

Guidelines for Disposal of Mission Basundhara Cases

The cases for the services of the Mission Basundhara to be disposed as follows -

1. All cases received for the nine services are to be ordered as passed only after due verification of information/documents submitted by the applicant and tallying with the existing records in Dharitree (Chitha and Jamabandi) for each case and conducting field verification as mandated.

2. **Mutation by right of inheritance:**

In cases of mutation by right of inheritance, thorough verification of the legal heir information provided by the applicant is to be made along with information on consent for opting out of mutation before granting mutation.

3. **Mutation after deed registration:**

For the service mutation after deed registration, all deeds which are not extracted from e-Panjeeyan will be referred for e-verification from SRO concerned. Also, along with the period 1.10.2007 – 31.12.2009, for the deeds prior to 19.04.1986, since NOC/permission was non-mandatory, cases of this period to be referred to SRO for e-verification. On receiving the verification report of the SRO, Circle Officer to process the case.

4. **Partition:**

For partition, **field inspection by LM is mandatory** before processing the case and the consent of co-pattadars, alongwith title and possession of the applicant is to be ascertained by the LM during the field visit which will be recorded in the LM report in Dharitree. During Rajah Adalat, if nobody has objected to the proposed partition request, it will be assumed that all co-pattadars have given consent.

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

For Annual Patta to Periodic Patta Conversion, it is to be ascertained that it is a non-transferred case. The land applied for conversion should be in the name of the original AP holder or his/her legal heirs.

For urban areas and its notified peripheries including revenue towns as per extant policies, the prevailing rate of premium will be applicable, and the mode of payment is e-payment through GRAS which is integrated with the portal.

For land belonging to the notified peripheries of urban areas and revenue towns, as per extant policies, after the DC/ ADC forwards to Branch Officer for submission of report, Branch Officer will generate the premium notice for payment as per circular. Once the premium is paid by applicant through online payment (GRAS), the DC/ADC passes the Final order and Circle Officer updates the land schedule as directed.

In respect of cases where Governor of Assam is the approving authority for conversion, the same shall be forwarded to the Revenue and D.M. Dept. for approval.

6. **Allotment Certificate to Periodic Patta:**

In case of conversion of allotted land to periodic patta, there is no premium to be realized in case of rural areas and the period of three years possession is also exempted for Mission Basundhara cases. The **LM to physically verify the possession and the permissible usage for which allotment was made**. CO shall verify the LM report and forward to the ADC/DC, which is then forwarded to the Branch Officer. After final order received, CO shall assign new Dag new Patta and update Chitha.

7. **Reclassification of land less than one bigha:**

For reclassification, the **LM to physically verify the land** and write the report for reclassification of the scheduled land. Circle Officer shall verify and forward to ADC/DC. After ADC/DC gives final order, the CO shall pass for Chitha update and the land class code will get updated in the records.

The exemption from payment of reclassification premium, has been granted in the Assam Agricultural Land (Regulation of Reclassification and Transfer for Non-Agricultural Purpose) Act, 2015 only in cases when agricultural land not exceeding 1 Bigha is used or reclassified or reclassified cum-transferred for construction of ones' own dwelling house and when the construction is limited to two-storeys. Other than this purpose, reclassification premium has to be charged as per provisions laid down in the Act.

However, in respect of reclassification applications received under Mission Basundhara from rural areas irrespective of class of land and intended reclassified class payment of reclassification premium shall be exempted if area of the land to be reclassified is less than 1 Bigha. This exemption is allowed as a special one-time measure for expeditious disposal of Mission Basundhara cases within May 10, 2022.

8. **Striking names of persons who are no longer in possession under Rule 116, ALRR, 1886:**

Application for striking of names from patta can be accepted only from recorded pattadars having possession over land in question or recorded pattadars not having possession but willingly want to strike their own name.

Misc case for striking names of pattadars no longer in possession under Rule, 116, ALRR 1886

The cases received for this service to be disposed through miscellaneous cases module for striking out the names of persons who are still recorded as Pattadar but have no interest and possession over the land. Notices to be issued with advance intimation of at least 15 days and should be ensured that notice receiver receives the notice by fastest means including electronic delivery. On receiving no objection, along with LM report, the order for the miscellaneous case for striking out the pattadars name from the RoR is to be passed and land records to be corrected.

9. **Name correction:**

Applications from either pattadar or his/her legal heir only should be accepted.

Misc case in connection with name correction

The applicant has stated that the pattadar name is recorded as **X** instead of **Y** in the RoR. Notices to be issued with advance intimation of at least 15 days and should be ensured that notice receiver receives the notice by fastest means including electronic delivery. On field verification by LM regarding the name by which the person is known and based on documentary evidence in support of the claim, if satisfied, the applicants name can be corrected as **Y** in the RoR.

10. **Area Correction:**

For area correction on receiving **LM report after field verification** the land records maybe updated through the Legacy Data Update module of Dharitree after giving 15 days' notice through the fastest means including electronic delivery. The cases where there is a marginal difference between recorded land and possessed land will not be covered under this service, as separate re-survey operation is in the pipeline.

11. **Mobile number update of Pattadar:**

The mobile number of the pattadar to be updated after verifying the attesting documents submitted.

12. **Rejected cases:**

The rejected cases to be reviewed by a committee headed by concerned ADC (Revenue) and Circle Officers as members for reviving unnecessary rejections through the portal with a check to see if the applicant has not reapplied during the application period with an intimation to the applicant. The CO shall revive the case on receiving approval of ADC (Rev) through portal with intimation to the applicant. The applicant can then suitably submit additional documents or rectify the details of the application (NOK info for mutation by inheritance, land area in partition cases etc.)

For the rejected cases, rejection should be made only after diligent verification of information provided by the applicant and the existing land records and field inspection. The reason of rejection should be clear and complete in all respect.

13. **Hybrid hearing - Virtual Hearing:**

Hybrid mode of hearing to be followed by keeping the provision of Virtual Hearing if applicant and all concerned situated far from the jurisdiction of revenue circle for cases requiring oral submissions. The documentary evidence required to be received through electronic means for these cases. The link for the virtual hearing over suitable platform to be shared by Circle Officer through electronic means. Case records for virtual hearing to be maintained as mandated for miscellaneous cases.

14. Rajah Adalats to be conducted for expeditious disposal of cases requiring consent of co-pattadars, verification of documentary evidence submitted, in mission mode.

15. In revenue circles under Resettlement Operation as applications received for the services of the mission manually, the cases are to be disposed manually in accordance with this SOP.