

Service Name: Mutation of Land

Procedure:

1. The applicant has to register his/her land transaction document as per the procedure detailed as Registration of Document with the Office of the Sub-Registrar.
2. After acquiring the land registration document “Dalil” (Sale Deed Registration/Gift Deed Registration/or any Registration Deed arising from above process of owning land), the interested applicant will visit Tehsil office (TK) and apply for mutation in Form No. 21 of TRLR ACT (Application form for Mutation).
3. Any person who prays for mutation is required to state in his report the lands already held by him.
4. Tehsildar (Officer-In-Charge of TK) shall acknowledge the receipt of the application (Form 21).
5. Tehsildar would enter the details in his Mutation register (form 20 of TRLR ACT).
6. Notice is generated and served to all concerned land holders with a date fixed for hearing.
7. Any objection to the mutation received either orally or in writing to the Tehsil office before the date of hearing, shall be recorded in the disputed mutation case register (Form 22 of TRLR ACT).
8. The acknowledgement of the objection shall be given in Form 23 TRLR Act.
9. Entries in the mutation register shall be tested by the Circle officer (DCM or RI) and shall order for field enquiry to the Tehsil office before the date of hearing. Field enquiry shall be conducted by an Amin.
10. Based upon the field enquiry, hearing is completed at the concerned TK office by the concerned Mutation Officer (RI or Kanungo of the office of DCM).
11. After hearing, the applicant is requested to submit FORM B (Form for getting new ROR). At the same time, the Tehsil office will prepare the Badar Register, Touzi mill Register, Jama Bandi Register and send the case record to DCM’s office.
12. After checking all the documents, DCM may pass an order of mutation over Form B.
13. Handing over of Khatian to the concerned person: The charges are also collected from the concerned person @ Rs 15/- per page of Khatian and @ Rs 4/- per extra page of the concerned Khatian.
14. Acknowledgement receipt is issued to the concerned person as a proof of collection of charge.

Documents Required:

1. One notarized copy of Sale Deed (Dalil) or any other deed as applicable

Timeline:

- Reference Document: Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(5) dated 16th June, 2016
- Reference Link: <http://goaprintingpress.gov.in/downloads/1516/1516-3-SII-OG-0.pdf>

Public Service	Designated Officer	Time Limit	Appellate Authority
Issue of Form I & XIV	Mamlatdar	Two days	Dy. Collector & Sub-Divisional Officer
Issue of Notice for Mutation in Form- X	Mamlatdar of Taluka	Fifteen days from the payment of fees	Dy. Collector & Sub-Divisional Officer
Mutation u/s 96 of the Land Revenue Code in Land Records (where there is no objection)	Mamlatdar of Taluka	Thirty days from the last day fixed for filling of objections	Dy. Collector & Sub-Divisional Officer
Mutation u/s 96 of Land Revenue Code in Land Records (where there are objections)	Mamlatdar of Taluka	Ninety days from the last day of filling of objections	Dy. Collector & Sub-Divisional Officer