

SOUTH DISTRICT ADMINISTRATION

The South District with its head quarter at Namchi is headed by the District Collector who is in charge of the overall administration of the district and co-ordinates the functioning of all other state government departments and PSUs within the district.

The Office of the District Collector has several sections which are supervised by various officers of the rank of Sub-Divisional Magistrates and Deputy Director. The District Collector is supported by the Additional District Collector who looks after certain sections of the Collectorate.

The Collectorate has set out standards of service delivery to the public. For easy understanding of the works dealt with by the Collectorate and the processes involved, a **Citizen's Charter** as under has been drafted:

ISSUE OF CERTIFICATES:

1. CERTIFICATE OF IDENTIFICATION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER/ STAFF & PROCESS	TIME FRAME
1. SSC/ COI of guardian 2. Copy of parcha of the applicant / guardian 3. Proof of Age: <ul style="list-style-type: none"> • Birth Certificate • School Certificate • Electoral Identity Card • Age Certificate 4. Unmarried Certificate (three months validity) in case of unmarried women 5. Marriage Certificate- in case of married women from outside the state 6. Death Certificate of Guardian (in case of death) 7. PP sized photographs- Applicant- 4 nos Guardian- 1 no	Additional District Collector	Confidential Assistant Filled up Application Form is submitted to ADC/South Confidential Assistant Reader, SP/South ADC/South Confidential Assistant DSP/Special Branch Confidential Assistant ADC/South Confidential Assistant ADC/South	1 month

- 2. RESIDENTIAL CERTIFICATE: Residential Certificate is issued mainly for the following three purposes. Application should be in plain paper and has to be submitted to the Single Window with the following documents:**

PURPOSE	REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
I. Higher Education of children outside the state	1. Application 2. SSC/COI of Father 3. Date of Birth Certificate 4. Proof of Address if residing elsewhere (i) Electoral ID Card (ii) Ration Card 5. PP sized photographs- 2 nos.	SDM/HQ	OS, LDC	1 hour
II. Recruitment in Army	--do--	--do--	--do--	
III. Contractors' Enlistment	1. Application 2. SSC/COI 3. Proof of Address if residing elsewhere (i) Electoral ID Card (ii) Ration Card . PP sized photographs- 2 nos	--do--	--do--	1 hour

- 3. GORKHA CERTIFICATE: This Certificate is issued for recruitment in the Army/Navy/Air Force**

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. COI/SSC 3. Birth Certificate 4. Recommendation of the GPU	SDM/HQ	OS, LDC	1 hour

- 4. SNT SUPERVISION CHARGES ON TRANSPORTATION OF HOUSE BUILDING MATERIALS:**

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
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1. Application 2. Parcha of the applicant 3. Recommendation of the GPU	SDM/HQ	OS, LDC	1 hour
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5. RELIGION CERTIFICATE:

This Certificate is issued for recruitment in the Army/Navy/Air Force

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. COI/SSC 3. Birth Certificate 4. Recommendation of the GPU	SDM/HQ	OS, LDC	1 hour

6. CHARACTER CERTIFICATE:

This Certificate issued for recruitment in the Army/Navy/Air Force and for seeking employment in PSUs

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. Police Verification 3. NOC from Court Inspector 4. Recommendation of the GPU	SDM/HQ	OS, LDC	1 hour

7. RAFFLE PERMISSION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. Copy of NGO's Registration 3. 5% Royalty	SDM/HQ	OS, LDC	1 hour

8. MELA /TRADE FAIR PERMISSION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
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1. Application 2. Clearance from Sports & UDHD 3. NOC from Fire Deptt. 4. NOC from Power Deptt.	SDM/HQ	OS, LDC	1 hour
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9. DONATION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application	SDM/HQ	OS/LDC	1 hour

10. NATURAL CALAMITY (Ex-gratia): Relief is provided to the victims of natural calamity under the Central Relief Fund as per admissible norms prescribed by the Government of India

TYPE OF CALAMITY	REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER	TIME FRAME
1. House damage	Application for grant of relief along with verification of concerned RS and Panchayat in prescribed format	SDM/HQ	DPO/DRM	10 days
2. Crop Damage	Application for grant of relief along with verification of concerned VLW and Panchayat in prescribed format	--do--	--do--	--do--
3. Fire	Application for grant of relief along with verification of RS, POLICE or FIRE SERVICE, concerned Panchayat in prescribed format	--do--	--do--	--do--
4. Livestock	Application for grant of relief along with verification of concerned STOCKMAN (AH&VS) and Panchayat in prescribed format	--do--	--do--	--do--

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CITIZEN'S CHARTER OF THE LAND REVENUE SECTION

The Land Revenue Section at the District Collectorate deals with Mutation and Acquisition of land, Registration of land, firm, mortgage, lease deed, Deed of Agreement, Power of Attorney and the Land Bank Scheme. Therefore, the two sections viz,

- 1) the Land Revenue Section headed by the Deputy Director, Revenue Officer and their team of Revenue Inspectors, Head Surveyors and Village Level Officers/Amins.
- 2) the Registration Section is headed by the Sub-Divisional Magistrates, Registration Clerk and staff.

