

**GOVERNMENT OF ASSAM
REVENUE & D.M. DEPARTMENT: REFORMS BRANCH
DISPUR, GUWAHATI – 781 006**

No. RDM-12011(17)/5/2022-LR-REV-R&DM/101 (e-file no: 234314).

Dated Dispur, the 11th November, 2022.

NOTIFICATION

Declaration of services under Revenue & D.M. Department as per provision of the Section 4 of the Assam Right to Public Services Act, 2012.

With a view to supply the delivery of Public Service to the eligible citizens within stipulated time limit, the following service of the Revenue & D.M. Department has been identified as Notified under Section 4 of the Assam Right to Public Services Act, 2012.

Service Name: e-Khazana

Every pattadar/Co-pattadar must pay a Land Revenue amount/Khazana on yearly basis against their respective Dags of the scheduled land.

Procedural steps:

1. The applications for " e-Khazana (For Tehsildari Areas)" can be submitted online along with the required documents by self or through PFC/CSC available across Assam.
2. Before submitting the online application form, the applicant needs to complete the e-KYC process through Aadhaar or PAN Card on a voluntary basis.
3. Once an application is submitted LM will verify the authenticity of the applicant with his/her records and accordingly forward it to CO/Tehsildar.
4. CO will verify LM comments and forward to Assistant to enter the revenue payable (Current + arrear) and Assistant will send link to the applicant for further payment process.
5. Applicant will receive a link over SMS, mail and in his/her ARTPS log-in account. The applicant can make payment through UPI, Debit/Credit Card, Net-Banking etc. after successful payment, applicant can download the land revenue (Khazana) payment receipt.
6. Accordingly, all digitized registers (Jama Wasil, Daily Cash Ledger, Receipt Book etc.) will get auto updated along with the DouL.

Designated Public Servant (DPS):

Deputy Commissioner

Documents to be annexed with Application:

Last land revenue receipt (For First time Khazana application)

I/70452/2022

User Fees: Nil

Citizen Charter: Annexure-I

**Signed by Gyanendra Dev
Tripathi
Date: 11-11-2022 20:11:38
Reason: Approved**

(Gyanendra Dev Tripathi, IAS)
Commissioner & Secretary to the Govt. of Assam
Revenue & Disaster Management Department
Dispur, Guwahati – 6.

Memo No. RDM-12011(17)/5/2022-LR-REV-R&DM/101 (e-file no: 234314).

Dated Dispur, the 11th November, 2022.

Copy to for kind information:

1. The Chairman, Assam Board of Revenue, Pan Bazaar, Guwahati-01.
2. The Principal Secretary to the Govt. Of Assam, Administrative Reforms & Training Deptt., Dispur, Ghy-06.
3. The Principal Secretary to the Autonomous Council (KAAC, DHAC/BTC).
4. All Commissioners of Divisions.
5. The Director of Land Records & Survey etc., Assam, Rupnagar, Ghy-32.
6. The Inspector General of Registration, Assam, Rupnagar, Ghy-32.
7. The Deputy Commissioners (All Districts)/ Settlement Officers.
8. The Director of Land Requisition, Acquisition & Reforms, Assam, Rupnagar, Ghy-32.
9. All Sub-Divisional Officers(Civil).
10. All Circle Officers.
11. All Sub-Registrars.

By orders etc.,

**Signed by Tanvi Ahmed
Date: 12-11-2022 12:52:58**

Deputy Secretary to the Govt. of Assam
Revenue & Disaster Management Department
Dispur, Guwahati – 6.

Annexure-I**Citizen Charter**

| Notified Public Service | Designated Public Servant (DPS) | Stipulated Time limit for providing the service | Designation of Appellate Authority | Time limit for disposal by the Appellate Authority | Documents to be enclosed along with the Application | User Charges |
|--|--|--|---|---|--|---------------------|
| e-Khazana (For 1st time payment- e-KYC updation) | Deputy Commissioner | 15 Days | Commissioner & Secretary | 30 Days | Land Revenue Receipt of the last payment | Nil |
| e-Khazana (Payments after e-KYC done) | Deputy Commissioner | Same Day | Commissioner & Secretary | 30 Days | Nil | Nil |