

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

GOVERNMENT OF TRIPURA

REVENUE DEPARTMENT

(L.R.CELL)

Dated, Agartala, 23rd 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.

Contd.page.1 of 2

o/c

[Handwritten 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

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

GOVERNMENT OF TRIPURA

REVENUE DEPARTMENT

(L.R.CELL)

Dated, Agartala, 23rd July, 2016

MEMORANDUM

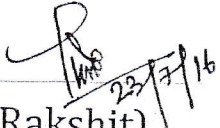
Sub:- FOR PREPARATION OF ALLOTMENT PROPOSALS AGAINST GOVERNMENT DEPARTMENTAL NGOs, PSUs, CENTRAL GOVERNMENT CONCERN ETC.

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. Copy of requisition letter from the requiring Department, NGO, PSUs, Central Government concerns etc must be submitted.
2. 3(Three) sets of proposals in prescribed perform should be prepared, out of which 1 (one) original form, duly filed up with all detailed information must be submitted.
3. In case of ADC areas, proposal to be initiated in separate proposal sheet prescribed for TTAADC.
4. The proposals should contain clearly written plot nos., classification of the plots, land area in acres, Assessed valuation of the land.
5. The present market value of the land must be mentioned with the approved rate per kani.
6. The proposals should be duly recommended containing signatures of concerned Tehsildar/Amin, Revenue Inspector, Deputy Collector, and Sub-Divisional Magistrate with seal. Recommendation of Sub-Divisional land Site Selection Committee is a must.
7. Signatures of all/present member of Sub-Divisional Site Selection Committee should be availed in the proforma along with proper seal.

Contd.page.1 of 2

8. Non encumbrance certificate issued by the Sub-Divisional Magistrate must be provided.
9. Copies of concerned khatian along with traced map showing the plot with colour should be attached.
10. Road said land/plot must be curbed out which is necessary to be shown in attached map.
11. If proposal is initiated against any Departmental land, NOC from concerned Department must be availed.
12. If proposal is initiated against land under TTAADC area, concurrence of TTAADC authority should be availed & submitted.
13. All Departmental proposals/ proposals in favour of NGOs, PSUs,/ Central Government concerns should be sent to Revenue Department for approval of the State Government.
14. A proceeding sheet must be prepared duly signed by the DCM or SDM indicating details as below
 - (ii) Non encumbrance on the land
 - (iii) Existence/ non- existence of forest trees on the proposed plot.
 - (iv) Recommendation of Sub-Divisional Site Selection committee.
 - (v) Miscellaneous information.


(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 Magistrates, 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

NO.F. 34(67)- REV/87
GOVT. OF TRIPURA
REV. DEPTT.
(L. R. CELL)

Dated. Agartala, the 28th DEC. 1998

M E M O R A N D U M
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With the creation of New District and Sub-Division it has been decided that Khas land either vacant^{or} under unauthorised occupation to individuals within the following Sub-Divisional Towns and in the area of 8 (eight) Kms from the office of the Sub-Divisional officer/ 5 (five) Kms from Block HQ. prior approval of the Government should invariably be obtained. This is in partial notification of the Memo. issued from this Department Vide NO.F. 23 (29)-REV/76 dated-28-8-1976 and No. F.23 (27)-REV/76 (SH) dated-20-12-1996.

<u>SL.NO.</u>	<u>Description of the place.</u>	<u>Description of the area.</u>
1.	Agartala	Agartala, Municipal area and 8 (eight) Kms from border of the Municipal area.
2.	District and Sub-Divisional HQs.	8 (eight) Kms. from the office of the Sub-Divisional officer/ District Magistrate.
3.	All Block HQs.	Within 5 (five) Kms. from the office of the BDO. approval of the District Collector will be sufficient except when the area falling in the defination of item (1), (2) & (5).
4.	In addition all land fallen under TTAADC area should be allotted with the prior approval of the TTAADC.	
5.	All Land falling in a belt of 3 (three) Kms. on bothsides of National Highway between Jirania to Bishalgarh via Agartala should be allotted with prior approval of the Government.	

