

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

No: RRG.36/2013/144

Dated Dispur the 30th May, 2020.

CORRIGENDUM

Please read the subject of the O.M. No. RRG.36/2013/129 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 Bakijai Clearance Certificate" instead of "General Guidelines regarding the standard procedure to be followed for providing Service of Issuance of Bakijai Clearance Certificate".

Sd/-

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

Memo No: RRG.36/2013/144-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.36/2013/129

Dated Dispur the 18th January, 2020.

OFFICE MEMORANDUM

Subject : General guidelines regarding standard procedure to be followed for providing service for issuance of Bakijai Clearance Certificate.

Issuance of Bakijai Clearance Certificate from the O/o The Deputy Commissioner:

One of the important services providing by the O/o The Deputy Commissioner under Revenue & D.M. Department, Govt. Of Assam is issuance of **Bakijai Clearance Certificate**.

This service can be obtained from the Deputy Commissioner's Office.

Eligibility Criteria:

1. Applicant should be an Indian Citizen having permanent residence in the District where from the applicant wants to get the service.
2. No Bakijai cases should be pending in his/her name and in the name of his/her close(immediate) relatives(father, mother, brothers, sisters) in the O/o The Deputy Commissioner.

Procedural steps for the service:

1. Applicant has to apply in the standard form of application affixing requisite court fee stamp in the PFC (Public Facilitation Centre) or in the Bakijai Branch of the O/o The Deputy Commissioner.
2. If the application is submitted in the PFC, the Counter-in-charge of the PFC will forward the same to the Bakijai Branch.
3. On receipt of the application directly in the Bakijai Branch or through PFC, the Assistant of the branch will make a search of the Bakijai Case Database if there is any pending Bakijai Case in his/her name or in the name of his/her relatives. If there is any pending case no such certificate will be issued and be intimated to the applicant.
4. After ascertaining that there is no pending Bakijai Case in the name of the applicant or his/her close relatives, the Assistant will take printout of the certificate (*generated from the software*) and put up to the Certificate Officer for issuance. *One passport-size photograph to be pasted in the Certificate to be issued and another photograph to be pasted in the duplicate copy of the certificate which will be preserved as office copy.*
5. After issuance of the certificate from the Certificate Officer, the certificate will be delivered to the PFC for onward delivery to the applicant.
6. The counter-in-charge of the PFC and Assistant of the Bakijai branch will maintain records of applications received and the certificates delivered to the PFC.

Documents to be annexed with the application:

With the complete filled in application, the applicant needs to submit following documents:

1. Up-to-date Land Revenue payment receipt/municipality tax payment receipt(whenever necessary).
2. 2(two) passport size photographs.
3. An affidavit duly sworn in to the effect that there is no pending Bakijai Case in his/her name and also in the name of his/her father, mother, brothers, sisters.
4. PAN card.
5. EPIC or certified copy of current voter's list(where EPIC is not available).

Standard application fee: 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.36/2013/129-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.

olc

Citizen Charter

Sl. No.	Notified Public Service	Designation of the designated 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 Reviewing Authority	Time limit for disposal by the Reviewing Authority	Documents to be enclosed along with the Application for issuance of trace map.	User Charge
1.	Bakijai Clearance Certificate	Certificate Officer	5(five) days	Additional Deputy Commissioner Settlement Officer(Where ver applicable)	30(Thirty) days	Deputy Commissioner	30(Thirty) days	Along with standard format petition with required court fee. up-to-date Land Revenue clearance receipt/ municipality tax payment receipt (where necessary). Pan Card, EPIC	Rs. 20/-