

Standard Operating Procedure and Checklist

Name of Department/Office	Office of the Deputy Commissioner
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Application Type: Change of Land Use

Standard Operating Procedure for Applicant

Application for	Change of Land Use
Application Type	Permission
Mandatory supporting documents required(enclosures)	<ol style="list-style-type: none"> 1. EPIC/ Aadhar 2. Registered lease agreement/ lease deed 3. Non encumbrance certificate 4. Survey map
Process description	<ul style="list-style-type: none"> ➤ Step 1: Applicant fills the online form addressing to District Magistrate along with Enclosures; and receives an acknowledgement ➤ Step 2: Dealing Assistant reviews the application and enclosures; and forwards to Magistrate Incharge - Arms ➤ Step 3: Magistrate Incharge - Arms reviews and forwards to Additional District Magistrate (ADM) ➤ Step 4: ADM either asks applicant to provide clarification or rejects the application with remarks shared with applicant or in case of go ahead, instructs Magistrate Incharge - Arms to undertake inspection ➤ Step 4: Magistrate Incharge - Arms informs applicant about the date of inspection ➤ Step 5: Inspection visit take place involving representative(s) from DM office, State Pollution Control Board, Police and applicant; Magistrate Incharge - Arms uploads inspection report ➤ Step 6: In case if applicable, applicant addresses the observations from inspection report ➤ Step 7: ADM reviews the file and forwards to DM ➤ Step 8: DM issues License and uploads ➤ Step 9: Applicant downloads the License
Procedure for Fees payment	<p>No application fee.</p> <p>Conversion charges are calculated by office post requisite approvals and vary with the area, location and other considerations.</p>
List of Reference Documents	THE MEGHALAYA TRANSFER OF LAND (REGULATION) ACT, 1971
Timeline for completing the process	106 days
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Applicant >ADC - Revenue > EAC - Revenue >ADC - Revenue>Inspection Visit > Applicant>EAC - Revenue >ADC - Revenue> Applicant

A. InspectionProcedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Dealing Assistant.
2. Verification of compliance of submitted document done by Dealing Assistant.

B. Inspection

1. Is the boundary clearly defined?
2. Does it have permanent marks?
3. Are there encroachment and/or illegal settlements?
4. Is the structure of building approved?
5. Is the land accessible?
6. What is the present type of land?
7. Type of neighbourhood - commercial or residential or industrial or forest or green belt or others?
8. Does High tension electric line pass through the site?
9. Is there any heritage building or protected monument located within 100 meter radius of the site?
10. Is there the availability of water supply, sewerage (if applicable) etc.?

C. PostInspection

1. Inspection report would be uploaded post completion of the inspection and a copy of the same provided to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

D. Checklist of Documents for Inspection

1. Land document proving bona fide possession