

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

**No. RDM-12011(17)/5/2022-LR-REV-R&DM/96 (e-file no: 234314).**

**Dated Dispur, the 11<sup>th</sup> November, 2022.**

**NOTIFICATION**

Declaration of services under Revenue & D.M. 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 Annual Patta (AP) land transferred from original AP holder**

Annual Patta (AP) is granted as per the provisions of Section 11 of ALRR, 1886. An Annual Patta Holder is not a Land Holder but a Settlement Holder to whom settlement of land is offered only for one year. Except for hereditary right, the AP Holder has no transferable right over the AP Land.

If any AP land is transferred in violation of the Rules, then a proceeding for non-renewal of the Annual Patta shall be initiated and the Annual Patta will be cancelled making the land Government land. The above proceeding can be initiated either on receipt of information or suo-moto. Once the AP land is made government, the land will be disposed or settled with eligible occupiers in the manner prescribed in Land Policy, 2019.

**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 or Driving License Card 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, after verifying the report, provides the date of hearing for non-renewal case and forwards to LM for notice generation.
5. In case no objection is raised within 30 days from the generation of the notice, the Circle Officer forwards the application to the DC Office for further processing.
6. Upon receiving approval from the Deputy Commissioner, Circle Officer accordingly converts the AP Dag to Govt. land.
7. If the applicant is eligible as per extant policies, then the application is processed for settlement of government land and issue of Periodic Patta after payment of applicable premium.

**Designated Public Servant (DPS):**

I/70472/2022

Deputy Commissioner

**Documents to be annexed with Application:**

1. Latest Land Revenue Receipt
2. Any supporting document to prove the transfer of land ownership from the original allottee.

**User Fees:**

User fees of Rs 50/-

**Citizen Charter:** Annexure-I

**(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/96 (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.

By orders etc.,

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

**Annexure-I****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>User Fees</b>
Settlement of AP land transferred from original AP holder	Deputy Commissioner	Commissioner & Secretary, Revenue & DM Department	<ol style="list-style-type: none"> <li>1. Latest Land Revenue Receipt</li> <li>2. Any supporting document to prove the transfer of land ownership from the original allottee</li> </ol>	Rs 50/-