

Revenue Department

CITIZENS' CHARTER

2007

REVENUE DEPARTMENT**CITIZEN'S CHARTER
2007**

Dear Fellow Citizen,

1. My cordial Greetings to you. Welcome to the services of the Revenue Department.
2. The Revenue Department offers a variety of time-bound services, some of which are :
 - (i) Sanction of Old Age Pension
 - (ii) Sanction of Pension to Destitute Physically Handicapped persons
 - (iii) Sanction of Pension to the Destitute Widows
 - (iv) Sanction of Pension to Destitute Agricultural Labourers
 - (v) Sanction of Pension to Destitute Deserted Wives
 - (vi) Financial Assistance in cases of death of the Bread Winner of the family.
 - (vii) Financial Assistance in cases of accidental death to the family engaged in 44 chosen professions
 - (viii) Assistance to Agricultural Labourers and Farmers under Tamil Nadu Agricultural Labourers - Farmers Social Security and Welfare Scheme 2006.
 - (ix) The scheme of distribution of 2 acres of wastelands to the families of landless poor agriculturists.
 - (x) Distribution of Free Colour Television Sets
 - (xi) Issue of Certificates (Prominent among them are)

a)	Community	f)	Income
b)	Nativity	g)	Destitute Widow
c)	Legal Heirship	h)	Intercaste marriage

d)	Solvency	i)	Deserted women
e)	Birth & Death in Village panchayats		

- (xii) Patta transfer
- (xiii) Creation of new sub-divisions
- (xiv) Assignment of cultivable lands and house sites
- (xv) Tenancy Law implementation
- (xvi) Fair Rent fixation
- (xvii) Distribution of surplus agricultural land under Land Ceiling Act
- (xviii) Issue of
 - a. N.O.C. for Cinema Theatres
 - b. Pawn Broker's licence
 - c. Licence under Arms Act
 - d. Licence under Explosives Act

3. Besides the above, Revenue Department registers you as a voter and renders necessary service for inclusion or deletion of names in the Voter's list. It also supplies you copies of Electoral Rolls, in case you need, at a nominal price. It conducts Elections to Parliament and Legislative Assembly.

4. In times of Natural Calamities like Drought, Flood, Tsunami, Cyclone, Fire, Revenue Department rushes to your rescue with the following Services :-

- (i) Evacuation to safe places
- (ii) Providing Food and Shelter during the duration of the calamity
- (iii) Assisting with financial help in reconstruction of damaged dwellings.

Thus, Revenue Department renders a host of services to you and to the community at large.

5. Revenue Department seeks your co-operation to help you better. I call upon your kind attention to the following :

- a) Application in time with all relevant supporting documents
- b) Meeting the official concerned directly for assistance
- c) Refraining from approaching touts or middlemen for help
- d) Not offering bribe or any other incentive to any government functionary.
- e) Reporting to the higher officers when bribes are demanded.

6. You may meet the Tahsildar, Revenue Divisional Officer, District Revenue Officer or Collector generally on any day. All Mondays are however exclusively set apart to hear public grievances. "Monday" is known as "Public Grievances Day". On that day, Public Grievances receive exclusive attention and overriding priority. Similarly, 2nd Wednesday in the month is earmarked for District Administration Authorities to go to interior villages and meet the public directly for on-the-spot addressing of their needs to the extent possible.

7. Please remember that you have every right to demand our service. None of us is doing any favour in serving you. You are in fact giving us a great opportunity to serve the public.

HELP US TO SERVE YOU BETTER.

**I.PERIASAMY
MINISTER FOR REVENUE AND PRISONS**

CITIZENS' CHARTER 2007

<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
1) Destitute Old Age Pension Scheme (G.O. 73, Finance (Pension) Department, dated 22.1.1962.	<p>1) Rs.400/- per month (G.O. 98, S.W. & N.M.P.Dept., dated 5.9.2006).</p> <p>2) A free Saree / Dhothi for Deepavali and Pongal Festival per Pensioner (G.O. 459, S.W. & N.M.S. Dept., dt. 25.10.1991)</p> <p>3) 2 Kgs. of free rice per month for persons taking meals and 4 Kgs. free rice per month per person not taking meals at noon meals centre (G.O.Ms.288,S.W. & N.M.P. Dept., dt. 26.9.1997)</p> <p>4) 10 Kgs. of free rice for the old age pensioners under Annapoorna Scheme. These persons are not eligible for concession shown in para 3 above (G.O.No.7, S.W. &N.M.S. Dept., dt. 18.1.2002)</p>	<p>1) 65 years and above</p> <p>2) No source of income</p> <p>3) Not a habitual beggar</p> <p>4) Should not have the support of major son or grandson whose age is above 18 years.</p> <p>5) No capacity to earn.</p> <p>6) Should not have any property except a hut or house worth less than Rs. 5000/- (G.O.Ms.100, S.W. & N.M.S. Dept., dt. 4.7.2002)</p>	<p>Application in plain paper</p>	<p>Tahsildar / Spl.Tahsildar (S.S.S)</p>	<p>Tahsildar / Spl.Tahsildar (S.S.S)</p>	<p>1 Month</p>	<p>1. Revenue Divisional Officer. 2. District Collector</p>

