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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.77/2021/51

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: Updation of contact number of pattadar.**

An important service which is provided by the Revenue & Disaster Management Department is the updation of Contact number of the pattadar in Land records. The mobile number of the pattadar can be updated under the service. This service can be obtained in the Offices of the Circle Officers.

**Eligibility Criteria:**

1. A pattadar or his/her legal heir or attorney holder or anyone having interest over the land.
2. Any individual/institution etc. who has been allotted Govt. land.

**Designated Public Servant (DPS):**

Circle Officer.

**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, after verifying the details, submits his remarks to Supervisor Kanungo. Finally Circle Officer verifies the remarks submitted by Lot Mandal and Supervisor Kanungo and gives the Final Order.

**Documents to be annexed with Application:**

- i. Applicant must furnish complete details of the land including Dag No, Patta no, village name etc.
- ii. Jamabandi Copy of the proposed Land.
- iii. Identity Proof of the Applicant

**User Charges:** Nil.

**Time-line:** 7 (Seven) 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.77/2021/51-A**

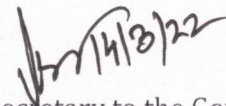
**Dated Dispur the 14<sup>th</sup> March, 2022.**


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.,

 14/10/22

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

## Citizen Charter

Annexure-I

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
updation of contact number of patta dar	Circle Officer	7 (Seven) working Days)	Deputy Commissioner	30 working Days	1. Complete details of the land including Dag No, Patta no, village name etc. 2. Jamabandi Copy of the proposed Land. 3. Identity Proof of the Applicant	Nil