

Land Services Standard Operating Procedure

National Land Commission Secretariat
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FOREWORD

The National Land Commission Secretariat (NLCS) has introduced an online land transaction system for both rural and urban land. The development of the online land transaction system dates back to 2012 with numerous rounds of re-development phases to improve the functionality of the system and hence the public service delivery. Now the system is fully functional both in rural and urban areas. This online property transaction system enables citizens to electronically transfer the ownership of land and building using a web-based system. This has improved service delivery by shortening the Turnaround Time (TAT) and simplifying the whole process of property transfer.

To further improve the efficiency and effectiveness of the online system and to strengthen the land registration and transaction services, the Standard Operating Procedure (SOP) was developed. This document shall provide guidance and step-by-step instructions for completing a land transaction which will ensure systemic and timely services to the clients. Moreover, the use of SOPs can minimize variation and promote quality through the consistent implementation of a process or procedure within the organization. The SOP will keep all the officials of the NLCS and other stakeholders on the same page at all times and move forward cohesively. The SOP is also important in maintaining Organizational Knowledge especially when employees retire, quit, get transferred, etc. Documenting the SOP will ensure that the knowledge and the expertise will remain with the organization allowing the new employees to pick up when the old ones leave.

The SOP contains the procedures required to transfer land and buildings between two parties, lease of state land, land exchange with state land, and private land acquisition and satshab allotment.

The SOP has been developed by a task force at the HQ and also in consultation with Dzongkhag Land record officers during the five weeks of training in Tsirang on Land Administration and Management. The task force also revisited and redesigned the transaction forms to simplify the process. This SOP shall supersede the Land Rules and Regulations of the Kingdom of Bhutan 2007.



Secretary

National Land Commission Secretariat

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ACRONYMS

CKCC	Chhuzhing to Khimsa Conversion Committee
DGM	Department of Geology and Mines
DLACC	Dzongkhag Land Acquisition and Compensation Committee
DLEC	Dzongkhag Land Exchange Committee
DLLC	Dzongkhag Land Lease Committee
DLS	Dzongkhag Land Sector
DoA	Department of Agriculture
DoI	Department of Industry
DoL	Department of Livestock
DoLaM	Department of Land Administration and Management
DSACM	Dzongkhag Satshab Allotment Committee Meeting
FMFS	Final Mine Feasibility Study
HPREP	Hydropower, Renewable Energy Projects
JVT	Joint Verification Team
LACC	Land Acquisition and Compensation Committee
LLC	Land Lease Certificate
LMD	Land Management Division
LoI	Letter of Interest
MoAF	Ministry of Agriculture and Forest
MoEA	Ministry of Economic Affairs
NLCS	National Land Commission Secretariat
NOC	No Objection Certificate
OGZ	Office of Gyalpoi Zimpon
SOP	Standard Operating Procedure

TAT	Turn Around Time
TLACC	Thromde Land Acquisition and Compensation Committee
TLLC	Thromde Land Lease Committee
TLRSD	Thromde Land Record and Survey Division
TSACM	Thromde Satshab Allotment Committee Meeting

1. Procedure for Rural Land Transaction

A. Normal Land Transaction (Sale/Purchase, Inheritance, Gift, Pvt Land Exchange, Court Verdict)

1. Initiation of Transaction by Applicant:

- a. Access the NLCS webpage via www.nlcs.gov.bt and click on "Click esakor Here."
- b. Choose Rural Land Transaction on the e-Sakor portal.
- c. Register for an account and log in.
- d. Alternatively, applicants can submit the documents manually to the Dzongkhag who will initiate the transactions online.

Note: An authorized representative in case of a deceased landowner can apply the land transaction on behalf of the deceased along with a duly filled FN-1 form (irrespective of what the ownership type is) and an undertaking letter (Annexure 1(a))from the parties.

2. Submit the transaction with the following required documents:

- i. Internal agreement (*Annexure 1¹*) between the transferor and transferee signed in the presence of witnesses;
- ii. Court's enforcement order with a copy of the verdict in case of court cases;
- iii. In the case of joint ownership, an agreement shall be drawn between the main transferor and the transferee and obtain NOC (No Objection Certificate) from the other co-owners;
- iv. Power of attorney (*Annexure 2*) or LT form (5) in the absence of transferor/transferee;
- v. Family No Objection form: FN-1 (*Annexure 3*), if ownership type is Family Land;

¹ This is a just a sample agreement, thus the landowners can choose to write their own agreement however fulfilling all the requirements mentioned in the sample agreement

- vi. Building occupancy certificate/ concern letter from the local authority in case of new buildings (not mandatory for traditional houses);
- vii. PLR (Proportionate Land Right) (*Annexure 5*) agreement form which will be endorsed by all co-owners in case of flat transfer (Refer STG 2021). However, if all the flat owners desire to allocate the land rights in accordance to their own calculation or understanding which may not be proportionate to the flat sizes, they may do so by submitting the document of undertaking the risks of future implications;
- viii. Recommendation from the local authority for a legal guardian in case of a minor.
- ix. Common Property Declaration Form (*Annexure 6*)

Note the transaction ID number for follow-up or to track online from your account or through <https://esakor.nlcs.gov.bt/>

3. Verification at the Gewog/Dzongkhag

- a) The Dzongkhag Land Sector (DLS) shall verify the transaction documents and either accept or reject the transaction with valid reason within one week from the receipt of the land transaction;
- b) In the event the proposed transaction does not fulfill the requirements as per the checklist mentioned above or the plots are mortgaged, the transaction shall be deemed incomplete and the parties to the transaction shall be informed accordingly;
- c) If the transaction is checked and verified, the landowner will be notified through the e-citizen account or SMS to submit the original documents to the DLS after endorsement from Gewog (Gup). The Gewog level shall verify the genuinity of the land transaction and he/she shall be accountable for verifying the Transferor and Transferee, after which the transaction will be accepted;
- d) After receiving the documents, the registrar shall verify the documents and either accept or return with valid reasons. If accepted, the Revenue, Surveyor, and Building Section under Dzongkhag shall verify the application

or return to the registrar with valid reasons;

- e) From the date of acceptance, it will be notified for public viewing for 30 days (cooling period). However, in the case of Court enforcement order, no cooling period is applicable;
- f) Verification of the transaction documents and surveying of the plot, if it involves sub-division, shall be carried out during the cooling period;
- g) The DLS shall then submit the transaction documents to the NLCS within one week for solid transaction transfer of plot and two weeks for plot sub-division after completion of the cooling period.

4. Verification at the NLCS (Rural Land Division)

- a) The concerned dealing official shall approve or return the transaction with valid reasons within two weeks;

5. Verification at the NLCS (Map Section: If the transaction involves plot sub-division)

- a) The concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within one week;

6. Lag Thram issuance

(Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC

B. Procedure for Plot Consolidation and Segregation Transaction

1. Transaction submission by the applicants

- a) The applicant shall submit their application for merging or segregation to the Dzongkhag.

2. Verification at the Dzongkhag

- a) The DLS to verify the plots that require merging or segregation based on the e-sakor Thram database and is responsible for checking if the plot is mortgaged or not.
- b) In case the plot is mortgaged, the Thram owner requests the bank to temporarily lift /unblock the mortgaged plot for the transaction.
- c) If the transaction is accepted after thorough verification, the DLS shall initiate the land transaction on behalf of the applicants via e-sakor system within one week from the receipt of the land transaction and the landowner shall be notified through SMS on the initiation of the land transaction.
- d) The DLS to fill in the Survey report/plot consolidation form by ticking merging or segregation and clearly mentioning the plots that require merging or segregation with the correct plot ID.
- e) The DLS to verify if the plots are of the same land type and if the plots are adjacent to each other.
- f) In case if the plot is merged, in the survey report/plot consolidation form, only the plot details are required and signatures from Tshogpas and Planners are not required although they are mentioned in the survey report form, since the plot is not surveyed.
- g) However, for Plot segregation all the signatures and due procedures to be followed/continued as the plots require survey.
- h) The DLS, to change the area in the transaction overview and verify the transaction.
- i) The Dzongkhag Land Sector will send the transaction to NLCS for verification and approval.

3. Verification at the NLCS (Rural Land Division)

- a) The concerned dealing official will check the transaction and verify the transaction. Once the dealing official has verified, he/she shall put up a note sheet and get approval from the section head and division chief within one week.
- b) After the approval, the note sheet will be uploaded and sent to the Thram approver.
- c) The Thram approver will approve the transaction based on the note sheet.

4. Verification at the NLCS (Map Section: If the transaction involves plot sub-division)

- a) The concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within one week;

5. Lag Thram issuance (Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC.

C. Procedure for Change of Ownership Type

1. Transaction submission by the applicants

- a) The applicant shall submit the FN-2 (*Annexure 4*) for changing the ownership type from family to individual or vice versa to the Dzongkhag or to the HQ.

2. Verification at the dzongkhag

- a) The DLS to verify the Thram that requires ownership type change is mortgaged or transacted.
- b) In the event the required documents are incomplete, the landowner shall be informed accordingly;
- c) If the transaction is accepted, the DLS shall initiate the land transaction on behalf of the applicants via e-citizen portal within one week from the receipt of the land transaction and the landowner shall be notified through SMS on the initiation of the land transaction.
- d) The registrar will change the ownership type in the virtual rural transaction form in e-sakor and send for approval to the Dzongkhag verifier without maintaining a cooling period.
- e) The DLS then forwards the transaction to NLCS for verification and approval.

3. Verification at the NLCS (Rural Land Division)

- a) The concerned dealing official will check the transaction and verify the transaction. Once the dealing official has verified, he/she shall approve the transaction in the e-sakor system within two weeks.

4. Lag Thram issuance

(Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC.

D. Procedure for Willful Surrender/Annulment transaction/court verdict (Annulment)

1. Transaction submission by the applicants

- a) The applicant shall submit their application for willful surrender of the Thram or plots to the Gewog/Dzongkhag. As for the court verdict annulment, the Dzongkhag will receive from the court the final enforcement letter.

2. Verification at the Dzongkhag

- a) The DLS to verify the Thram/ Plot is mortgaged or transacted.
- b) if the land is family land or jointly owned, the DLS should seek clearance from the family members or co-owners respectively.
- c) If the transaction is accepted, the DLS shall initiate the land transaction on behalf of the applicants via e-citizen portal within one week from the receipt of the land transaction and the landowner shall be notified through SMS on the initiation of the land transaction.
- d) If the surrendered plot involves fragmentation, the surveyor should furnish a survey report of the fragmented plot after survey.
- e) The registrar is to transfer the Thram/plot and register it under Thram -111 as state land and upload the duly filled forms in e-sakor system and send for approval to the Dzongkhag verifier without maintaining a cooling period.
- f) The DLS then forwards the transaction to NLCS for verification and approval.

3. Verification at the NLCS (Rural Land Division)

- a) The concerned dealing official will check the transaction and verify the transaction. Once the dealing official has verified, he/she shall put up a note sheet and get approval from the section head and division chief within two weeks.
- b) After the approval, the note sheet will be uploaded and the Thram approver will approve the transaction based on the note sheet.

4. Verification at the NLCS (Map Section: If the transaction involves plot sub-division)

- a) The concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within one week;

5. Lag Thram issuance

(Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC.

E. Kasho Land Registration.

Kasho(s) are forwarded to the NLCS for registration in the Thram DB from the Office of Gyalpoi Zimpon. Subsequently, they are forwarded to the respective Dzongkhags for plot surveying.

1. Verification at the Dzongkhag.

- a) The Land record and survey section of the Dzongkhag/Thromde shall initiate the online Kasho registration via www.esakor.nlcs.gov.bt;
- b) The Cooling period will not be applied here;
- c) The revenue shall collect the registration fee, verify and update the receipt information respectively;
- d) The Dzongkhag/Thromde shall submit the Kasho land registration to NLCS within one week.

2. Verification at the NLCS

- a) The concerned dealing official at the Rural Land Division shall verify and either approve or return the registration with valid reasons within two weeks;

3. Verification at the NLCS (Map Section: If the transaction involves plot subdivision)

- a) The concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within one week;

4. Lag Thram issuance (Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thram holder/authorized representative can collect from the CSC.

F. Corrections (Plot/Thram details)

- a. The landowner shall apply online via www.e-sakor.nlcs.gov.bt to the Dzongkhag with an application requesting correction of Plot or Thram details.

1. Verification at the Dzongkhag.

- a. The DLS after due verification shall accept or return the request with valid reasons within one week from the receipt of the application;
- b. In the event the required documents are incomplete the landowner shall be informed accordingly;
- c. If the request is accepted, the applicant will be notified through the e-sakor portal account or SMS to submit the original documents to the Dzongkhag/Thromde office;
- d. After receiving the documents, the revenue and building section under Dzongkhag shall verify the application and either accept or return with valid reasons;
- e. The Dzongkhag shall submit to the NLCS within one week after completion of the verification of documents.

2. Verification at the NLCS

- a. The concerned dealing official at the Rural Land Division shall verify and either approve or return with valid reasons within two weeks;

3. Verification at the NLCS (Map Section: If the transaction involves plot sub-division)

- a) The concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within one week;

4. Lag Thram issuance (Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week; OR
- b) The Thramholder/authorized representative can collect from the CSC.

G. Change of administrative boundary from Rural to Urban

1. Boundary change request submission of the Dzongkhag

- a) The Dzongkhag shall initiate the boundary change request via e-sakor.
- b) The revenue and building section shall collect the registration fee, verify and update any building information respectively and either accept and or return with valid reasons;
- c) The Cooling period will not be applied here;
- d) The Dzongkhag shall submit to the NLCS within one week after completion of the verification of documents.

2. Verification at the NLCS

- a) The concerned dealing official at the Rural Land Division shall verify and either approve or return the request with valid reasons within one week;
- b) The division shall be responsible for informing the relevant division about the updation/deletion of plots from the e-Sakor Thram database based on the approval Note sheet. However, the history of the plot should be maintained in the NCRP database.
- c) The approved Note Sheet shall be updated from 'Manage Thram' for history/reference.

3. Verification at the NLCS (Map Section: If the transaction involves plot sub-division)

- a) The concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within two weeks;

4. Lag Thram issuance (Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC.

H. Chhuzhing to Khimsa conversion

1. Application Submission

- a) The applicant, fulfilling the criteria as per the Land Act 2007 and the *Chhuzhing to Khimsa* conversion guideline, shall submit the duly filled *Chhuzhing to Khimsa* Conversion Form CKC Form-I (Annexure 7) to the Gewog Administration.

2. Verification by Gewog Administration

- a) The Gewog Administration shall verify the application and furnish the required information as per the *Chhuzhing to Khimsa* Conversion Form CKC Form-II (Annexure 8).
- b) The Gewog Administration shall forward the conversion proposal with all the relevant documents to the Dzongkhag Administration. It shall be accepted if the proposal fulfills the criteria and is consistent with existing plans and regulations.

3. Assessment by Dzongkhag Administration

- a) The Dzongkhag Land Sector shall assess the conversion proposal. If eligible, the endorsed CKC Form III (Annexure 9) shall be submitted to the National Land Commission Secretariat (NLCS). If the proposal does not fulfill the criteria or conflicts with the existing plans and regulations, it shall be rejected.

4. Verification at the NLCS

- a) The Rural Land Division (RLD, DoLAM) shall assess the proposal received from the Dzongkhag Administration and submit it to the *Chhuzhing to Khimsa* Conversion Committee (CKCC) for approval.
- b) The RLD shall update the Thram records upon approval. If the proposal is not approved, the RLD shall inform the applicant of the reasons for rejection.
- c) According to Section 1(d) of the *Chhuzhing to Khimsa* Conversion Guideline, if the proposed Khimsa from SRFL is approved, it shall be registered in the Thram, and the surrendered Chhuzhing plot shall be registered in the -111 Thram.

5. Verification at the NLCS (Map Section: if the transaction involves plot subdivision)

- a) If the subdivision is involved, the concerned official at the Cadastral Information Division shall verify and approve or reject the transaction with valid reasons within one week.

6. Lag Thram Issuance

- a) The Dzongkhags shall print the Lag Thram within one week. Alternatively, the Thram holder or an authorized representative may collect the Lag Thram from the Customer Service Centre (CSC).

I. Other Land type (Other than Chhuzhing) to Khimsa/Other Land type conversion (For conversions from one land type to another)

1. Application Submission

- a) The applicant shall submit the duly filled Conversion Form LC Form-3A (Annexure 10) to the Gewog Administration.

