

## Revenue Services (15)

| Sl. No. | Name of Public Service  | Given Time limit   | Designated Officer               | Appellate Authority | Revisional Authority |
|---------|---|--|----------------------------------|---------------------|----------------------|
| 1       | 2   | 3  | 4                                | 5                   | 6                    |
| 1       | Disposal of applications for issue of Scheduled Caste (SC) Certificates | 30 days<br>(from the date of receipt of the application) | Tahasildar /<br>Addl. Tahasildar | Collector           | RDC                  |
| 2       | Disposal of applications for issue of Scheduled Tribe (ST) Certificates | 30 days<br>(from the date of receipt of the application) | Tahasildar /<br>Addl. Tahasildar | Collector           | RDC                  |
| 3       | Disposal of applications for issue of OBC Certificates                  | 30 days<br>(from the date of receipt of the application) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 4       | Disposal of applications for issue of SEBC Certificates                 | 30 days<br>(from the date of receipt of the application) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 5       | Disposal of applications for issue of Legal Heir Certificates           | 30 days<br>(from the date of receipt of the application) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 6       | Disposal of applications for issue of Residence certificates            | 15 days<br>(from the date of receipt of the application) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 7       | Disposal of applications for issue of Income certificates               | 15 days<br>(from the date of receipt of the application) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 8       | Issue of certified copy of RoR  | 3 days<br>(from the date of receipt of the application)  | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 9       | Disposal of uncontested mutation cases                                  | 90 days<br>(from the date of receipt of the application) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |
| 10      | Disposal of cases u/s 8 (A) of OLR Act                                  | 60 days<br>(from the date of receipt of                  | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector       | Collector            |

|    |   |  |  |               |                          |
|----|---|--|--|---------------|--------------------------|
|    |   | the application)   |  |               |                          |
| 11 | Partition of land on mutual agreement of all co-sharers u/s 19 (1) (C) of OLR Act             | 180 days<br>(from the date of receipt of the application)  | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector | Collector                |
| 12 | Disbursement of Ex-Gratia by Tahasildars  | 90 days<br>(from the date of approval subject to availability of funds)  | Tahasildar   | Sub-Collector | Collector                |
| 13 | Disposal of application for issue of Solvency Certificate for an amount upto Rs.5 lakh        | 30 days<br>(from the date of receipt of the application) (excluding the period taken for disposal of objections, if any) | Tahasildar/<br>Addl. Tahasildar  | Sub-Collector | Collector                |
| 14 | Disposal of applications for issue of Solvency Certificate for an amount exceeding Rs. 5 lakh | 30 days<br>(from the date of receipt of the application) (excluding the period taken for disposal of objections, if any) | Tahasildar/<br>Addl. Tahasildar<br><br><i>(subject to approval of Sub-Collector)</i> | Collector     | RDC                      |
| 15 | Disposal of applications for issue of Guardianship Certificate (By Collectors)                | 45 days<br>(from the date of receipt of the application) (excluding the period taken for disposal of objections, if any) | Collector  | RDC           | Member, Board of Revenue |

## Registration Services (16)

| Sl. No. | Name of the Service   | Given Time limit   | Designated Officer                                      | Appellate Authority       | Revisional Authority      |
|---------|---|--|---|---------------------------|---------------------------|
| 1       | 2   | 3  | 4   | 5                         | 6                         |
| 1       | Registration of documents   | 3 days<br>(from the date of receipt of the application)  | DSR/SR  | DR-cum-ADM                | IGR                       |
| 2       | Issue of Encumbrance Certificate  | 7 days<br>(from the date of receipt of the application)  | DSR/SR  | DR-cum-ADM                | IGR                       |
| 3       | Issue of Certified Copy of previously registered documents  | 7 days<br>(from the date of receipt of the application)  | DSR/SR  | DR-cum-ADM                | IGR                       |
| 4       | Registration along with issue of marriage certificate under Spl. Marriage Act (where no objection received) | 40 days<br>(from the date of receipt of the application) | DSR/SR  | DR-cum-ADM                | IGR                       |
| 5       | Registration along with issue of marriage certificate under Spl. Marriage Act (where objection received)    | 70 days<br>(from the date of receipt of the application) | DSR/SR  | DR-cum-ADM                | IGR                       |
| 6       | Registration of Societies (where one district is involved)  | 30 days<br>(from the date of receipt of the application) | Addl. Registrar of Societies (ADM)                      | IGR                       | Land Reforms Commissioner |
| 7       | Registration of Societies where one district is involved (State Level Society)                              | 90 days<br>(from the date of receipt of the application) | IGR   | Land Reforms Commissioner | Member, Board of Revenue  |
| 8       | Certified copy of the document filed u/s 89 of Registration Act, 1908                                       | 7 Days<br>(from the date of receipt of the application)  | DSR/ SR   | ADM-cum-DR                | IGR                       |
| 9       | Registration of Partnership Firm  | 90 Days<br>(from the date of receipt of the application) | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |

|    |  |  |   |                           |                           |
|----|--|--|---|---------------------------|---------------------------|
| 10 | Amendment of Registered Partnership Firms  | 30 Days<br>(from the date of receipt of the application) | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |
| 11 | Dissolution of Partnership firm  | 45 Days<br>(from the date of receipt of the application) | Registrar of Firm (IGR) or Officer delegated with power | Land Reforms Commissioner | Member, Board of Revenue  |
| 12 | Certified copy of Certificate of Firm  | 7 Days<br>(from the date of receipt of the application)  | IGR   | Land Reforms Commissioner | Member, Board of Revenue  |
| 13 | Amendment of Registered Society (District Level)   | 30 Days<br>(from the date of receipt of the application) | Addl. Registrar of Societies (ADM)                      | IGR                       | Land Reforms Commissioner |
| 14 | Amendment of Registered Society (State Level)  | 60 Days<br>(from the date of receipt of the application) | IGR   | Land Reforms Commissioner | Member, Board of Revenue  |
| 15 | Issue of certified copy of certificate of Society Registered, Certified Copy of Bye-laws of Society registered and Certified Copy of Memorandum of Society Registered within last ten years (District Level) | 7 Days   | Addl. Registrar of Societies (ADM)                      | IGR                       | Land Reforms Commissioner |
| 16 | Issue of certified copy of certificate of Society Registered, Certified Copy of Bye-laws of Society registered and Certified Copy of Memorandum of Society Registered within last ten years (State Level)    | 7 Days   | IGR   | Land Reforms Commissioner | Member, Board of Revenue  |