I. MUTATION OF LAND:

There are four types of Mutation:

- 1) By inheritance of ancestral property
- 2) By registration of a purchased or gifted land
- 3) By acquisition of land by the Government
- 4) By Court Case

Procedure:

- (a) Applications are received along with a Bank receipt of Rs.300/- as Survey fee for the demarcation of land.
- (b) Verification of land is done by the concerned Village Level Officer (VLO) or Revenue Supervisor. The Spot Verification Report is submitted by them.
- (c) A one month Notice is issued. During this period No Objection Certificates are to be obtained from the concerned Gram Panchayat, family members, boundary holders and organizations like MPCS etc.
- (d) Approval for mutation is taken after receipt of the requisite documents from Deputy Director(L/R).
- (e) Updating of record and correction in map is made.
- (f) The parcha is issued after the correction of records in the Office.
- (g) A copy of the Mutation Order is sent to the concerned VLO for correction of the Khasra and Khatiyan in the concerned Revenue Circle.

Time Taken:

1 month time during the Notice period +1 day for processing of documents.

II. LAND ACQUISITION

Procedure:

Serial Number	Procedure	Time Taken (days)
1.	Preliminary Survey	7
2.	Notice issued to concerned land owners	15
3.	Receipt of Form A Rule 3 from Acquiring Agency	7
4.	Submission of draft of Notification u/s 4(1) of Land Acquisition Act-I,1894 to the Head Office and publication of the Notification in the Government Gazette by the Secretary LR&DMD	30
5.	Public Notice issued u/s 5'A'	30
6.**	Submission of draft of Declaration u/s 6 of Land Acquisition Act-I,1894 and publication in the Government Gazette by the Secretary,LR&DMD	45
7.	Request of Order of Acquisition and approval of the Government for the acquisition	20
8.	Survey and demarcation of the proposed land for acquisition	6
9.	General Notice Clause (I)&(II) and (III)& (IV) u/s 9 of the Land Acquisition Act-I,1894	30
10.	Hearing of Claims and Objections from parties upon the proposed land to be acquired	15
11.	Submission of draft of Award Declaration u/s 11 of the Land Acquisition Act-I,1894 and approval of the Government	60
12.	Disbursement of Compensation	-
13.	Handing and taking over of land between the acquiring agency and the landowners	7
14.	Mutation of acquired land and issue of Parcha	2
Total time taken: 274		

**** In case the process for the acquisition takes more than 2 years till this level, the whole process is to be followed from Serial number 1 onwards.**

III. REGISTRATION –GENERAL

Registration is carried out by the Office of the Sub-Registrar for:

Types of Registration	Dealing Officer	Supporting Staff
Land Registration	SDM, Namchi	RC, LDC
Lease Deed	---do---	---do---
Gift Deed	---do---	---do---
Power of Attorney	---do---	---do---
Deed of Agreement	---do---	---do---
Firm Registration	SDM,HQ	---do---
Mortgage Deed	---do---	---do---

LAND REGISTRATION

No Objection Certificates required :

- 1) NoC from concerned Gram Panchayat.
- 2) NoC from the DFO(T) in case of land adjoining Forest areas.
- 3) NoC from the State Bank of Sikkim,Namchi.
- 4) NoC from SISCO Bank, Namchi
- 5) NoC from SABCO,Gangtok
- 6) NoC from Khadi Board, Gangtok
- 7) NoC from MPCs in the GPU.
- 8) NoC from the boundary holders countersigned by the Ward Panchayat.
- 9) NoC from the family members as declared in the Affidavit countersigned by the Ward Panchayat.