2. Verification by Gewog Administration

- a) The Gewog Administration shall verify the application and provide the required information as per LC Form-3B (Annexure 11).
- b) The Gewog Administration shall forward the conversion proposal with all the relevant documents to the Dzongkhag Administration. If the proposal does not fulfill the criteria, it shall be rejected.

3. Assessment by Dzongkhag Administration

- a) The Dzongkhag Land Sector shall further assess the conversion proposal. If eligible, the endorsed LC Form-3C (Annexure 12) shall be submitted to the National Land Commission Secretariat (NLCS). If the proposal does not fulfill the criteria, it shall be rejected.

4. Verification at the NLCS

- a) The concerned official shall check and verify the transaction. Once verified, the official shall approve the transaction in the e-Sakor system within two weeks.

5. Verification at the NLCS (Map Section: if the transaction involves plot subdivision)

- a) If the subdivision is involved, the concerned official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within one week;

6. Lag Thram issuance (Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC

J. Chhuzhing to Kamzhing Conversion

1. Verification at the NLCS

- a) Upon receipt of the approved list of conversion cases from Chhuzhing to Kamzhing from the Department of Agriculture (Ministry of Agriculture and Livestock), the Rural Land Division (RLD, DoLAM) shall submit these cases to the Chhuzhing to Khimsa Conversion Committee (CKCC) for approval.
- b) The RLD, DoLAM shall update the Thram records upon receiving approval. If a conversion is not approved, the RLD shall inform the applicant of the reasons for the rejection.
- c) The RLD, DoLAM shall effect the changes in *Thram* upon approval or inform the applicant with reasons if it is not approved;
- d) If a subdivision is involved, the approval shall be forwarded to the respective Dzongkhags for surveying.

2. Verification at the NLCS (Map Section: If the transaction involves plot subdivision)

- a) If the subdivision is involved, the concerned dealing official at the Cadastral Information Division shall verify and either approve or reject the transaction with valid reasons within two weeks;

3. Lag Thram issuance (Dzongkhag Administration/Customer Service Centre for Lag Thram Printing)

- a) The Dzongkhags will print the Lag Thram within one week;

OR

- b) The Thramholder/authorized representative can collect from the CSC

Flow Diagram for Rural Land Transaction

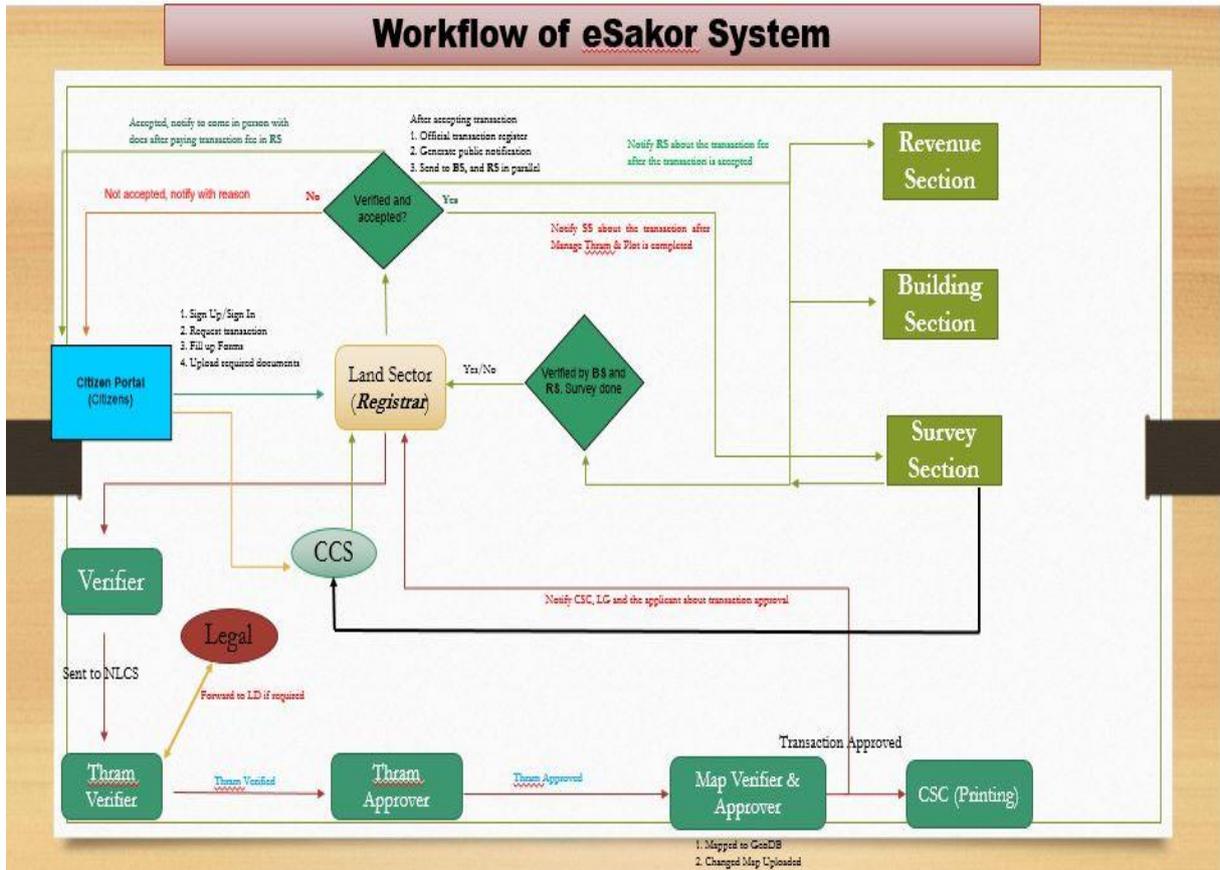


Figure 1: Flow diagram for rural land transaction

Note: The flow diagram is applicable for both online and manual land transactions. For the manual land transaction, the applicants have to submit the duly filled-in RLT-1 along with the required documents to the Dzongkhag Land Sector. The Dzongkhag Land Sector officials will verify the documents and initiate the land transaction on behalf of the applicant after which the rest remains the same.

2. Procedure for Urban Land Transaction (Land and Flat)

A. Normal Land Transaction (Sale/Purchase, Inheritance, Exchange, Gift, Court Verdict)

1. Initiation of Transaction by Applicant:

- a. Access NLCS webpage via www.nlcs.gov.bt and click on "Click eSakor Here."
- b. Choose Urban Land Transaction on the eSakor portal.
- c. Register for an account and log in.
- d. Alternatively, applicants can submit the documents manually to the Dzongkhag who will initiate the transactions online (applicable to only Dzongkhag Thromdes)

2. Required Documents:

- a. Internal agreement (Annexure 13) between transferor and transferee thumb impression in the presence of witnesses;
- b. The internal agreement for flat transactions shall contain details as specified in the checklist.
- c. Court's enforcement order with a copy of verdict for court cases. (Thram no. and plot no. along with area to be transferred should be clearly mentioned).
- d. Power of Attorney (Annexure 17) if the transferor/transferee has authorized any representative.
- e. Family No Objection form: FN-1 (Annexure 14), if the ownership type is Family.
- f. In case of joint ownership, if the land share of all co-owners are captured in the Thram, an agreement shall be drawn only between the main transferor and the transferee and NOC from other co-owner/s is not required.
- g. Valid building occupancy certificate for flat transactions.
- h. PLR agreement form for flat transfer. However, if all the flat owners desire to allocate the land rights in accordance with their own calculation or understanding, they may do so.
- i. Death certificate/Concern letter from LG for deceased landowner only in cases where the census record is not updated.

- j. Letter of Recommendation from the local authority for legal guardian in case of minor.
- k. Marriage certificate or Concern letter from the LG in case of transfer of land between spouses (seek advice from legal division)

Note: The landowners can track their transaction status via the same link using the transaction ID generated during the transaction initiation.

3. Verification at the Dzongkhag/Thromde

- a) The Land Record and Survey Section/Division at the Dzongkhag after due verification shall accept or return the transaction with valid reasons within one week from the receipt of the land transaction;
- b) In the event the proposed transaction does not fulfill the requirements as per above checklist, the transaction shall be deemed incomplete and the parties to the transaction shall be informed accordingly;
- c) If the transaction fulfills the requirements (Checked status in eSakor), the applicant will be notified through the e-citizen account or SMS to submit the original documents to the Thromde office. A cooling period of 30 days shall be notified for public viewing at the Dzongkhag/Thromde office. However, in the case of Court enforcement order no cooling period is applicable;
- d) The revenue and building section shall verify the application and either accept and or return with valid reasons;
- e) Verification of the transaction documents and surveying of the plot, if it involves sub-division, shall be carried out during the cooling period;
- f) The Dzongkhag/Thromde shall submit the transaction documents to the NLCS within one week after the completion of the cooling period.

4. Verification at the NLCS

- a. The concerned dealing official at the Urban Land Division shall process or return the transaction with valid reasons within one week;
- b. The concerned dealing official at the Map Section under the Cadastral Information Division shall verify and approve/return the transaction with valid reasons within one week;

B. Plot segregation and consolidation of the same landowner

1. Application Submission by Landowner

The landowner can either apply online or apply manually to the Dzongkhag or Thromde requesting plot consolidation/segregation.

2. Verification at the Dzongkhag/Thromde

- a. The Land Record and Survey Section/Division after due verification shall accept or return the request with valid reasons within **one week** from the receipt of the application;
- b. In the event the proposal is not feasible, the applicant shall be informed accordingly within one **week**;
- c. The cooling period will not be applied here;
- d. The revenue and building section under Dzongkhag/Thromde shall verify the application and either accept or return with valid reasons within one week;
- e. Surveying of the plot if required shall be carried out during the cooling period;
- f. The Land Record and Survey Section/Division shall submit the transaction to the NLCS within one week.

3. Verification at the NLCS

- a. The concerned dealing official at the Urban Land Division shall process or return the transaction with valid reasons within one week;
- c. The concerned dealing official at the Map Section under the Cadastral Information Division shall verify and approve/return the transaction with valid reasons within one week;

C. Thram ownership type change

1. Application Submission by Landowner

- a. The landowner shall apply online via www.nlcs.gov.bt to the Dzongkhag or Thromde requesting for Thram ownership type change;
- b. The applicant shall submit an NOC from the family members in the same census accepting the Change.

2. Verification at the Thromde/Dzongkhag.

- a. The Land record and survey section/ of the Dzongkhag/Thromde after due verification shall accept or return the request with valid reasons within **one week** from the receipt of the application;
- b. In the event the required documents are incomplete the landowner shall be informed accordingly;
- c. If the request is accepted, the applicant will be notified through the e-citizen account or SMS to submit the original documents to the Dzongkhag/Thromde office;
- d. The Dzongkhag/Thromde shall submit the requested documents to the NLCS within one week after completion of the verification of documents.

3. Verification at the NLCS

- a. The concerned dealing official at the Urban Land Division shall verify and either approve or return the request with valid reasons within one week.

D. Kasho Land Registration.

Kasho(s) are normally forwarded to the NLCS for registration from the Office of Gyalpoi Zimpon. It is then forwarded to respective Dzongkhags/Thromdes to carry out surveying of the plot.

1. Verification at the Thromde/Dzongkhag.

- a. The Land record and survey section of the Dzongkhag/Thromde shall initiate the online Kasho registration via www.nlcs.gov.bt;
- b. The Cooling period will not be applied here;
- c. The revenue and building section shall collect the registration fee, verify and update any building information respectively;
- d. The Dzongkhag/Thromde shall submit the Kasho land registration to NLCS within one week after.

2. Verification at the NLCS

- a. The concerned dealing official at the Urban Land Division shall verify and either approve or return the registration with valid reasons within one week;
- b. The concerned dealing official at the Map section shall verify and either approve or return the registration with valid reasons within **two weeks**;

E. Corrections (Plot/Thram)

1. Application Submission by Landowner

- a. The landowner shall apply online via www.esakor.nlcs.gov.bt to the Dzongkhag or Thromde with an application (Annexure 15) requesting for correction;

2. Verification at the Thromde/Dzongkhag.

- a. The Land record and survey section/Divison of the Dzongkhag/Thromde after due verification shall accept or return the request with valid reasons within **one week** from the receipt of the application;
- b. In the event the required documents are incomplete the landowner shall be informed accordingly;
- c. If the request is accepted, the applicant will be notified through the e-citizen account or SMS to submit the original documents to the Dzongkhag/Thromde office;
- d. After receiving the documents, the revenue and building section under Thromde shall verify the application and either accept and or return with valid reasons;
- e. The Dzongkhag/Thromde shall submit to the NLCS within one week after completion of the verification of documents.

3. Verification at the NLCS

- a. The concerned dealing official at the Urban Land Division shall verify and either approve or return the request with valid reasons within one week;
- b. The concerned dealing official at the Cadastral Information Division shall verify and either approve or return the request with valid reasons within **one week**;

F. Change of administrative boundary from Rural to Urban

1. Boundary change request submission of the Dzongkhag/Thromde

- a. The Dzongkhag /Thromde shall initiate the boundary change request via e-sakor.
- b. The revenue and building section shall collect the registration fee, verify and update any building information respectively and either accept or return with valid reasons;
- c. The Cooling period will not be applied here;
- d. The Dzongkhag/Thromde shall submit to the NLCS within one week after completion of the verification of documents.

2. Verification at the NLCS

- a. The concerned dealing official at the Urban Land Division shall verify and either approve or return the request with valid reasons within one week;
- b. The concerned dealing official at the Cadastral Information Division shall verify and either approve or return the request with valid reasons within **one week**;

3. Lag Thram issuance

- a. The Dzongkhag and Thromde will print the Lag Thram and issue it to landowners within **one day**.
- b. Alternatively, the Thram holder/authorized representative can collect the Lag Thrans from the Customer Service Center at the NLCS.

G. Thram annulment

- a. Thram shall be annulled only by the NLCS.
- b. Thram annulment orders issued as Royal Kasho or orders from the courts may be received by the NLCS, Dzongkhag and Thromde.
- c. Where the Dzongkhag and Thromde receive such Royal Kasho or court orders, the dealing official shall forward to NLCS.
- d. The concerned dealing official at the Urban Land Division and Legal Section shall seek approval to annul the Thram and convey the decision to LG for submission of report through Esakor system for annulment.
- e. The concerned dealing official shall annul the thram upon receiving the annulment through eSakor System and remove it from the e-sakor, Chhazhag Thram, and other relevant documents.
- f. After the annulment of the Thram, NLCS shall inform the other relevant offices.

H. Land precinct change

- a. The Dzongkhag/ Thromde shall verify the changes made in the precinct by the DHS and forward it to NLCS.
- b. The concerned dealing official at the Urban Land Division shall seek approval to make necessary changes in the Thram (Precinct) .
- c. Upon receiving approval, concerned dealing officials shall convey to the IT section for making necessary changes.
- d. And convey the approval to Thromde.