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2) Destitute Physically handicapped Pension Scheme (G.O. 1402, Finance Pension) Department, dated 6.11.1974).	1) Rs.400/- per month (G.O.Ms.98, S.W. & N.M.P.Depart., dated 5.9.2006). 2) A free Saree / Dhoti for Deepavali and Pongal Festival per Pensioner (G.O(Ms)459,S.W.&N.M.S. Dept.,dt. 25.10.1991) 3) 2 Kgs. of free rice per month for persons taking meals and 4 Kgs. free rice per month per person not taking meals at noon meals centre (G.O(Ms)288,S.W. & N.M.P. Dept., dt. 26.9.1997)	1) 45 years and above 2)Handicap of 60% and above 3) For the persons below 45 years of age pension eligibility is determined on the recommendation of the District Committee. 4) No age limit for totally blind persons 5) Should not have any property exceeding Rs.5000/- (GO Ms.No.79, SW NMP, dt.25.7.2006) 6) No capacity to earn livelihood. 7) No source of income. 8)Should not have the support of son or grandson whose age is above 18 years.	Application in plain paper	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1. Revenue Divisional Officer. 2. District Collector

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3) Destitute Widow Pension Scheme (G.O. 507, Finance Department, dated 27.5.1975)	1) Rs.400/- per month (G.O(Ms)98, S.W. & N.M.P.Dept., dated 5.9.2006).	1) No age limit. 2) Should not have remarried.	Application in plain paper	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1. Revenue Divisional Officer. 2.District Collector
	2) A free Saree / Dhothi for Deepavali and Pongal Festival per Pensioner (G.O. 459, S.W.& N.M.S. Dept., dt. 25.10.91)	3) Eventhough she has got major son, she should not have any income (G.O(Ms)92, S.W.& N.M.P. Dept., dt.2.6.1998.					
	3) 2 Kgs. of free rice per month for persons taking meals and 4 Kgs. free rice per month for persons not taking meals at noon meals centre (G.O(Ms)288,S.W. & N.M.P. Dept., dt. 26.9.1997)	4) Should not be a habitual beggar 5)No source of income. 6) Should not have any property exceeding Rs.5000/- in value.(GO (Ms)No.79, SW NMP, dt.25.7.2006)					

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4) Destitute Agricultural Labourers Pension Scheme (G.O(Ms)164, S.W. & N.M.P. Department, dated 12.3.1981.	1) Rs.400/- per month (G.O. ((Ms))98, S.W. & N.M.P.Dept., dated 5.9.2006). 2) A free Saree / Dhothi for Deepavali and Pongal Festival per Pensioner (G.O(Ms).459, S.W.& N.M.S. Dept., dt. 25.10.1991) 3) 2 Kgs. of free rice per month for persons taking meals and 4 Kgs. free rice per month per person not taking meals at noon meals centre (G.O(Ms)288,S.W. & N.M.S. Dept.dt. 26.9.1997)	1) 60 years and above 2) No source of income. 3)Should not be a habitual beggar 4) Should not have any property exceeding Rs.5000/- in value(G.O (Ms)No.79, SW NMP, dt.25.7.2006) 5) Should be a Agricultural Labourer. 6) Should not have the support of major son or grandson whose age is above 18 years.	Application in plain paper	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1. Revenue Divisional Officer. 2. District Collector

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5) Deserted and Destitute wife Pension Scheme (G.O.(Ms).1465, S.W. Department, dated 3.5.1984.	1) Rs.400/- per month (G.O.(Ms).98, S.W. & N.M.P.Depart., dated 5.9.2006).	1) Not below the age of 30 years. 2) Should be a permanent resident in Tamil Nadu 3) Should be Legally married 4) Separation for minimum of 5 years	Application in plain paper	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1. Revenue Divisional Officer. 2. District Collector
	2) A free Saree / Dhothi for Deepavali and Pongal Festival per Pensioner (G.O(Ms).459,S.W. & N.M.S. Dept.,dt. 25.10.1991)	5) Eventhough she has got major son she should not have any income source (G.O(Ms.)92, S.W. & N.M.P. Dept., dt. 2.6.1998.) 6) Should not have any property exceeding Rs.5000/-in value.(GO (Ms).No.79, SW NMP, dt.25.7.2006)					
	3) 2 Kgs. of free rice per month for persons taking meals and 4 Kgs. free rice per month per person not taking meals at noon meals centre (G.O(Ms)288,S.W. & N.M.P. Dept., dt. 26.9.1997)	7)No Source of income.					

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6) Distress Relief Scheme (G.O.470, Finance (CMPFR) Department, dated 23.5.1989)	Rs. 10,000/- (Central Government Assistance) (G.O(Ms.)11, S.W & N.M.P.Dept. Dt. 22.1.99)	1)Legal heirs of the deceased breadwinner of the family. 2)Dependents of the deceased landless agricultural labourers. 3) Families of small marginal farmers who possess less than 2.5 acres of irrigated land or 5 acres of unirrigated land or combination of both irrigated and unirrigated land equivalent to 5 acres of unirrigated land. If a small/ marginal farmers has both irrigated and unirrigated land, total holding is to be calculated as detailed below: An acre of irrigated land will be treated as equivalent to 2 acres of unirrigated land. An acre of lease cultivation will be treated as 0.5 acre of own cultivation. 4) Annual income should not be above Rs. 7200/- from all sources.	1) Application in the prescribed form. 2) Death Certificate of breadwinner is a must. 3) Application should be filed within 6 months from the date of death of bread winner, 4) Application should be submitted to the Collector within 1 ½ years.	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1. Revenue Divisional Officer. 2.District Collector

