

Dzongkhag Land Sector Services				
Services	Procedure	Requirements		
		Documents	Fees	
1.Land Transaction (Sale,purchase, Gift,Exchange, donation and inheritance)	For Rural			
	a. Submit application to Geog LRA/Geydrung.	RLT-I and RLT-II	Nu.400	
	b. Mandatory documents	No objection letter from family members and co-owner for joint owners.		
		Original Lagthram.		
		Census family tree copy of transferor and transferee		
		LT form IV for transferee.		
		Internal agreement.		
		C.I.D copy of transferee.		
		LT Form V(Authorisation letter)		
	Kidu form(if kidu area to be transact).			
	c. Geog LRA/ Geydrung submit dully filled form to Dzongkhag for signing,scanning and uploading in E-Sakor system.	RLT-3	NA	
	d. Surveying of subdivided plots for Urban/Throm	LT-3		
a. Submit application to Municipal Engineer.	LT(U)Form 1	5% transaction fee		
b. Mandatory documents	No objection letter from family members and co-owner for joint owners.			
	Original Lagthram.			
	Census family tree copy of transferor and transferee			
	LT form IV for transferee.			
	Internal agreement.			
	C.I.D copy of transferor and transferee			
	LT Form V(Authorisation letter)			
Mortgage declaration form				
Death certificate for late				
Marriage certificate				

	C. Submit dully filled form to Dzongkhag Land sector for signing,scanning ,uploading in E-Sakor. Surveying of subdivided plots		
2.Plot Boundary demarcation	1.Applicant put up letter to Land sector	Extra departmental form	Fees based on plot area.
	2.Land owner deposit calculated amount		
	3.Demarcating of plot boundary and pegging.		
3.Land Exchange(Private land to GRF land)	a. Applicant submit dully filled form th Geog.	LE-1	NA
	b. Joint site visit by Gup and RNR extension staffs		NA
	c.Submit dully filled form and report to Land sector		NA
4.Reinstate of omitted land	1.Submit dully filled form to Geog.	OL-I	Na
		copy of old thram	
		copy of CID card	
	2. The gewog shall submit the report to Dzongkhag within 15 days	Note: <i>If the period of omission is more than five years, the NLCS shall direct the Thromde or the Ministry of Agriculture and Forests to take over the land as Government Reserved Forest land</i>	
3. The Dzongkhag shall submit report to NLCS within 15 days			
4. NLCS shall reinstate and confirm the Dzongkhag/Gewog to update the Thram within 30 days.			
5.Land conversion (Chuzhing to Kamzhing)	a. Land owner submits the application form	Application along with the Form LC-1	NA
	b. Gewog shall verify if proposed land is an inherited land and that s/he has no other land	Note: The conversion shall be permitted only up to 50 decimals	
	c.Dzongkhag shall intimate the Gup and proponent, be it rejection or approval. The report if approved shall be submitted to the NLCS within 15 days		
6.Land acquisition and substitute	a. Institution shall submit applications with clear mention of interests	a.Application clearly stating the interests for which the land is to be acquired.	NA
	b.Dzongkhag shall conduct meeting with land owners within one month	b. Duly filled in form PLA (6) by land owners who wish to receive cash compensation for land. Land to be identified by those who want land substitute	
	c. Land owners shall submit application requesting for cash or land substitute		

allotment	d.Dzongkhag shall assess the identified land if it is good for agriculture, obtain forest clearance if it is good and submit all documents to NLCS and concerned agencies for approval	c.Completed form PLA (4) must be ensured by Dzongkhag if the land is agriculturally fit			
7.Processing for allotment of GRF or government land.	1. Individuals/institutions shall submit application clearly mentioning as specified	Application clearly mentioning the purpose of acquiring, provision of annual plan, availability of budget and period of constructions	NA		
	2.The DLC (Dzongkhag Land Committee) shall verify submit report on GLA form (1 & 2) for final endorsement if they find that there will not be any adverse impacts				
	3.NLCS shall endorse and inform the Dzongkhag in writing				
8. Land Mortgaging	a. submit dully filled mortgage application form to financial institutions.	Mortgage lien form	NA		
	2. Receive dully filled form at Dzongkhag Land sector or Throme municipal office for verification,signing and noting the lien.	NOC from family members and co-owner for joint.			
		Original Lagthram.			
		Census family tree copy			
		mortgage clearance			
9.Processing for Land Kidu	1. Kidu application shall submit applications along with the required documents	a. Application	NA		
	2. Gewog shall verify and submit report to the Dzongkhag along with recommendation form RH (1) within one month			b. Duly filled in land property declaration form RH (2)	
	3. Dzongkhag shall verify and submit the recommendations to NLCS within one month	c.Duly filled in family members declaration form RH (3)			
	4.NLCS shall verify and process for commission meeting, instruct Dzongkhag to identify potential land, cross check census status, and then submit to His Majesty the King. After receipt of command from His Majesty the King, NLCS shall direct the Dzongkhag to carry out the plans for implementation of rehabilitation				

10. New house construction approval	a. Receive dully filled application frm Geog	New house const.form	NA
	b. field verification and surveying		
	c. submit to engineering sector.		
11. Government Land leasing	1. Proponent submits application to DLLC chairman.	a. IE-1 for business and agriculture activities.	NA
	2. Joint site visit by committee members.	b. MA-1 for mining land lease	
	3. Conduct Public consultation meeting.	c. SK-1 for Sokshing land lease	
	4. Seeking necessary clearance	d. GP-1 for Tsamdroland lease	
	5. Submission to NLCS for approval.		
	6. Drawing of lease agreement.		

		Municipal Engineer and surveyor	#521339	
NA	1day	surveyor	#521339	Amount calculated based on area of land to be demarcate.
	1to2days	Surveyor	#521339	Based on area
NA	1day	Land owner		
NA	3days	Committee		
NA	1day	Gup		
NA	one month	Land owner	#521339	
		Gup		
		LRO/LRA		
NA	15days	Land owner	#521339	
		Gup		
		Land Registrar officer		
NA	2months	Acquiring agency		
		LRO		
		Land owner		

NA	As and when received from geog.	Gup		
		Surveyor		
Fees for obtaining clearance.	As and when proposal is received.	concern proponent		
		DLLC members		
		Divisionak forest officer		
		LRO		