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29/8/2020

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o. BTC(E)World Bank/107/2017/11,

Dated Kokrajhar, the 2nd July, 2020

Sey (ARCT)

NOTIFICATION

The Bodoland Territorial Council is pleased to notify to include the following Citizen Centric Services under Assam Rights to Public Service Act, 2012 within the territory of Bodoland Territorial Council as per resolution no. (4.3) of Executive Council Meeting of BTC held on October, 2017 for the year 2020-21.

Sl. No.	Notified Public Service	Stipulated time limit for providing the service(Days)	Designation of Designated Public Servant	Designation of Appellate Authority	Time limit for disposal by Appellate Authority(Days)	Documents to be enclosed with the application	User charge, if any(in Rupees)
A. Land Records & Revenue Deptt.							
	Perfect partition in case of no objection from Co-pattadars.	90 days	Circle Officer	Director, Land Records & Surveys, BTC	30 days	1. Photo copy the original patta/Jamabandi where the applicants name is recorded as pattadar. 2. An affidavit stating that the applicant is in absolute possession of the quantum of land applying and his/her specific share over the plot of land. 3. Up to date Land Revenue paying receipt/ Clearance certificate.	Rs.100/- (in rural areas) ;Rs.1000/- (In Urban areas)
	Perfect partition in case of no objection from Co-pattadars.	60 days, if no objection from any person is filed during the proceeding.	Circle Officer	Director, Land Records & Surveys, BTC	30 days	A. In case Mutation (Registration) is sought on the basis of transfer of land by way of purchase, gift, Mortgage or in heritage along with the specified form with required court fee :-1. Photocopy of Original Registered Deed / certified copy of the deed of transfer. 2. Photocopy of up to date land revenue receipt / land revenue clearance receipt of the land for which the mutation (Registration) is sought. 3. A declaration stating that the Applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holding Act, 1956. B. If Mutation (Registration) is sought by way of inheritance. 1. Proof of death of the deceased Pattadar in whose place Mutation (Registration) is sought.2. An Affidavit (a) Swearing that the Applicant / Applicants is / are the son / daughter / wife / legal heirs of the deceased pattadar. (b) Swearing that the	Rs.200/- in urban areas and Rs. 50/- in rural areas. (nil in case of mutation sought by way of inheritance in rural areas.)

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Applicant / Applicants have not transferred the property to any one earlier nor mortgaged / nor created any charge over the property to be mutated. (c) Swearing that the person to whom the Applicants applied as successor had not transferred the property during his / her life time. 3. Copy of NOC obtained from D.C. in case of transfer of land. (Not applicable in case of prayer of mutation by inheritance).

B. AH & V Deptt.

3	Post Mortem Report	3 days [3 days after receipt of report from laboratory(when carcass of dead poultry/pigs are required to be sent outside the State for investigation in cases of Avian Influenza and Swine Fever)]	VAS/EO (Vety)	District Veterinary Officer	30 days	Species and breed, Sex, Age, Colour, Height, Identification mark (if any) Place of death.	Nil
4	Valuation certificate of animal/bird for insurance	15 days	VAS/EO (Vety)	District Veterinary Officer	30 days	Sex, Age, Nos. of location, Daily milk yield, Sex of calf at heel, Production recorded of sire/ Dam, Date of calving If pregnant- No. of month/days and expected date of delivery.	Nil

C. Skill, Employment & Entrepreneurship Deptt.

5	Registration of Name in Employment Exchange	3 days	Employment Officer/Asstt. Employment Officer	CHD, Skill, Employment & Entrepreneurship Deptt. BTC	30 days	List of original documents (To be shown) and attested copies thereof (to be submitted) at the time of applying for Registrationi.Proof of Residency (Discretion of A.D.E/ E.O/A.E.O.) ii. Age proof (Birth Certificate/ HSLC Admit Card/ School Certificate etc.) iii.Education qualification certificate. iv. Additional Qualification Certificates etc. v.Experience certificate if any. vi. Caste Certificate. vii. 3 copies of Self attested Passport size photographs.	Nil
6	Renewal of Registration of Name in Employment Exchange	3 days	Employment Officer/Asstt. Employment Officer	CHD, Skill, Employment & Entrepreneurship	30 days	List of original documents (To be shown) and attested copies thereof (to be submitted) at the time of applying for Registrationi.Proof of Residency	Nil