^{sd/}
Illegible

Joint Scretary to the
Government of Tripura.

- To.
1. All DM& Collectors
 2. DSLR.
 3. All SDOs.
 4. All Settlement Officers
- All head of Deptts.

*Checked with original
D.L.*
13/01/04 (ASO)

(11)

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NO.F.4(h1)-RCC/87
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT
(L. R. CELL)

AGARTALA,
Dated, the 26th July, 1999.

To
The District Magistrate & Collector,
West/North/South/Dhalai District,
Agartala/Kailasahar/Ambassa/Udaipur.

The Director of Settlement and
Land Records, Govt. of Tripura,
Agartala

The Sub-Divisional Officer _____

The Settlement Officer _____

Subject :- Poverty Line of Income - Allotment of Land.

Sir,

The undersigned is directed to inform you
that as per decision taken by Department of Rural
Development a family who have an annual income upto
Rs. 11,000/- (Rupees Elevent thousand only) will be
trated as Below the Poverty Line of Income (B.P.L.).

Yours faithfully,

CB
26.7.99

(Mrs. C. DebBarma)
Under Secretary to the
Government of Tripura.

NO. F. 54(118)-Rev/78
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT

Dated, Agartala, the 24th March, 1979.

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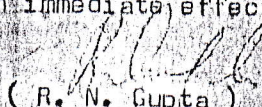
* MEMORANDUM *

Subject :- Site selection committees for selection of Government land required for various Government Department's and selection of land for acquisition for any Department's.

The undersigned is directed to say that the site selection committees as constituted and communicated by the P.W. Department vide their Memorandum No. F. 57(3)-PWD(W)/79 dated 17.2.79 for settling the location of Government buildings in District Head Quarters and Sub-Divisional Headquarters will also act as "site selection committees at District and Sub-Divisional level/ speedy selection of Government land required for various Government Department's. Recommendation of these committees may also be obtained while initiating proposal for acquisition of any land for any Department's".

The committees will meet as and when requested for the same by the requiring Department. The District Magistrate & Collector /Addl. District Magistrate & Collector and Sub-Divisional Officers will also be competent to call a meeting if considered necessary.

This will come into force with immediate effect.


(R. N. Gupta)
Secretary Revenue

Copy to :-

1. All Secretaries and Head of Departments.
2. All District Magistrate & Collector's _____
3. All Executive Engineers _____
4. All Superintendent of Polices _____
5. The Architect, P.W.D.
6. The Town and Country Planner,
7. All Sub-Divisional Officers _____
8. All Medical Officers of the District concerned, _____
9. All Divisional Forest Officers, _____
10. All Sub-Divisional Medical Officers _____
11. All Sub-Divisional Officers (P.W.D.) of the Sub-Divisional concerned,
12. All Land Acquisition Officers, _____
13. L.A. Branch, Revenue Department, with a copy of Memorandum

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NO. P. 57(3)-PWS(H)/79
GOVERNMENT OF TRIPURA
PUBLIC WORKS DEPARTMENT

Dated, Agartala, the 17th Feb'1978.

M E M O R A N D U M

Subject :- Site selection committees for works at District
Head quarters and Sub-Divisional Headquarters.

The undersigned is directed to state that the question of proper siting of buildings came up for discussions at a meeting held on 26.10.78 in the Council Room of the Civil Secretariat and attended by Chief Minister. It was decided that site selection committees should be set up for setting the location of Government buildings in District Headquarters and Sub-Divisional Headquarters.

2. The site selection committee for the District Headquarters will comprise of :-
1. District Magistrate/ A.D.M. of the District.
 2. S. P. of the District.
 3. Executive Engineer responsible for construction works at the District Headquarters.
 4. Senior most Medical Officer of the District concerned.

- * 3. The site selection committee for the Sub-Divisional Headquarters will comprise of :-
1. S.D.O. (Gen) of the Sub-Division.
 2. S.D.P.O.
 3. S.D.O. (PWS) Responsible for work at the Sub-Division Headquarters.
 4. Sub-Divisional Medical Officer or in his absence the senior most Medical Officer in Station.

