

Services provided by the Revenue Department

The Revenue Department reaches out the public at large by way of providing various services through field functionaries. The services are to be provided to the desirous applicant (s) within the stipulated period, failing which the concerned revenue field functionary is liable to punishment . The brief description of the services notified under Public Service Guarantee Act, is as under

i. DOMICILE CERTIFICATE

The Domicile Certificate is issued to the Domiciles of J&K under the Jammu and Kashmir Grant of Domicile Certificate (Procedure Rules) 2020 Following documents are notified for securing a PRC:-

- i. Application on the prescribed format/ online. The applicant has to approach the concerned Tehsildar for Issuance of the Certificate the application .
- ii) The Documents Required under various categories are listed in SO 166 of GAD Dated 18 May 2020

ii. Reserved Category Certificate

a) ALC/OSC/RBA

- i. Application on the prescribed format as provided in the Reservation Rules. The applicant has to approach the concerned Tehsildar for obtaining the service and the stipulated time period of providing the service is 15 days.
- ii. Affidavit in support of the application.
- iii. Extract of Khasra Girdawari /Misal-i-Haqiat /Jamabandi, continuously for not less than last 15 yrs.
- iv. Extract of Chowkidara/Chullah Bandi, continuously for the last not less than 15 yrs.
- v. Attested copy of Ration Card
- vi. Attested copy of Voter list

- vii. Income certificate, wherever applicable
- viii. Any other additional document as may necessarily be required under the Reservation Act and Rules made there under for satisfaction of the issuing authority

(b) SC/ST Certificate

- i. Application on the prescribed format as provided in the Reservation Rules. The applicant has to approach the concerned Tehsildar for obtaining the service and the stipulated time period of providing the service is 15 days.
- ii. Affidavit in support of the application.
- iii. Attested copy of Ration Card
- iv. Certified copy of Voter list
- v. Extract of Misal-i- Haqiyat /Jamabandi/ Shajra Nasab
- vi. Any other documents as may necessarily be required

iii. Dependent Certificate

- i. Application within the prescribed time. The applicant has to approach the concerned ACR/ADC and the stipulated time period for providing the service is 30 days.
- ii. Affidavit in support of the application.
- iii. Income Certificate, wherever applicable (to be issued by not below the rank of Assistant Commissioner Revenue concerned)
- iv. Death Certificate
- v. Certified /attested copy of Ration card.

iv. Income Certificate

- i. Application alongwith requisite fee. The applicant has to approach the concerned Tehsildar and the stipulated time period for providing the service is 30 days.
- ii. Copy of Ration Card
- iii. Salary Certificate, wherever applicable
- iv. Income tax certificate, wherever applicable

v. Revenue extracts like Khasra Girdawari/Jamabandi

vi. Any other additional documents as may necessarily be required to assess the income of the family.

v. Extract of Fard Intikhab

Application (alongwith requisite fee), indicating Khewat/Khata/ Khasra No. of the land in respect of which the Fard Intikhab is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

vi. Extract of Girdawari

Application (alongwith requisite fee) indicating Khasra No. of the land in respect of which the extract is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

vii. Extract of AKS -MASAVI / LATHA

Application (alongwith requisite fee) indicating Khewat / Khata /Khasra No. of the land in respect of which the extract is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

viii. Extract of Jamabandi

Application (alongwith requisite fee) indicating Khasra No. of the land in respect of which the extract is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days

ix. Attestation of Mutation

Application (alongwith requisite fee) indicating necessary details of the land and necessary documents required for a attestation of a particular type of mutation, like sale deed/gift deed/will deed etc. The applicant has to approach the concerned Tehsildar and the stipulated time period for providing the service is 30 days

Inheritance Mutation

Application from legal heirs, alongwith requisite fee. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 30 days

xi. Copy of Mutation

Application (alongwith requisite fee) indicating the Mutation Number. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

xii. Demarcation of Land

Application (alongwith requisite fee) indicating Khasra Number of the land, in respect of which the demarcation is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 30 days.

xiii. Extract of Tatima Shajra

Application (alongwith requisite fee) indicating Khasra Number of the land, in respect of which the Tatima Shajra is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 30 days.

xiv. NOC for construction of house from Nazool Department

Areas falling outside the vicinity of Abadi Deh

- i. Application on the prescribed format. The applicant has to approach the concerned Assistant Commissioner, Nazool/ Assistant Commissioner, Revenue for availing the facility and the stipulated time period for providing the service is 30 days.
- ii. Copy of the proposed site plan
- iii. Copy of the Fard Intikhab
- iv. Copy of the mutation attested in favour of the applicant.
- v. Tatima Shajra.
- vi. Copy of sale deed.
- vii. Copy of Jamabandi/R.O.R.

Areas within Abadi Deh

- i. Certified Copy of the sale deed
- ii. Old Documents indicating the way the land was transferred to the applicant.

- iii. Attested Copy of Ration Card
- iv. Attested Copy of PRC
- v. Copy of connection of electricity and Water supply
- vi. Any other document to establish the possession/ownership of the applicant on the Abadi Deh land.
- vii. Affidavit of the applicant/owner indicating the way ownership has been obtained
- viii. Statements of the locals to be recorded by the designated authority.

In respect of Nazool land

- i. Valid allotment/lease order of the competent authority.
- ii. Proposed site plan/map.
- iii. Copy of the mutation showing wasidari rights.
- iv. Copy of lease deed alongwith Tatima Shajra.

xv. Copy of Voter list

Application alongwith requisite fee indicating necessary details

regarding the name of elector and name and number of the Polling Station etc. The applicant has to approach the concerned Tehsildar or Election Naib Tehsildar and the stipulated time period for providing the service is 05 days.

xvi. Marriage Certificate under Hindu Marriage Act

Documentary/oral evidence as prescribed under relevant

norms/rules/laws in force. The applicant has to approach the concerned Tehsildar (Registrar) and the stipulated time period for providing the service is 05 days.