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7(1) Accident Relief Scheme (G.O. 471, Finance (CMPRF) dt. 23.5.1989.	Rs. 10,000/- (Central Government Assistance and Rs.5000/- (State Government Assistance) total Rs. 15000/- to the legal heir of the bread winner. (G.O. 845 Rev.dt, 28.8.96) (G.O.11 SW & NMP Dept. Dated: 22.1.99)	Legal heir of 44 notified category workers as mentioned in G.O. 471, Finance (CMPRF) dated 23.5.1989. 1) Dhobies 2) Cobblers 3) Carpenters, Cart Builders 4) Drivers of animal drawn vehicles. 5) Blacksmiths, Hammersmiths 6) Goldsmiths, Silver-smiths 7) Basket weavers 8) Stone-cutters, Stone-Carvers, Masons 9) Tile workers 10) Brick layers 11) Well diggers 12) Well construction workers	1) Application in the prescribed form. 2) FIR 3) Death Certificate. 4) Within 6 months from the date of death of bread winner.	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1) Revenue Divisional Officer. 2) District Collector

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7(1) Accident Relief Scheme (G.O. 471, Finance (CMPRF) dt. 23.5.1989. (contd.)		13)Agricultural labourers, Small and Marginal farmers who owned below 2.5 acres					
		14)Neera tappers 15)Sewerage workers 16)Pesticide sprayers 17)Palmyrah, Coconut tree climbers 18)Fishermen (non-members of Co-op. society) 19)Building and Construction workers 20)Truck Drivers 21)Auto Rickshaw Drivers 22)Drivers of Private Cars, Taxi and Buses (Non Owner of vehicle) 23)Hair Cutting, Saloon workers 24)Hand cartpullers 25)Persons doing business in cycle 26)Handloom weavers of private sector.					

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7(1) Accident Relief Scheme (G.O. 471, Finance (CMPRF) dt. 23.5.1989. (contd.)		27)Kuyavars 28)Servant maids 29)Professional Snake Catchers 30)All workers in Cinema Industry 31)Brick Chamber coolies 32)Lorry loading and unloading workers 33)Tailors 34)White washers, Painters and Electrician 35)Gramiya Nadanam, Naiyandi mela artists 36)Cooking workers 37)Flour mill workers 38)Conductors of private buses 39)Workers involved in the work of erection of pandal, stage, mandapam work 40)Category of persons engaged in the collection of honey, gallnut, etc. of hill and forest products (Non members of Cooperative Society)					

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7(1) Accident Relief Scheme (G.O. 471, Finance (CMPRF) dt. 23.5.1989. (contd.)		41) Cleaners in private Car, Lorry, Truck and Van and the drivers of private van					
		42) Plumbers					
		43) Employees of match and crackers factory					
		44) Artists					

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7(2) Accident Relief Scheme (G.O. 471, Finance (CMPRF) dt. 23.5.1989.	1) For construction workers Rs. 10,000/- (Central Government Assistance and Rs.5000/- (State Government Assistance) (G.O.(Ms).No. 845, Revenue, dt. 23.8.1996 (G.O.(Ms).No.11, S.W. & N.M.P. Dept., dt. 22.1.99)	Legal heir of the deceased construction worker.	1) Application in the prescribed form. 2) Death Certificate 3) Postmortem Certificate 4) FIR 5) Within six months from the date of death.	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1) Revenue Divisional Officer. 2) District Collector
	2) Rs. 10000/- from Chief Minister's P.R.F. (G.O.Ms.153, Labour & Employment Dept., dt. 15.7.1993) Total Rs.25,000/-	Legal heir of the deceased construction worker.	1) Application in the prescribed form. 2) Death Certificate 3) Postmortem Certificate 4) FIR 5) Within six months from the date of death.	District Collector	Government Labour Welfare Department	3 months	
7(3) Accident related injuries (G.O. 471, Finance (CMPRF) dt. 23.5.1989.	Rs. 7500/- to Rs. 15000/- depending upon the nature of injury sustained and the degree of physical impairment. G.O.Ms.570, Rev, dated : 27.10.1999	44 notified category of workers mentioned in G.O. 471, Finance (CMPRF)dt. 23.5.1989)	1)Application in the prescribed form. 2) Medical Certificate 3) FIR	Tahsildar / Spl.Tahsildar (S.S.S)	Tahsildar / Spl.Tahsildar (S.S.S)	1 Month	1) Revenue Divisional Officer. 2) District Collector

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8) Road Accident Relief (G.O.817, Home (Transport) Dept., dt. 8.6.99	1.Rs.10,000/- in the case of death	Legal heir	1) Application in plain paper. 2) FIR 3) Postmortem Report. 4) Police Inspector report. 5) Death Certificate.	Revenue Divisional Officer	Revenue Divisional Officer.	3 months	District Collector
	2) Rs.6000/- for total impairment 3) Rs.4000/- for loss of one eye or one hand or one leg 4) Rs.500/- for other small injury.	Individual	1) Application in plain paper. 2) Medical Certificate 3) FIR	Revenue Divisional Officer	Revenue Divisional Officer.	3 months	District Collector
8(A) Relief of insurance agency through Revenue Dept.	5) Rs.25000/- as Solatium in case of death due to hit and run through Insurance Company. (Motor Vehicles Act Rule 161 and 163)	Legal heir.	1) Application in plain paper. 2)FIR 3) Postmortem report. 4)Police inspector Report. 5) Death Certificate.	Tahsildar.	Committee headed by the District Collector.	6 months.	Government.
	6) Rs.12500 severe injuries through Insurance Company. (Motor Vehicle Act Rule 161 and 163)	Individual	1) Application in plain paper. 2)Medical Certificate 3) FIR	Tahsildar	Committee headed by the District Collector.	6 months.	Government.