I. Reissuance of Lag Thram if misplaced/lost

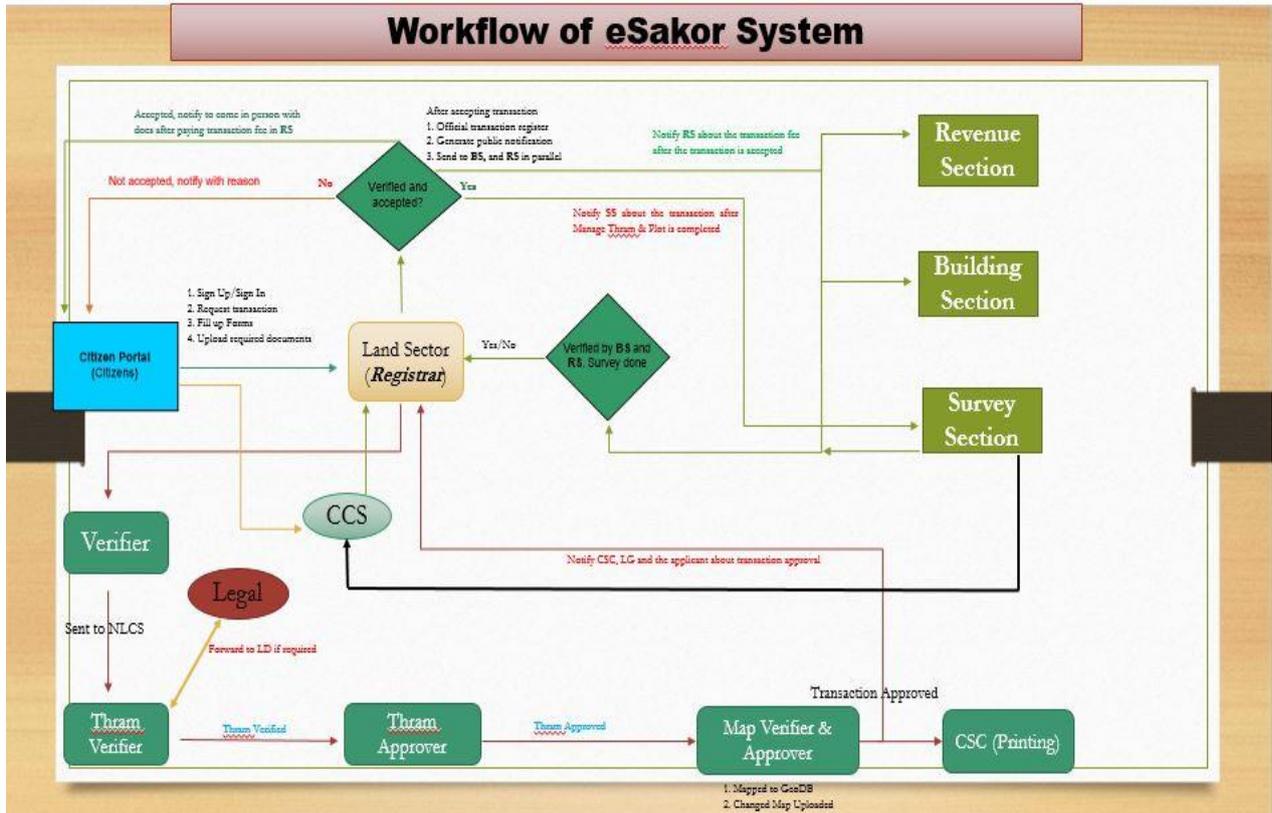
1. Verification at the Dzongkhag/Thromde level

- a. The landowner shall submit an application (Annexure 16) to the Dzongkhag/Thromde for re-issuance of a new Lag Thram.
- b. The Dzongkhag/Thromde shall verify and issue a new Lag Thram within one day from the receipt of the application.
- c. If any issues are identified concerning the Thram during the verification process by the Dzongkhag/Thromde, the landowners or the authorized person shall be informed accordingly.

2. Verification at the NLCS

- a. The landowner may directly apply to the Customer Service Centre at the NLCS for re-issuance of a new Lag Thram;
- b. The concerned dealing official shall verify and process to issue a new Lag Thram within one day;
- c. If any issues are identified concerning the Thram during the verification process by the NLCS, the landowners or the authorized person shall be informed accordingly.

Transaction flow for Urban Land Transaction



3. PROCEDURES UNDER LAND MANAGEMENT DIVISION

A. Leasing of state land

Leasing of State Land for Business Activity outside Industrial Parks (Rural and Thromdes)

- a) The proponent shall submit the project/business proposal to the relevant sector under Dzongkhag/Thromde for a Letter of Interest (LoI);
- b) The concerned Sector shall approve or reject the proposal within one month from the receipt of the application;
- c) If the proposal is not recommended, the concerned Sector shall inform the proponent accordingly;
- d) In the event the business proposal is approved, the concerned Sector shall issue LoI. The proponent shall submit the LoI to Dzongkhag/Thromde as per the prescribed Form BA-1(*Annexure 20*)/Form SL-1 (*Annexure 23*) respectively along with a copy of approved business proposal;
- e) The Dzongkhag or the Thromde shall submit the proposal in the duly filled in Form PA (*Annexure 50*) requesting for preliminary approval from the National Land Commission Secretariat (NLCS);
- f) The Lease Section under the Land Management Division (LMD) of the NLCS shall study the proposal and process for the preliminary approval;
- g) The Secretariat shall approve or reject the proposal within one week from the receipt of the proposal from the Dzongkhag.
 - i. If approved the preliminary approval is conveyed to Dzongkhag. The preliminary approval shall have a validity of six months.
 - ii. If rejected the decision is conveyed to Dzongkhag and accordingly to the proponent by the Dzongkhag.
- h) Based on the preliminary approval, the Dzongkhag Land Committee (DLC) or the Thromde Land Committee (TLC) shall conduct the assessment as per Form BA-2 (*Annexure 21*)/ Form SL-2 (*Annexure 24*) respectively and simultaneously the Dzongkhag /Thromde shall also facilitate in obtaining

relevant stakeholders' clearances (Forestry Clearance, Environment Clearance, Power clearance etc);

- i) The Dzongkhag/ Thromde shall submit the assessment report as per Form BA-3 (*Annexure 22*)/ Form SL-3 (*Annexure 25*) to the NLCS seeking final approval;
- j) The LMD at the secretariat shall process for approval within two weeks from the receipt of the Form BA-3;
- k) If approved, the lease Section, LMD shall capture the details of approved cases into the land lease database, prepare land lease map, and print out the Land Lease Certificate (LLC);
- l) The LLC shall be issued within one week to the proponent through concerned Dzongkhag/Thromde for the execution of lease deed, demarcation and handing over of land and inform the concerned Department or Agency accordingly;
- m) In the event the Secretariat rejects the proposal, the concerned Dzongkhag/Thromde shall be informed accordingly.

B. Leasing of State Land for Business Activity inside Industrial Parks

- a) The concerned department or agency under MoICE shall announce through media the availability of industrial plot on lease and seek business proposals from interested individuals;
- b) The proponent shall submit an application and business proposal to the concerned Department within the specified deadline;
- c) In the event the proposal is not recommended, the concerned Department shall inform the proponent within one month from the deadline of the submission of the application;
- d) In the event the proposal is recommended, the concerned Department shall forward the business proposal along with the Lol to the NLCS within one month from the deadline for submission of the application;

- e) The Lease Section, LMD under the Secretariat shall process for approval within two weeks from the receipt of the proposal from the concerned Department;
- n) If approved, the lease Section under LMD shall capture the details of approved cases into the land lease database, prepare land lease map, and print out the Land Lease Certificate (LLC);
- o) The LLC shall be issued within one week to the proponent through DoI, MoICE for the execution of lease deed, demarcation and handing over of land and inform the concerned Dzongkhag for record.
- f) If rejected, the Secretariat shall inform the proponent and the concerned Department accordingly.

C. Leasing of State Land for Commercial Agriculture

- a) The proponent shall submit the project proposal to Dzongkhag Agriculture Sector for issuance of Lol;
- b) The Dzongkhag Agriculture Sector shall review the project proposal and carry out the technical assessment on the suitability of the proposed lease for commercial agriculture farming within one month from the receipt of the application;
- c) In the event the proposal is approved, the Dzongkhag Agriculture Sector shall issue Lol. The proponent shall submit the Lol to Dzongkhag Land Sector as per the prescribed Form CA-1(*Annexure 26*) along with a copy of the approved project proposal;
- d) The Dzongkhag shall submit the proposal requesting for preliminary approval from the NLCS in the duly filled in Form PA (*Annexure 50*);
- e) The Lease Section under LMD of the NLCS shall study the proposal and process for the preliminary approval within two weeks from the receipt of the proposal;
- f) The Secretariat shall approve or reject the proposal.

- i. If approved the preliminary approval is conveyed to Dzongkhag with the validity of six months;
 - ii. If rejected the decision is conveyed to Dzongkhag and accordingly, the proponent shall be informed.
- g) Based on the preliminary approval, the DLC shall conduct the field verification as per Form CA-2 (*Annexure 27*) and simultaneously the Dzongkhag shall also facilitate in obtaining relevant stakeholders' clearances (Forestry Clearance, Environment Clearance, Power clearance etc);
- h) The Dzongkhag shall submit the assessment report as per Form CA-3 (*Annexure 28*) to the NLCS seeking final approval;
- i) The LMD at the secretariat shall process for approval within two weeks from the receipt of the Form BA-3;
- j) If approved, the lease Section under LMD shall capture the details of approved cases into the land lease database, prepare land lease map, and print out the Land Lease Certificate (LLC);
- k) The LLC shall be issued within one week to the proponent through concerned Dzongkhag for the execution of lease deed, demarcation and handing over of land and inform the concerned Department or Agency.
- l) In the event the Secretariat rejects the proposal, the concerned Dzongkhag/Thromde shall be informed accordingly.

D. Leasing of State Land for Mining Activity

- a) The proponent shall submit the business proposal to the DGM (Department of Geology and Mines);
- b) In the event, the proposal is found feasible for the intended mining operation, the DGM on behalf of the proponent shall apply to the DLC as per Form MA-1 (*Annexure 29*);
- c) The DLC shall conduct field verification as per the Form MA-2 (*Annexure 30*) within two months from the receipt of the Form MA-1. The cadastral survey of the proposed mine shall be carried out during the field verification by DLC involving DGM;
- d) If the proposal is recommended, the DLLC shall submit the proposal to the Secretariat as per the Form MA-3 (*Annexure 31*) along with a copy of the pre-feasibility report from the DGM;
- e) If not recommended, the DLC shall inform the DGM accordingly;
- f) The Lease Section under LMD at the Secretariat shall review the proposal based on the assessment report submitted by DLC and process for approval within one month from the receipt of the Form MA-3;
- g) The Secretariat shall approve or reject the proposal.
 - i. If approved, the Preliminary approval shall be issued to Dzongkhag (copy to DGM) with the validity of three years;
 - ii. If rejected, the decision is conveyed to Dzongkhag/DGM and accordingly the applicant is informed.
- h) The DGM shall conduct the Final Mine Feasibility Study (FMFS) and submit it together with the environmental clearance to the secretariat for final approval and issuance of LLC.
- i) The Secretariat shall accord the final approval for the proposed activity.

- j) The Lease Section under the LMD shall capture the details of approved cases into the land lease database, prepare the land lease map, and print out the LLC.
- k) The LLC shall be issued to the Dzongkhag (copy to DGM) for issuance to the proponent, handing over of the leased land with proper demarcation and execution of Lease Deed.

E. Lease of land for Hydropower, Renewable Energy Projects (HPREP) and other Associated Transmission Systems

- a) The concerned Department or Agency shall present/submit the details of the identified land (Land utilization plan) relating to HPREP and other associated transmission systems along with the project proposal to the NLCS;
- b) Upon the consent of the Secretariat, the concerned Department or Agency shall process through DLC for leasing state land using FORM BA-1,2,3 as per the procedures laid down for leasing state land for Business activities;
- c) If it involves the leasing of private land, the land acquisition process shall be followed;
- d) The lease period shall be fixed by the Secretariat in consultation with the concerned Department or Agencies.
- e) Upon approval by the Secretariat, the concerned Dzongkhag shall execute the lease deed with the proponent as per the LLC.
- f) The concerned Dzongkhag or Agency responsible for hydropower shall execute a new lease deed upon commissioning of the project.

F. Lease of Tsamdro

- a) The proponent shall submit an application to the Gewog along with livestock statistics certificate (Form TS-1 *Annexure 32*) in case of reverted Tsamdro.
- b) In the event, the lease area is proposed from the SRFL, the proponent shall produce forest clearance and community clearance.
- c) The Gewog Livestock Extension Supervisors (GAES) shall assist the proponent in preparing Tsamdro Management Plan (TMP) as per the prescribed Form TS-5 and seek approval from the Dzongkhag Livestock Officer (DLO).
- d) The Geog Administration upon completion of field verification/survey shall submit the proposal to Dzongkhag within one **month** as per the prescribed Form TS-2 (*Annexure 33*) along with TMP (Form TS-5).
- e) The DLC shall review the proposal and if found feasible seek Secretariat's approval within one month as per the prescribed Form TS-3 (*Annexure 34*).
- f) In the event, the proposal is not found feasible the Dzongkhag will notify the proponent through Gewog.
- g) The LMD at the secretariat shall process for approval within two weeks from the receipt of the Form TS-3.
- h) If approved, the LMD shall capture the details of approved cases into the land lease database, prepare land lease map, and print out the Land Lease Certificate (LLC);
- i) The LLC shall be issued within one week to the proponent through concerned Dzongkhag for the execution of lease deed, demarcation and handing over of land and inform the concerned Department or Agency.
- j) The event the Secretariat rejects the proposal, the concerned Dzongkhag shall be informed accordingly.

G. Leasing of Sokshing

- a) The proponent shall submit an application to Gewog along with a copy of Lag Thram, copy of Citizenship Identity Card and forest clearance as per the prescribed Form SK-1 (*Annexure 35*).
- b) The community clearance shall only be sought if the proposed Sokshing falls in the community Sokshing.
- c) The Gewog Agriculture Extension Supervisors (GAES) shall assist the proponent in preparing Sokshing Management Plan (SMP) as per the prescribed Form SK-5 and seek approval from the Dzongkhag Agriculture Officer (DAO).
- d) The Gewog Administration shall verify the documents for lease as per prescribed Form SK-2 (*Annexure 36*), carry out field verification/survey and submit to DLC along with the recommendation.
- e) The DLC if recommended based on the field verification report by the Gewog (Form SK-2) shall forward the proposal along with SMP, to the Secretariat within one month as per prescribed Form SK-3 (*Annexure 37*) and inform the MoAL;
- f) In the event, the proposed lease for Sokshing is not recommended; the DLC shall inform the applicant through Gewog.
- g) The LMD at the secretariat shall process for approval within two weeks from the receipt of the Form SK-3;
- h) If approved, the LMD shall capture the details of approved cases into the land lease database, prepare land lease map, and print out the Land Lease Certificate (LLC);
- i) The LLC shall be issued within one week to the proponent through concerned Dzongkhag for the execution of lease deed, demarcation and handing over of land and inform the concerned Department or Agency.
- j) In the event the Secretariat rejects the proposal, the concerned Dzongkhag shall be informed accordingly.

