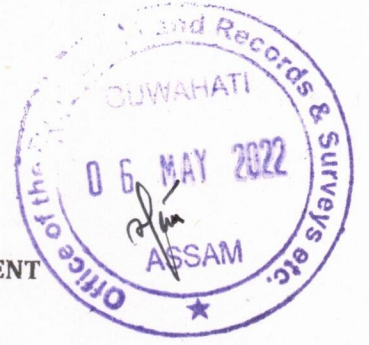


Signat
P. issue of memo in Guard file
for future records, website
08/15/2022



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



No.RRG.77/2021/46

Dated Dispur, the 14th 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: Conversion of Land from Annual Patta (AP) to Periodic Patta (PP).

Conversion is the process through which status of any land settled for one year (Annual Patta) is changed to longer tenure. Once the AP land is converted to PP land, the Land owner shall have a permanent, heritable and transferable right of use and occupancy in his land.

Procedural steps:

1. The application has to be submitted in prescribed format along with required documents to the concerned Circle Officer under whose jurisdiction the AP land falls.
2. On receipt of the application, the Circle officer will initiate the Conversion case and obtain a report from the concerned LM and SK about the land status. In parallel, Dealing Assistant generates Notice for the Conversion of the land.
3. Based on LM's Report, if the converted land belongs to town area than the case is forwarded to District Office and if the land belongs to village area than CO Gives order for premium.

Land belongs to village area:

Dealing Assistant generates the premium notice and payment for premium as per Govt. circular and once the premium is paid by the Applicant, Circle Officer passes the Final Order.

Land belongs to Town area:

Deputy Commissioner/Addl. Deputy Commissioner gives the first proceeding and forwards to Branch Officer for submission of Report of the scheduled land. Branch Officer then generates the premium notice and payment for premium as per Govt. circular. Once the premium amount is paid by the Applicant, DC/ADC passes the Final order and Circle Officer updates the land schedule as directed by DC/ADC.

Criteria/Conditions for Conversion of AP to PP:

As per the provisions of Rule 105 of Assam Land Records Manual, 1906 all applications for conversion should be inquired into and disposed of, as far as possible, within a period of three months from the date of receipt of the application. The following conditions need to be fulfilled in this regard:

- The land should be demarcated and actually surveyed.
- The land must be in a village which has been traversed, surveyed, mapped and classed.
- The land must be actually cultivated with some permanent crop or occupied for permanent residential purposes.
- Rule 23 of the Settlement Rules framed under the ALRR, 1886 provides that no new periodic patta shall be issued in respect of land within one chain (66 feet) of the 35 feet reservation along roads maintained by the State or the Union Government without special orders from the Govt.

- No new periodic pattas will be proposed or ordered to be issued, if there exists any dispute over possession or over prima facie title of the land in question.
- No new periodic pattas shall be proposed or ordered to be issued for lands within an area covered by a mining lease or situated within a town area or within 2 miles from the town area or within such distance from the town area as may be notified by the State Govt. from time to time, except under special orders of Govt. and on payment of such premium, if any, as may be fixed by Govt. from time to time.

Further, the conversion of Annual Lease into periodic will be limited to:

- The maximum area allowed to be held in rural area as per provisions of the Assam Fixation of Ceiling on land Holdings Act, 1956, as amended, inclusive of the periodic land already held by the family of the settlement holder;
- While granting conversion of A.P. into P.P. in rural area, no portion of land falling within 22.5 metres (75 feet) from the centre line of the P.W.D. Road / N.H. way and falling within 15 metres (50 feet) from the centre line of the roads other than P.W.D. Road / N.H. way will be converted into periodic.
- The land applied for conversion should be in the name of the original AP holder or his/her legal heirs. No conversion is admitted for the portion of AP land which is transferred in violation of Rules.

Designated Public Servant (DPS):

As per Rule 13 of the Rules under the Assam Land Revenue Regulation, 1886 (As amended)/ Government Land Policy, 1989 the conversion of Annual lease into Periodic shall be granted:

1. **Circle Officer:** In rural areas excluding the area falling within the radius of 15 KMs from the boundary in case of Gauhati Municipal Corporation and 5 KMs in case of other Municipal and revenue Towns.
2. **Deputy Commissioner:** DC of the District in respect of the area falling within the radius of 15 KMs from the boundary in case of Gauhati Municipal Corporation and 5 KMs in case of other Municipal and revenue Towns.
3. **Government:** In respect of the areas within Gauhati Municipal Corporation and other notified Municipal and Revenue Towns.

Documents to be annexed with Application:

1. Complete land details mentioning name of village, mouza, area, class of the land etc.
2. Latest Land Revenue Receipt
3. Copy of Annual Patta
4. Trace Map with proper demarcation
5. Chitha Copy of the scheduled land
6. Identity proof of the applicant

User Charge:

Sl No.	Service Name	Fees for Rural	Fees for Urban	Fees for GMC Area	15 KMs from the periphery of Guwahati City and within the radius of 5 KM from the periphery of any other Municipal Revenue towns
1	Conversion of Land from Annual Patta (AP) to Periodic Patta (PP)	Nil	For urban Rs500 per katha or its part thereof subject to maximum of Rs	For municipal Corporation areas Rs. 1000 per katha or its part thereof subject to maximum of Rs	For urban Rs300 per katha or its part thereof subject to maximum of Rs 3000/

			5000/	10,000/	
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Time-line: Ninety (90) working days.

Citizen Charter: Annexure-I.

Premium Charges:

Place / Areas	Residential Purpose	Trade / Commerce / Industry Purpose	Agriculture Purpose
Guwahati City	50% of the prevailing market price of the land	100% of the prevailing market price of the land	NA
Municipal & Revenue towns	50% of the prevailing market price of the land	100% of the prevailing market price of the land	NA
15 KMs from the periphery of Guwahati City and within the radius of 5 KM from the periphery of any other Municipal Revenue towns	50% of the prevailing market price of the land	100% of the prevailing market price of the land	50% of the prevailing market price of the land
In rural areas	Rs.40 per bigha	75% of the prevailing market price of the land	50% of the prevailing market price of the land

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

Memo No.RRG.77/2021/46-A

Dated Dispur the 14th 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.,

[Handwritten Signature]
14/3/22

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

[Handwritten Initials]

Citizen Charter

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
<p>1. Circle Officer: In rural areas excluding the area falling within the radius of 15 KMs from the boundary in case of Gauhati Municipal Corporation and 5 KMs in case of other Municipal and revenue Towns.</p> <p>2. Deputy Commissioner: DC of the District in respect of the area falling within the radius of 15 KMs from the boundary in case of Gauhati Municipal Corporation and 5 KMs in case of other Municipal and revenue Towns.</p> <p>3. Government: In respect of the areas within Gauhati Municipal Corporation and other notified Municipal and Revenue Towns.</p>	90 days	<p>1. In case scheduled land belongs to Rural areas: DC/ADC</p> <p>2. Within the radius of 15 KMs from the boundary in case of GMC and 5 KMs in case of other Municipal and revenue Towns: Commissioner</p> <p>3. within GMC and other notified Municipal and Revenue Town: Commissioner</p>	30 working Days	<p>i. Complete land details mentioning name of village, mouza, area, class of the land etc.</p> <p>ii. Latest Land Revenue Receipt</p> <p>iii. Copy of Annual Patta</p> <p>iv. Chitha Copy of the scheduled land</p> <p>v. Identity proof of the applicant</p> <p>vi. Trace Map with proper demarcation</p>	<p>User charges as mentioned in the notification</p> <p>1. User charge as mentioned in the notification</p> <p>2. Premium amount as mentioned in the notification</p>