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9) Relief to damaged huts due to natural calamities like cyclone, flood and fire (G.O(Ms)No.388, Revenue, dated 04.10.2001)	1) for fully damaged huts Rs.2,000/- 2) for partly damaged huts Rs.1,000/- 3) 1 Saree, 1 Dhoti 4) 10 kgs of rice 5) 1 litre of kerosene.	owner of the damaged hut	Application on white paper	Tahsildar	Tahsildar	24 hours	RDO
10) Relief to Loss of human lives occurred due to natural calamities like flood, cyclone and fire during seasonal and unseasonal periods (G.O.(Ms).No. 1121, Revenue, dated 25.10.1996)	1) i) Rs.50,000/- ii) For the grievous injuries like loss of limbs, loss of eyesight etc. Rs.10,000/- under TR 27 by Collector(G.O.Ms.No 714, Revenue, dt.30.10.2006) 2) Rs. 50000/- from Prime Minister's Relief Fund	Legal heirs of the deceased	1) petition in white paper 2) postmortem certificate 3) death certificate 4) FIR 5) Bank account / postal account of the legal heirs 6) Legal heirship certificate	1)Tahsildar 2) Proposals forwarded by Collector	1) Tahsildar 2) Government in Revenue Department will issue orders on receipt of assistance from P.M's office	1) 24 hours 2) On receipt of Government Orders.	1) Collector 2) Not applicable

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11)Relief to loss of cattle due to natural calamities like flood, cyclone and fire (G.O. (Ms) 515, dated 03.10.2000)	1) cow, bullock and buffalo Rs.5,000/- 2) Calf of cow and buffalo Rs.3,000/- 3) Goat and sheep Rs.1,000/- Relief sanctioned to the owners of the cattle which are not insured irrespective of the fact whether they are rich or poor or below poverty line with a ceiling of two cattle per family. 4) No relief for the cattle which are insured.	owner of the cattle	1)petition 2) Certificate from the Director, Animal Husbandry	Tahsildar	Tahsildar	24 hours	Collector
12)Relief to loss of Crops due to natural calamities during monsoon season (Government of India Lr.No.23-3/2003/NDM I	Relief (per Hect) Agricultural, Horticultural and Annual Plantation Crops Rainfed areas : Rs.1000/- Areas of Assured Irrigation : Rs.2500/- Perennial Crops: Rs.4000/- Damages to Mulberry Crop For Muga variety : Rs.2000/- For Eri and Mulberry variety : Rs. 1500/- for loss of substantial portion of lands due to Landslides, Avalanche and Flood Rs.10000/-	Affected Farmer	Petition	Tahsildar	Revenue Department	After receipt of Govt. orders	Collector

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13) Issue of Certificates <u>Community Certificates</u>	1) BC Community Certificates issued for admission in educational institutions and for appointment. ****	Persons belong to the community mentioned in G.O.Ms.No.28, BC and MBC Welfare dept, dt. 19.7.1994 and G.O.Ms.No.100,BC and MBC Welfare Dept., dated:24.11.97. Sl.No.1-143. of list of BCs in G.O Ms.No.28, BC MBC & MW Dept, dt.19.7.1994	a) Application in plain paper. b) Other evidence if any.	Zonal Deputy Tahsildar G.O.No(Ms.)921, Rev.Dept. dated: 15.6.1991.	Zonal Deputy Tahsildar G.O(Ms).No.921, Rev.Dept. dated: 15.6.1991.	7 days	District Collector
	2) MBC Community Certificates issued for admission in educational institutions and for appointment. ****	Persons belong to the community mentioned in G.O.Ms.No.28, BC and MBC Welfare dept.dt. 19.7.1994 and G.O.Ms.No.100,BC and MBC Welfare Dept., dated:24.11.97. Sl.No.144-184 of list of MBCs in G.O Ms.No.28, BC MBC & MW Dept, dt.19.7.94	a) Application in plain paper. b) Other evidence if any.	Zonal Deputy Tahsildar G.O(Ms)No.921, Rev.Dept. dated:15.6.1991.	Zonal Deputy Tahsildar G.O.No(Ms.)921, Rev.Dept. dated:15.6.1991.	7 days	District Collector