4. i. In case of any new project costing Rs. 5 lacs or above the Architect and the Town Planner will be associated with the site selection committees.
- ii. When the building is for use by a department other than Revenue, Police, P.W.D. or Health, the local representative of the user department will be also co-opted as a member.
- iii. The meeting will be called for the D.M./A.D.M./S.D.O. who will also preside over the meeting. When the Architect Town Planner is needed, the date of the meeting will be intimated to him well in advance and fixed taking into account his convenience also.

5. These instructions will come into force with immediate effect.

This issued with the approval of the Chief Secretary.

Sd/- Illegible.
Chief Engineer.

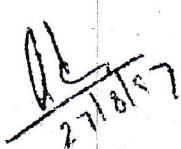
NO.F.34(22)-REV/96
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT
(L.R.CELL).

Dated, Agartala, the 28 th August, 1997

MEMORANDUM :

The Relief, Rehabilitation and Refugee Relief Department has communicated its decision vide letter No.1-RR/MISC/77-78 (C)/344 dated 29-7-1997 that all the lands at present recorded in the name of Relief & Rehabilitation Department, other the land within Antali P.L.Home under West District, should be recorded in the name of the Revenue Department.

District Magistrate & Collectors are instructed to ensure recording of land as above.


27/8/97
(Rakesh Ranjan)
Joint Secretary to the
Government of Tripura.

To

1. The District Magistrate & Collector, West District, Agartala, / South District, Udaipur, / Dhalai District, Ambassa/ North District, Kailashahar.
2. The Director of Land Records & Settlement, Government of Tripura, Agartala.
3. The Director Relief & Rehabilitation & Refugee Relief, Government of Tripura, Agartala.
4. The Sub-Divisional Officer, Sadar, Sonamura, Khowai, Udaipur, Amarpurn, Sabroom, Belonia, Kamalpur, Ambassa, Gandacherra, Longtharaivelley, Kailashahar, Charachogor , Kanchampur. Bishalragh.
5. The Settlement Officer, West District, Agartala, / South District, Udaipur, / North Dist. Kumarghat.

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NO. F.34 (41)-REV/2019
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT
(L.R.CELL)

1st November,
Dated, 30th October, 2019.

MEMORANDUM

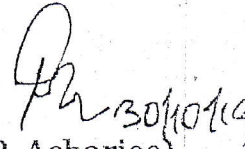
Subject:- Regarding issuance of allotment order in favour of individual families with premium.

Government land is allotted to individuals under section 12 of TLR & LR Act, 1960 read with TLR & LR Rules, 1961. As per the extant practice, the allottee gets the allotment order before paying the premium of allotment.

It has been noticed that after getting the allotment of government land with premium, some allottees are reluctant to pay the premium for the allotment, which causes loss to government revenue and inconvenience to revenue officers.

It has been decided that henceforth instead of allotment order, a demand notice shall be issued to the prospective allottee to pay the allotment premium within three months. Allotment order shall be issued only after the payment of premium in full by the allottee. If the prospective allottee fails to pay the premium in full in time, for whatever reason then the demand notice shall be cancelled and he shall be ineligible for being considered for allotment for next five years.

However, if the prospective allottee is eligible for allotment of government land without premium, then the demand notice may not be issued.


(P. Acharjee)
Joint Secretary
Government of Tripura

To:-

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

Copy to:-

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

NO.F.34(35)-REV/91.
GOVERNMENT OF TRIPURA,
REVENUE DEPARTMENT,
(L.R. CELL,)

Dated, Agartala the... 30-12-05

* M E M O R A N D U M *

Subs:- Allotment/Lease out of land to Non-Government Organization(NGO) on payment of premium.

