

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

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

Date: 9th 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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