

GOVERNMENT OF TRIPURA  
REVENUE DEPARTMENT  
(DIRECTORATE OF LAND RECORDS & SETTLEMENT)

NO.F.15(15)-DLRS/COMPUTER/08/SH/ 2178

Dated, Agartala,  
The ~~23rd~~ Aug. 2012.

To  
The Under Secretary,  
Government of Tripura,  
General Administration (AR) Department.

Sub:- Public Service Guarantee Act.

Sir,

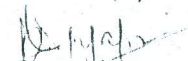
With reference to your letter No.F.13 (16)-GA (AR)/11, dated 17/10/2011 on the subject mentioned above, I am directed to inform you that Government in Revenue Department in consultation with the suggestion/views of the District Magistrates and Director, Land Records & Settlement has arrived at a decision in regard to maximum time limit for delivering services to the public.

Sl No.	Name of service	Time limit	Designated officer	Remarks
1	Permanent Residence Certificate (PRC)	-	-	May be deleted as PRTC is issued instead of PRC
2	Permanent Residence Certificate (for interview/stay in Tripura)	15days	SDM	
3	Income Certificate	7days	SDM/DCM/ DC	
4	ST Certificate	10days	SDM	
5	OBC Certificate (State)	30days	SDM	
6	OBC Certificate (Central)	30days	SDM	
7	Survival Certificate	30days	SDM	
8	Land Valuation Certificate	15days	SDM	
9	SC Certificate	30 days	SDM	
10	Mutation of land records	60days	SDM/DCM	
11	Copies of khatian/khasra	7days	DCM	
12		2days	DLRS	
13	Demarcation of land	45days	SDM	

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14	Attestation of uncontested mutations.	15days	DCM	
15	Birth Certificate	15days	Non-ADC area BDOs, ADC area SDMs	
16	Death Certificate	15days	Non-ADC area BDOs, ADC area SDMs	
17	Marriage Certificate	45days	District Registrar/ Sub-Registrar	Marriage Registration is done by District Registrar /Sub-Registrar after giving one month's notice to the parties.
18	Marriage recording	7days	SDM	
19	Certified copy of Citizenship Certificate (by birth)	7days	SDM	
20	Certified copy of SC Certificate	7days	SDM	
21	Certified copy of OBC Certificate	7days	SDM	
22	Certified copy of ST Certificate.	7days	SDM	
23	Certified copy of Birth Certificate	7days	Non-ADC area BDOs, ADC area SDMs	
24	Certified copy of Death Certificate	7days	Non-ADC area BDOs, ADC area SDMs	
25	Certified copy of Survival Certificate	7days	SDM	
26	Copy of Plot Map & other land Records	15 days	DLRS	

Yours faithfully,

  
Joint Secretary  
Government of Tripura  
Revenue Department