

**GOVERNMENT OF ASSAM
REVENUE (REFORMS) & DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT (CIVIL): DISPUR
GUWAHATI-6**

No: RRG.36/2013/143

Dated Dispur the 30th May, 2020.

CORRIGENDUM

Please read the subject of the O.M. No. RRG.36/2013/128 dated Dispur the 18th January, 2020 as "Notification of Service Under Section-4 of Assam Right to Public Service Act, 2012 along with General Guidelines and standard procedure to be followed for providing Service of Issuance of Trace Map from Circle Office" instead of "General Guidelines regarding the standard procedure to be followed for providing Service of Issuance of Trace Map from Circle Office".

Sd/-

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

Memo No: RRG.36/2013/143-A

Dated Dispur the 30th May, 2020.

Copy to for kind information:-

- ✓ 1. The Chairman, Assam Board of Revenue, Panbazaar, Guwahati-01.
2. The Principal Secretary to the Autonomous Council (KAAC, DHAC, BTC).
3. All Commissioners of Division.
4. The Director of Land Records & Survey etc., Assam, Rupnagar, Ghy-32.
5. The Additional Secretary to the Govt. Of Assam, AR&T Department, Dispur, Ghy-6.
6. The Inspector General of Registration, Assam, Rupnagar, Ghy-32.
7. 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.

By orders etc.,

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

GOVERNMENT OF ASSAM
REVENUE(REFORMS)& DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT (CIVIL): DISPUR
GUWAHATI-6

No. RRG.36/2013/128

Dated Dispur the 18th January, 2020.

OFFICE MEMORANDUM

Subject : General guidelines regarding the standard procedure to be followed for providing service for Issuance of trace map from Circle Office.

Issuance of trace map from circle office:

An important service which is provided by the Revenue & Disaster Management Department is issue of trace map.

This service can be obtained in the offices of the Circle Officers and Assistant Settlement Officers where settlement operation is going on.

Eligibility criteria:

A pattadar or his/her legal heir or attorney holder or anyone having interest over the land can apply for issuance of trace map.

Procedure steps for issuance of trace map:

The applicant has to apply in standard application format affixing required court fee stamp before the Circle Officer/Assistant Settlement Officer of the concerned circle and he will endorse the same to concerned dealing assistant and assistant will send it to lot mandal. The lot mandal after copying it will send it to the Circle Officer/Assistant Settlement Officer for his signature for its delivery to the applicant through dealing assistant.

Documents to be annexed with application:

1. The applicant must furnish the complete details of the land for which copy of trace map is sought by him/her such as Patta no.,Dag no. and the name of the Revenue village and Mouza where the land is situated in the prescribed format.
2. He must furnish up-to-date Land Revenue Receipt/Land Revenue Clearance Receipt in respect of the land applied for.

Standard Application Form: As per Annexure-I.

User Charge: Rs.20/-

Citizen Charter: As per Annexure-II.

Sd/- (Kumar Sanjay Krishna, IAS)
Additional Chief Secretary to the Govt. of Assam,
Revenue & D.M. Department.
Dispur, Guwahati-6.

Memo No. RRG.36/2013/128-A

Dated Dispur the 18th January, 2020.

Copy for information and necessary action:

1. The Chairman, Assam Board of Revenue, Panbazaar, Guwahati-01.
2. The Principal Secretary to the Autonomous Council (KAAC,DHAC,BTC).
3. All Commissioners of Division.
4. The Director of Land Records & Survey etc., Assam, Rupnagar, Ghy-32.
5. The Inspector General of Registration, Assam, Rupnagar, Ghy-32.
6. Deputy Commissioners (All Districts)/Settlement Officers.
7. The Director of Land Requisition, Acquisition & Reforms, Assam, Rupnagar, Ghy-32.
8. All Sub-divisional Officers (Civil).
9. All Circle Officers.

By orders etc.,

Joint Secretary to the Govt. of Assam,
Revenue & D.M. Department,
Dispur, Guwahati-6.

o/c

Citizen
for
trace

CITIZEN CHARTER

Sl. No	Public service.	Designation of the Public servant.	Stipulated time limit for providing the service(in days).	Designation of the Appellate authority.	Time limit for disposal by the Appellate Authority.	Designation of the Reviewing Authority.	Time for disposal by the Reviewing Authority.	Documents to be enclosed along with the application.	User charges.
1.	Issuance of Trace Map	Circle Officer	5 Days	Additional Deputy Commissioner	30 Days	Deputy Commissioner	30 Days	1. Complete details of the land such as patta no., daag no., name of revenue villages or mouza where the land is situated. 2. Up-to-date land revenue receipt/ land revenue clearance receipt.	Rs. 20/-