

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

**No. RDM-12011(17)/5/2022-LR-REV-R&DM/98 (e-file no: 234314).**

**Dated Dispur, the 11<sup>th</sup> 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 land for indigenous special cultivators**

Settlement of government land under this service to small tea growers/ other special cultivators viz. rubber, coffee. As per Land Policy 2019, small growers of special cultivation to be provided with 30 bighas of land and in case of additional settlement of land, it should not exceed 75 bighas in aggregate after realization of premium.

**Preference to be given to the following criteria:**

1. Indigenous Youths below poverty line.
2. Other indigenous educated unemployed Youths.
3. Provided further that, such small growers of special cultivation shall have to be registered under the Tea/Rubber Board of India/Coffee Board of India/Director of Tea Assam.

**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 on a 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. The Circle Officer verifies the application and LM Report and if satisfied forwards to the Deputy Commissioner for further processing.
5. Deputy Commissioner verifies the application, field Report submitted by LM along with the remarks from CO and if satisfied, the proposal is then placed before SDLAC.
6. Upon receiving recommendation from SDLAC, DC will send the proposal to circle officer to issue notice to the Applicant for depositing the premium based on incentivised rate as per extant policy or on the zonal value of the proposed land.
7. In case of land falling under Urban area or peripheral area of District HQ and area under North Guwahati, Rangia and Palashbari area, the Deputy

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Commissioner will forward the proposal to Revenue & DM Department before issuing the premium notice for necessary approval.

8. Once applicant pays the premium, DC will issue the final order and send to CO for record correction to patta type as 'Tea Periodic' or 'Special Periodic Patta' and class of land as 'plantation miyadi'.
9. Upon receiving the final order from DC, Circle Officer accordingly updates the land records.

**Documents to be annexed with Application**

1. Cultivation registration card/ License from designated State or central Board
2. Touzi bahira receipt (If any)/Bedakhali Jorimona paid receipt (If any).

**User Fees:**

User fees of Rs 50/-

**Citizen Charter:** Annexure-III

**Signed by Gyanendra Dev  
Tripathi  
Date: 11-11-2022 21:09:36  
Reason: Approved**

**(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/98 (e-file no: 234314).**

**Dated Dispur, the 11<sup>th</sup> 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.
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.

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By orders etc.,

**Signed by Tanvi Ahmed**

**Date: 12-11-2022 12:50:46**

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

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**Annexure-III****Citizen Charter**

<b>Notified Public Service</b>	<b>Designated Public Servant (DPS)</b>	<b>Designation of Appellate Authority</b>	<b>Documents to be enclosed along with the Application</b>	<b>Application Fees</b>
Settlement of land for indigenous special cultivators	Deputy Commissioner	Commissioner & Secretary, Revenue & DM Department	<ol style="list-style-type: none"> <li>1. Cultivation registration card/ License from designated State or central Board</li> <li>2. Touzi bahira receipt (If any). /Bedakhali Jorimona paid receipt (If any).</li> </ol>	Rs 50/-