Flow diagram for Land Lease

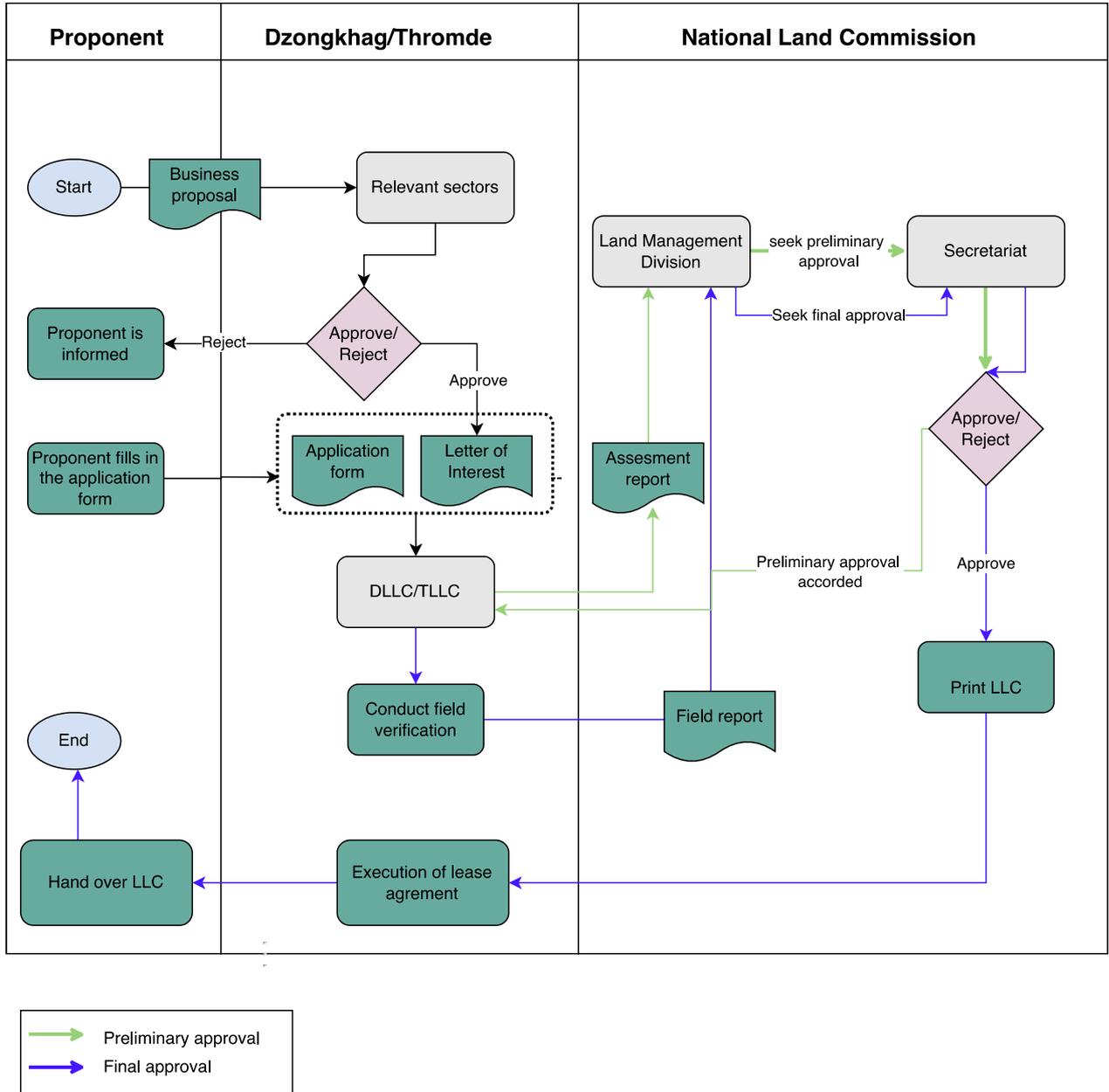


Figure 1: Flow diagram for land lease

H. Private Land Acquisition and Compensation (Rural and Urban)

1. Procedure for land acquisition and compensation

- a) Acquiring agency shall submit the land acquisition proposal (Form PLA-1) (*Annexure 38*) to the Dzongkhag Land Acquisition and Allotment Committee (DLAAC) or the Thromde Land Acquisition and Allotment Committee (TLAAC) fulfilling the requirements prescribed under Section 29(a) of Land Acquisition and Compensation Rules and Regulations 2022;
- b) The Dzongkhag or Thromde shall reject the proposal or submit the preliminary proposal along with the recommendation to the Secretariat within 15 working days upon receipt of the proposal;
- c) The Department of Land Administration and Management (DoLM) shall review the preliminary proposal and convey or reject the preliminary approval within seven working days;
- d) Pursuant to Section 199 of the Land Act 2007, upon receipt of the preliminary approval, the Dzongkhag/Thromde Land Sector shall serve a written notice within 10 working days to the landowner informing him of the acquiring agency's intent to acquire his land at least 120 days prior to the acquisition;
- e) The member secretary of the DLAAC/TLAAC shall coordinate a field verification and submit a report to the DLAAC/TLAAC. If recommended, a detailed report as per PLA form 2 (*Annexure 39*), PLA form 3 (*Annexure 40*), PLA form 4 (*Annexure 41*) and PLA form 5 (*Annexure 42*) shall be submitted to the NLCS within 10 working days;
- f) The DoLAM upon reviewing the detailed report of the proposal shall recommend, reject or defer with justification, or seek clarification as and when necessary, from the Dzongkhag/Thromde Committee within 24 working days;
- g) For the National Strategic Project cases, the DoLAM upon review shall present the cases to Land Acquisition and Compensation Committee (LACC) within 24 working days
- h) The DoLAM shall submit the recommended cases to the higher authority for endorsement within five working days;

- i) Upon completion of the land acquisition, both the map and Thram shall be updated. The new Lag Thram and Land Use Certificates (LUC) shall be issued to the concerned landowner and acquiring agency respectively.
- j) Upon receipt of the endorsement, the DoLAM shall process the map and Thram updates within five working days. The new Lag Thram and Land Use Certificates/lease certificates shall be issued to the concerned landowner and acquiring agency respectively.

Flow diagram for Private Land Acquisition and Compensation

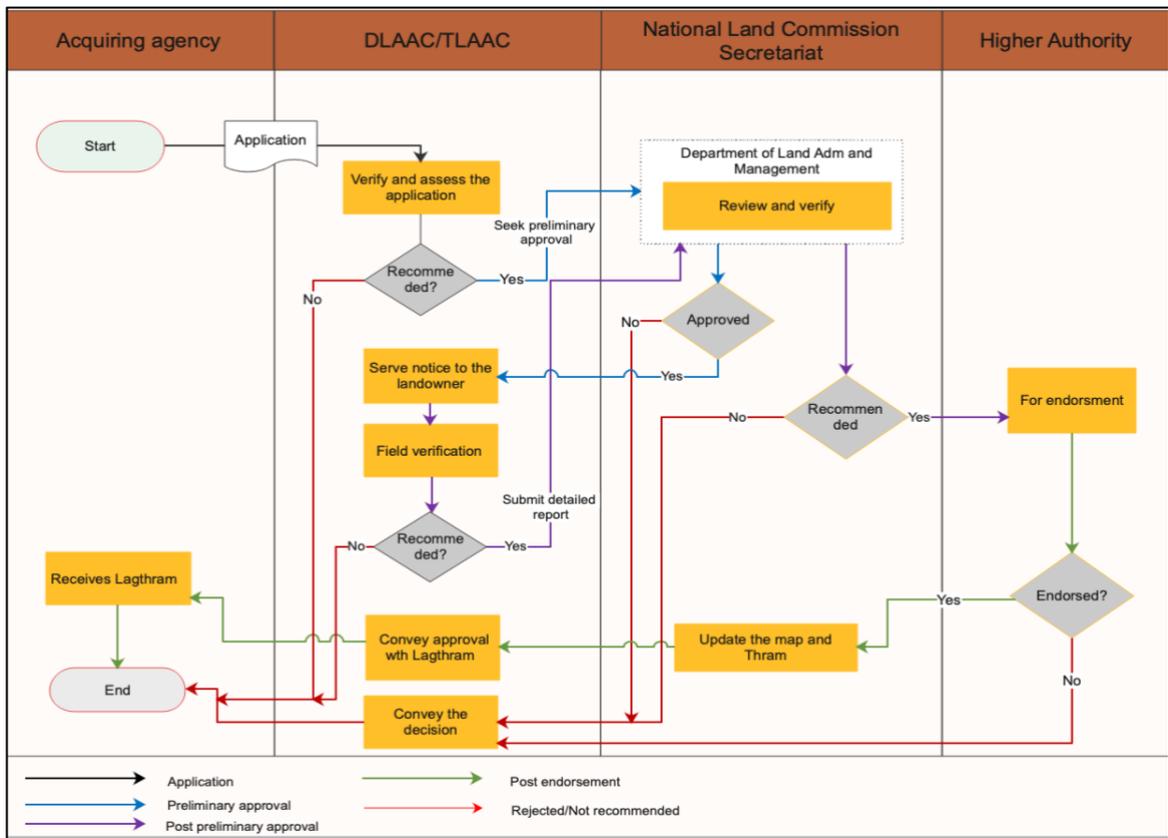


Figure 2: Flow diagram for private land acquisition and compensation

I. Land Exchange

1. Procedure for exchange of registered land with state land

- a. The applicant shall submit an application for land exchange to the Gewog Administration fulfilling the requirements prescribed in Form LE-I (*Annexure 43*);
- b. The Gewog Administration shall verify and forward the application to the Dzongkhag Administration within 10 working days. In the event the proposal is not recommended for the land exchange, the Gewog Administration shall return it to the applicant with justification;
- c. Upon receipt of the application Form LE-I, the DLS shall verify and coordinate the Dzongkhag Land Exchange Committee (DLEC) for field verification as prescribed in Form LE-2 (*Annexure 44*) within two months;
- d. The DLEC shall submit the detailed report to NLCS within 15 working days upon completion of the field verification. In the event the proposal is not recommended, the DLS shall return it to the applicant with justification;
- e. The LMD, DoLAM shall review the detailed report submitted by the Dzongkhag and recommend to the Secretariat. If not recommended, return to the Dzongkhag with justification within 15 working days;
- f. The Secretariat shall recommend or defer the land exchange cases and submit to the competent authority for final endorsement. In the event the proposal is not endorsed, LMD, DoLAM shall return it to the Dzongkhag with justification within 10 working days; and
- g. Upon receipt of the endorsement, LMD, DoLAM and CID, DoSAM shall update the changes in Thram and cadastral map, respectively within 10 working days. Simultaneously, the concerned Ministry shall be notified through the online system.

Flow diagram for exchange of registered land with state land

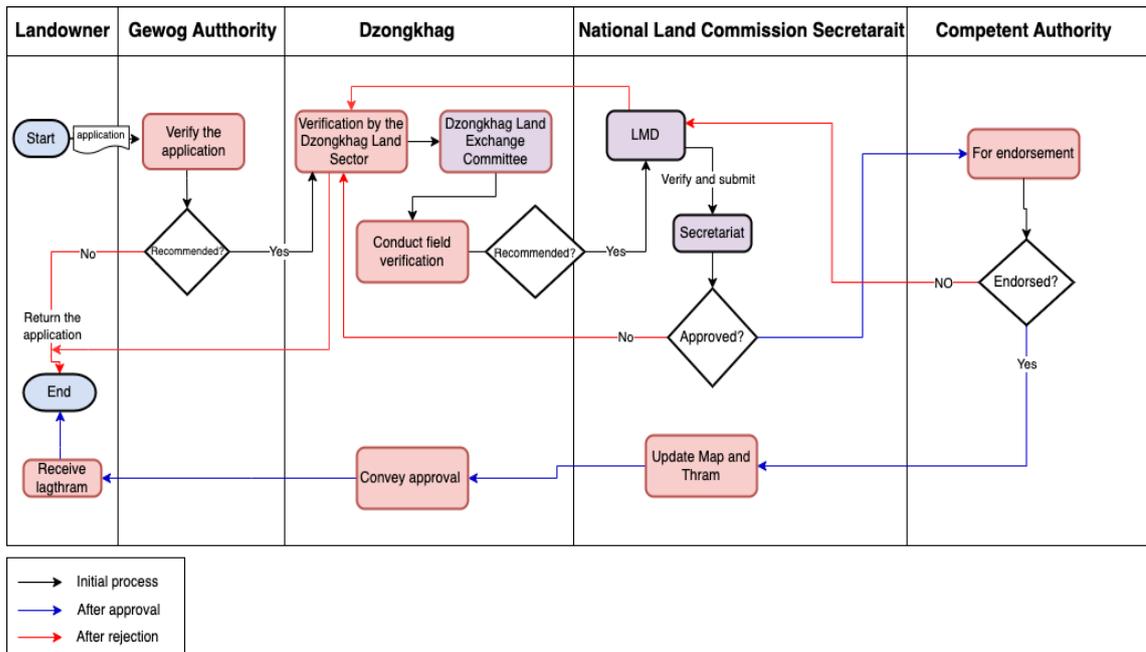


Figure 1: Flow diagram for exchange of registered land with state land

J. Land Use Certificate

Procedure for Land Use Certificate for the State Land

- The applicant shall submit an application for the Land Use Certificate to Dzongkhag/ Thromde duly attaching all required documents in form SLA-1(Annexure 45).
- Upon receipt of the proposal in the form SLA-1, the DLC/TLC shall conduct a field visit for a feasibility study as prescribed in the form SLA-2(Annexure 46) within one month.
- The DLC/TLC shall submit the proposal to the National Land Commission Secretariat with relevant sectoral clearances with any other relevant documents, incorporating a survey report in the form SLA-4 (Annexure 48) within 15 working days, after the completion of field verification. If not recommended, DLC/TLC shall return with justification.

- d) The LMD, DoLAM shall review/assess the proposal and recommend it to the secretariat (SLA-3 (Annexure 47) and SLA-5 (Annexure 49)). If not recommended, return the proposal to the Dzongkhag/Thromde with justification within 15 working days.
- e) Upon receipt of the endorsement, LMD, DoLAM and CID, DoSAM shall update the changes in Thram and cadastral map, respectively within 10 working days.
- f) The DLC/TLC shall release the State Land on LUC upon approval from the secretariat.

Flow diagram for Land Use Certificate

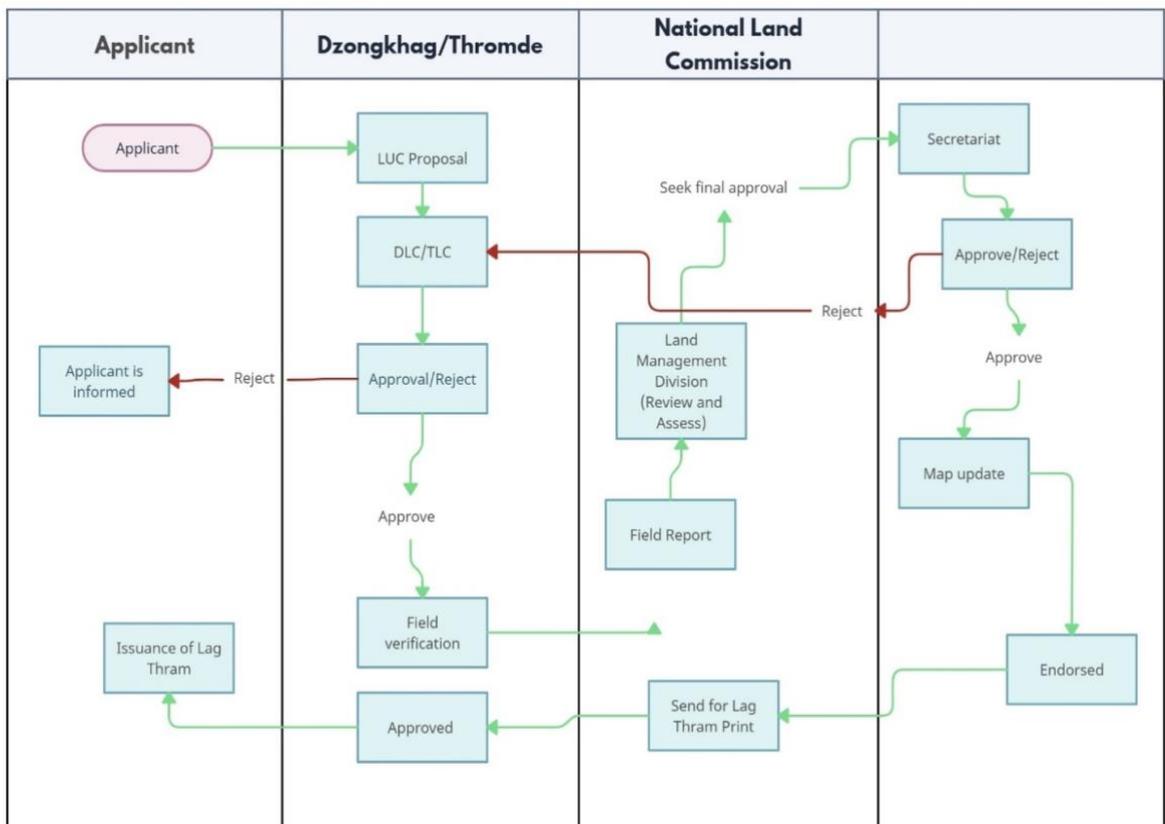


Figure 4: Flow diagram for Land Use Certificate.

༡༽ ས་ཆ་དེའི་ཚོང་ཁལ་བརྒྱུ་ཚད་ རོག་མི་འདི་ ས་ཆ་བཙོང་མི་དང་ཉོ་མི་ ཅུ་ཕན་སྤྱི་ཏུ་བསྐྱོད་ཚུ་ ཡངན་ ས་ཆ་བཙོང་མི/ ཉོ་མི་གིས་སྤོད་ནིའི་ཁས་ལེན་གྲུབ།

ཁས་ལེན་དང་ཉོགས་བཤད་ཀྱི་ཚིག་དོན།

གལ་སྲིད་ ཅུ་ཕན་སུ་ཞིག་གི་ཉོངས་ལས་ གན་ཡིག་འདི་དང་འབྲེལ་བའི་ཉོགས་བཤད་རེ་འཕོན་ཚེ་ འབྲུག་གི་འགན་འཛིན་དང་ སའི་བཅའ་ཁྲིམས་ དེ་ལས་རྒྱལ་ཁབ་ཀྱི་ཁྲིམས་ཡིག་གཞན་ཚུ་དང་འབྲེལ་ ཕྱག་ཕྱིད་ལུ་རྒྱུའི་གན་འཛིན་དུ།

ཁྲིམས་རྒྱགས་དང་ལགས་རྗེས།

ལག་རྒྱུས་

ལག་རྒྱུས་

ས་ཆ་བཙོང་མི་ རོམ་.....གི་རྒྱགས།
འགྲུལ་འཕྲིན་ཨང་.....

ས་ཆ་ཉོ་མི་ རོམ་.....གི་རྒྱགས།
འགྲུལ་འཕྲིན་ཨང་.....

