

Type of Service: **viii. Land Record Services**

Responsible Sector : **Dzongkhag Land Record Office**

Sl. No.	Name of Service	Access – Where and When	Timeliness – Turnaround Time	Accuracy- Reliability, currency and validity of service provided	Citizens Requirement – Forms, documents, fees, etc. needed to avail the service	Operational Target
1.	Land Ownership Transfer due to Sale	Dzongkhag Land Record Office, Five days a week, during Office hours	1 month	Online Transaction ID Record	-Complete set of LT Forms from Gewog, -Land Property Form -Original Lagthram -Census status -Family Clearance and -CID copy	99%
2.	Land Ownership Transfer due to Inheritance	-do-	7 days	Online Transaction ID Record	-Complete set of LT Forms from Gewog, -Land Property Form -Original Lagthram -Census status -Family Clearance and	99%

					-CID copy	
3.	Land Ownership Transfer due to Gift	Dzongkhag Land Record Office, Five days a week, during Office hours	1 month	Online Transaction ID Record	-Complete set of LT Forms from Gewog, -Land Property Form -Original Lagthram -Census status -Family Clearance and -CID copy	99%
4.	Land Ownership Transfer due to Donation	-do-	1 month	Online Transaction ID Record	-Complete set of LT Forms from Gewog, -Land Property Form -Original Lagthram -Census status -Family Clearance and -CID copy	99%
5.	Land Information Correction Services	-do-	1 week	Online Transaction ID Record	1. Lagthram 2. CID copy 3. Census copy 4. Correction Form from Geog 5. Fee of Nu.50	99%
6.	Court Verdict	-do-	30 days	Online Transaction ID Record	-All required documents from Geog endorsed by Gup -Documents not required at	99%

					Dzongkhag level	
7.	Land Exchange	Dzongkhag Land Record Office, Five days a week, during Office hours	30 days	Online Transaction ID Record	-All required documents from Geog endorsed by Gup -Documents not required at Dzongkhag level	99%
8.	Land Ownership Certificate	-do-	1 day	Registration Record	1. Attach application which is available in the prescribed form (land ownership certificate repulsion form) 2. Nu. 50 certificate fee	99%
9.	Registration of Mortgage Deed	-do-	1 day	Registration Record	1. Attach original copy of mortgage deed 2. No objection from family members if the land ownership is registered under family members of same household number. 3. Census record 4. Cancellation letter if land has been mortgaged in other banks 5. Original Lagthram	99%

Sl. No.	Name of Service	Access – Where and When	Timeliness – Turnaround Time	Accuracy- Reliability, currency and validity of service provided	Citizens Requirement – Forms, documents, fees, etc. needed to avail the service	Operational Target
10.	Approval for House Construction	Dzongkhag Land Record Office, Five days a week, during Office hours	30 days	Approval Copy	-Attach application with photo copy of lagthram.	90%
11.	Receive of Land Transaction Documents	Dzongkhag Land Record Office and Helpdesk (Service Delivery Center), Five days a week, during Office hours	40 minutes	Registration Record	-Applicants to fill forms clearly	90%

Sl. No.	Name of Service	Access – Where and When	Timeliness – Turnaround Time	Accuracy- Reliability, currency and validity of service provided	Citizens Requirement – Forms, documents, fees, etc. needed to avail the service	Operational Target
12.	Receive Application for Ownership Certificate	Land Record Office and Helpdesk (Service Center), Five days a week, during Office hours	10 minutes	Registration Record		99%