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13) Issue of Certificates (contd.)	3) DNC Community Certificates issued for admission in educational institutions and for appointment. ****	Persons belong to the community mentioned in G.O(Ms)No.28, BC and MBC Welfare dept.dt. 19.7.1994 and G.O(Ms)No.100,BC and MBC Welfare Dept., dated:24.11.97. Sl.No.185-252 of list of DNCs in G.O.(Ms)No.28, BC MBC & MW Dept, dt.19.7.94	a) Application in plain paper. b) Other evidence if any.	Zonal Deputy Tahsildar G.O(Ms)No.921, Rev.Dept. dated: 15.6.1991.	Zonal Deputy Tahsildar G.O(Ms)No.921, Rev.Dept. dated: 15.6.1991.	7 days	District Collector
	4) SC Community certificate issued for admission in educational institutions and for appointment. ****	Persons belong to the community mentioned in G.O.Ms.No.1773, dt. 23.6.1981 and G.O Ms.No.1597, ADTW Dept, dt.27.9.1990	a) Application in plain paper. b) Other evidence if any.	Tahsildar (G.O.Ms. No.581, Rev.Dept., dated:3.4.87.	Tahsildar (G.O.Ms. No.581, Rev.Dept., dated:3.4.87.	2 days (Govt.D.O.Letter No.H/ADW-2/2001-7, dt.14.2.2002)	District Collector & Chairman,DVC
	5) S.T.Community Certificate issued for admission in Educational Institutions and for appointment. ****	Persons belong to the community mentioned in G.O.Ms.No.1773, dt. 23.6.1981 and Letter No.8098, ADW-11/2003-4, dt.16.2.04	a) Application in plain paper. b) Other evidence if any.	Revenue Divisional Officer/District Adi-Dravidar Welfare Officer. G.O.Ms. No.31 AD&TWD Dept., dated: 4.3.99.	Revenue Divisional Officer/District Adi-Dravidar Welfare Officer. G.O.Ms. No.31 AD&TWD Dept., dated: 4.3.99.	7 Days. 15 days for detailed enquiry (Govt.D.O.Letter No.H/ADW-2/2001-7, dt.14.2.2002)	District Collector & Chairman,DVC

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
13) Issue of Certificates (contd.)	6) Nativity Certificate issued for admission in educational institutions and for employment. ****	All citizens who reside in the taluk for more than five years. (D.Dis.(Q)45455/88, dated:19.8.88.	1)Application in plain paper. 2) Copy of electrol roll. 3) School Certificate. 4) Other evidence in respect of residence. 5) Free for the persons who belong to below poverty line and for others Rs.10/- (G.O.95, Rev., dt. 2.3.2003.)	Zonal Deputy Tahsildar G.O.No.921, Rev.Dept. dated: 15.6.1991.	Zonal Deputy Tahsildar G.O.No.921, Rev.Dept. dated: 15.6.1991.	7 days D.Dis.(Q)4545 5/88, dated: 19.8.88.	District Collector
	7) Residence Certificate issued for admission in educational institutions and for employment.	All citizens who reside in the taluk continuously for 3 years.	1)Application in plain paper. 2) School Certificate. 3) Other evidence in respect of residence. 4)Telephone connection receipt. 5)Gas connection receipt. 6)Free for the persons who belong to below poverty line and for others Rs.10/- (G.O.(Ms)95, Rev., dt. 2.3.2003.)	Zonal Deputy Tahsildar G.O(Ms)No.921, Rev.Dept. dated: 15.6.1991.	Zonal Deputy Tahsildar G.O(Ms)No.921, Rev.Dept. dated: 15.6.1991.	7 days D.Dis.(Q) 45455/88, dated: 19.8.88.	District Collector

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
13) Issue of Certificates (contd.)	8) Income Certificate issued for claiming scholarship and for admission in educational institutions. ****	School/College Students.	1)Application in plain paper. 2) Salary / income certificates of the applicant's parent / guardian. 3) Other evidence for income. 4) Free for the persons below poverty line and for others Rs.10/- (G.O.95, Rev. dt. 2.3.2003).	Tahsildar G.O(Ms)No.921, Rev.Dept. dated: 15.6.1991.	Tahsildar G.O(Ms.)No.921, Rev.Dept. dated: 15.6.1991.	15 days	District Collector
<p>*** With a view to avoid delay in obtaining these certificates by the students in the Taluk Office , a new system of issue of certificates through schools it self has been introduced vide G.O.Ms.No.165, Revenue. dated 1.4.99. According to this system, completed applications for these certificates are obtained from the students by the Headmasters of the Schools concerned while they studying in X std or XII std and sent to the Tahsildars concerned with their attestation. The certificates are then prepared after due enquiry by the Revenue officials and dispatched to the concerned schools. These certificates are handed over to the students on completion of their studies along with the Transfer Certificates.</p>							
	9) Certificates of destitute for admission in Orphanages.	Concerned person.	1)Application in plain paper. 2) Death certificate of Father / Mother. 3) Income Certificate.	Tahsildar	Tahsildar	7 days	District Collector

