

**GOVERNMENT OF ASSAM
REVENUE (REFORMS) & D.M. DEPARTMENT
DISPUR, GUWAHATI-06**

eCF No.565802/I/776018/2024

Dated 19-10-2024

NOTIFICATION

Declaration of services under Revenue & DM Department as per provision of the Assam Right to Public Services 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 & DM Department has been notified under section 4 of the Assam Right to Public Services Act, 2012

Service Name: Digitalized Allotment/Settlement of land to non-individual juridical entities.

Non-individual juridical entities refer to organizations or entities that have a separate legal identity from their individual members or owners. These entities have their own rights, obligations, and liabilities, distinct from those of their individual constituents. These entities are recognized by law as having a distinct legal personality, and this legal status enables them to engage in various activities, such as business, social welfare, and governance, with a level of autonomy and flexibility that would not be possible for individual persons.

The service will be availed under the following categories:

- A. Allotment: *(Infrastructure projects under various State Govt. Departments of Assam)*
- B. Allotment of land to be followed by settlement - *(Infrastructure projects under various State Govt Undertakings like Boards, Corporations etc.)*
- C. Land transfer - *(Infrastructure projects under various Central Govt Ministries/Departments and Central Govt. undertakings such as Boards, Corporations etc.)*
- D. Allotment of land to be followed by settlement- *(Government/Non-Government Educational, Religious, Socio-Cultural Institutions).*

Allotment of Govt. land in favour of Infrastructure Projects under various Departments of Government of Assam and Allotment of land to be followed by Settlement in favour of State Government Undertakings like Boards, Corporations etc.

Rural Area:

1. The District Commissioners are authorized to allot Govt. land to different State Government Departments only for public purpose after recommendation of Land Advisory Committee.
2. The Infrastructure projects would have to be approved and owned by the relevant State Government Department and the allotment is to be given only after the recommendation of Land Advisory Committee.
3. The District Commissioner shall examine all such proposals in favour of State Government Departments adhering to the instructions laid down in Govt. Circulars issued from time to time.
4. District Commissioner of the District are delegated the power for allotment of Government land to State Government Undertaking / Statutory Bodies / Parastatals etc. like State Warehousing Corporation (SWHC) which are responsible for construction of warehouse/godown under Paddy Procurement Scheme, subject to recommendation of the Land Advisory Committee.
5. The maximum extent of land to be allotted may be fixed considering the availability of land and as per the requirement of the projects as assessed by the concerned authority with the approval of LAC.
6. The District Commissioner shall inform Revenue & D.M. Department about each such allotment before handing over possession to the concerned State Government Department.
7. All other proposals of allotment of Govt. land to be followed by settlement to the State Government undertakings such as Boards, Corporations etc. should be invariably forwarded

through online portal to the Government with proper duly filled-in check list, after recommendation of the LAC.

Urban Area:

All allotment/allotment to be followed by settlement proposals of Government land to the State Government Departments/Undertakings in urban area should invariably be forwarded through online portal to the Government with duly filled-in check list, after recommendation of the LAC.

Land Transfer - (Infrastructure projects under various Central Govt Ministries/Departments and Central Govt undertakings such as Boards, Corporations etc.):

Rural Area

1. The District Commissioners are authorized to transfer Govt. land to Central Government Ministry / Departments/ Undertakings for various infrastructure projects after recommendation of Land Advisory Committee and approval of Department wherever applicable.
2. The Infrastructure projects would have to be approved and owned by the relevant Central Government Department/Ministry and the allotment is to be given only after the recommendation of Land Advisory Committee (LAC).
3. In respect of transfer of Government land to the Central Government Ministry / Departments related to Health, Education and Skill Development, the District Commissioners are delegated the power for transfer of said Government land under "Land Transfer Rule" on realization of present market value of the land plus 25 (twenty five) years capitalized land revenue.
4. District Commissioners are delegated the power for transfer of Government land under "Land Transfer Rule" to Central Government Undertaking / Statutory Bodies / Parastatals etc. like Food Corporation of India (FCI), Central Warehousing Corporation (CWC), which are responsible for construction of warehouse/ godown under Paddy Procurement Scheme on realization of present market value of the land plus 25 (twenty five) years capitalized land revenue.
5. The maximum extent of land to be allotted may be fixed considering the availability of land and as per the requirement of the projects as assessed by the concerned authority with the approval of Land Advisory Committee.
6. The land already allotted or reserved is not to be re-allotted without prior approval of the Government.
7. The District Commissioner shall inform Revenue & D.M. Department about each such 'Land Transfer' before handing over possession to the concerned Government Entity.
8. All other proposals of 'Land Transfer' of State Government land to the Central Government Ministry / Departments /Undertakings should be invariably forwarded as per "Land Transfer Rule" through online portal to the Government with duly filled-in check list, after recommendation of the Land Advisory Committee.