ཁྲིམས་རྒྱགས་

ལག་རྒྱུས་

ལག་རྒྱུས་

ས་ཆ་སྤོད་ལེན་གཉེས་ཀྱི་དཔང་པོ།

མིང་.....གི་རྒྱགས།
མི་ཁྲུངས་ལག་ཁྱེར་ཨང་.....
འགྲུལ་འཕྲིན་ཨང་.....

མིང་.....གི་རྒྱགས།
མི་ཁྲུངས་ལག་ཁྱེར་ཨང་.....
འགྲུལ་འཕྲིན་ཨང་.....

ས་ཆ་སྐྱལ་བཤོའི་གན་རྒྱ

༣ ད་པེས་ རང་ལུགས་གན་མ་ལོ་..... ལྷོ་..... ཆོས་..... ལུང་མ་ ལྷོ་ཆོས་..... ལུ་
 རྫོང་ལག་ རྫོང་ལོག་ གཡུམ་ ལས་ མི་ལྷུངས་
 ལག་ཁྱེར་ཨང་..... ཅན་མ་འཆང་མི་ རོམ་ མིང་ཐོག་ཡོད་
 པའི་ ས་ཆ་སྐྱལ་བཤོའི་གན་ཡིག་གཤམ་གསལ་ལྟར་བཟོ་ཡོད་པ།
 ༡༽ ས་ཆ་སྐྱལ་བཤོའི་སྤོད་མི་ རོམ་..... གིས་མིང་ཐོག་ རྫོང་ལག་
 རྫོང་ལོག་གི་ ལྷམ་ཨང་ ཅན་མ་འཆང་ལས་ ས་ཆ་སྐྱལ་བཤོའི་འབད་ཡོད་པ་ གཤམ་གསལ་ལྟར།

ལྷམ་ལྟར་ས་ཆ་འཁྲིལ་གསལ་ལ།				
སའི་ཨང་།	སའི་དབྱེ་བ།	ས་མིང་།	ལྷམ་ལྟར་ས་རྒྱ།	བཀའ་ཤོག་ ། ལྷམ་ལྟར་།
ཡོངས་བསྟོན་མས་ -				

ས་ཆ་ལེན་མི་ལ་གསལ་ལ།						
ས་ཆ་ལེན་མི་མིང་གསལ་ལ།	རྫོགས་ལག་ཁྱེར་ཨང་	སའི་ཨང་།	སྤོད་པའི་ས་རྒྱ།	བཀའ་ཤོག་ ། རྫོགས་པ།	བདག་དབང་ བཟའ་ཚང་/སྤྱི་ རུབ་/ རང་རྒྱུང་།	ལྷམ་ཨང་ གསལ་པོ་རྫོང་མ
ཡོངས་བསྟོན་མས་ -						

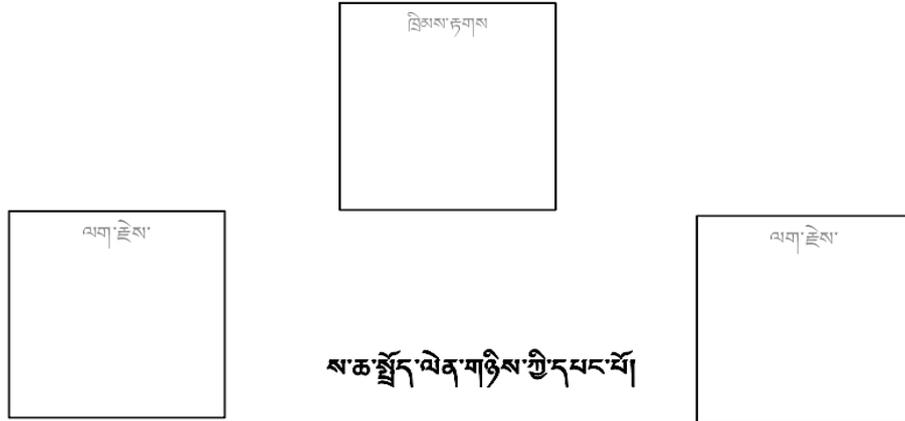
གོང་འཁོད་ས་ཆ་ཚུ་ཐོག་ལྷམ་འན་ལུ་ལ་གསལ་ལ་བཀོད་མི་དང་འཁྲིལ་ས་ཆ་སྐྱལ་བཤོའི་སྤོད་ལུ་བ། ས་ཆ་སྐྱལ་བཤོའི་སྤོད་པའི་སྐོར་ ཅ་
 ཕན་གཉེས་དང་ནང་ནང་མི་བཟའ་ཚང་ཚུ་འཁྲིལ་ལུ་ལུགས་ལས་ ཉོ་གས་བཤད་སྤྱད་སྐད་ཅམ་ཡང་བཟོད་མི་ཚོག་ནི་དང་ གལ་སྲིད་གན་ཡིག་
 འདི་ལས་འགལ་བའི་རིམ་པ་རེ་ཤར་ཆོ་ འབྲུག་གི་འགན་འཛིན་བཅའ་ཁྲིམས་དང་ གཞན་འབྲེལ་ཡོད་ཁྲིམས་ལུགས་ལྟར་ལྷུག་ལྷིད་
 ལྷ་རྒྱའི་གན་འཛིན་ལུ།

ལག་རྒྱུས་

ལག་རྒྱུས་

ས་ཆ་སྤོད་མི་རོམ་.....གི་རྟགས།
 འབྲུག་འཛིན་ཨང་.....

སྐྱལ་བཤོའི་ལེན་མི་རོམ་.....གི་རྟགས།
 འབྲུག་འཛིན་ཨང་.....



མིང་.....གི་རྟགས།
 མི་ཁྲུངས་ལག་ཁྱེར་ཨང་.....
 འགྲུལ་འཕྲིན་ཨང་.....

མིང་.....གི་རྟགས།
 མི་ཁྲུངས་ལག་ཁྱེར་ཨང་.....
 འགྲུལ་འཕྲིན་ཨང་.....

དན་གསོ། ལོ་ལྷ་བཀོད་མིའི་གནད་དོན་ཚུ་ག་ར་ཚངས་ཏེ་ཡོད་པ་ཅིན་ རང་གིས་སོ་སོ་སྤྲོ་བྱིས་ཅུང་བཏུབ།

ཚེ་འདས་མིང་བསྐྱབ་མྱི་ནང་གན།

༣ དལན་ རང་ལུགས་གནམ་ལོ་..... ལྷ་..... པའི་ཚེས་..... ལུངས་ སྤྱི་ཚེས་ // ལུ་.....
 རྫོང་ལག་ རྗེ་འོག་ གཡུ་ས་..... ལྷ་མ་ཨང་..... ཅན་མ་ ཚེ་
འདས་..... མིང་ཐོག་ལུ་འཁོད་དེ་ཡོད་པའི་ས་ཆ་ཚུ་ ད་རེས་ནང་མི་བཟའ་ཚང་སྤྱན་ཆ་ཚུ་འཛོམས་
 ཐོག་ལུ་ཐོས་བསྐྱབ་འབད་དེ་ **མིང་བསྐྱབ་**ཞིན་མ་ལས་ རྫོང་ལག་ རྗེ་འོག་ གཡུ་ས་.....
 གུང་ཨང་..... མི་ལྷངས་ལག་ཁྱེར་ཨང་..... ཅན་མ་ རོ་མིང་.....
 མིང་ཐོག་ལུ་བཀོད་ནི་འབད་ ཅུ་ཐོ་ཕན་ཚུ་ཚུ་དང་གཤམ་འཁོད་དཔང་པོ་ཚུ་འཛོམས་ཐོག་ལུ་ ལས་བྱེད་ས་
 གུ་བམི་དེ་ལེ་རྒྱུད་གཅིག་པའི་ནང་མི་བཟའ་ཚང་སུ་འཛོམས་ལས་ཉོགས་བཤད་ཉིལ་འབྱུ་ཅམ་རང་བཅོད་མི་ཚོགས། གཡུ་སུ་ད་ ཅུ་ཕན་སུ་ཞིག་
 བཀོད་ས་ལས་ གན་ཡིག་འདི་དང་འབྲེལ་བའི་ཉོགས་བཤད་རེ་འཐོན་ཚེ་ འབྲུག་གི་འགན་འཛིན་དང་སའི་བཅའ་ཁྲིམས་ དེ་ལས་རྒྱལ་ལབ་
 གྱི་ཁྲིམས་ཡིག་གནམ་ཚུ་དང་འཁྲིལ་ཏེ་ ལྷག་ལྷིད་ལྷ་རྒྱུ་འུ་གན་འཛིན་དུ།



ས་ཆ་རྫོད་མི་རོ་ཚབ་.....གི་ཉུག་ས།
 འགྲུལ་འཕྲིན་ཨང་.....

སྐལ་བཀོ་ལེན་མི་རོ་མ་.....གི་ཉུག་ས།
 འགྲུལ་འཕྲིན་ཨང་.....



ས་ཆ་རྫོད་ལེན་གཉིས་ཀྱི་དཔང་པོ།

མིང་.....གི་ཉུག་ས།
 མི་ལྷངས་ལག་ཁྱེར་ཨང་.....
 འགྲུལ་འཕྲིན་ཨང་.....

མིང་.....གི་ཉུག་ས།
 མི་ལྷངས་ལག་ཁྱེར་ཨང་.....
 འགྲུལ་འཕྲིན་ཨང་.....

ཅན་གསོ། གོང་ལུ་བཀོད་མིའི་གནད་དོན་ཚུ་ག་ར་ཚངས་ཏེ་ཡོད་པ་ཅིན་ རང་གིས་སོ་སོ་སྤྲོ་མིས་རུང་བཏུབ།

ས་ཆ་སྤོང་ལེན་གྱི་གན་རྒྱ།

༣ ད་རེས་ རང་ལུགས་གན་མ་ལོ་..... ཟླ་..... པའི་ཚེས་..... ལུངས་ ལྷི་ཚེས་ / / ལུ་
 རྫོང་ཁག་ རྫོང་ལོག་ གཡུས་ཚན་ལས་ རོ་སྤོང་ལག་ཁྱེར་ཨང་ ཅན་མ་
 འཆང་མི་ རོ་མིང་ གིས་མིང་ཐོག་ལུ་ རྫོང་ཁག་ རྫོང་ལོག་གི་ ས་ཁྲམ་ཨང་
 པར་འཁོད་པའི་གཤམ་གསལ་ས་ཆ་ སྤོང་ལེན་དབྱེ་བ་སྤོང་པར་བྱིན་པ་འབད་ སྤོང་པའི་ས་ཆའི་ཁ་གསལ།

ཁྲམ་ལྟར་ས་ཆའི་ཁ་གསལ།				
སའི་ཨང།	སའི་དབྱེ་བ།	ས་མིང།	ཁྲམ་ལྟར་ས་རྒྱ།	བཀའ་ཤོག་ ། ཁྲམ་ལྟར་།
ཡོངས་བསྟོན་མ་-				

ས་ཆ་ལེན་མི་ཁ་གསལ།						
ས་ཆ་ལེན་མི་ཁ་གསལ་	རོ་སྤོང་ལག་ཁྱེར་ཨང་	སའི་ཨང།	སྤོང་པའི་ས་རྒྱ།	བཀའ་ཤོག་ ། རོ་སྤོང་པ།	བདག་དབང་ (བཟའ་ཚང་/ ལྷི་རུབ་རང་རྒྱུང་).	ཁྲམ་ཨང་ (གསལ་ལོ་རྒྱུང་མ)
ཡོངས་						
བསྟོན་མ་-						

གོང་འཁོད་ས་ཆ་ཚུ་ ཐིག་ཁྲམ་ནང་ལུ་ཁ་གསལ་བཀོད་མི་དང་འབྲེལ་ས་ཆ་སྤོང་པར་འབད་སུལ་གྱུ་བ། ས་ཆ་དེའི་ཁྲམ་སྤོ་སོར་གྱི་ཁྲལ་
 བརྒྱ་ཚུ་% ཐོག་སྤོལ་ཡོད་མི་འདི་ ས་ཆ་སུལ་མི་དང་ལེན་མི་ཚུ་མན་སྤྱི་རུབ་སྤོང་ལྷུ་ ཡངན་ ས་ཆ་སུལ་མི་ལེན་མི་གིས་སྤོང་ནི་
 རྩེ་ཁས་ལེན་གྱུ་བ། ས་ཆ་སྤོང་པར་བྱིན་པ་.....སུལ་ཡོད་པའི་སྤོང་ ཚུ་མན་གཉིས་དང་ནང་མི་བཟའ་ཚང་ཚུའི་ཁ་གསལ་ལས་ ཉོགས་
 བཤད་སྤྱད་སྐད་ཅམ་ཡང་བཟོད་མི་ཚོག་ གལ་སྲིད་ཉོགས་བཤད་ཀྱི་རིམ་པ་རེ་བྱུང་ན་ འབའ་ཉེས་ཁྲིམས་དཔལ་ལྷན་འབྲུག་པའི་
 ཁྲིམས་ལུག་ལྟར་ཕྱག་བྱིད་ལྷོ་ཚོག་པའི་ གན་འཛིན་གྱུ་བ།

ལག་རྒྱུས་

ལག་རྒྱུས་

5ན་གསོ། གོང་ལུ་བཀོད་མི་ཁ་གནད་དོན་ཚུ་གར་ཚངས་ཉེ་ཡོད་པ་ཅིན་ རང་གིས་སོ་སོ་སྤོང་ལྷི་རུབ་བཏུ་བ།

ས་ཆ་སྒྲོད་མི་ངོམ་.....གི་རྟགས།

ས་ཆ་ལེན་མི་ངོམ་.....གི་རྟགས།

འགྲུལ་འཕྲིན་ཨང་.....

འགྲུལ་འཕྲིན་ཨང་.....



མིང་.....གི་རྟགས།

མིང་.....གི་རྟགས།

མི་ཁྲུངས་ལག་ཁྱེར་ཨང་.....

མི་ཁྲུངས་ལག་ཁྱེར་ཨང་.....

འགྲུལ་འཕྲིན་ཨང་.....

འགྲུལ་འཕྲིན་ཨང་.....

