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GOVERNMENT OF ASSAM  
REVENUE & DISASTER MANAGEMENT (REFORMS) DEPARTMENT  
ASSAM SECRETARIAT (CIVIL)  
BLOCK-E, GROUND FLOOR, DISPUR, GUWAHATI-06.  
Email ID: [revenueadm@gmail.com](mailto:revenueadm@gmail.com)



No.RRG.77/2021/48

Dated Dispur, the 14<sup>th</sup> March, 2022.

**ORDERS BY THE GOVERNOR**  
**NOTIFICATION**

**SUBJECT:** Declaration of services under Revenue & D.M. Department as per provision of the Section 4 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 & D.M. Department has been identified as Notified under Section 4 of the Assam Right to Public Services Act, 2012.

**Service Name: Allotment Certificate to Periodic Patta (AC to PP).**

An important service which is provided by the Revenue & Disaster Management Department is Issuance of Allotment. This service can be obtained in the Offices of the Circle Officers.

**Eligibility Criteria:**

Citizens who have been allotted Land by the Government as per Rule can apply for the Allotment Certificate to Periodic Patta.

**Designated Public Servant (DPS):**

Deputy Commissioner.

**Procedural Steps:**

The Applicant has to apply in Standard Application Format before the Circle Officer of the concerned Circle and endorse the same to the concerned Dealing Assistant/copyist. The Dealing Assistant/Copyist after verifying the application forwards to the concerned Lot Mandal. Lot Mandal physically verifies the land and submits the physical verification report to Supervisor Kanungo. Circle Officer verifies the Report submitted by Lot Mandal and Supervisor Kanungo and forwards to the Deputy Commissioner of the District. Deputy Commissioner then forwards the submitted application to the Branch Officer for his report. Based on the Report submitted by the Branch Officer, Deputy Commissioner gives the Final Order and Circle Officer accordingly assign new Dag new Patta and update the Chitha record.

**Documents to be annexed with Application:**

- i. Applicant must furnish complete details of the land including Dag No, Patta no, village name etc.
- ii. Allotment Certificate
- iii. Up-to date Land Revenue Receipt
- iv. Legal Heir Document, if not original allottee
- v. Trace Map of the Scheduled land
- vi. Chitha copy

**User Charges:** Nil.

**Time-line:** Ninety (90) working days.

**Sd/- (Avinash P Joshi, IAS)**  
Principal Secretary to the Govt. Of Assam  
Revenue & D.M. Department.

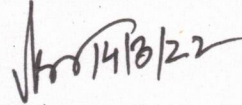
**Memo No.RRG.77/2021/48-A**

**Dated Dispur the 14<sup>th</sup> March, 2022.**

Copy to for information and necessary action:

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.
12. P.S. to the Commissioner & Secretary to the Govt. of Assam, Revenue & D.M. Department for kind appraisal of the Commissioner & Secretary

By orders etc.,



Under Secretary to the Govt. of Assam,  
Revenue & D.M. Department.



## Citizen Charter

Notified Public Service	Designated Public Servant (DPS)	Stipulated Time limit for providing the service	Designation of Appellate Authority	Time limit for disposal by the Appellate Authority	Documents to be enclosed along with the Application	User Charges
Allotment Certificate, Periodic Patta	Deputy Commissioner	90 (Ninety) working Days)	Commissioner, Revenue & DM	30 working Days	<ol style="list-style-type: none"> <li>1. Complete details of the land including Dag No, Patta no, village name etc.</li> <li>2. Allotment Certificate</li> <li>3. Upto date Land Revenue Receipt.</li> <li>4. Legal Heir Document, if not original allottee</li> <li>5. Trace Map of the Scheduled land</li> <li>6. Chitha copy</li> </ol>	Nil