pattadar can be updated under the service.

1. Land Details
  - Select District
  - Choose Circle, Select rural or urban
  - Select Village
  - Choose Dag
  - Land Schedule (B-K-L) autopopulated
  - Enter Next

2. Applicant details
  - Select applicants name
3. Mobile Details
  - Enter Old Mobile No.
  - Select Checkbox for Yes or No for Do you want to verify old number through OTP
  - Enter New Mobile No.
4. Upload documents
  - Upload ID Proof
5. View application form
6. Accept agreement and submit application.
7. Download generated Acknowledgement receipt

**Track Status of your application**

- Go to track status of application
- Enter Application ID from Acknowledgment Receipt
- View real time status of application

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