བློན་པོ། གོང་ལུ་བཀོད་མིའི་གནད་དོན་ཚུ་ག་ར་ཚངས་ཏེ་ཡོད་པ་ཅིན་ རང་གིས་སོ་སོ་བྲེ་བྲིས་ཚུང་བཏུབ།

Annexure 1(a) (Undertaking Form)

ཚེ་འདས་ཀྱི་རྒྱ་དངོས་སྐལ་བལོ་མིང་སྤོང་གི་འགན་ལེན་འབྲི་ཤོག

༩ དུལ་ན་ དེ་ནི་ རང་ལུགས་གནས་ལོ་..... ལྷ་..... པའི་ཚེས་..... ལུངས་
 ལྷི་ཚེས་..... ལུ་..... རྫོང་ལག་..... རྟེན་འོག་ཁྲིམ་
 ལྷ་ལས་ མི་ཁྲུངས་དོ་སྤྲོད་ལག་ཁྲུང་ཨང་..... ཅན་མར་ཚེ་འདས་.....
 ལི་མིང་ཐོག་..... རྟེན་འོག་ཁྲིམ་ལྷ་ལུ་ ལྷ་ཨང་..... ཅན་མའི་རྒྱ་དངོས་རྣམས་ཀྱི་ལུངས་
 འཛིན་པ་ ལུ་ལུ་ལོ་..... དོ་སྤྲོད་ལག་ཁྲུང་ཨང་..... ཅན་མ་འཚང་མི་
 ལིས་ ལག་ལུ་འཁོད་ལྷ་ར་གསལ་སྤོང་དང་ལས་ལེན་འབད་ལ་ཨིན།

- ༡༽ དེ་ལི་/ ར་བཅས་ཀྱི་ཕམ་/བདག་འཛིན་པ་ དོ་མིང་.....དེ་ ལྷི་ཚེས་.....
 ལུ་ཚེ་འདས་སོང་ཡོད་པ་ཨིན།
- ༢༽ ར་/ ར་བཅས་ཚུ་ ཚེ་འདས་ཕམ་/བདག་འཛིན་པ་གི་ རྒྱ་དངོས་ཀྱི་ ལྷི་མས་མཐུན་ཀྱི་ལུངས་འཛིན་པ་ཨིན།
- ༣༽ ཚེ་འདས་ཕམ་/བདག་འཛིན་པའི་རྒྱ་དངོས་ཚུ་ ཐོབ་དབང་དང་ལེ་ཕན་ཡོད་མི་ ལུངས་འཛིན་པ་གཞན་མེད་པ་ཨིན།
- ༤༽ ར་/ ར་བཅས་ལུ་ ཚེ་འདས་ཕམ་/བདག་འཛིན་པའི་རྒྱ་དངོས་ཚུ་ མི་དོམ་གཞན་གྱི་ ཐོབ་དབང་ཡོད་པའི་སྐོར་ ཡང་
 ལ་ ལུངས་ཐོབ་ཅན་ཨིན་པའི་སྐོར་ ཤེས་རྟོགས་བྱུང་བ་མེད་པ་ཨིན།
- ༥༽ ར་/ ར་བཅས་ལུ་ ཚེ་འདས་ཕམ་/བདག་འཛིན་པའི་རྒྱ་དངོས་དང་ཐོབ་དབང་ཚུ་ཡོངས་རྫོགས་ ལྷི་བལོ་དང་བདག་
 འཛིན་འཐབ་ནིའི་ལྷི་མས་མཐུན་ཐོབ་དབང་ཡོད་པ་ཨིན།
- ༦༽ ལོང་ལུ་མ་རྒྱུད་པའི་གནད་དོན་གཞན་ཚུ་ འོག་གི་ཐིག་སྤོང་ནང་རྒྱུད་ཡོད་པ་ཨིན།

ར་/ ར་བཅས་ཀྱིས་ ལྷི་མས་སྤོང་དང་ལས་ལེན་འདི་དང་འབྲེལ་བའི་ ཐོབ་དབང་དང་དགོས་མཁོ་ཚུ་ལས་འབྱུང་བའི་ ཡང་ན་
 ལྷི་མས་སྤོང་དང་ལས་ལེན་འདི་དང་འབྲེལ་ཏེ་ མི་དོམ་གཞན་ལུ་ ལཱ་དོན་སྤོང་སོགས་ག་ནི་ཡང་མེད་པའི་འགན་ལེན་ལུ་ཕམ་
 ཨིན།

ར་/ ར་བཅས་ཀྱིས་ ལོང་ལུ་འཁོད་དེ་ཡོད་པའི་བརྟེན་ཚུ་དེས་བདེན་ཨིན་མ་དང་ ལཱ་དོན་དེ་དང་འབྲེལ་བའི་བརྟེན་
 རྒྱུ་མ་སོགས་འཐོན་ཚེ་ དེའི་འགན་ཁྲུང་ལྷི་ལུ་ལྷི་མས་ལེན་ལུ་མི་གིས་འབག་ནི་ཨིན་པའི་ལར་ དཔལ་ལྷན་འབྲུག་པའི་
 འབྲེལ་ཡོད་ལྷི་མས་ལུགས་དང་འབྲེལ་ཏེ་ ལྷི་མས་ལུ་ལཱ་དོན་ལེན་ལུ་ཕམ་ཨིན།

ལྷི་མས་རྟོགས་	ལག་ལྷེས་

མིང་.....
 དོ་སྤྲོད་ལག་ཁྲུང་ཨང་.....
 བརྒྱུད་འབྲིན་ཨང་.....

Annexure 2 (LT Form (5))



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

LT Form (5)

ས་མ་ལྷན་ལེན་དང་འབྲེལ་བའི་ འགན་དབང་སྤོང་དོན་གྱི་འབྲི་ཤོག།

རྫོང་ཁག་/རྒྱུང་ཁག་/ཁྲོམ་སྡེ་ རྫོང་འོག་ གཡུས་
 རོ་མིང་ རོ་སྤོང་ལག་ཁྲུང་ཨང་ ཕན་
 མ་ ར་གིས་ རྫོང་ཁག་/རྒྱུང་ཁག་/ཁྲོམ་སྡེ་ རྫོང་འོག་ གཡུས་
 རོ་མིང་ རོ་སྤོང་ལག་ཁྲུང་ཨང་ ཕན་མ་དེ་ རོ་

རོ་ཚབ་སྤྱི་བརྒྱུག་སལ་ཡིན།
 རོ་འོ་རོ་ཚབ་དེ་ལུ་ རོ་འོ་གཤམ་འཁོད་ས་མ་ལྷན་དང་འབྲེལ་བའི་ ས་འཇལ་འབད་ནི་དང་ གཞན་ཡང་ས་མ་ལས་
 བརྟེན་པའི་ལས་དོན་གར་ ལག་ལེན་འབབ་ཚུག་པའི་དབང་ཚད་དབང་ཚད་མི་ལུ་ སྤོང་པ་ཡིན།

བདག་དབང་གི་དབྱེ་བ་ (རང་རྒྱུང་/བཟའ་ཚང་/སྤྱི་རུབ།)

ཁྲམ་ཨང་ རྫོང་འོག་ རྒྱུང་ཁག་ རྫོང་ཁག་/ཁྲོམ་སྡེ་

ཞིང་ཨང་	སའི་དབྱེ་བ་	ས་ཚུལ་མིང་	ཁྲམ་ནང་ས་རྒྱ་ ཨེ་ཀར་	སྤོང་ལེན་འབད་ནིའི་ ས་རྒྱ་ཨེ་ཀར་རིམ་	འབྲི་ཤོག་
		ཡོངས་བསྟོན་མས་-			

རོ་འོ་རོ་ཚབ་ཀྱི་དབང་ཚད་ལུ་ གཤམ་འཁོད་ཚུ་ཡང་རྒྱུང་པ་ཡིན།
 ༡. རོ་འོ་རོ་ཚབ་ལུ་ ཚ་གནས་ཕན་གྱི་གན་ཡིག་ཚུ་བཟོ་ནི།
 ༢. ཡིག་ཚུ་གྲ་སྤྱི་གཤམ་འབད་དེ་ མིང་རྟགས་བཀོད་དེ་ འབྲེལ་ཡོད་ས་གནས་དབང་འཛིན་ལུ་སྤུལ་ནི།
 ༣. རོ་འོ་གོང་འཁོད་ས་མ་ལྷན་དང་ རྫོང་འོག་དང་འབྲེལ་བའི་ རྫོང་ལེན་གྱི་ཚད་ལུ་ ས་གནས་དབང་འཛིན་གྱིས་ དགོས་
 མཁོ་བཀོད་མི་གནད་དོན་གར་རྒྱུང་ ལག་ལེན་འབབ་ནི།
 གོང་འཁོད་མི་རོམ་དེ་ རོ་འོ་རོ་ཚབ་སྤྱི་ གཤམ་གཏོགས་ཐོག་འབད་ཚར་བའི་རྗེས་སུ་ རྟགས་བཤད་གྱི་རིམ་པ་གང་རྒྱུང་འབྲོན་
 པ་ཅིན་ དེའི་འགན་ཁུང་དེ་ རང་ལུ་མི་ལུ་སྤོང་པ་ཡིན་མི་ཡིན།

ལག་རྒྱུང་	ཁྲམ་རྟགས་	ལག་རྒྱུང་	ལག་རྒྱུང་

འགན་དབང་སྤོང་མིའི་རྟགས།

རོ་ཚབ་ཀྱི་རྟགས།

དཔལ་ལྷན་འབྲུག་གི་རྟགས།

མིང་.....

མིང་.....

མིང་.....

རོ་སྤོང་ལག་ཁྲུང་ཨང་.....

རོ་སྤོང་ལག་ཁྲུང་ཨང་.....

རོ་སྤོང་ལག་ཁྲུང་ཨང་.....

བརྒྱུང་འབྲིན་ཨང་.....

བརྒྱུང་འབྲིན་ཨང་.....

བརྒྱུང་འབྲིན་ཨང་.....

Annexure 4 (FN Form-2)

ས་ཆའི་བདག་དབང་བསྐྱར་བཅོས་ཀྱི་དོན་ལུ་ ནང་མི་བཟའ་ཚང་ཚུ་ལས་ཉེགས་བཤད་མེད་པའི་གན་རྒྱ། FN Form-2

༡ ད་ལན་ རང་ལུགས་གནས་ལོ་..... ལྷ་..... ཚེས་..... ལུངས་ ལྷི་ཚེས་ ལུ་ ..
 རྫོང་ལག་ རྫོང་ལག་ གཡུམ་ ལས་
 རྫོང་མིང་ མི་ཁྲུངས་ལག་ཁྲུང་ཨང་ ཚན་མ་
 འགྲུལ་འཕྲིན་ཨང་..... ཚན་མའི་མིང་ཁྲུང་ རྫོང་ལག་ རྫོང་ལག་གི
 ཁྲུང་ཨང་..... པར་ འཛོད་པའི་ས་ཆའི་བདག་དབང་དབྱེ་བ་ཉེ་རང་རྒྱུང་། ལྷེ་བོ་དེ་ལུ་ ར་བཅས་ གཤམ་གསལ་ནང་མི་
 བཟའ་ཚང་ཚུ་ལས་ ཉེགས་བཤད་མེད་པའི་ལས་ལེན་ཕུལ་ལྷོ་ཨིན། དེ་ལུ་ གཡུམ་གྱི་ ར་བཅས་ཚུ་ལས་ཉེགས་བཤད་ཀྱི་རིམ་པ་འེ་
 འཛོན་ཚེ་ འགྲུག་གི་ཁྲིམས་ལུགས་ཀྱི་དགོངས་དོན་ལྷུང་ ཕྱག་ཕྱིད་ལུ་རྒྱུ་ལེགས་ལེན་ལོན་ཏུ།

ཨང་	ཉེ་ཚན་	རྫོང་མིང་	མི་ཁྲུངས་ལག་ཁྲུང་ཨང་	ཁྲིམས་ལུགས་
				ལག་རྫོང་

དཔང་པོའི་མིང་རྟགས་

ཨང་	རྫོང་མིང་	མི་ཁྲུངས་ལག་ཁྲུང་ཨང་	འགྲུལ་འཕྲིན་ཨང་	ལག་རྫོང་

བློན་གཞོན། ལོང་གི་གཞན་དོན་ཚུ་ལེགས་ཤོམ་ལྷོ་ཚང་པ་ཅིན། རང་གིས་ཚོམ་ལྷོ་ལྷིམ་ལུང་བཏུག།

Annexure 5 (Rural PLR Agreement)



NATIONAL LAND COMMISSION SECRETARIAT
ROYAL GOVERNMENT OF BHUTAN

Proportionate Land Right (PLR) Agreement

We, the following owners of building no. _____ located on plot no. _____
registered under Thram no. _____ located at _____
agree to the individual flat area as mentioned below.

Sl No	Name of the Owner	CID	Flat No.	PLR Area (acres)	Thumb Impression
TOTAL					

Note: Flat owners may allocate their Proportionate Land Rights through other means of mutually agreed calculation techniques.

Total no of flats/units (must be in accordance to Occupancy Certificate): _____

Total no of floors including basement if any: _____ (must be in accordance to Occupancy Certificate)

Area of common property (inside) if necessary: _____

Area of common property (outside) if necessary: _____

Annexure 9 (CKC Form-3)



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

ROYAL GOVERNMENT OF BHUTAN
NATIONAL LAND COMMISSION



ཚུལྱིང་ ལྷིམ་ས་ལུ་བསྐྱར་བཅོས་འབད་ནིའི་བདེན་སྲོང་འབྲི་ཤོག།

CKC Form - 3

ཚོང་ལག་ས་ཆ་བསྐྱར་བཅོས་ཚོགས་རྒྱུ་ལྷན་པུ་ལཱ་ལྷན་པུ།

ལྷི་ཚེས་...../...../.....ལཱ།

ས་ཆ་བསྐྱར་བཅོས་ཚོགས་རྒྱུ་ལཱ།

རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས་ཡིག་ཚང་།

ཅུ་དོན་: ཚུལྱིང་ ལྷིམ་ས་ལུ་བསྐྱར་བཅོས་འབད་ནིའི་དོན་ལུ་ཚོང་ལག་གི་བདེན་སྲོང་ལཱ་ལ།

ལུ་དོན་ དེ་ནི་ རོ་མིང་.....མི་ལུངས་ལག་ལུ་ཨང་.....ཚན་མ་འཆང་མི་གིས་ ཚུལྱིང་ ལྷིམ་ས་ལུ་བསྐྱར་བཅོས་ཀྱི་ལུ་བསྐྱར་མི་ སྤོད་ལེན་རྟོག་ཨང་.....ལྷི་ཚེས་.....ཚན་མར་འབད་མི་འདི་ ཚོང་ལག་ས་ཆ་བསྐྱར་བཅོས་འབྲུག་མི་ཚུ་གིས་གཤམ་གསལ་གྱི་གནད་དོན་ཐོག་ བརྟག་ཞིབ་འབད་དེ་ ལྷིམ་ས་ལུ་བསྐྱར་བཅོས་ཐོབ་ནི་ལུ་འོས་འབབ་ཡོད་པ་ལས་བརྟེན་ ལྷན་ཚོགས་ཡིག་ཚང་གི་ས་ཆ་བསྐྱར་བཅོས་ཚོགས་རྒྱུ་ལུ་བདེན་སྲོང་ལཱ་ལྷན་པུ་ལཱ་ལྷན་པུ་ལ།

(✓) ཉུགས་བཀའ།

- ༡ ་ རྟོག་འོག་གི་བདེན་དཔྱད་ལྷན་ མ་ངོམ་གྱི་མིང་ཐོག་གུར་ ལྷལ་བཤོ་ཐོབ་མིའི་ས་ཆ་ ཚུལྱིང་རྒྱུ་ལུ་ཚུགས་ལྷན་གྱི་གནད་སྐབས་ / སའི་དབྱེ་བ་གཞན་དང་ རྟོག་ལྷིམ་ལ་སོགས་པ་ཚུ་ག་ནི་ཡང་མེད་པ་ངེས་ཏེ་གཞན་ལཱ་ལ།
- ༢ ་ དབྱེ་ཞིབ་འབད་བའི་སྐབས་ ཉེ་མ་ ས་ཆ་ ཚུལྱིང་ལས་ལྷིམ་ས་ལུ་བསྐྱར་བཅོས་འབད་འབད་ལྷན་ཡང་མེན་འདུག
- ༣ ་ ཚུལྱིང་ལས་ ལྷམ་ཞིང་བསྐྱར་བཅོས་ཀྱི་དོན་ལུ་འབྲེལ་ཡོད་ལྷན་ལག་ལུ་ལུ་བ་ལུ་ལུ་ལུ་ལུ་གི་ཐོ་བཀོད་ཡང་མེན་འདུག
- ༤ ་ ལུ་བ་འདི་ས་གནས་ཀྱི་འཆར་གཞི་དང་གོང་འཕེལ་ཚད་འཛོན་གྱི་ལྷིམ་ས་ལུ་གསལ་དང་མཐུན་པས།
- ༥ ་ ཞིང་གི་ཆགས་གནས།
- ༦ ་ ལྷན་ཚོགས་ལྷན་པུ།
- ༧ ་ ལྷན་ཚོགས་ལྷན་པུ།



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

ROYAL GOVERNMENT OF BHUTAN
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བཅའ་གསུང་།

ལྷན་ཚོགས་ཀྱི་ཚོད་འཇུག་།

ཀྱེ་ས་ཆ་འཛིན་ཆ་ཚད་སྟངས་ལྟར།

ལྷན་ཚོགས་ཀྱི་ཚོད་འཇུག་ལྟར་འཇུག་ཆ་ཚད་སྟངས་ལྟར།

རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས་ཀྱི་ཚོད་འཇུག་ལྟར།

རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས་ཀྱི་ཚོད་འཇུག་ལྟར།

རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས་ཀྱི་ཚོད་འཇུག་ལྟར།

རྒྱལ་ཡོངས་ས་ཆ་ལྷན་ཚོགས་ཀྱི་ཚོད་འཇུག་ལྟར།

Annexure 10 (LC Form (R) 3-A)

LC FORM (R) 3-A



དབལ་ཕྱན་འབྲུག་གཞུང་།
 རྒྱལ་ཡོངས་ས་ཆ་རྒྱན་ཚོགས་ཡིག་ཚང་།
 སའི་དབྱེ་བ་བསྐྱར་བཅོས་ཀྱི་འཕྲི་ཤོག་།

