



དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས།

ROYAL GOVERNMENT OF BHUTAN  
NATIONAL LAND COMMISSION SECRETARIAT



**Annexure I: Checklist for Conversion**

Transaction No.: .....

Date:.....

The conversion proposal shall include the following documents:

Tick Mark ( ) (No. of Pages)

- a. CKC Form-I
- b. CKC Form-II
- c. CKC Form-III
- d. Relevant field report and maps
- e. Forest Clearance
- f. *Khimsa* proposed from KPSRFL Form - IV
- g. Survey Report
- h. Other documents, if any.

Verified by Land Record Assistant:

(Name and Signature)



**Annexure II: Application Form for Inherited *Chhuzhing* to *Khimsa* Conversion**

Date:.....

The Gup,  
 ..... Gewog,  
 .....Gewog Administration,

**Subject: *Chhuzhing* to *Khimsa* Conversion**

**Part I. Details of the Applicant:**

Name:.....  
 CID No:.....  
*Thram* No:.....  
 Gewog:.....  
 Dzongkhag: .....

I would like to apply for the *Chhuzhing* to *Khimsa* land conversion for the following plot;

Plot ID	Plot Name	Plot Area in <i>Thram</i> (ac)	Area proposed for conversion (ac)	Plot history

**Part II: Reasons for applying for conversion - *Chhuzhing* to *Khimsa***

**Tick (✓)**

- I do not have a residential house or any other land type except this inherited *Chhuzhing* registered under my ownership.
- I have not applied for *Chhuzhing* to *Khimsa* land conversion before.
- I have not applied for *Chhuzhing* to *Kamzhing* land conversion to any other competent agencies.

**Part III: Declaration**

I HEREBY DECLARE that the information provided above is true to the best of my knowledge. In the event, any information submitted above is found to be false, I may be held accountable as per the law in force.

Legal Stamp  
 Applicant's Thumb impression and date  
 Contact No.....

-----**For official use only**-----

Receipt Date: .....  
 Received by (Name and signature)



**Annexure III: Gewog Administration's Endorsement for *Chhuzhing* to *Khimsa* Conversion  
 (To be filled by the Gewog Administration)**

Letter No.:

Date: .....

The Honorable Dzongdag,  
 .....Dzongkhag Administration.

**Subject: Recommendation for *Chhuzhing* to *Khimsa* Conversion**

The Gewog Administration has received the transaction ID/Application no. .... dated.....from  
 Mr./Mrs..... CID no. .... for *Chhuzhing* to *Khimsa* land  
 conversion. We have verified the proposal and we recommend the conversion based on the following assessments:

- |   | Tick Mark (✓)            |
|---|--------------------------|
| 1. The proposed <i>Chhuzhing</i> is an inherited land.  | <input type="checkbox"/> |
| 2. There is no residential land or Kamzhing/any other land type apart from<br><i>Chhuzhing</i> registered under the applicant's name. | <input type="checkbox"/> |
| 3. The applicant has not applied for <i>Chhuzhing</i> to <i>Kamzhing</i> land conversion to any<br>relevant agencies.                 | <input type="checkbox"/> |
| 4. Plot Location:   |                          |
| a. Thazhing   | <input type="checkbox"/> |
| b. Bhuzhing   | <input type="checkbox"/> |

-----**For official use only**-----

Name and Signature:.....  
 CID:.....  
 (Tshogpa)

Name and Signature:.....  
 CID:.....  
 (Gewog Agriculture Officer)

Name and Signature:.....  
 CID:.....  
 (Gup)



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CKC FORM-III

**Annexure IV: Dzongkhag Administration's Endorsement for *Chhuzhing* to *Khimsa* Conversion  
 (To be filled by Dzongkhag Administration)**

Letter No.:

Date .....

The Land Conversion Committee,  
 National Land Commission Secretariat.

**Subject: Recommendation for *Chhuzhing* to *Khimsa* Conversion/*Khimsa* proposed from SFRL**

The Dzongkhag Administration has received the application/ transaction ID no.....  
 date.....from Mr/Mrs..... CID  
 no. .... The Dzongkhag Administration has verified the conversion and recommends the proposal  
 based on the following assessments:

Tick Mark (✓)

- |  |                          |
|--|--------------------------|
| 1. There is no residential land or Kamzhing/any other land type apart from <i>Chhuzhing</i> registered under the applicant's name. | <input type="checkbox"/> |
| 2. There are no previous records of land conversion from <i>Chhuzhing</i> to <i>Khimsa</i> approved in favor of the applicant.     | <input type="checkbox"/> |
| 3. The applicant has not applied for <i>Chhuzhing</i> to <i>Kamzhing</i> land conversion to any relevant agencies                  | <input type="checkbox"/> |
| 4. The proposal is compatible with the local plans and development control regulations, if any.                                    | <input type="checkbox"/> |
| 5. The Plot Location:  |                          |
| a. Thazhing  | <input type="checkbox"/> |
| b. Bhuzhing  | <input type="checkbox"/> |



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Remarks (if any):

Attachments (if any;)

- a. Cadastral map
- b. Photographs

Dzongkhag Land Registrar

Dzongkhag Chief Agriculture Officer

Dzongkhag Chief Engineer

Chairperson/Dzongdag



**NATIONAL LAND COMMISSION**  
**KHIMSA PROPOSED FROM SRFL**  
 .....DZONGKHAG



Reference No. .... Date:.....  
 Name of Land Owner..... ID No..... Village..... Thram No .....

Sl. No	DETAILS OF SURRENDERED CHUZHING				DETAILS OF SUBSTITUTE LAND				Remarks
	Plot No.	Plot Name	Area as per Thram	Area Surrendered	Plot No.	Area	Plot Name	Land Type	

We the undersigned hereby certify that the survey has been carried out as per the directives of..... The recommended *Khimsa* from SRFL for the above surrendered *Chhuzhing* is being forwarded to the National Land Commission for approval. The cadastral map pertaining to the approved *Khimsa* from SRFL is enclosed.

Handed over by:  
 (Name & sign of land owner)

Name & Sign Dzongkhag Chief Agriculture Officer

Name & Sign of Dzongkhag Engineer

Name & sign of Dzongkhag LR

**Dzongda**



**ROYAL GOVERNMENT OF BHUTAN  
NATIONAL LAND COMMISSION**  
Survey Endorsement form for Proposed Khimsa from SRFL  
.....DZONGKHAG



**KP Form V**

Dzongkhg/Dungkhag: .....

Gewog/Thromde:.....

Transaction No:.....

Date:.....

Name of Land Owner..... ID No..... Village.....

Thram No .....

Village	Plot Name	Land type	Plot No.	Area	Remarks

We the undersigned hereby certify that the survey has been carried out as per the directives of NLCS. The cadastral map pertaining to the approved proposed *Khimsa* from SRFL is enclosed.

Name & Thump impression of Land Owner

Name & sign of Surveyor

Name & Sign of Tshogpa

Name & Sign of Gup

Name and Sign of Dzongkhag LR