				Deptt. BTC		(Discretion of A.D.E/ E.O/A.E.O.) ii. Age proof (Birth Certificate/ HSLC Admit Card/ School Certificate etc.) iii. Education qualification certificate. iv. Additional Qualification Certificates etc. v. Experience certificate if any. vi. Caste Certificate. vii. 3 copies of Self attested Passport size photographs.	
D. Urban Development and Town and Country Planning deptt.							
7	Trade Licence	21 days	Executive Officer of Municipal Board/Town Committee	The CHD, Urban Development and Town and Country Planning deptt. BTC	30 days	i) Application in prescribed form ii) Registration Certificate/Deed iii) Rent agreement, if rented premises are used iv) Upto date Property Tax paid receipt v) Building Permission vi) SP (SB)/ SP (Traffic) report for trades as notified by Municipal Board viii) NOC from Fire Dept for trades as notified by Municipal Board	100/- for application and fee as notified by Municipal Board for different trade.
8	Erection of New Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2015	45 days	Member Secretary, Development Authority/Town Committee	CHD, Urban Development and Town and Country Planning deptt. BTC	30 days	The application shall be accompanied by the location plan, site plan, sub-division / layout plan, building plan, services plan, specifications and certificate of supervision, ownership title and other documents as may be prescribed by the Authority in accordance with the rules.	Under Development Authority area of jurisdiction: A. R.C.C. Building (1) Residential Building (a) Ground Floor Rs. 12 per sq. m. (b) subsequent floors Rs 12 per sq. m. (2) Commercial Building (a) Ground Floor Rs. 40 per sq. m. (b) subsequent floors Rs 40 per sq. m. B. Construction of Assam Type Building (1) Residential Building Rs. 8 per sq. m. (2) Commercial Building Rs. 30 per sq. m. C. Construction of Boundary Walls Rs. 6 per sq. m. Areas under Municipal Board/Town Committee: Rs.2.00 per sq.m. for Type-I, Rs.3.00 per sq.m. for Type-II, Rs.10.00 per sq.m. of plinth area for ground floor and additional

							Rs.2.00 per sq.m of floor area for each subsequent floors for Type-III.
9	Re-erection of Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014	45 days	Member Secretary, Development Authority/Town Committee	CHD, Urban Development and Town and Country Planning deptt. BTC	30 days	The application shall be accompanied by the location plan, site plan, sub-division / layout plan, building plan, services plan, specifications and certificate of supervision, ownership title and other documents as may be prescribed by the Authority in accordance with the rules.	Under Development Authority area of jurisdiction: A. R.C.C. Building (1) Residential Building (a) Ground Floor Rs. 12 per sq. m. (b) subsequent floors Rs 12 per sq. m. (2) Commercial Building (a) Ground Floor Rs. 40 per sq. m. (b) subsequent floors Rs 40 per sq. m. B. Construction of Assam Type Building (1) Residential Building Rs. 8 per sq. m. (2) Commercial Building Rs. 30 per sq. m. C. Construction of Boundary Walls Rs. 6 per sq. m. Areas under Municipal Board/Town Committee: Rs.2.00 per sq.m. for Type-I, Rs.3.00 per sq.m. for Type-II, Rs.10.00 per sq.m. of plinth area for ground floor and additional Rs.2.00 per sq.m of floor area for each subsequent floors for Type-III.
E. Transport Deptt.							
10	Driving Licence – Non Transport	30 days	District Transport Officer	Joint Commissioner Cum CHD of Transport deptt. BTC	30 days	1. The Learner's License already received before at least 30 days 2. Form No.5 if undergone institutional driving training 3. Recent 3 copies passport size photographs	1) Fees of Rs.250/- & Rs.50/- for each category of vehicles in cash at DTO's cash counter. 2) User charge of Rs. 88/- in cash at the cash counter for DL Smart printout.