། འབད་ཚན , པ།

ལྷོ་ཆོས་

གཤོ

..... རྒྱུ་འོག་

..... རྩོད་ལག་

གནད་དོན་: ལྷོ་ཆོས་སའི་དབྱེ་བ་བསྐྱར་བཅོས་ཀྱི་དོན་ལུ་ལྷོ་བ།

ང་/ང་བཅས་ཀྱིས་ གཤམ་འཁོད་ས་ཆ་ ལྷོ་ཆོས་དབྱེ་བ་བསྐྱར་བཅོས་ཀྱི་ལུ་བཟུལ་ཕུ་ཡིན།

ལྷོ་ཆོས་མི་འཇུག་ལཱ་ལས་ལཱ།

ལྷོ་ཆོས་མི་འཇུག་མིང་ རྩོད་ལག་ལྷོ་ཆོས་ལཱ་ ལཱ་ལས་ལཱ་

དམིགས་བསལ་གྱི་ལྷོ་ཆོས་ལྷོ་ཆོས་ལཱ་ ལྷོ་ཆོས་ལཱ་ ལྷོ་ཆོས་ལཱ་

གཤམ་ རྒྱུ་འོག་ རྩོད་ལག་ རྩོད་ལག་

..... རྩོད་ལག་

བསྐྱར་བཅོས་འབད་ནི་ཡིན་པའི་ས་ཆའི་ལཱ་ལས་ལཱ།

ས་ཆའི་ལཱ་ལས་ལཱ།						བསྐྱར་བཅོས་འབད་ནི་ཡིན་པའི་ས་ཆའི་ལཱ་ལས་ལཱ།	
ས་ཆའི་མིང་	སའི་དབྱེ་བ་	ས་ལྷོ་ཆོས་	ཞིང་ལཱ་	ས་ཆའི་ལཱ་ལས་ལཱ་འཇུག་ལཱ་	ས་ཆུ་ལཱ་ ལཱ་ རྩོད་ལག་	སའི་དབྱེ་བ་	ས་ཆུ་ལཱ་ ལཱ་ རྩོད་ལག་

ལྷོ་བ་འབད་མི་འཇུག་ལཱ།
 (ལྷོ་ཆོས་ལྷོ་ཆོས་ལྷོ་ཆོས་ལྷོ་ཆོས་)

Annexure 11 (LC Form (R) 3-B)

LC FORM (R) 3-B



दस्तावेजक व्यवस्थापन
कृषि विकास तथा कृषि क्षेत्र विकास
सदर कार्यालय, काठमाडौं
[कृषि विकास तथा कृषि क्षेत्र विकास]

प्रमाणपत्र २ प

सुचिका

कृषि विकास तथा कृषि क्षेत्र विकास

दस्तावेजक व्यवस्थापन कार्यालयबाट प्राप्त भएको कृषि विकास तथा कृषि क्षेत्र विकास
सदर कार्यालय, काठमाडौंको कृषि विकास तथा कृषि क्षेत्र विकास
सदर कार्यालय, काठमाडौंको कृषि विकास तथा कृषि क्षेत्र विकास
सदर कार्यालय, काठमाडौंको कृषि विकास तथा कृषि क्षेत्र विकास
सदर कार्यालय, काठमाडौंको कृषि विकास तथा कृषि क्षेत्र विकास

कृषि विकास तथा कृषि क्षेत्र विकास

कृषि

(कृषि विकास तथा कृषि क्षेत्र विकास कृषि विकास तथा कृषि क्षेत्र विकास)

कृषि

कृषि

Annexure 12 (LC Form (R) 3-C)



LC FORM (R) 3-C

दस्तावेज अस्तुतापत्र
कुलपदसंरक्षणकर्मकायिका
सदरप्रवक्तृवर्तमानसुविधि
[संरक्षणकर्मकायिकावर्तमानसुविधि]

अवकाश ३ प

सुविधि

संरक्षण/सुविधिअस्तुतापत्र

दस्तावेज संरक्षणकर्मकायिका संरक्षणकर्मकायिका
सदरप्रवक्तृवर्तमानसुविधि संरक्षणकर्मकायिका
सुविधि संरक्षणकर्मकायिका संरक्षणकर्मकायिका
सदरप्रवक्तृवर्तमानसुविधि संरक्षणकर्मकायिका
संरक्षणकर्मकायिका संरक्षणकर्मकायिका
संरक्षणकर्मकायिका संरक्षणकर्मकायिका

संरक्षणकर्मकायिका

संरक्षणकर्मकायिका

संरक्षणकर्मकायिका संरक्षणकर्मकायिका
संरक्षणकर्मकायिका संरक्षणकर्मकायिका

संरक्षणकर्मकायिका

..... संरक्षणकर्मकायिका

Annexure-13 (Urban transaction agreement sample Forms)

Internal Agreement

Transaction Type: Sale/Purchase, Inheritance, Gift.

This agreement is executed on ____/____/____ between the parties hereafter referred to as the Transferor and the Transferee. The details of the parties are as tabulated below:

Transferor Details		Transferee Details	
Name:		Name:	
CID NO:		CID NO:	
Dzongkhag:		Dzongkhag:	
Gewog:		Gewog:	
Village:		Village:	
Contact No:		Contact No:	

Details of the Land to be transacted:

Specify Thromde or Dzongkhag Throm	Thram No	Plot ID	Precinct	Net Area (sq.ft)	Area to be Transacted (sq.ft)	Cost of Land/Property in Ngultrum, if any

Ownership type to be registered as: _____

Terms and Conditions

Legitimate Ownership: The Transferor hereby declares that she/he is the rightful and legal owner of the mentioned property. This implies that she/he has the legal right to transfer the property.

Devoid of Encumbrances: The Transferor acknowledges that the property is free from any encumbrances or has relevant clearances from legal entities or from financial institutions if it has mortgages that could affect the transfer of ownership to the transferee.

Devoid of Disputes: The transferor affirms that there are no ongoing transactions or disputes related to the ownership or possession of the property.

Transfer Tax: The 3% transfer tax (if applicable) shall be paid either by both parties jointly or by any of the parties. The specific party responsible for payment shall be decided and filled in this space through mutual agreement: _____

Legal Title Conveyance: The legal title of the said land shall be conveyed to the Transferee upon the execution of this agreement.

All decisions within this agreement have been reached upon free consent and understanding among the parties. If any disagreements arise due to non-compliance with the terms outlined in this agreement, it shall be addressed and resolved according to the laws of the Kingdom of Bhutan.

Thumb impression

Transferor

Thumb impression

Transferee

Legal Stamp

Thumb impression

Transferor's Witness

Name:

CID:

Contact No:

Thumb impression

Transferee's Witness

Name:

CID:

Contact No:

Disclaimer:

This is just a sample agreement form; you may consult a professional for customized agreements to fit your specific purpose



NATIONAL LAND COMMISSION SECRETARIAT

ROYAL GOVERNMENT OF BHUTAN

Internal Agreement
Late Name Change

This agreement is executed on ___/___/___ between late _____ holding CID _____ represented by Mr/Ms _____ hereafter referred as “transferor” and Mr/Ms _____ hereafter referred as “transferee”. The details of the parties are as tabulated below:

Transferor’s representative Details		Transferee Details	
CID NO:		CID NO:	
Dzongkhag:		Dzongkhag:	
Gewog:		Gewog:	
Village:		Village:	
Contact No:		Contact No:	

Details of the Land to be transacted:

Specify Thromde or Dzongkhag Throm	Thram No	Plot ID	Precinct	Net Area (sq.ft)	Area to be Transacted (sq.ft)	Cost of Land/property in Ngultrum, if any

Ownership type to be registered as: _____

Terms and Conditions

Legal Representative: The representative of the transferor has the unanimous approval from all eligible family members of the deceased, with rights to execute this agreement.

Devoid of Encumbrances: The Transferor’s representative acknowledges that the property is free from any encumbrances or has relevant clearances from legal entities or from financial institutions if it has mortgages that could affect the transfer of ownership to the transferee.

Devoid of Disputes: The Transferor’s representative affirms that there are no ongoing transactions or title disputes related to the ownership or possession of the property.

Transfer Tax: The 3% transfer tax (if applicable) shall be paid either by both parties jointly or by any of the parties. The specific party responsible for payment shall be decided and filled in this space through mutual agreement: _____

Legal Title Conveyance: The legal title of the said land shall be conveyed to the Transferee upon the execution of this agreement.

Annexure-14 (NOC for Transaction)



NATIONAL LAND COMMISSION SECRETARIAT

ROYAL GOVERNMENT OF BHUTAN

Date: ___/___/___

NOC for Transaction

We the undersigned family member(s) of Mr/Ms _____
 bearing CID _____ have no objection pertaining to the transfer
 of **Thram no.** _____, **Plot ID.** _____,
 and **Area to be transacted** _____ sq.ft. located at
 _____ to the Transferee Mr/Ms _____
 bearing CID no. _____ as mention the ownership-type to be
 registered as _____.

SI No.	Name	CID	Thumb Impression on Legal Stamp

Witness Detail:

SI No.	Name	CID	Contact No.	Thumb Impression

Annexure-15 (Correction Form)



NATIONAL LAND COMMISSION SECRETARIAT

ROYAL GOVERNMENT OF BHUTAN

CORRECTION FORM

Date: ___/___/___

I, the undersigned landowner, would like to request corrections to the following details related to my land. Tick the relevant land detail(s) to be corrected:

1. Name
2. CID
3. Precinct
4. Area
5. Plot ID

LAND DETAILS:

To be filled by the Landowner					To be filled by Land Record Official		
Sl No.	Thram No.	Plot No.	Precinct	Area (sq.ft)	Detail to be Corrected	Before Correction	After Correction
1					<input type="checkbox"/> Name		
2					<input type="checkbox"/> CID		
3					<input type="checkbox"/> Precinct		
4					<input type="checkbox"/> Area		
5					<input type="checkbox"/> Plot ID		

Note: If incase of a precinct correction request, additional verification and endorsement from the respective Urban Planning Division is necessary, in compliance with the Local Area Plan.

<i>Legal stamp</i>	<i>Thumbprint</i>
--------------------	-------------------

Applicant/Land Owner Details:

Name:

CID:

Mobile No:

For Official Endorsement: _____

Dealing Official

Approving Authority

Annexure-16 (Lost Lag Thram Form)



NATIONAL LAND COMMISSION SECRETARIAT

ROYAL GOVERNMENT OF BHUTAN

Lost Lagthram Form

Date: ___/___/___

I, the undersigned landowner, would like to request for a new copy of my Lagthram, which I misplaced or lost. I am the rightful landowner/authorized representative of the property associated with the Lagthram.

Details of the Lagthram:

To be filled by the Applicant						
SI No.	Land Owner	CID	Thram No.	Plot No.	Precinct	Area (sq.ft)
1						
2						
3						
4						
5						

I solemnly affirm that I shall bear complete responsibility for any discrepancies or issues that may arise from the use of this Lagthram. I acknowledge that the Lagthram provided is strictly for personal reference and should not be utilized for any unauthorized purpose, including but not limited to applying for double mortgages, transactions, or any other illegal means. I assure that I will adhere to all laws and regulations governing the usage of the Lagthram and will not engage in any activities that violate the stated terms and conditions.

Applicant/Land Owner Details:

Name:

CID:

Mobile No:

<i>Legal stamp</i>	<i>Thumbprint</i>
--------------------	-------------------

For Official Endorsement:

Dealing Official

Name:

Approving Authority

Name:

Annexure-17 (Power of Attorney)



NATIONAL LAND COMMISSION SECRETARIAT
ROYAL GOVERNMENT OF BHUTAN

POWER OF ATTORNEY

Date: --/--/--

I, (Mr/Ms) _____ bearing CID no. _____, hereby appoint (Mr/Ms) _____ bearing CID no _____ as my attorney-in-fact (hereinafter referred to as "Agent") to act on my behalf and in my name in any way that I could act for myself pertaining to my land/property as tabulated below. I shall also be fully responsible in the event of any discrepancies that may arise as a result of my agent's involvement.

Details of the Lagthram:

SI No.	Thram No.	Plot No.	Precinct	Registered Area (sq.ft)	Area to be Transacted (sq.ft)	Remarks
1						
2						
3						
4						
5						

My agent's power shall include the following, tick relevant field.

1. Enter into binding contracts on my behalf.
2. Prepare, sign and file documents with the concerned local authority/HQ.
3. Make physical presence on my behalf pertaining to the conveyance of my above land.
4. Collect Lagthram on my behalf.
5. The power of attorney shall only be valid till the completion of this land transaction.

Thumbprint

Legal Stamp

Thumbprint

Thumbprint

Land Owner Details:

Name:
CID:
Mobile no:

Agent Details:

Name:
CID:
Mobile No:

Witness Detail:

Name:
CID:
Mobile No:

Annexure-18 (Proportionate Land Right (PLR) Agreement)



NATIONAL LAND COMMISSION SECRETARIAT
ROYAL GOVERNMENT OF BHUTAN

Proportionate Land Right (PLR) Agreement

We, the following owners of building no. _____ located on plot no. _____
registered under Thram no. _____ located at _____
agree to the individual flat area as mentioned below.

Sl No	Name of the Owner	CID	Flat No.	PLR Area (sq.ft)	Thumb Impression
TOTAL					

Note: Flat owners may allocate their Proportionate Land Rights through other means of mutually agreed calculation techniques.

Total no of flats/units (must be in accordance to Occupancy Certificate): _____

Total no of floors including basement if any: _____ (must be in accordance to Occupancy Certificate)

Area of common property (inside) if necessary: _____

Area of common property (outside) if necessary: _____

Annexure-19 (Common Property Declaration Form)



NATIONAL LAND COMMISSION SECRETARIAT

ROYAL GOVERNMENT OF BHUTAN

COMMON PROPERTY DECLARATION FORM

DATE: ___/___/___

The common property comprises of but not limited to:

Property	Yes	No
Roof		
Staircase		
Corridor		
Boundary Wall		
Security gate		
Parking		
Terrace		
Columns, Beams and Supports		
Easement in general		
Pipeline		
Cable wire		
Duct or drain		
Fire hazard prevention system		
Air ventilation		
Air conditioning		
Waste water treatment and waste disposal		
Office of the condominium juristic person		
Others (specify below in note)		

Note: _____

Transferor's Thumb impression

Name:

CID:

Contact no:

Transferee's Thumb impression

Name:

CID:

Contact no:

Annexure-20 (Form BA-1)

FORM BA-1

Ref.....

Dated.....

To

The Chairman

Dzongkhag Land Lease Committee

..... Dzongkhag Administration.

Subject: requesting land lease for Business Activity

Sir/Madam,

I hereby submit the application along with relevant documents for lease of land for establishment of Business/Service oriented activity. The details are as follows:

1. Details of the Applicant

For Individual/Family	For Organization/Institution/Community/Group
a) Name:.....	a) Organization/Dept./Agency/Community/Group name:
b) Identity card No:.....	b) Post Box.....
c) Chiwog /Village:.....	c) Address:.....
d) Gewog:.....	d) Contact Number:.....
e) Dungkhag/Dzongkhag/Throm:	e) Fax Number:.....
f) Contact Number:.....	

2. Details of Land requested for lease:

Attributes	Details
Name/location of the land	

Area (acres)	
Village/ Gewog	
Dungkhag/ Dzongkhag	
Proposed activity	
Lease Period	

3. Attachments Enclosed:

No	Attachments	Tick
1	Preliminary layout plan of the proposed activity supported by sketch map	
2	Application and project proposal (where necessary)	
3	Recommendation letter from relevant agency (LoI)	

Thanking you,

Yours faithfully,

Name and signature of applicant

Annexure 21 (Form BA-2)

Form BA-2

ROYAL GOVERNMENT OF BHUTAN
 DZONGKHAG LAND LEASE COMMITTEE
 (ASSESSMENT BY THE LOCAL AUTHORITY)

1. Land attributes (Tick):

1.1 Inside/Outside Catchment area

1.2 Inside/outside core zone of any Protected Area

1.3 The land surrounded by pristine forest/settlement/:

1.4 Within 600' up-hill/300' down-hill of the National Highway (name):

1.5 Near Monastery/Monuments (Name):

1.6 Area available (acres).....

1.7 Recommended Area.....

2. Will the applied purposes have any adverse implications on the surrounding environment and socio-cultural aspects based on community/ stakeholder consultation?

If yes, comment;.....

.....

.....

.....

3. Presence of endangered/endemic flora and fauna

Species (list)	likely impact on its habitat	Safeguards Recommended
Flora		
Fauna		

4. Recommendation of the team based on the above observation:

- a. Recommended for submission to the NLCS:
 - b. Not recommended for submission to the NLCS (with reasons):
5. Forestry clearance from the CFO or the Park Manager concerned.