Urban Area:

All proposals of 'Land Transfer' of State Government land to the Central Government Ministry / Departments /Undertakings in urban area should invariably be forwarded as per "Land Transfer Rule" through online portal to the Government with duly filled-in check list after recommendation of the Land Advisory Committee.

Allotment of land to be followed by settlement- Government/ Non Government Educational Institutions, Religious Institutions and Socio-Cultural Institutions:

1. For 'Non-Government Institutions of Public Nature' falling under three categories i.e Educational Institutions, Religious Institutions and Socio- Cultural Institutions with possession of 3 years or more in rural areas and 10 years or more in urban areas before October 1, 2021, the settlement premium @ Rs 500/- per bigha in rural areas and Rs 50,000/- per bigha in urban (town) areas will be realized.
2. The liberalized premium as above for settlement of land for non-individual juridical entities will be applicable to government-funded educational institutions

only. For private educational institutions the prevailing premia as per extant rates shall apply.

3. For applications prior to launch of MB 3.0, Non-Govt Institutions of Public Nature' falling under these three categories i.e Educational Institutions, Religious Institutions and Socio-Cultural Institutions will get allotment of Government land at premium rate notified for MB 3.0 as above.
4. Further, other non-individual private entities such as NGOs, Trusts, Local Bodies, Associations, Societies, etc. will not be considered under purview of this service other than above three categories.
5. All Proposals under the three categories i.e Educational Institutions, Religious Institutions and Socio-Cultural Institutions, should be invariably forwarded through online portal to the Government with duly filled in check list, after recommendation of the Land Advisory Committee.

- **Designated Public Servant (DPS):**

District Commissioner.

Procedural Steps

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1. The application will be submitted online through **Sewa Setu Portal** at <https://sewasetu.assam.gov.in> along with the required documents by the Head of the Institution/Entity or authorized applicant by self or through PFC/CSC.
2. Before submitting the online application form, the applicant needs to complete the e-KYC process through Aadhaar or PAN Card on voluntary basis.
3. The application will land in the Circle Officer account who on receipt of the application, verifies the application, and will forward the application to LRA:
 - a. The Land Record Assistant (LRA) will verify eligibility, documents and physical inspection of the scheduled land, take the geo-tagged photograph of the scheduled land and forward the online report in Dharitree to the Circle Officer.
 - b. The Dealing Assistant will issue the Notice for hearing/additional documents, if required to the concerned stakeholders/persons interested in the land as per instruction of the Circle Officer.
4. Circle Officer then verifies the LRA report, check list, conducts hearing, if required and disposal of claims and objections filed, if any, and forwards the same along with the CO report to the District Commissioner with comment for approval.
5. District Commissioner verifies the application, check list, CO's report and LRA's report and if satisfied places the proposal before LAC for approval:
 - a. After approval of the proposals in Land Advisory Committee, DC forwards such approved cases to the CO for generation of the offer of settlement cum premium notice where settlement/allotment/transfer power is delegated to District

Commissioner. After payment of the premium (as applicable) by the applicant entity, the case is forwarded to the DC for issue of digital land transfer order. The CO then updates Chitha/RoR accordingly. For all such approved cases of LAC where premium is not applicable, the DC issues digital allotment/settlement/transfer order as applicable and the CO updates Chitha/RoR accordingly.

- b. After approval of the proposals in Land Advisory Committee, DC forwards such approved cases to Govt. where settlement/allotment/transfer power is not delegated to District Commissioner. After Govt. approval, the case is routed back to the DC account, and the DC forwards such approved cases to the CO for generation of the offer of settlement cum premium notice where applicable. After payment of the premium (as applicable) by the applicant entity, the case is forwarded to the DC for issuance of digital allotment/land transfer/settlement order (as applicable). The CO then updates Chitha/ RoR accordingly. For all such approved cases where premium is not applicable the DC issues digital allotment order and the CO updates Chitha/ RoR accordingly.

