



GOVERNMENT OF KERALA
Abstract

Revenue Department – ReLIS Project – Approved guidelines for the online Transfer of Registry–Orders issued

REVENUE (E) DEPARTMENT

G.O. (Rt) No. 2214/2012/RD

Dated, Thiruvananthapuram, 13/04/2012

Read: [1] GO (MS) No.227/2011/RD dated 16.06.2011

[2] GO (Rt) No. 333/2011/RD dated 14.09.2011

ORDER

As per the Government order read as 1st above, Government of Kerala have made necessary amendments in the Transfer of Registry Rules, 1966 making room for introduction of online Transfer of Registry (*Pokkuvaravu*) in the State as envisaged under the National Land Records Modernisation Programme [NLRMP]. A new software by name ReLIS KERLA has been introduced to achieve the basic objective of "Online Transfer of Registry (*Pokkuvaravu*)" and issue of "*Bhoorekha*" [RoR] under the ReLIS [REvenue Land Information System] the Version 2.0 of Land Record Modernisation Programme. The ReLIS project has been launched in 16 pilot villages under the jurisdictional limits of Alathoor and Vadakkanchery Sub Registrar Offices of Palakkad district since 15.9.2011. The project is launched with a view to ensure smooth, uninterrupted, error free, fast and transparent Transfer of Registry (*Pokkuvaravu*) to the land owners of the state. As part of further roll out, a total of 573 re-surveyed villages have been notified for effecting online Transfer of Registry (*Pokkuvaravu*) through the ReLIS programme in the first phase of implementation.

For the smooth implementation of the programme, the following stakeholder wise guidelines are issued for strict compliance.

[1] If a *Thandaper* account holder (*pattadar*) intends to sell his land fully or partly comprised in a particular survey number, he/she/they has/have to obtain *Bhoorekha* (RoR) for the entire extent of land in that survey number. In this regard, the Village Officer should collect an application from the *pattadar* for issuing "*Bhoorekha*" [RoR] and issue "*Bhoorekha*" [RoR] after conducting proper enquiry and databae verification.

[2] If a *Thandaper* account holder (*pattadar*) requires to sell land comprised in different survey numbers, he/she/they has/have to file an application specifying the

details of the lands lying in different survey numbers. In this case, after scrutinizing the land records the Village Officer should issue separate "Bhoorekha" [RoR] for each land lying in different survey numbers.

[3] In the above cases, the Village Officer may demand Encumbrance Certificate [EC] or conduct site inspection or both, for ensuring that the *Thandaper* account holder (*pattadar*) has absolute saleable right and possession over the land.

[4] Once *Bhoorekha* [RoR] is obtained, it can be used within a period of six months from the date of issue by the concerned *pattadar*, only for the purpose mentioned in the *Bhoorekha* [RoR].

[5] In the case of an applicant whose land has not been subjected to Transfer of Registry (*Pokkuvaravu*) till the day of application, the Village Officer should conduct proper enquiry and after getting encumbrance certificate of last 15 years or certificate of purchase or relevant documents showing that he/she/they is/are the absolute owner(s) of the land epitomized by his/her/their possession, the Transfer of Registry (*Pokkuvaravu*) can be effected by invoking Rule 28 of Transfer of Registry (*Pokkuvaravu*) Rules, 1966 and following the "Curtain Principle" and the "*Bhoorekha*" [RoR] can be issued afterwards

[6] If the Transfer of Registry (*Pokkuvaravu*) has not been effected for the partially transacted land of the applicant and if applicant is in need of "*Bhoorekha*" [RoR] for another transaction of his land partly or fully, the Village Officer may effect Transfer of Registry (*Pokkuvaravu*), if there is no dispute, send Form-A with copy of the FMB, marked with the location of land transacted (measurement of the boundaries should be scribed) to the Taluk Office for getting concurrence from the Additional Tahsildar and for avoiding delay. In doubtful cases the Village Officer should prepare Form-A with copy of the FMB, marked with the location of land to be transacted (measurement of the boundaries should be scribed) and send it to Additional Tahsildar for getting concurrence.

[7] When a *Thandaper* account holder (*pattadar*) dies and the legal heir[s] require "*Bhoorekha*" [RoR], in order to effect transfer of title by succession, as per Rule 27 of Transfer of Registry Rules, 1966 a detailed report should be submitted by the Village Officer to Additional Tahsildar pertaining to the legal heirs and effect Transfer of Registry (*Pokkuvaravu*) only after getting orders from concerned Additional Tahsildar.