11	Driving Licence – Transport	75 days including time limit of 45 days for Police verification report.	District Transport Officer	Joint Commissioner Cum CHD of Transport deptt. BTC	30 days	1. The Learner's License already received before at least 30 days 2. Form No.5 if undergone institutional driving training 3. Recent 3 copies passport size photographs.	1) Fees of Rs.250/- and Rs.50/- for each category of vehicles in cash at DTO's cash counter. 2) User charge of Rs. 88/- in cash at the cash counter for Driving Licence Smart card Printout.
12	Learner's Licence for Transport vehicle	15 days	District Transport Officer	Joint Commissioner Cum CHD of Transport deptt. BTC	30 days	a) Copy of one year old Driving Licence for LMV-Non Transport already held. b). Cass VIII pass certificate c) Passport size 3 copies recent photograph	Fee: Rs. 30/- for each category of vehicles in cash at DTO's cash counter. User charge: Rs. 30/- in cash at the cash counter for Learner Licence Printout.
13	Learner's Licence for Non Transport vehicle	15 days	District Transport Officer	Joint Commissioner Cum CHD of Transport deptt. BTC	30 days	1. For Address proof: Any one of following: (a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Ration Card (h) Employment Exchange Card (i) Certificate from Gazetted Officer (j) Proof of legal presence in India in addition to proof of residence in case of Foreigners. If unable to produce any of the above documents for sufficient reason, the Authority may accept and Affidavit sworn before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public. 2. For Age proof: Any one of following: (a) Electoral Roll b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) If unable to produce any of the above documents for sufficient reason, the Authority may accept and Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public. 3. Recent 3 copies passport size photo.	Fee: Rs. 30/- for each category of vehicles in cash at DTO's cash counter. User charge: Rs. 30/- in cash at the cash counter for Learner Licence Printout.

F. Health Deptt.

14	Issuance of Disability Certificate	15 days	Medical & Health Officer	Joint Director of Health Service of the District	30 days	Application in prescribed format duly filled correctly, together with i) 3 (three) copies of attested recent photographs ii) Proof of residence as mentioned in the application form. iii) Birth / age certificate of schools. iv) Educational documents. v) Occupation certificate. vi) Certificate as mentioned in 12(ii)(b) of the application form, if applicable. vii) Certificate as mentioned in 13 of the application form, if applicable.	Nil
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Memo No. BTC(E)World Bank/107/2017/11-A,

Copy to:-

1. SSO to Administrator, BTC, Kokrajhar
2. PS to the Chief Secretary to the Govt. of Assam for his kind appraisal.
3. PS to the Addl. Chief Secretary to the Govt. of Assam and APC, ARIAS Society for his kind appraisal.
4. The State Project Director, ARIAS Society, Agriculture Complex, Khanapara, G.S. Road, Guwahati-22 for favour of information.
5. P.S. to Principal Secretary, Administrative reforms & Training Deptt., Dispur, Guwahati-6 for his kind appraisal
6. The Commissioner & Secretary to the Govt. of Assam, Administrative Reforms & Training Department for subsequent Notification under ARTPS Act.
7. All Deputy Commissioner of BTC(Kokrajhar/Chirang/Baksa/Udalguri)
8. CHD of Land Records & Revenue deptt./AH & V deptt./Skill, Employment & Entrepreneurship deptt./ Urban Development & Town and Country Planning deptt./Transport deptt.and Health Family & Welfare Department deptt.
9. All Superintendents of BTC, Kokrajhar.

Sd/-
Principal Secretary
Bodoland Territorial Council,
Kokrajhar.
Dated Kokrajhar, the 2nd July, 2020

Sd/-
Principal Secretary
Bodoland Territorial Council,
Kokrajhar