

**APPLICATION FOR MUTATION AND ISSUE OF PARCHA AFTER
REGISTRATION OF LAND**

To

The District Collector,
_____ District ,
Gangtok.

Sir,

Kindly issue Parcha in my name on the basis of the information as under :-

- a. Name of the applicant
- b. Father's/ Husband's name
- c. Resident of ;
- d. Xerox and certified copy of the concerned Sale Deed/ Gift Deed document.
- e. Original Parcha of the Seller/ Donor along with an attested copy of the same.
- f. Latest land Khazana receipt.
- g. Bank Receipt of Rs10/- as Parcha fee in MH 0029/LR
- h. Attested copy of SSC/COI/Citizenship Certificate of the applicant.

Signature & Name of the applicant

PROCESS SHEET
(for official use)

1. The following attested/ Certified documents have been submitted by the applicant.
 - a. Certified copy of the Sale Deed/ Gift Deed document.
 - b. Original Parcha of the seller/ Doner.
 - c. Khazana receipt.
 - d. Bank Receipt No. _____ dt _____
 - e. SSC/COI/Citizenship Certificate.
 - f. Report of concerned Amin.

2. Remarks if any

Revenue Supervisor

3. Proposed Action

Head Surveyor

4. Orders

District Collector , East

5. Follow up Action :

- a. Entries made in issue Register vide _____ dt _____
- b. Issue No. entered in Certificate Yes/No.
- c. Certificate issued after taking proper receipt. Yes/No.

Dealing Assistant

**APPLICATION FOR MUTATION OF LAND AND ISSUE OF PARCHA AFTER
DEATH/ OTHER THAN LAND REGISTERED DEED.**

To

The District Collector,
East District,
Gangtok.

Sir,

Based on the following information /documents enclosed, the Landed property standing in the name of my late Father /Mother/ Brother/Sister/wife/Husband/be mutated in my name and parcha be issued accordingly.

Name of the applicant:

Father's/Husband's name :

Resident of:

Death Certificate of the deceased person:

Original Land Parcha of the deceased:

NOC of other family member:

Partition Deed. (Optional):

Attested copy of SSC / COI / Citizenship Certificate.:

Latest Land revenue receipt.:

Bank Receipt for Rs10/- as mutation fee.(in MH 0029/LR):

Signature & name of the applicant

PRECESS SHEET
(for official use)

A. The following original / attested documents have been submitted by the applicant.
(TICK DOCOCUMENTS ENCLOSED)

- (1) SSC/COI/ Citizenship Certificate.
- (2) Death certificate of the deceased person.
- (3) Original Land Parcha of the deceased.
- (4) NOC form different Organizations/ Panchyat / family members.

- (5) B.R.NO. _____ Amount Rs 10/-MH 0029L/R. Date _____
- (6) Latest Land revenue receipt
- (7) Spot inspection in respect of Plot No. and area by concerned VLO.
- (8) Objection regarding mutation , if any , received in this office.

- (9) The mandatory one month notice period is over.

B. Remarks, if any

Revenue Supervisor

C. Proposed Action

Head Surveyor

D. ORDERS

District Collector, East

E. Follow up Action :-

- a. Entries made in register vide No _____ Dated _____
- b. Issue No. entered in Certificate Yes/No
- c. Certificate issued after taking proper receipt Yes/ No.

Dealing Assistant