

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

No. F.6(536)-DSLR/DE/2011/SH/3549-82

Date: 9<sup>th</sup> March 2017

**NOTIFICATION**

It has been observed that the Revenue Department has issued several advisories relating to the delivery of Citizens Centric Services at different points of time. In order to compile these instructions in a singular notification, the present notification is being issued in supersession of earlier instructions laying down the time limits of disposal while delivering the services to the citizens.

Sl. No.	Name of service	Time limit	Designated Officer
01	Issue of Permanent Resident of Tripura Certificate (PRTC)	15 days	SDM
02	Issue of Income Certificate	15 days	SDM/DCM/DC
03	Issue of ST Certificate	10 days	SDM
04	Issue of OBC Certificate (State)	30 days	SDM
05	Issue of OBC Certificate (Central)	30 days	SDM
06	Issue of Survival Certificate	15 days	SDM
07	Issue of Land Valuation Certificate	15 days	SDM
08	Issue of SC Certificate	30 days	SDM
09	Mutation proceeding of Land Records	60 days	Dy. Collector & Magistrate (Revenue Circles)
10	Issue of certified copy of Khatian.	07 days	1. Dy. Collector & Magistrate (Revenue Circles) 2. Revenue Officer (DLRS HQ)
11	Issue of certified copy of Khashra.	02 days	Revenue Officer (DLRS HQ)
12	Issue of certified copy of manual khatian	15 days	Revenue Officer (DLRS HQ)
13	Demarcation of land.	45 days	Dy. Collector & Magistrate (Revenue Circles)
14	Attestation of uncontested	15 days	DCMs

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