

GOVERNMENT OF ASSAM
REVENUE & D.M. DEPARTMENT: REFORMS BRANCH
DISPUR, GUWAHATI-781006

eCF No.565802/I/777771/2024

Dated Dispur, the 20-10-2024

NOTIFICATION

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

In cancellation of Office Memorandum No. RRG.12/2012/pt/2 dated Dispur the 31st October, 2017 and 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: Offering Reclassification Suite

Land is classified depending upon its use, e.g., agricultural, homestead/residential, trade site, industrial etc. If the usage of land is changed, the class of the land also requires to be changed. The process through which the class of a land is changed from existing one to a new one as per land use is known as reclassification.

Provisions and procedures for reclassification of land and reclassification-cum-transfer from one class to another class are laid down under Rule 23 of the Assam Land Records Manual, 1906 and in The Assam Agricultural Land (Regulation of Reclassification and Transfer for Non-Agricultural Purpose) (Amendment) Act, 2024.

Designated Public Servant (DPS):

District Commissioner

Eligibility Criteria:

Any land owner having possession over the land can apply for reclassification and reclassification-cum-transfer from one land class to another land class. Applicants can be multiple co pattadars of same patta. In one application, applicants can apply for multiple dags of a single patta. Multiple patta is not allowed in one application. In case of reclassification of a part of a dag, a new dag and patta will be created simultaneously for the reclassified part.

Procedural Steps:

1. The owner of the land who intends to reclassify or reclassify-cum-transfer the land from one land class to another land class will apply online through Sewa Setu portal at <https://sewasetu.assam.gov.in> along with the required documents by self or through PFC/CSC.
2. Before submitting the online application, the applicant needs to complete the e-KYC process through Aadhaar or PAN Card on voluntary basis.
3. The Circle Officer shall submit a detail report after making field enquiry to the District Commissioner with his comments/recommendations.
4. The District Commissioner shall accord an in-principle approval or deny approval altogether for allowing reclassification or reclassification-cum-transfer as the case may be within 30 days of receipt of the comments/recommendations of Circle Officer, and while doing so he shall take the opinion of the **District Level Committee** headed by the District Commissioner with officials drawn from relevant line departments or take such expert advice as deemed necessary for arriving at a decision. The District Commissioner shall take the prior concurrence of the **Local Authority** under whose jurisdiction the land falls with regard to the proposed intended land use as per notified land use plans/prevailing rules or regulations or bye laws of Local Authority.
5. Once, the in-principle approval is accorded, it shall be mandatory on the part of the land owner to remit the reclassification premium within thirty days from the receipt of the approval. as assessed as per the provisions of the Act in case of reclassification or reclassification-cum-transfer from agricultural to non-agricultural purpose, and, in case of reclassification or

reclassification-cum-transfer from non-agricultural to agricultural class and across non-agricultural classes being assessed as per the Govt. notifications issued from to time.

Provided that the District Commissioner may for valid reasons may extend the time for payment of reclassification premium for another 30 days and during the interim period if the zonal value of the land in the area where the land is located is enhanced, then the owner shall pay reclassification premium as assessed on such enhanced zonal value.

6. After receipt of payment, the District Commissioner shall issue an NoC for reclassification or reclassification-cum-transfer.
7. In case, the total area intended to be reclassified or reclassified- cum-transferred is more than 50 Bighas, the District Commissioner will send the proposal in ILRMS to the Government, and only after approval of the Government is obtained, the District Commissioner will accord in-principle approval.
8. After receipt of the approval from Revenue & DM department District Commissioner shall complete the step 5 and 6 above.

Documents to be annexed as per application:

1. Up to date Land Revenue Paid Receipt.
2. Document showing justification as mentioned in section 4 of the Act for intended reclassification or reclassification -cum-transfer (wherever applicable)
3. Affidavit to the effect that the proposed land for reclassification or reclassification- cum-transfer shall be put to the permitted non-agricultural purpose within the stipulated period.
4. Photograph of buyer and seller (wherever applicable)
5. Declaration of consideration. In case of Flat area and apportionment of Land
6. Citizenship of purchaser (Certified copy of voter list/passport etc.) (wherever applicable)
7. Affidavit of buyer and seller or Power of Attorney Holder (wherever applicable)
8. Photo ID of buyer and seller (wherever applicable)
9. Power of Attorney copy if the seller is an Attorney Holder (wherever applicable)
10. Pattadar to submit affidavit in favour of PoA Holder (wherever applicable)
11. GMC/GMDA/Municipality/Town Committee receipt/occupancy certificate in case of flat

User Charge:Rs. 2000/- (in rural areas) and Rs. 3000/- (in town and peripheral areas)

Citizen Charter: Annexure-A

Principal Secretary to the Govt. of Assam,
Revenue & Disaster Management Department
Dispur, Guwahati- 06

Memo No. eCF No.565802/I/777771/2024-A Dated Dispur, the 20-10-2024
Copy to for kind information:

1. The Chairman, Assam Board of Revenue, Pan Bazaar, Guwahati-01.
2. 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, Rupnagar, 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

Annexure-A

Citizen Charter

	Designation of the designated public service	Designation of the Appellate Authority	Time limit for disposal	Documents to be enclosed along with the Application	Application fees
Offering Reclassification Suit	District Commissioner	Senior most Secretary, Revenue & DM Department	Mission Period	1.Up to date Land Revenue Paid Receipt. 2.Document showing justification as mentioned in section 4 of the Act for intended reclassification or reclassification -cum-transfer (wherever applicable) 3. Affidavit to the effect that the proposed land for reclassification or reclassification- cum-transfer shall be put to the permitted non-agricultural purpose within the stipulated period. 4. Photograph of buyer and seller (wherever applicable) 5. Declaration of consideration. In case of Flat area and apportionment of Land 6.Citizenship of purchaser (Certified copy of voter list/passport etc.) (wherever applicable) 7. Affidavit of buyer and seller or Power of Attorney Holder (wherever applicable) 8. Photo ID of buyer and seller (wherever applicable) 9. Power of Attorney copy if the seller is an Attorney Holder (wherever applicable) 10. Pattadar to submit affidavit in favour of PoA Holder (wherever applicable) 11.GMC/GMDA/Municipality/Town Committee receipt/occupancy certificate in case of flat	Rs.2000/ (in rural areas) and Rs.3000/- (in town and peripheral areas)