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
	10) Destitute Widow Certificate for preference in appointment.	Widow whose total monthly income from all sources is not more than Rs.1000/- (G.O.Ms.No.395,P&A R(Ser-S) dated:4.11.98.	1)Application in plain paper. 2)Death certificate of husband. 3)Income Certificate.	Revenue Divisional Officer	Revenue Divisional Officer.	30 days	District Collector
13) Issue of Certificates (contd.)	11) Legal heirship certificate for claiming rights on property and for changing name in Govt. records. 1)Electricity conection. 2)House Tax. 3)Telephone connection. 4)Patta Transfer. 5)Bank Account. 6)To get job on compassionate grounds in case of deceased is an government servant.	Direct legal heirs of deceased.(Government letter No.1534, Rev.Dept., dated 28.11.1991	1)Application in plain paper. 2)Death Certificate of property owner. 3)Document evidence related to the family members.	Tahsildar G.O.Ms.No.581, Rev.Dept. Dated:3.4.87.	Tahsildar G.O.Ms.No.581, Rev.Dept. Dated:3.4.87.	15 days	District Collector
	12) Death Certificate	Legal heirs	1) Application in plain paper. 2) Certificate issued by the hospital Municipality / Corporation. 3) Application fee Rs.2/-	Deputy Tahsildar	Deputy Tahsildar	15 days	District Collector

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
	13) Birth Certificate for school admission.	Parents / Guardian of the child.	1)Application in plain paper. 2) Certificate issued by the hospital Municipality / Corporation. 3) Application fee Rs.2/-	Deputy Tahsildar	Deputy Tahsildar	15 days	District Collector
13) Issue of Certificates (contd.)	14) Widow Certificate for compassionate ground appointment.	Individual	1)Application in plain paper. 2) Husband's death certificate.	Tahsildar	Tahsildar	15 days	District Collector
	15) Inter caste marriage certificate for getting Govt. concession in appointment and admission to educational institutions.	Husband / wife.	1)Application in plain paper. 2)Marriage Certificate. 3)Document evidence to prove the community of Husband/Wife.	Tahsildar	Tahsildar	15 days	District Collector
	16) Deserted Women Certificate for getting preference in Govt. employment.	Deserted women.	Application in plain paper	Tahsildar	Tahsildar	15 days	District Collector
	17) Certificate for loss of school records for getting duplicate copies of school records.	The concerned students of school or College.	1) Application in plain paper. 2) FIR copy from Police Station.	Tahsildar	Tahsildar	15 days	District Collector
	18) Unemployment certificate for compassionate ground appointment.	Legal heir of the deceased Govt. servant.	1) Application in plain paper. 2)Certificates from District Employment Officer.	Tahsildar	Tahsildar	15 days	District Collector

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
13) Issue of Certificates (contd.)	19) Solvency Certificate for getting Bank loan, standing surety and for getting Govt. contract.	Owner of the solvent property.	1) Application in plain paper. 2) Document copy. 3) Property tax receipt. 4) Chitta / adangal copy. 5) For the value of Rs.50,000/- for which solvency certificate is required a sum of Rs.100/- and for the value of every additional Rs.50,000/- a sum of Rs.200/- should be remitted in the Treasury.(G.O.Ms. No.95,Rev.Dated: 2.3.2003.	Tahsildar G.O.Ms.No.581, Rev.Dept. Dated:3.4.87.	Tahsildar G.O.Ms.No.581, Rev.Dept. Dated:3.4.87.	15 days	District Collector
	20) Aliveness Certificate for pension purpose.	Pensioners.	1)Application in plain paper. 2)Personal appearance and verification.	Tahsildar	Tahsildar	2 days	District Collector
	21) No house site certificate for getting assignment / allotment of house site.	Housesite less person.	1)Application in plain paper. 2)Rent Receipt.	Tahsildar	Tahsildar	7 days	District Collector

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
13) Issue of Certificates (contd.)	22) Non graduate certificate for getting preference in admission in Government School, etc.	Concerned student.	1)Application in plain paper. 2)Transfer Certificate of the family member.	Tahsildar	Tahsildar	15 days	District Collector
	23) Ownership Certificate for loan purpose.	Owner of the property.	1) Application in plain paper. 2) Document copy. 3) Chitta / adangal copy	Tahsildar	Tahsildar	15 days	District Collector
	24) No dues certificate for loan purpose.	Individual	1)Application in plain paper. 2)Certificate from the employer.	Tahsildar	Tahsildar	15 days	District Collector
	25) Unmarried Certificate for getting Govt. assistance for marriage.	Individual	Application in plain paper	Tahsildar	Tahsildar	15 days	District Collector
	26) Location Certificate for claiming industrial concession.	Entrepreneur.	1)Application in plain paper. 2) Document copy. 3) Adangal/ Chitta copy. 4) Field map.	Revenue Divisional Officer/ Sub-Collector.	Revenue Divisional Officer/ Sub-Collector.	1 Month	District Collector

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
14) Issue of extract of Village Account.	Chitta, Adangal and Field map extract.	Owner of the property and legal heir.	Application in plain paper with remittance chalan for prescribed fee.	Tahsildar	Tahsildar	15 days	Revenue Divisional Officer.
15) Issue of Patta Transfer	Patta transfer	1) Owner of the property and successor of property. 2) Purchase of property in full or part.	1) Copy of sale deed. 2) Succession Certificate or legal heir certificate. 3) Sub-division fee.	Tahsildar / Zonal Deputy Tahsildar.	Tahsildar / Zonal Deputy Tahsildar.	30 days for cases involved sub-division. 15 days simple patta transfer	Revenue Divisional Officer.
16) Track Rent.	Grant of Govt. land on track rent under RSO.24(A).	Property Owner need to lay pipe lines through Govt. Poromboke.	1) Document of ownership of land in which well is situated. 2) Details of S.No. through which pipe lines to be laid down. (No track rent for agricultural purpose G.O(Ms)202, Rev. dt. 24.4.2000).	Tahsildar	Tahsildar	30 days	Revenue Divisional Officer.

