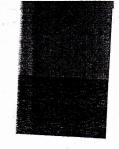
No. 6-21/DC (N&MA)/2011/**2676** OFFICE OF THE DEPUTY COMMISSIONER NORTH & MIDDLE ANDAMAN DISTRICT MAYABUNDER



Mayabunder, dated the 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

(Saljay Kumar, IAS)

Deputy Commissioner

N & M Andaman

To re

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</name>
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

STEERING O

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

		*(Strike out if not applicable)	
1.	The applicant Shri/Smti		
2.	As per records land bearing Sy. No. area hect classified as situated at village stand recorded in favour of Shri/Smti Son/ Daughter, Wife of R/o		
3.	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		
6.	The applicant has applied for annual income certificate for the purpose to obtain bank loan/scholarship/OBC from the competent authority.		
(e) (f)			
		Signature of Patwari Circle No	

Form of report by Patwari for issuing **No Dues Certificate**:

*(Strike out if not applicable		
The applicant Shri/Smti		
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		
There are no any Govt. dues out standing against the land.		
. The above mentioned land is free from all encumbrances.		
The applicant has applied for No Dues/Non encumbrance Certificate for the purpose to obtain bank loan / to execute Sale Deed.		
The applicant has paid Land Revenue for the current year.		

Signature of Patwari Circle No.

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

	*(Strike out if not applicable		
1.	The applicant Shri/Smti. S/o/D/common R/o has applied for valuation certificate.		
2.	As per records OR/NOR Agricultural Land/Commercial Land/ House Site bearing Sy. No. area hects situated at village stands recorded in favour of Shri/Smti Son/Daughter/Wife of 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		