Other documentation to be enclosed:

- 1) Affidavit of Seller

- 2) Spot verification report
- 3) Sikkim Subject Certificate/Col of Buyer
- 4) Khazana Receipt
- 5) Dhan Rasid
- 6) Parcha of land to be sold.
- 7) Unmarried Certificate(in case land is being gifted by the girl's family)
Or If married, Sikkim Subject Certificate or Col of husband

For Firm registration ,additional documents required are:

- 1) NoC from Deputy Commissioner,IT&CT
- 2) NoC from Bazaar Officer,UD&HD
- 3) NoC from DIC,Jorethang
- 4) NoC from House owner

For Mortgage, additional documents required are:

- 1) Non-encumbrance Certificate
- 2) NoC from UD&HD

For Lease Deed, additional documents required are:

- 1) Consent letter from the Industries Department
- 2) NoC from the Pollution Control Board
- 3) Enlistment of the Company with the Law Department under the Companies Act of the State of Sikkim
- 4) Memorandum of Association
- 5) List of Board of Directors where 50% and above should be SSC holders.
- 6) Antecedent of the lessee
- 7) Intention Report of the Company should include the criteria set for opportunities for employment of locals
- 8) Should not violate Revenue Order 1- If so, conditions and reasons thereof.

Time Period:

- 1) Firm Registration: NIL
- 2) Power of Attorney: NIL
- 3) Deed of Agreement: NIL
- 4) Mortgage: 15 days + 1 day for processing of documents*
- 5) All other registrations: 1 month +1 day for processing of documents*

(provided that all requisite documents have been submitted)*

IV. LAND BANK SCHEME

The State Government has initiated the Land Bank Scheme vide Notification no.388/LR dated 13.08.1997.

The main objective of this scheme is to provide land to the landless citizens of Sikkim. More than 400 families of South District have benefited under this scheme and have been provided with half an acre of land.

Process:

- (a) Applications are received in the prescribed format along with “No landed Property Certificates” from the concerned Revenue Supervisors, Sikkim Subject Certificate / Certificate of Identification, Panchayat recommendation and a copy of the Parcha of the proposed seller of the land.
- (b) Verification of the application is made by the Office of the Deputy Director (L/R) /Concerned Head Supervisor.
- (c) Thereafter, applications received for a particular fiscal year are compiled.
- (d) The names of the applicants are enlisted and forwarded to the Secretary, LR&DMD for financial sanction and approval.
- (e) After the required fund has been sanctioned, the list of beneficiaries is sent back to the District office.
- (f) Allotment orders are prepared and issued by the District Collector to the beneficiaries either during the Janata Melas or from the Office of the District Collector itself.
- (g) Once land has been identified by the beneficiary and the seller of the land agrees to the transaction, the registration process is carried out as per the norms. Approval of the District Collector is taken for final registration of the land under the Land Bank Scheme.

Other Certificates issued by the Land Revenue Section include:

1. Non-Encumbrance Certificate

- (a) Application along with Bank Receipt of Rs.20/-
- (b) Copy of Parcha
- (c) Verification Report of concerned Revenue Surveyor
- (d) Khazana Receipt

2. Property Certificate

- (a) Application along with Bank Receipt of Rs.20/-
- (b) Copy of Parcha
- (c) Khazana Receipt

3. Search Certificate

- (a) Application along with Bank Receipt of Rs.120/-
- (b) Copy of land parcha and Sale Deed Document if the land is not an ancestral property
- (c) Khazana Receipt

EXPLOSIVES:

The District Collector is the Controlling Authority in respect of possession and use of explosives within the district under the **Explosives Rules, 2008**. No Objection Certificate is to be obtained from the District Collector by the applicant desiring to possess and use explosives enclosing the following documents:

1. Application in Form AE-12
2. Copy of Contractor's Enlistment
3. Site Plan of the magazine house
4. Copy of Parcha/ Lease Deed/ NOC from land owner
5. Undertaking
6. B.R. of Rs. 150/- (Processing Fee)
7. Publication of one month's Notice in two local newspapers on the applicant's cost
8. Verification of antecedent of the applicant through Police

TIME FRAME – 45 days

REGISTRATION OF MARRIAGES

Types of Registration	Documents required	Dealing Officer	Supporting Staff
Hindu Marriage under Hindu Marriage (Sikkim)Rules	<ol style="list-style-type: none"> 1. Application Form 2. PP sized photographs – 4 each 3. Birth Certificate of bride & groom 4. Residential Certificate/COI/ SSC/ any other Certificate to prove nationality and residential address 5. Death Certificate in case of widow/ widower 6. Degree/Order from competent court in case of divorce 7. Panchayat Report 8. Police Verification to be done on submission of Form A 9. B.R. of Rs. 20/- for Marriage Certificate <p style="text-align: center;">TIME FRAME – 45 days</p>	ADC	Court Peshkar
Civil Marriage	<ol style="list-style-type: none"> 1. Application Form – 6 nos. 2. PP sized photographs – 4 each 3. Birth Certificate of bride & groom 4. Residential Certificate/COI/ SSC/ any other Certificate to prove nationality and residential address 5. Death Certificate in case of widow/ widower 6. Degree/Order from competent court in case of divorce 		

	7.Panchayat Report TIME FRAME – 45 days		
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