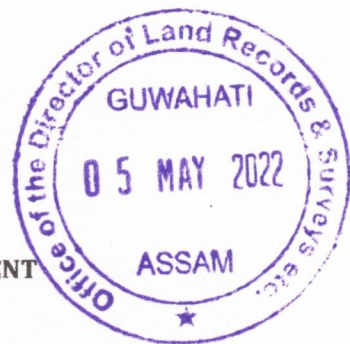


*Mr. Legu/Monalists*  
*ab*  
*05/03/2022*



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.77/2021/43

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: Field Mutation.**

Mutation means registration of name of a person in the Record of Right i: e: Jamabandi. The Field Mutation is done only in rural areas and should be carried out by the Circle Officer during field tours and by organizing Rajah Adalats (Revenue Courts) where large numbers of mutations are passed in the presence of Public. Section 53 (A) 1 of Assam Land Revenue Regulation 1886 & Rule 211 of Assam Land Records Manual 1906 prescribe the procedures for field mutation.

**Procedural steps:**

The applications for Field Mutation have to be submitted along with the other required documents such as Land Revenue Receipt and affidavit etc. in the Office of the Circle Officer of the Revenue Circle. On Receipt of the Application, The Lot Mandal physically verifies the land and write a proposal for the Field Mutation case. Supervisor Kanungo verifies the Report prepared by the Lot Mandal. Circle Officer, after verifying the report, gives the final order and passes the order for Chitha correction.

**Designated Public Servant (DPS):**

Circle Officer.

**Documents to be annexed with Application:**

- A. In case Mutation is sought on the basis of transfer of land by way of purchase, gift, Mortgage:
  - a. Original Registered Deed/Certified Copy of Deed Transfer.
  - b. Up-to-date land revenue receipt.
  - c. A declaration stating that applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holding Act, 1956.
- B. If Mutation is sought by way of inheritance:
  - a. Proof of death of the deceased pattadar.
  - b. An affidavit swearing that
    - i. Applicant is the son/daughter/wife/legal heirs of the deceased pattadar.
    - ii. Applicant has not transferred the property to any one earlier nor mortgaged/nor created any charge over the property to be mutated.
    - iii. The person to whom the applicant applied as successor had not transferred the property during his/her lifetime.
  - c. NoC obtained from DC in case of transfer of land (Not applicable in case of Mutation by inheritance)

*FCR No. 793950*  
*22336*  
*6/15/22*  
*2*  
*the D.L.R. Assam*

User Charge:

Sl No.	Service Name	Fees for Rural Areas	Fees for Urban Area	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	Field Mutation	Nil	Nil	Nil	NA

Time-line: Fifteen (15) working days.

Citizen Charter: Annexure-I.

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

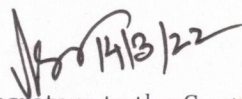
**Memo No.RRG.77/2021/43-A**

**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

S.No./Particulars	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
1. Mutation	Circle Officer	15 working days	Deputy Commissioner / Addl. Deputy Commissioner nominated by Deputy Commissioner	30 working Days	<p>A. In case Mutation is sought on the basis of transfer of land by way of purchase, gift, Mortgage:</p> <ol style="list-style-type: none"> <li>a. Original Registered Deed/Certified Copy of Deed Transfer.</li> <li>b. Up-to-date land revenue receipt</li> <li>c. A declaration stating that applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holding Act, 1956.</li> </ol> <p>B. If Mutation is sought by way of inheritance:</p> <ol style="list-style-type: none"> <li>a. Proof of death of the deceased pattadar</li> <li>b. An affidavit swearing that               <ol style="list-style-type: none"> <li>i. Applicant is the son/daughter/wife/legal heirs of the deceased pattadar.</li> <li>ii. Applicant has not transferred the property to any one earlier nor mortgaged/nor created any charge over the property to be mutated.</li> <li>iii. The person to whom the applicant applied as successor had not transferred the property during his/her lifetime.</li> </ol> </li> <li>c. NoC obtained from DC in case of transfer of land (Not applicable in case of Mutation by inheritance)</li> </ol>	Nil