Keeping the greater interest of the State Government in view, it has been decided by the Government in Revenue Department that the allotment/Lease out of Government Khas land in favour of any Non-Government Organization(NGO) should be on payment of premium at the prevailing rate as per TLR & LR Act, 1960 and TLR & LR (Allotment of land) Rules-1980 as Ammended.

All concerned are therefore requested to take appropriate action in the matter accordingly.

Yours faithfully,

(M. Chakraborty,)
Under Secretary to the
Government of Tripura.

To

1. The District Magistrate & Collector, West Tripura Dist. Agartala, /South Tripura Dist, Udairpur, /North Tripura Dist. Kailashahar, / Dhalai Dist. Ambassa.
2. The Director of Land Records & Settlement, Govt. of Tripura.

No.F.4 (1)-RCC/81
GOVERNMENT OF TRIPURA
REVENUE DEPARTMENT
(L.R.CELL)

Agartala, the 25th March, 1982.

MEMORANDUM

Subject: - Functioning of the Autonomous District Council Matters relating to Land Revenue & Land Reforms.

The matters relating to working arrangements within the Autonomous District Council area in relation to Revenue and Land Reforms has been considered by the Government and it has been decided that the revisional survey work suspended temporarily vide Revenue Department Letter No. F. 4(1)-RCC/81 dated 5th February, 1981 will be resumed immediately within the ADC Areas and the directorate of Settlement and Land Records will take immediate steps in this regard. The ADC may give advice, wherever necessary.

2. The allotment work in Autonomous District Council areas will be delinked from the Survey & Settlement work. All allotments will be made only after approval by the Council. For this purpose, while allotment proposals may be initiated at the panchayat level and send to S.D.Os. through Tehsils, as is the existing practice, the S.D.Os. will refer the proposal to the District Council and issue final orders only after receiving the concurrence of the District Council. The Council may set up Sub-committee with two or three members area-wise for scrutinising the proposals for allotment.

3. The allotment of land to the Government Department for Government institutions or for plantations under the Government corporations within the A.D.C. area will also be referred to the Council for concurrence.

4. In regard to restoration of lands alienated by the tribals, the existing statutory procedure will continue. The Council may, however, take up such cases with the appropriate authorities.

5. It is requested that all concerned may take necessary action accordingly.

Sd/-

(R.N.Gupta)

Commissioner of Revenue etc. & Secretary to the Govt.

To
All Collectors.
Director of L.R.Settlement.
All Sub-Division Officers.
All Settlement Officers.

Copy is forwarded to:-

1. The Chief Secretary, Govt. of Tripura for information.
2. The Principal Secretary, Govt. of Tripura.
3. The Chief Executive Officer, Tripura Tribal Areas Autonomous District Council.

...
Dated, Agartala, the 29th June, 1983.

MEMORANDUM

Subject:- Recording of land in the name of various Government Departments - Procedure therefor.

The question regarding the proper procedure to be adopted in recording of Government land in the use of different Government Departments was under consideration of the Government for sometime past. According to the existing practice Khatian is being opened in the name of each Department for the land in its use and also in respect of the land transferred by the government to various Departments under Clause 282 of G.F.R.

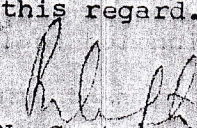
2. It has now been decided that, irrespective of the Department which may be in possession, land belonging to Govt. should be recorded in the name of Government and not in the name of that particular department. In other words, all such lands will belong to the government as a whole and no particular Department will claim propriety rights over it.

3. This principle should be adopted forthwith and Khatians should be opened for the lands in use of the different Departments with entry in column 13 of each khatian as under:-

"
ত্রিপুরা সরকারের পক্ষে
বিভিন্ন বিভাগের জমি"
"

4. Similar entries should also be made in respect of land acquired by any Department under L.A. Act or on donation etc.

5. The Director of Settlement & Land Records, Tripura is requested to take necessary steps in this regard.


(R.N. Gupta)
Commissioner of Revenue, Land
Reforms, Govt. of Tripura.

To
The D.S. & L.R., Tripura, Agartala.

Copy to all DMs and SDOs for information and necessary action.

Accepted