

NO. F.34(126)REV/ALLOT/2016

GOVERNMENT OF TRIPURA

REVENUE DEPARTMENT

(L.R.CELL)

Dated, Agartala, 23<sup>rd</sup> July, 2016

**MEMORANDUM**

**Sub:- FOR PREPARATION OF ALLOTMENT PROPOSAL AGAINST  
INDIVIDUAL FAMILIES**

The undersigned is directed to convey following guidelines which are to be followed in connection with preparation of Land allotment statement for submission to the D.M. & Collectors or Revenue Department through proper channel. The below mentioned instructions are required to be strictly followed during preparation and submission of allotment proposals. The instructions are as below:-

1. Application (copy) of the petitioner is required to be submitted.
2. 3(Three) sets of proposals in prescribed proforma should be prepared out of which 1 (one) original form duly filled up with all detailed information must be sent.
3. The proposal must be initiated in favour of the head of the family, as per family ration card, not against any other member of the family.
- \*4. In case of ADC areas, proposal to be initiated in separate proposal sheet prescribed for TTAADC.
5. The proposal should contain clearly written plot nos., classification of the plot, land area in acres, assessed valuation of the land.
6. The present market value of the proposed land should be assessed and mentioned in the proposal. The rate of the land "per kani" should also be mentioned.

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o/c

*[Signature]*

7. The proposal should be duly recommended, containing signatures of concerned Tehsilder/Amin, Revenue Inspector, Deputy Collector, and Sub-Divisional Magistrate with proper seal. Recommendation of Sub-Divisional Land Allotment Committee is a must.
8. Signatures of all members(present in the meeting) of Sub-Divisional Land Allotment Committee should be there in the proforma along with proper seal.
9. Non encumbrance certificate issued by the Sub-Divisional Magistrate must be provided.
10. Copies of concerned khatian along with traced map showing the plot with colour must be attached.
11. Road side land must be curbed out which is necessary to be shown in the attached map.
12. If proposal is initiated against any Departmental land, NOC from concerned Department must be obtained & submitted.
13. If proposal is initiated against land under TTAADC area, concurrence of TTAADC authority should be availed.
14. Citizenship Certificate or any document as the proof of nationality status of the proposed allottees (husband and wife both), against whom the proposal has been initiated, should be submitted.
15. Proposal for allotment of land should be sent to the Revenue Department only which falls within 5 KM from Block HQ and 8 KM from Sub-Divisional HQ.
16. A proceeding sheet to be prepared duly signed by the DCM or SDM indicating details of
  - (i) Non encumbrance of the Land.
  - (ii) Existence/ non- existence of forest trees on the plot.
  - (iii) Number of proposed allottees.
  - (iv) Recommendation of Sub-Divisional Allotment Committee.
  - (v) Nationality status of the allottee.
  - (vi) Category of proposed families BPL or APL.
  - (vii) Miscellaneous information.
  - (viii) Whether proposed land falls within/outside 5 KM from from Block HQ and 8 KM from Sub-Divisional HQ.

17. Copy of family ration card against each of the proposed families.
- (i) Ration card must be clearly copied (both sides).
  - (ii) Whether BPL or APL or other category should be clearly shown.
18. Quantum of area to be proposed against each family in urban areas should be 0.04 acre and in Rural areas should be 0.06 acre, as per prevailing instructions from the Department.

  
(S.Rakshit)

Under Secretary to the  
Government of Tripura

To

1. All District Magistrate & Collectors, for information and necessary action.
2. The Director Land Records & Settlement, for information.
3. All Sub-Divisional Magistrate for information & necessary action.

Copy to:-

1. The PS to the Revenue Minister, for kind information.
2. The PS to the Secretary Revenue , for kind information