

OTHER USEFUL INFORMATION

Frequently Asked Questions

1. I want to get Caste/Nationality/Nativity/Income Certificates. Where and how can I get it?

The applicant is to make a requisition in prescribed application to the Tahsildar / Dy. Tahsildar concerned. His application will be verified by the V.A.O concerned to confirm the veracity of the facts indicated in the application. The V.A.O's report will be verified by the Revenue Inspector who in turn will forward the report to the Tahsildar/Dy. Tahsildar for issue of certificates.

The applicant may enclose the following documentary evidences as a proof of his claim to facilitate the certificate issuing authority:-

- Copy of the Electoral Roll/Electoral Photo Identity card
- Copy of the School Records
- Copy of the Family ration card
- Copy of the Birth Certificate/land records/details of source of income, etc.
- Any other documents relevant to his claim.

2. When, Where, and How can I pay my Land Tax?

One can pay the Land Tax pertaining to a particular fasli year during the months from January to April to the V.A.O. in whose jurisdiction the land is located. The V.A.O. will receive the payment and issue receipt for the same.

3. How can I get a Valuation Certificates/Solvency Certificates?

For obtaining Valuation/Solvency Certificate, the applicant must apply in the Taluk office concerned with the following documents:-

- Original title deeds with parent documents
- Encumbrance Certificate

4. I want to open a Cracker Shop. How can get a licence?

The application has to be made to the District Magistrate as and when called for. The application will be forwarded to the concerned Sub-Divisional Magistrate who will at the first instance obtain an inspection report from the Tahsildars/Dy. Tahsildar and then inspect the premises. Then the report on the findings will be made to the District Magistrate. The District Magistrate on receipt of the report from the concerned Sub-Divisional Magistrate and

similar report from the Divisional Fire Officer will issue the licence to the applicant subject to the fulfillment of the conditions.

5. How to get a copy of Chitta /Adangal /Settlement Extract?

The interested parties may apply to the concerned Tahsildar of the Taluk for obtaining a copy of the on-line Chitta / Adangal / Settlement Extract. The said extract will be signed by the Tahsildar / Deputy Tahsildar and will be issued immediately, subject to availability of online facility.

6. My land is erroneously mentioned as Government Poramboke in the Guide Line Value Register. How can I get it corrected?

The individual may bring this to the notice of the Sub/Deputy Collector (Revenue) with relevant documentary evidences for correction. The Sub/Dy. Collector (Revenue) will cause inspection of the site and incorporate the correction in the Guide Line Register if the claim is found correct.

7. My Land/Property has been wrongfully grabbed during my absence. What should I do?

The individual may submit a petition to the Chairman, Special Cell (Land Grab) in the Department of Revenue and Disaster Management. After obtaining field inspection and enquiry reports from the Sub/Deputy Collector (Revenue), Police Department and from other Departments concerned, decision will be taken by the Special Cell. The decision will be communicated to the petitioner. Remedial action will also be initiated.

8. To whom should I complain in case of issue of false Community Certificate?

Complaints, if any on the issue of false Community Certificate can be addressed to the State Level Screening Committee for enquiry and the matter will be disposed on merits.

9. My house got damaged in a fire accident. Whom to approach for relief?

The affected victims of the accident may report the fact to the Village Administrative Officer of the area. He will assess the damages and arrange for providing necessary relief as per norms.

10. I purchased a land/property. I want to change patta in my name. Whom to approach?

The individual may make an application for change of patta to the Tahsildar, Taluk Office/Deputy Tahsildar, sub-Taluk offices along with the attested copies of the relevant documents and details of side parties to the property.