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
17) Assignment of land to landless poor.	1. Assignment of agriculture land (R.S.O.15)	1) Residence of the village. 2) Annual income not exceeding Rs.16000/- (G.O.Ms.No.506, Rev., dt. 26.11.2002). 3) Cultivate the land himself or through family members. 4) Total land of the family including the assigning land should not exceed 1.21.5 hectare of dry land or 0.60.5 hect. of wet land.	Application in plain paper.	Tahsildar.	Upto the land value of Rs.10,000/- Tahsildar. Upto Rs.20,000/- RDO Upto Rs.50,000/- DRO, Upto Rs.250,000/- CLA. Above Rs.2,50,000/- Govt. (G.O.Ms.No.60, Rev. dt. 6.2.99)	3 months according to the availability of land	RDO, DRO, CLA, Govt.
	2. House site assignment (R.S.O.21).	1) Land and houseless poor. 2) Resident of the village. 3) Annual income not exceeding Rs.16000/- for rural area and Rs.24,000/- for urban areas (G.O(Ms)287, Rev., dt. 31.5.2000).	Application in plain paper.	Tahsildar	Tahsildar	3 months according to the availability of land	Revenue Divisional Officer.

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
18) Transfer of Land	Transfer of land to private individual or institution under RSO 24	1) Individual or Institution or Corporation 2) For establishing school and College recognised purpose	Application in writing	Tahsildar	<u>Public Undertaking</u> Land value upto Rs. 25,000/- RDO Upto Rs. 60,000 Collector upto Rs. 2,00,000 CLA. Above 200,000 Govt. <u>Institutions and private individual</u> Land value upto Rs.20,000/- RDO Upto Rs.50,000/- Collector Upto Rs. 1,00,000 CLA & Above 100,000 Govt. (G.O(Ms)No.307, Rev. dt. 21.6.99)	3 to 5 months according to the availability of lands	1. Revenue Divisional Officer 2. District Revenue Officer 3. Commissioner of Land Administration

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
<p>19) The Scheme of Distribution of 2 acres of waste lands to the families of landless poor agriculturalists</p>	<p>The lands are assigned free of cost after reclamation wherever necessary for helping the poor agricultural families under the following 3 categories:- i) Assignable poramboke land free from encroachment ii) Assignable poramboke land encroached upon by landless marginal and small farmers iii) Patta waste lands of small farmers to be developed/reclaimed.</p>	<p>1) Landless Agriculture families whose Annual income is less than Rs.16,000/- . 2) Priority will be given to poorest of the poor SC/STs residents of villages. 3) Marginal and small farmers encroaching the Assignable Government poramboke land. 4) Marginal and Small farmers having uncultivable patta waste land and come forward for reclamation</p>	<p>Proof of 1) Caste 2) Income 3) Marginal and small farmers 4) Assignable Poramboke land 5) Assignable encroached land 6) Patta waste land details wherever applicable</p>	<p>Village Level Committee under the Co-ordination of V.A.O.</p>	<p>Tahsildar/ RDO/ Collector according to monetary powers.</p>	<p>Time limit not fixed.</p>	<p>Collectors of the concerned District.</p>

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<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time limit for sanction</i>	<i>Authority to be contacted for any delay or deficiency in service.</i>
20) Distribution of free Colour Television Sets	Providing entertainment and improving general knowledge of the women	1) The family should possess family card. 2) The family should not own / possess any colour television sets.	1) Application in white paper and 2) Xerox copy of family card	Selection Committee	District Collectors	Time limit not fixed	District Collectors.

<i>Name of the Scheme</i>	<i>Benefits</i>	<i>Eligible Persons</i>	<i>Documents to be submitted</i>	<i>To whom application to be sent</i>	<i>Sanctioning Authority</i>	<i>Time Limit</i>	<i>Authority to be contacted for any delay or deficiency in service</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(21) Tamil Nadu Agricultural Labourers – Farmers (Social Security and Welfare) Scheme, 2006	The Relief Assistance to the Registered Members will be as furnished below:-	<p>The following persons who have completed age of 18 years but not completed 65 years are eligible for enrolment as members under this scheme</p> <p>(1) Any Agricultural Labourers</p> <p>(2) Farmers who owns wet land not exceeding 2.50 acres or dry land not exceeding 5.00 acres and engaged in direct cultivation of that land</p> <p>(3) Registered tenat of having the same extent of lands as in (2) above</p> <p>No Registration fee is payable for the enrolment</p>				Time limit not fixed	