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Documents to be annexed with Application

As per Annexure- A

User Fees:

User fees of Rs 50/- (in rural areas) and Rs.100/- (in town and peripheral areas)

Citizen Charter: Annexure -A

Principal Secretary to the Govt. Assam
Revenue & Disaster Management Department
Dispur, Guwahati – 6.

Memo No. eCF No. 565802/I/776018/2024

Dated 19-10-2024

Copy to for kind information:

1. The Chairman, Assam Board of Revenue, Pan Bazaar, Guwahati-01.
2. The Principal Secretary to Hon'ble Chief Minister, Assam.
3. The Commissioner & Secretary to the Govt. Of Assam, Administrative Reforms & Training Department, Dispur, Ghy-06.
4. The Director of Land Records & Survey etc., Assam, Roopnagar, Ghy-32.
5. The Principal Secretary to the Autonomous Council (KAAC/DHAC/BTC).
6. The District Commissioners (All Districts)/Settlement Officers.
7. The Director of Printing and Stationery, Bamunimaidam, Guwahati-21 with a request to publish the above-mentioned notification in the next issue of Assam Gazette.
8. The Director of Land Requisition Acquisition & Reforms, Assam, Rupnagar, Ghy-32
9. Co-District Commissioners (All).
10. All Circle Officers.

By orders etc.,

Joint Secretary to the Govt. of Assam,
Revenue & DM (Reforms) Department

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Annexure- A**Citizen Charter**

Notified Public Service	Designated Public Servant (DPS)	Designation of Appellate Authority	Stipulated time limit	Application Fees
Digitalized Allotment/Settlement land to non-individual juridical entities.	District Commissioner	Principal Secretary to the Govt. of Assam, Revenue & Disaster Management Department	Mission period	- User fees of Rs 50/- (in rural areas) and Rs.100/- (in town and peripheral areas)
Documents to be enclosed along with the application(scanned copies to be uploaded)				
<u>Government Entities</u>				
<ol style="list-style-type: none"> 1. Official Application /Letter 2. Authorization letter from Authority concerned for Official Applicant . 3. Applicant Official Identity Document. 4. Project profile (<i>wherever applicable</i>) 5. Site Plan for the proposed land and building plan of the proposed project (<i>wherever applicable</i>) 6. Copy of PAN No/TAN No/GSTIN No of the Institution/Office/Project or Infrastructure. (<i>wherever applicable</i>) 7. Views/recommendation of the concerned line department (<i>wherever applicable</i>) 8. NOC from Local Authority (<i>wherever applicable</i>) 9. Environmental clearance certificate/Consent To Establish (CTE) from State PCB/(as applicable)-<i>in case of Industries/Companies (wherever applicable)</i> 10. Approved copies of greening plan, community action plan for protection of natural and human habitats in adjoining areas-<i>in case of pollution causing Industries/Companies (wherever applicable)</i> 11. Any other document in support of the Project/Infrastructure (<i>as applicable</i>) 				
<u>Non Government Entities</u>				
<ol style="list-style-type: none"> 1. Official Application /Letter of the Entity/Institution/Organization. 2. Authorization letter with resolution of Board/Committee for applicant authorized to apply on behalf of the Entity /Organization / Institution. 3. Applicant Official Identity Document. 4. Project profile. 5. Site Plan for the proposed land and building plan of the proposed project. 6. Names of Board of Directors and or Committee members of the Entity/Organization/Institution along with present profession(On office letter head and seal with valid IDs) 7. Details of Registration under Central/State Government Acts & Rules. 8. Time frame for execution of the project .(<i>wherever applicable</i>) 9. Source of funding (<i>wherever applicable</i>) 10. Activity for the last three years (<i>wherever applicable</i>) 11. CA audited balance sheet/Audit report-total bank balance and last three years audited account of the applicant entity (<i>wherever applicable</i>) 12. Income tax return (<i>wherever applicable</i>) 13. Views/recommendation of the concerned line department (<i>wherever applicable</i>) 14. Copy of PAN No/TAN No/GSTIN No of the Institution/Office/Project or Infrastructure. 				

(wherever applicable)

15. NOC from Local Authority *(wherever applicable)*

16. *Any other document in support of the Project/Infrastructure (as applicable)*