

REVENUE DEPARTMENT – SUVARNA KHATHA FILES – DISPOSAL – FLOW CHART – BACK END
Registration / Bifurcation / Amalgamation

Stage No.1		Stage No.2		Stage No.3		Stage No. 4		Stage No.5		Stage No.6		Stage No.7		Stage No. 8		Stage No.9		Stage No.10		Stage No.11		Stage No. 12		Stage No. 13
Receiving Section Single window	→	Manager	→	Asst. Rev Officer	→	Receiving Section	→	Accountants	→	Manager	→	Revenue Inspector	→	Asst. Rev Officer	→	Accountant	→	Manager	→	Asst. Rev Officer	→	Accountants	→	Single window

<p><u>Stage No.1 :</u> <u>Single Window</u> Single window Scrutiny of applications and Acceptance</p> <p><u>Stage No.2 :</u> <u>One Day</u> Receiving section will submit all applications received on a particular day through tappal to the manager</p> <p><u>Stage No.3 :</u> <u>One Day</u> After initial the tappal Manager will submit to Assistant Revenue Officer,</p> <p><u>Stage No.4 :</u> <u>One Day</u> Assistant Revenue Officer after going through the tappal and marked to the concerned officials forward to Receiving section.</p> <p><u>Stage No.5:</u> <u>Two Days</u> Accountant will register all application in his PR Register. He will report the basic facts such as existing municipal No. Khatadar Name and tax collections details etc., and then forward the file to Manager.</p>	<p><u>Stage No.6 :</u> <u>One Day</u> Manager will refer the files to RI's</p> <p><u>Stage No.7 :</u> <u>Seven Days</u> Revenue Inspector will register the files in his PR register. He will inspect the property. Depends upon the actual things he will submit the papers to ARO with his recommendation for Transfer/Bifurcation/Registration/Amalgamation etc.,</p> <p><u>Stage No.8 :</u> <u>Five Days</u> The ARO will approve the proposals submitted by RI as per the delegation of powers. The files required to be approved by higher authorities will be submitted accordingly.</p> <p><u>Stage No.9 :</u> <u>Two Days</u> The Accountants after the receipt of the files from the ARO, depends on the approval. Special Notices or Endorsement will be prepared and submitted to manager.</p>	<p><u>Stage No.10 :</u> <u>One Day</u> Manager after proper scrutiny of the Notices or Endorsement as the case may be will be submitted to ARO.</p> <p><u>Stage No.11 :</u> <u>Two Days</u> The ARO will sign the notices as per the delegation of powers and the rest of the files will be submitted to concerned authorities</p> <p><u>Stage No.12 :</u> <u>One Day</u> After receipt the signed Special Notice with the file the accountants will forward the approved special notices etc., to the single window centre for service.</p> <p><u>Stage No.13 :</u> The designated official in the centre will deliver the notices to the applicants along with the receipts for having remitted the DD's to the BMP account. The acknowledgement so obtained along with the file will be referred back to accountant</p>
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KHATHA TRANSFER

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Same day (1 day)				2nd day				2 days				1 day				1 day								