

No. 6-21/DC (N&MA)/2011/2656  
OFFICE OF THE DEPUTY COMMISSIONER  
NORTH & MIDDLE ANDAMAN DISTRICT  
MAYABUNDER

\*\*\*\*

Mayabunder, dated the 5<sup>th</sup> Sept., 2012

**CIRCULAR**

It has been observed that the field reports coming in from Patwaris/Revenue Inspectors for issuance of various certificates being issued by Tehsildars and quite often the important information relevant to the issue is not being reported by the filed staff.

To bring an uniformity in the report of field officials of three tehsils functioning under North & Middle Andaman District, sample to make report in the matter of issuance of Valuation Certificate, Income Certificate, No Dues/Non-encumbrances Certificate, Other Backward Class Certificate, Sale/Gift/Mortgage Permission & Diversion Cases have been formulated and annexed herewith.

All Tehsildars under North & Middle Andaman District are therefore directed to introduce the above samples in getting field report from the revenue field officials henceforth with immediate effect. So, sufficient copies of the samples may be made available with the Patwaries.

Encl: A/A

(Sanjay Kumar, IAS)  
Deputy Commissioner  
N & M Andaman

To  
The Tehsildar, Diglipur/Mayabunder/Rangat.

Copy to the Assistant Commissioner, Diglipur/Mayabunder for information and necessary action.

Deputy Commissioner

Form of report by Patwari for issuing **OBC Certificate**:

*\*(Strike out if not applicable)*

Enquiry reveals that the applicant Shri/Smti/kumar/Kumari <Name> S/o, D/o <Name> is belongs to a registered settler family of ..... village headed by his/her fore father/grand father/father/Uncle (Fathers brothers) Shri/Smti/Late ..... S/o, D/o, W/o ..... who was brought and settled at village ..... under colonization scheme. The applicant has born and brought up in these islands. His/Her Family Annual Income from all sources is estimated to the extent of Rs. .... (Rupees .....only)

Copy of RoR enclosed.

Signature of Patwari Circle No. ....

Remarks of R.I. concerned

Form of report by Patwari for issuing Income Certificate:

*\*(Strike out if not applicable)*

1. The applicant Shri/Smti ..... S/o/W/o .....  
..... R/o ..... has applied for Income Certificate.
2. As per records land bearing Sy. No. .... area ..... hect. classified as ....., situated at ..... village stands recorded in favour of Shri/Smti ..... Son/ Daughter/ Wife of ....., R/o .....
3. Applicant is a dependent member of settler family settled under colonization scheme at village .....
4. Income from the Agriculture sources                      Rs. ....  
Income from other sources                                      Rs. ....  
Total income    Rs. ....
5. The applicant's annual income from all sources is estimated to the extent of Rs. .... (Rupees ..... only)
6. The applicant has applied for annual income certificate for the purpose to obtain bank loan/scholarship/OBC from the competent authority.

Signature of Patwari Circle No. ....

Remarks of R.I. concerned



Form of report by Patwari for issuing No Dues Certificate:

*\*(Strike out if not applicable)*

1. The applicant Shri/Smti ..... S/o/W/o .....  
..... R/o ..... has applied for No  
Dues/Non encumbrances Certificate.
2. As per records OR/NOR Agricultural Land/Commercial Land/ House Site  
bearing Sy. No. .... area ..... hect. situated at  
..... village stands recorded in favour of Shri/Smti  
..... Son/ Daughter/ Wife of .....  
R/o ..... He/She/They has/have applied for issue of No  
Dues/Non-encumbrance Certificate of the above said landed property for  
execution of sale deed/obtaining loan.
3. There are no any Govt. dues out standing against the land.
4. The above mentioned land is free from all encumbrances.
5. The applicant has applied for No Dues/Non encumbrance Certificate for the  
purpose to obtain bank loan / to execute Sale Deed.
6. The applicant has paid Land Revenue for the current year.

Signature of Patwari Circle No. ....

Remarks of R.I. concerned

Form of report by Patwari for issuing Valuation Certificate:

*\*(Strike out if not applicable)*

1. The applicant Shri/Smti. .... S/o/D/o  
..... R/o ..... has applied for valuation  
certificate.
2. As per records OR/NOR Agricultural Land/Commercial Land/ House Site  
bearing Sy. No. .... area ..... hecets.  
situated at ..... village stands recorded in favour of Shri/Smti  
..... Son/Daughter/Wife of .....,  
R/o ..... He/She/They has/have applied for issue of  
Valuation Certificate of the above said landed property for executed of sale  
deed/obtaining loan.
3. The present market value of the above said land is as under:  
(a) Present Market value of Site/Land.  
(b) Present Market value of Building/Structure in any.  
(c) Present Market value of Plantation.
4. The total valuation is estimated to the extent of Rs. .... (Rupees  
.....)
5. The applicant has paid L.R. for the current year.

Signature of Patwari Circle No. ....

Remarks of R.I. concerned