

Change in Land Use

Stage at which service applicable (pre-establishment or pre-operation)	Pre-establishment
Eligibility - Please list down who all can apply for service (property/ business/ industry, etc.)	Indigenous inhabitants of Nagaland, Central Government Departments/Agencies/PSUs
Inspection Required Is inspection required in this process?	Yes
Validity: The validity period (if any) of the service/ certificate/ license is required to be stated.	50 years in case of Land Lease Agreement. Lifetime in case of Land Patta.
Processing Time/ Timeline: The overall time required within which the service will be provided by the Department/ Agency.	2 to 3 months

Step by step process:

Instruction: Kindly illustrate the detailed step wise procedure for obtaining the service. The details of levels that the application passes through also needs to be mentioned; such as Scrutinizing, Verification & Approval. For every step, the involved authority should also be mentioned. You may also illustrate the process through a flow chart>

1. After the application is filed, the Deputy Commissioner of the district concerned directs the Department of Land Records & Survey to conduct survey.
2. The Department of Land Records & Survey conducts the land survey and submits report to the Deputy Commissioner.
3. After examining the report, the Deputy Commissioner forwards it to the Commissioner, Nagaland, who then forwards the case through Secretary, Land Revenue, to the State Land Acquisition Authority (SLAA).

Acts/ Rules / Notification/ Government Orders:

Instruction: Please list down and share the copies of the relevant applicable Acts /Rules / Notification/ Government Orders with respect to providing the service.

Name of Document	Description	Type: Acts /Rules / Notification/ GO
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Notification NO. LR/2-21/88 dated 21-02-2005	Reiteration of O.M. on State Policy on land required by Central Government Departments/ Agencies	Notification
Notification NO. LR/4-3/KOH/2003 dated 26-07-2005	Policy on acquisition of Land for Government purpose	Notification

Approving Authority:

Application will be submitted to Scrutiny officer and will be forwarded to Approval Authority for final approval issued.

Name of the Authority	Specific Industrial Area/ State Level	Remarks
Deputy Commissioner	District Level	Issuing authority for Land pattas

Required Documents:

List down the documents that are required to be submitted along with the application in the Online SWS by the applicant as under:

#	Document Name	Description of Document	Mandatory/ Non-Mandatory
1	Indigenous certificate		
2	Sale deed/Gift Deed		
3	Aadhar Card		

Forms:

Please provide the scanned copy of the form (s) so applicable for applying for the service.

Name of Form	Description
Application	A letter of Application has to be forwarded for applying the service.

Fees Structure:

The detailed fees which the applicant is required to pay for availing the service is required to be stated.

- Depending on the Category of Land, the fees are charged accordingly.

Final Certificate:

Please share the scanned copy of the samples of certificate/ license / approval so provided to the applicant, with respect to this service.

- Patta Pass Book/Lease Agreement in case of Central Govt. Agency