

**GOVERNMENT OF ASSAM
REVENUE & D.M. DEPARTMENT: REFORMS BRANCH
DISPUR, GUWAHATI – 781 006**

No. RDM-12011(17)/5/2022-LR-REV-R&DM/100 (e-file no: 234314).

Dated Dispur, the 11th November, 2022.

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: Settlement of Govt Khas & ceiling Surplus land

The government Khas and Ceiling Surplus land in occupation of indigenous landless people can be settled in accordance with the Land Policy 2019, Section 1 (Sub section 1.1 to 1.10), Section 3 (Sub section 3.1 to 3.4). The settlement of Khas and ceiling Surplus land is carried out by Circle Officers with the approval from Deputy Commissioner, SDLAC & Department (in case of Urban area land).

Eligibility Criteria:

A. For Rural Agricultural Land:

1. An indigenous person does not have any land in his name or in the name of his family either as tenant or as an owner anywhere in the state of Assam as has no means of livelihood other than cultivation.
2. An indigenous landless cultivator i.e., the persons who actually cultivate the land by themselves and whose livelihood is mainly cultivation.
3. An indigenous landowner cultivator who has been rendered landless due to flood, erosion, earthquake and natural calamities
4. An indigenous landless cultivator who belongs to SC/ST/OBC/MOBC Communities
5. An indigenous person, who has less than 1bigha agricultural land in his name or in the name of any member of his family in the state and no means of livelihood other than cultivation.
6. An indigenous widow having no earning sons or daughters (excluding married daughters) provided such a widow intends to take up cultivation as a source of livelihood.

7. An indigenous single woman, disabled person desirous and capable of taking up agriculture as a means of livelihood.

B. Rural Homestead Land:

An indigenous family of the state who does not have homestead land in the name of any member of their families anywhere in the entire state may be allotted suitable homestead land not exceeding 1Bigha per family.

C. Settlement in Towns:

1. An indigenous person who has no homestead land in his name or in the name of his family in the state may be eligible to get land in Guwahati city or in the urban area, provided-
 - a) Such a person is required to reside in Guwahati city or in that Urban area by very nature of his occupation/ service.
 - b) He has sufficient ground to justify that he has not been able to purchase land in Guwahati city / other towns
2. An indigenous land less person if found eligible and who have been under continuous occupation of govt land since or prior to 28th June 2001, may be considered for settlement of maximum 1katha-5lessa of land in case of Guwahati and 1katha- 10 lessa in case of other towns as one time measure for homestead purpose, irrespective of having land in rural areas

Designated Public Servant (DPS):

Deputy Commissioner.

Procedural Steps

1. The applications will be submitted online along with the required documents by self or through PFC/CSC available across Assam.
2. Before submitting the online application form, the applicant needs to complete the e-KYC process through Aadhaar or PAN Card or Driving License on voluntary basis.
3. On Receipt of the Application, Lot Mandal physically verifies the scheduled land for confirmation of possession of the land, takes the geo tagged photograph of the schedule land and forwards the online report in Dharitree to the Circle Officer.
4. Circle Officer then verifies the application along with LM report and if satisfied forwards the same to the Deputy Commissioner for further approval.
5. Deputy Commissioner verifies the application, CO's report and LM's report and is satisfied the proposal is placed before SDLAC. Based on the

recommendations from SDLAC, for rural areas, the Deputy Commissioner forwards the proposal to Circle officers for premium notice generation.

6. However, for urban areas, the approval from Revenue & DM Department is required after which DC can forward the same to CO for premium notice generation.
7. Once premium is paid by the Applicant, the Circle officer will confirm the premium deposit and generate the Khiraj Myadi Patta and forward it to the Deputy Commissioner for signature.
8. Deputy Commissioner then approves the newly generated Khiraj Myadi patta and forwards it to Circle Officer for record updation.
9. Circle Officer then as per direction from the Deputy Commissioner, updates the land record.

Documents to be annexed with Application

1. Touzi bahira receipt (If any)/Bedakhali Jorimona paid receipt (If any).

User Fees:

User fees of Rs 50/-

Citizen Charter: Annexure-V

(Gyanendra Dev Tripathi, IAS)

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

Memo No. RDM-12011(17)/5/2022-LR-REV-R&DM/100 (e-file no: 234314).

Dated Dispur, the 11th November, 2022.

Copy to for kind information:

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.

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

Annexure-VCitizen Charter

Notified Public Service	Designated Public Servant (DPS)	Designation of Appellate Authority	Documents to be enclosed along with the Application	Application Fees
Settlement of Government Khas & Ceiling Surplus land	Deputy Commissioner	Commissioner & Secretary, Revenue & DM Department	1. Touzi bahira receipt (If any). /Bedakhali Jorimona paid receipt (If any).	Rs 50/-