[8] After getting "*Bhoorekha*" [RoR], the *Thandaper* account holder (*pattadar*) should submit an application to the Registering Officer concerned in duly filled Form-I through any of the Common Service Centres (CSC) for on line transaction of land. A print out of the Form-I, can be kept with the applicant for further verification, if necessary at the Registering Office. CSC entrepreneur can collect an amount of Rs. 10 only as service charge for each application from the *Thandaper* account holder (*pattadar*).

[9] The Registering Officer shall approve, the applications in Form-I received electronically, after registering the sale or partition or gift or agreement deed and entering the details at corresponding fields

[10] In the case of partly transacted lands, the application in Form-1B (approved by Registering Officer) will be electronically transmitted to the Office of the Tahsildar for approval and after getting concurrence, the application directly goes to the village office concerned through on-line and the Village Officer, can effect the Transfer of Registry (*Pokkuvaravu*) without delay.

[11] In the case of whole transaction of land, the Form-1B will be automatically transmitted to the concerned Village officer and the process of Transfer of Registry (*Pokkuvaravu*) will be effected as similar manner mentioned above.

[12] In all cases of Transfer of Registry (*Pokkuvaravu*), use the revenue number, which is automatically generated as the next whole number of the last re-survey or sub-division number, assigned already in the revenue records.

[13] For the spatial updation of the data subsequent to Transfer of Registry (*Pokkuvaravu*) assign Unique Thanadper Number [UTN] and report the matter to the office of the Tahsildar in Form-A with a copy of the F M B, marked with the location of land transacted (measurement of the boundaries should be scribed). The survey department should prepare the sub-division sketch according to the details given by the Village officer towards updating the spatial data.

[14] In villages where the "Bhoorekha" [RoR] can be readily issued owing to the updated textual records, the actions detailed in paragraphs [5], [6] and [7] may be skipped.

[15] The software has been equipped with the feature of time bound clearance of files as per the Citizen Charter of the department and on breach, the application will be automatically transferred to the next higher authority who will dispose the file as per rules. Any delay or any violation of First In First Out [FIFO] principle may attract serious disciplinary proceedings in clearing of Transfer of Registry (*Pokkuvaravu*) files.

The general duties roles and responsibilities of the officers in connection with the online Transfer of Registry (*Pokkuvaravu*) are:

1. Login to ReLIS web account on regular basis so that Addl. Tahsildar/ Village Officer can process the new/ pending service requests in a timely manner
2. Only digitally signed "Bhoorekha" [RoR] are to be issued from the village offices and Taluk Offices unless and until there is a specific direction from the District Collector on account of logistic issues
3. Adherence to all government Rules, Regulations, Government Orders, provisions of Act etc; while discharging service related function, including this order.
4. The officer may call for physical verification, database verification, re-verification etc. during the processing of the application.
5. Follow the First In First Out [FIFO] Principle in providing the services to the citizens

6. Make sure that the services are delivered within the time prescribed in the Citizen Charter as per GO [Rt]4611/10/Rev dated 11.10.2010.
7. Review the recommendations of the VO and approve/reject Transfer of Registry (*Pokkuvaravu*).
8. Use the Digital Signature with due care and understand that this new technology is legally binding on him/her.
9. Make use of the online verification facility using database (if available) for verifying the details of an applicant at the time of application processing.

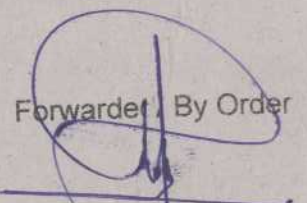
By Order of the Governor,

DR. NIVEDITA P. HARAN

Additional Chief Secretary to Government.

To

Commissioner of Land Revenue, Thiruvananthapuram
Director of Survey and Land Records, Thiruvananthapuram
Project Director, KLIM, Thiruvananthapuram
Inspector General of Registration, Thiruvananthapuram
All District Collectors
Director, Kerala State IT Mission
Taxes Department
Finance Department
Information Technology Department
Accountant General (A & E), Thiruvananthapuram
Principal Accountant General (Audit), Thiruvananthapuram
Secretary, Kerala Legislative Assembly (with C/L)
Advocate General, Eranakulam (with C/L)
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Section Officer

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Private Secretary to Minister (Revenue)