

Read :- 1. Maharashtra Right To Public Services Act, 2015 (Mah. Act.No. 31 of 2015), Maharashtra Government Gazette on the 21st Aug 2015.

2. Revunue & Forest Department Lettar No. Of Sankirn- 2016/Case No.194/L-1, Date 27/07/2016.

No.Bhu-3/ Spl.R.No.205/ RTS-15/16
Settlement Commissioner and Director
of Land Records (M.S.) Pune 411001.
Date 05/08 / 2016.

NOTIFICATION

In exercise of the powers conferred by sub- section (1) of Section 3 of the Maharashtra Right To Public Services Act, 2015 (Mah. Act.No. 31 of 2015), I, the Settlement Commissioner and Director of Land Records (M.S.) Pune hereby notify the public services rendered by the subordinate offices of Land Records Department along with the stipulated time limits for providing such public services, the Designated officers, First Appellate Authorities and Second Appellate Authorities, as specified in the Schedule appended herewith, for the purposes of the said ordinance.

SCHEDULE

Sr. No.	Public Service	Time limit for providing service (Days)	Designated Officer	First Appellate Officer	Second Appellate Officer
1	2	3	4	5	6
1	Supply of copies				
	A) Property Card	3 days	1. Head Quarter Assistant/Maintenance Surveyor (Gaothan), Deputy Superintendent of Land Records office. 2. Shirastedar/Head Clerk, City Survey Office.	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records
	B) Property Card Mumbai Suburban District after area verification	30 days	City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	C) Tippan, Area Book, Field Book, Statement, Phalni, Kate-phalni, Sub-division Form No. 4, Akarphod, Scheme copy, Akarband, Gut Map, Measurement map,	5 days	1. Head Quarter Assistant, Deputy Superintendent of Land Records office 2. Head Quarter Assistant,	1. Deputy Superintendent of Land Records	For 1,2 & 3 District Superintendent of Land Records

	K.J.P., Enquiry Register, & other records.		Head Clerk/ Shirastedar, City Survey Office 3. Shirastedar, Special Dy. Superintendent of Land Records(Gaothan & City Survey) 4. Special Dy. Superintendent of Land Records or Enquiry Officer.	2. City Survey Officer 3. Special Dy. Superintendent of Land Records (Gaothan & City Survey) 4. District Superintendent of Land Records	For 4 Dy. Director of Land Records
	D) Copies of appeal decision	3 days	1. Head Quarter Assistant, Deputy Superintendent of Land Records office 2. Head Quarter Assistant, Head Clerk/ Shirastedar, City Survey Office 3. Head Clerk, District Superintendent of Land Records Office 4. Senior Clerk, Dy. Director of Land Records office	1. Dy.Superintendent of Land Records office 2. City Survey Office 3. District Superintendent of Land Records office 4. Office Superintendent, Dy. Director of Land Records Office	For 1 & 2 District Superintende nt of Land Records 3. Dy. Director of Land Records 4. District Superintende nt of Land Records attached to DDLRL office
2	Measurement Cases				
	A) Completion of Measurement work				
	i) Very Urgent Cases	60 days	Deputy Superintendent of Land Records / City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	ii) Urgent Cases	90 days	Deputy Superintendent of Land Records / City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	iii) Ordinary Cases	180 days	Deputy Superintendent of Land Records / City Survey Office	District Superintendent of Land Records	Dy. Director of Land Records

	B) Supply of 'C' copy after completion of measurement	15 days	Deputy Superintendent of Land Records / City Survey Office	District Superintendent of Land Records	Dy. Director of Land Records
3	Preparation of Akarphod / K.J.P.				
	A) Sanction of Akarphod in ripe pot-hissa measurement cases	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	B) Sanction of K.J.P. in ripe Non-agriculture measurement cases	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
4.	Mutation Entry				
	A) Mutation Entry (un-disputed)	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	B) Take decision on Mutation in missing link cases	90 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	C) To incorporate the names of agency /authority, in the case of road, road setback and reservation (if Corporation / competent authority submits all relevant documents alongwith possession receipt)	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	D) Disputed Mutation Entry	1 Year	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
5.	Separate Property Card after sub-division of property. after completion of sub-division measurement. A) Preparation of Separate Property Card, if there is no area difference as per the order by the Collector.	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	B) If there is difference in the	15 days	1. Deputy Superintendent	District Superintendent	Dy. Director

	area of sub-division as per Collector's Order, but there is no difference in the original city survey area. In such cases, preparation of Separate Property Card will be made only after Collector's re-approval.		of Land Records 2. City Survey Officer	of Land Records	of Land Records
6.	To prepare the Separate Property Card in the name of Govt./Authority in case of land acquisition for Road, Road setback, Reservations. A) To prepare Separate Property Card after the order of the competent authority in case of no area difference in original City Survey.	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records
	B) If there is a difference in the area, then after the order of the competent authority.	30 days	1. Deputy Superintendent of Land Records 2. City Survey Officer	District Superintendent of Land Records	Dy. Director of Land Records

(sd/xxx)
**Settlement Commissioner and Director
of Land Records (M.S.)Pune**

Copy:- To Manager, Yerwada Jail Press, Yerwada Pune - 411006

2/- This Notification is to be published in the Government Gazette Part - 1

To

1. Hon. Chief Secretary, Government of Maharashtra Mantralaya, Mumbai - 32.
2. Hon. Secretary of Governor Of Maharashtra.
3. Hon. Principal Secretary of Chief Minister of Maharashtra.
4. Personal Assistant to Leader Opposition Party, Maharashtra Legislative assembly & Council Mumbai
5. Hon. All Maharashtra of Legislative Assembly / Maharashtra Legislative Council & Member of Parliament
6. Hon. Principal Secretary (Revenue), Revenue & Forest Department, Mantralaya, Mumbai - 32
7. Accountant General Maharashtra Mumbai & Nagpur
8. All Divisional Commissioner
9. All Collector
10. All Dy. Director of Land Records
11. All District Superintendent of Land Records
12. Principal, Land Records Training Institute, Aurangabad

13. All Deputy Superintendent of Land Records
14. All Special Dy. Superintendent of Land Records or Enquiry Officer. (City Survey & Gaothan)
15. All Special Dy. Superintendent of Land Records(Gaothan / City Survey)
16. All Desk Officer, Settlement Commissioner Office Pune