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<p>iii) ACCIDENT RELIEF</p> <p>i) Death due to accident Rs.100,000 ii) Loss of both hands Rs.1,00,000 iii) Loss of both legs Rs.1,00,000 iv) Loss of one hand and one leg Rs.100,000 v) Total and irrecoverable loss of sight in both eyes Rs.1,00,000 vi) Loss of one hand or one leg 50,000 vii) Loss of limbs from grievous injuries other than those specified above Rs.20,000</p> <p>Death due to accident shall include death due to snake bite or caused by any poisonous insects or by lightning</p>		<p>i) Filing of FIR with the Police</p> <p>ii) Reporting to the Special Tahsildar(SSS) within 3 days in Application Form V.</p> <p>iii) Death Certificate and postmortem certificate in case of accident death</p> <p>iv) Family Identity Card</p> <p>v) Application in Form VI (By nominee in case of death)</p>	Special Tahsildar (SSS)	Special Tahsildar (SSS)	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board, Chennai – 5 and Commissioner of Land Reforms
	<p>II. NATURAL DEATH</p> <p>Rs. 10,000</p>		<p>i) Death Certificate</p> <p>ii) Family Identity Card issued under the scheme</p> <p>iii) Application in Form VII (By nominee)</p>	Special Tahsildar (SSS)	Special Tahsildar (SSS)	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board, Chennai – 5 and Commissioner of Land Reforms, Chennai-5
	<p>III. FUNERAL EXPENSES</p> <p>Rs.2,500</p>		<p>i) Death Certificate</p> <p>ii) Family Identity Card issued under the scheme</p> <p>iii) Application in Form VII (By nominee)</p>	Special Tahsildar (SSS)	Special Tahsildar (SSS)	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board, Chennai – 5 and Commissioner of Land Reforms, Chennai-5

(1)	(2)	(3)		(4)	(5)	(6)	(7)	(8)
	IV. EDUCATIONAL ASSISTANCE TO SON AND DAUGHTER OF THE MEMBERS	i) Children of the Registered members ii) No restriction on the number of children for availing assistance						
		Boys Rs.	Girls Rs.					
	1. 10 th Std. Pass Day Scholar Hosteller	1250 ---	1500 ---	i) Application in Form VIII ii) xerox copy of Family Identity Card, iii) Certified copy of Mark sheet	To the Sanctioning Authority through Head of the institution	District Educational Officer	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5
	2. 12 th Std Pass Day Scholar Hosteller	Boys Rs.	Girls Rs.		To the Sanctioning Authority through Head of the institution	Chief Educational Officer	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5
	3. ITI or Polytechnic (per year) Day Scholar Hosteller	1250 1450	1750 1950		To the Sanctioning Authority through Head of the institution	<u>I.T.I.</u> Deputy Director/ Principal/ Training Superintendent of the concerned institution <u>POLYTECHNIC</u> Director of Technical Education or the Officer authorised by him	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5
	4. Bachelor Degree (per year) Day Scholar Hosteller	1750 2000	2250 2500		To the Sanctioning Authority through Head of the institution	Director of Collegiate Education, Chennai/ Officer authorised by him	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5

(1)	(2)	(3)		(4)	(5)	(6)	(7)	(8)
	5. Post Graduate (per year) Day Scholar Hosteller	2250 3250	2750 3750		To the Sanctioning Authority through Head of the institution	Director of Collegiate Education, Chennai/ Officer authorised by him	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5
	6. Professional courses (Law, Engineering etc) (per year) Day Scholar Hosteller	2250 4250	2750 4750		To the Sanctioning Authority through Head of the institution	LAW Director of Legal Studies, Chennai/ Officer authorised by him ENGINEERING Director of Technical Education or the officer authorised by him	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5
		Boys Rs.	Girls Rs				Time limit not fixed	
	7. Post Graduate Professional coursed (per year) Day Scholar Hosteller	4250 6250	4750 6750			MEDICINE Director of Medical Education/ the Officer authorised by him VETERINARY SCIENCE Registrar , Veterinary and Animal Sciences, Madhavaram/ the officer authorised by him AGRICULTURE Registrar T.N. Agricultural University, Coimbatore/ the officer authorised by him.		

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<u>V. MARRIAGE ASSISTANCE:</u> a) Marriage of Member (i) Male Rs. 3000 (ii) Female Rs.5000 b) Marriage of son or daughter of the Member (i) Male Rs.3000 (ii) Female Rs.5000	i. Should have attained the age prescribed by law ii. If both husband and wife in a family applied for assistance only one of them will get assistance iii) No restriction on the number of sons/daughters for availing assistance	Application in Form IX with age certificate	Special Tahsildar (SSS)	Special Tahsildar (SSS)	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5
	<u>VI. DELIVERY OR MISCARRIAGE OF PREGNANCY OR TERMINATION OF PREGNANCY</u> 1.Delivery Rs.6000 (@ Rs.1000/- per month for six months) 2.Miscarriage Rs.3000 3.Termination Rs.3000	Registered Female Member under the scheme	i) Recommendation of the Village Health Nurse and V.A.O ii) Application in Form X iii) No restriction on the number of occasions for availing assistance by registered female members	The Medical Officer of the concerned block Primary Health centre	Medical Officer of the Block PHC	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms Chennai-5
	<u>VII. OLD AGE PENSION</u> (per month) Rs.400	i) Completed 60 years of age ii) Incapable of doing manual labour work & destitute	i) Application in Form XI ii) Age Certificate iii) VAO Certificate	Special Tahasildar (SSS)	Special Tahsildar (SSS)	Time limit not fixed	Collector of the concerned District and Member Secretary Tamil Nadu Agricultural Labourers Welfare Board and Commissioner of Land Reforms, Chennai-5

NOTE: The Relief or Assistance under the Scheme shall not be claimed if a relief or assistance or grant for a similar nature was availed under any other Central or State Government Scheme.