Name/Signature of Verification Team Date:

Verified by the Chairperson, DLLC: Sign./Seal

Date:.....

Annexure-22 (Form BA-3)

Form BA-3

ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG LAND LEASE COMMITTEE
DZONGKHAG

(ASSESSMENT REPORT TO LEASE LAND FOR BUSINESS ACTIVITY)

Reference No:

Date:.....

The Secretary,

National Land Commission Secretariat, Thimphu.

Subject: Assessment Report

The DLLC hereby submits the assessment report to lease land for business activity and request the National Land Commission Secretariat for its review and consideration. The following details are enclosed for reference please:

1. Attachments Enclosed:

No	Attachments	Tick
1	Preliminary layout plan of the proposed activity with the cadastral map	
2	Application and project proposal where necessary	
3	Clearance from relevant agencies	
4	Assessment report of the Local Authority (BA- 2)	

Recommendation of the DLLC:

.....
.....
.....

Seal and Signature of the DLLC Chairperson

Annexure 23 (Form SL-1)

Form SL-1

**ROYAL GOVERNMENT OF BHUTAN
APPLICATION FORM TO LEASE STATE LAND
(To be filled up by the applicant)**

Date:.....

The Executive Secretary,

..... Thromde.

Subject: Lease of State Land

1. Details of Applicant

Name	
CID No.	
Gewog	
Dungkhag/Dzongkhag	
Contact Number	
Email ID	

2. Details of Land requested for lease

Attributes	Details
Purpose Activity	
Area(in sq.ft)	
Location/Precinct	

3. Attachments Enclosed:

No	Attachments	Tick
1	Project proposal (depending on the significance of the project)	
2	Sketch/map of the land requested for lease	
3	Concerned Stakeholder Clearances (if necessary)	
4	License/ Citizenship Identity Card copy	
5	Certificate of incorporation (only for company)	

Thumb impression/signature of the applicant

Annexure 24 (Form SL-2)

Form SL-2

ROYAL GOVERNMENT OF BHUTAN
 THROMDE LAND LEASE COMMITTEE
 ASSESSMENT FORM TO LEASE STATE LAND
(To be filled up by the verification team)

Date.....

1. Current Status of the State Land identified.....
2. Land use as per the Structure Plan

3. Will the applied purposes have any adverse implications on the surrounding environment based on community/stakeholder consultation and consent?

Issues	Impact	Clearance from relevant stakeholders	Reason (If no consent provided)

4. The recommendation with justification for submission to National Land Commission Secretariat

.....

5. Signature of the verification team

Urban Planner

Head, Environment Division

Head, Development Control Division

Head, Survey and Land Management Sector

Thromde Tshogpa;

Executive Secretary

Annexure 25 (Form SL-3)

Form SL-3

ROYAL GOVERNMENT OF BHUTAN
 THROMDE LAND LEASE COMMITTEE
 THROMDE

Ref.No.....

Date.....

The Secretary,
 National Land Commission Secretariat,
 Thimphu.

Subject: Endorsement of Leasing State Land

Dasho,

The.....Thromde, upon receipt of the application for lease of State Land for the activity detailed below, has duly considered the proposal. The details of the applicant, of the particular land and the views of the Thromde are as follows:

1. Details of Applicant:

Name	
CID No.	
Address	
Contact Number:	
Email ID:	

2. Attachments Enclosed

No	Attachments	Tick
1	Application from the Applicant	
2	Summary of the Activity/ Project proposal	
3	Assessment by the Thromde Committee	
4	Site Plan	
5	License/Citizenship Identity Card copy	

Consideration by the Thromde Committee:

Consistency/Harmony	Assessment
Thromde development plan and policies	

Land Services Standard Operating Procedure (LT SOP)

Regulations on State land management	
Viability of the land for the proposed activity	
Thromde Local Area Plan	

Based on the above considerations, the Thromde hereby recommend this assessment report for its review and consideration by the National Land Commission Secretariat.

Executive Secretary

Annexure 26 (Form CA-1)

Form CA-1

**Application form to lease land for commercial agriculture
(to be filled up by the applicant)**

Date.....

The chairperson
Dzongkhag land lease committee,
..... Dzongkhag administration.

Sub: lease of land for commercial agriculture

1. Details of applicant:

Individual	Organization/institution/community/ group
A) Name:.....	A) Organization/dept./agency/community/ group name:
B) Cid no:.....
C) Gewog:.....
D). Dungkhag/dzongkhag/ throm:	B) Address:
E) Contact number:.....
F) Email id:.....	C) Contact number:.....
	D) Email id:.....

2. Details of land requested for lease:

Attributes	Details
Purpose	
Name of the land	
Area (acres)	
Village/ gewog	
Dungkhag/ dzongkhag	

3. Attachments enclosed:

No	Attachment	Tick
1	Project proposal	
2	Sketch map of the land requested for lease	

Thumb impression of applicant:

Annexure 27 (Form CA-2)

Form CA-2

**Assessment form to lease land for commercial agriculture
(To be filled up by the verification team)**

Land attributes (Tick):

- 1.1. **Inside/Outside** Catchment area
- 1.2. **Inside/Outside** core zone of any Protected Area
- 1.3. The land surrounded by pristine forest/settlement/:
- 1.4. Within 600’ up-hill/300’ down-hill of the National Highway (name):
- 1.5. Near Monastery/Nye Monuments (Name):.....
- 1.6. The topography of SRF land requested.....
- 1.7. Potential for propose activity (Yes/No).....
- 1.8. Area available.....

2. Forest clearance from the CFO or the Park Manager concerned.

3. Will the applied purposes have any adverse implications on the surrounding environment based on community/stakeholder consultation and consent?

.....
..
.....

Issues	Impact	Clearance from concerned stakeholders (Tick if attached)			Reason (if no consent provided)
		Forests	Environment	Community	

4. Presence of endangered/endemic flora and fauna

Land Services Standard Operating Procedure (LT SOP)

Species (list)	Likely impact on its habitat	Mitigation Measure
Flora		
Fauna		

5. Project proposal made in consultation with the respective Department or Agency,
MoAF: Yes/No.....

6. Sketch map attached: Yes/No.....

7. Recommendation of the team based on the above observation: (Tick)

7.1 Recommended for submission to the NLCS:

7.2 Not recommended for submission to the NLCS:

Name and Signature of Verification Team

Date:

Verified by the DLLC Chairman: Sign/Seal

Date:.....

Annexure 28 (Form CA-3)

Form CA-3

**Preliminary assessment report to lease land for commercial agriculture
(To be filled up by the Dzongkhag Administration)**

Reference No:

Date:

The Secretary,
National Land Commission Secretariat,
Thimphu

Subject: Assessment Report to Lease Land for Commercial Agriculture

The DLLC of ----- Dzongkhag, hereby submits the attached application and assessment report to lease land for Commercial Agriculture.

1. Attachments Enclosed:

No	Attachments	Tick
1	Commercial Agriculture Project Proposal	
2	Assessment Report (CA-2)	
3	Cadastral Map	
4	Concerned Stakeholder Clearances/LoI	

2. Recommendation of the DLLC:

.....
.....
.....
.....

Seal and Signature of the Chairperson, DLLC

Annexure 29 (Form MA-1)

Form MA-1

ROYAL GOVERNMENT OF BHUTAN

Ref.....

Date.....

The Chairperson,
 Dzongkhag Land Lease Committee,
Dzongkhag Administration.

Sir/Madam,

Based on the expression of interest vide application dated.....
 for mining, the DGM has assessed the proposed site to be feasible (assessment report attached).
 Therefore, the DGM would like to seek clearance of SRF land to be leased for proposed mining activity.

1. Details of the Applicant:

Individual	Organization/Institution/Community/Group/Company
a) Name:..... b) CID No:..... c) Gewog:..... b) Dungkhag/Dzongkhag/Throm..... e) Contact Number:..... f) Email ID:.....	a) Organization/Dept./Agency/Community/ Company name b) Address:..... d) Contact Number:..... e) Email ID:.....

2. Details of Land requested for lease:

Attributes	Details
Name/location of the land	
Area (acres)	
Village/ Gewog	
Dungkhag/ Dzongkhag	
Type of mineral to be mined and activity involved (mechanized or labour based)	
Lease Period	

3. Attachments Enclosed:

No	Attachments	Tick
1	Pre-feasibility study report	
2	Location Map of the land requested for lease(demarcated)	

Director-General

Annexure 30 (Form MA-2)

Form MA-2

**ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG LAND LEASECOMMITTEE
DZONGKHAG**

(Assessment report to lease srf land for mining activity)

1. Assessment of pre-feasibility report from DGM: Yes/No
2. Land attributes:
 - 2.1 **Inside/Outside** Catchment area:
 - 2.2 **Inside/Outside** core zone of any Protected Area:
 - 2.3 The land surrounded by **pristine forest/settlement**:.....
 - 2.4 Within **600’ up-hill/300’ down-hill** of the National Highway (name):.....
 - 2.5 Near **Monastery/Monuments** (Name):.....
 - 2.6 The topography of SRF land Requested:
 - 2.7 Area available/viability of land for mining:/.....
.....
 - 2.8 Area recommended:
3. Will the applied purposes have any adverse implications on the surrounding environment and socio-cultural aspects based on community/stakeholder consultation?

Land Services Standard Operating Procedure (LT SOP)

4. Presence of endangered/endemic flora and fauna

Species (list)	Likely impact on its habitat	Safeguards Recommended
Flora		
Fauna		

5. Forestry Clearance of the concerned Chief Forest Officer: yes/no

6. Recommendation of the team based on the above observation:

6.1 Recommended for submission to the NLCS:

6.2 Not recommended for submission to the NLCS (with justifications):

Signature / Name of Verification Team:

Date:.....

Verified by the DLLC chairperson: Sign/Seal.....

Date:.....

Annexure 31 (Form MA-3)

Form MA- 3

ROYAL GOVERNMENT OF BHUTAN
DZONGKHAG LAND LEASECOMMITTEE
DZONGKHAG.....

Reference No:..... Date:.....

The Secretary, NLCS, Thimphu

Subject: Assessment Report to Lease SRF Land for Mining

Sir,

The Dzongkhag hereby submits the assessment report to lease SRF land for mining activity as detailed below:

1. Attachments Enclosed:

No	Attachments	Tick
1	Assessment Report (MA-2)	
2	DGM recommendation (MA-1) with pre-feasibility study report	
3	Location Map (demarcated)	
4	Environment Clearances	
5	Forestry clearance	
6	Any other concern stakeholders' clearances	

2. Recommendation of DLLC:
.....
.....
.....

Seal & Signature of the DLLC chairperson

Date:

Annexure 32 (Form TS-1)

FORM TS-1

APPLICATION FORM

Date:

To,
The Gup,
Geog Administration
.....

Subject: Lease of SRF for use as Tsamdro

Sir,
I Mr./Mrs.....CID No. House No.
..... Thram no.....village.....

Geog..... Dungkhang/Dzongkhag would like to apply for a lease
of (acres) Tsamdro from (√):

- 1. Reverted Tsamdro Location Name:
- 2. SRF land Location Name:

The following documents are attached (√)

- 1. CID copy
- 2. Livestock holding certificate
- 3. NOC from the community
- 4. Forest clearance

Yours faithfully,

.....
Name of Proponent and Signature

Date: / /

Note: Forest clearance and NOC from community shall not be required if lease is applied from the reverted tsamdro; however, Forest clearance and NOC from the community shall be required if lease is applied from the reverted nyekhor/community tsamdro and SRF

Annexure 33 (Form TS-2)

FORM TS-2

ASSESSMENT REPORT

Assessment of State Reserved Forest Land proposed for Tsamdro

Name of applicant: CID No.

Dzongkhag: Gewog.....Village.....

Location with names of demarcation sites:

.....
.....
.....

Area (acres):

Topography (Tick): *Plain/hilly/Rocky*

Vegetation: % Forest..... % Shrubs..... % Grass..... % Barren

Access to water (Streams/Ponds): *Yes/No*.....

Recommended/Not recommended (Give reasons)

.....
.....
.....
.....

Date of verification:

Signature of:

Tshogpas

Geog LEO

Geog Adm.

Letter no:

Date:

Recommended the above field assessment, and submitted to the Dzongkhag for review and necessary action.

Gup

Seal and Signature

Annexure 34 (Form TS-3)

FORM TS-3

ENDORSEMENT FOR LEASING

Letter no.

Date:.....

The Secretary
National Land Commission Secretariat
Thimphu

Subject: Endorsement of leasing SRF for Tsamdro

Dasho,

TheDzongkhag Administration upon receipt of application and assessment report for lease of SRF for Tsamdro pertaining to following applicant has duly considered the proposal. The details of the applicant, of the particular land and views of the dzongkhags are as follows:

Individual/Family	Community/institutions/organizations
Name:	Name:
CID no:	Address:
House No:	
Tharm no.:	
Village:	
Geog:	
Dungkhag/ Dzongkhag:	
Contact no:	Contact no:
	Fax no:

Details of land requested for lease

Attributes	Details
Name of Land:	
Area (acres)	
Village:	
Geog:	
Dungkhag/Dzongkhag:	

Attachments enclosed:

Sl. No	Attachments	Tick
1	Application from the applicant	
2	Assessment report	
3	Cadastral Map	
4	Concern stakeholders' clearance	
	4.1 Livestock certificate	
	4.2 Forest clearance if from SRF	
	4.3 Community Clearance	

Based on the above consideration, the Dzongkhag has reviewed this particular application to be suitable for further processing.

We request the NLCS to endorse the proposed proposal, upon which Dzongkhag shall execute the lease agreement for use in accordance with the Tsamdro Management Plan.

Yours sincerely,

Chairman

Dzongkhag Land Lease Committee

Cc:

1. The Secretary, MoAF, Thimphu for kind information
2. Concern Gup for information

Annexure 35 (Form SK-1)

FORM SK-1

APPLICATION FORM

Date:

To
The Gup
Geog Administration

Subject: Lease of SRF for use as Sokshing.

Sir,
I Mr./Mrs.CID No.House
No..... Thram no.....village
Geog..... Dungkhag/Dzongkhag would like to apply for a lease
of (acres) Sokshing from (√):

- 1. Reverted Sokshing Location Name:
- 2. SRF land Location Name:

The following documents are attached (√)

- 1. CID copy
- 2. Thram copy
- 3. NOC from the community
- 4. Forest clearance

Yours faithfully,

.....
Name of Proponent and Signature

Date: / /

Note: Forest clearance and NOC from community shall not be required if lease is applied from the reverted Sokhing; however, Forest clearance and NOC from the community shall be required if lease is applied from the reverted nyekhor/community sokshing and SRF

Annexure 36 (Form SK-2)

FORM SK-2

ASSESSMENT REPORT

(Assessment of State Reserved Forest Land proposed for Sokshing)

Name of applicant: CID No.

Dzongkhag: Gewog..... Village.....

Location with names of demarcation sites:

.....
.....
.....

Area (acres):

Topography (Tick): *Plain/hilly/Rocky*

Vegetation: % Forest..... % Barren

Recommended/Not recommended (Give reasons)

.....
.....
.....

Date of verification:

Signature of:

Tshogpas

Geog AEO

Geog Adm.

Letter no.

Date:

Recommended the above field assessment, and submitted to the Dzongkhag for review and necessary action.

Gup

Seal and Signature

Annexure 37 (Form SK-3)

FORM SK-3

ENDORSEMENT FOR LEASING

Letter no.....

Date:.....

The Secretary
National Land Commission Secretariat
Thimphu

Subject: Endorsement of leasing SRF for Sokshing.

Dasho,

TheDzongkhag Administration upon receipt of application and assessment report for lease of SRF for Sokshing pertaining to following applicant has duly considered the proposal. The details of the applicant, of the particular land and views of the Dzongkhag are as follows:

Individual	Community/institutions/organizations
a. Name: b. CID no: c. House No: d. Tharm no.: e. Village: f. Geog: g. Dungkhag/Dzongkhag: h. Contact no:	a. Name: b. Address: c. Contact no: d. Fax No:

Details of land requested for lease

Attributes	Details
Name of Land: Area (acres) Village: Geog: Dungkhag/Dzongkhag:	

Attachments enclosed:

Sl. No	Attachments	Tick
1	Application from the applicant	
2	Assessment report	
3	Cadastral Map	
4	Concern stakeholders' clearance	
	4.1 Thram copy	
	4.2 Forest clearance if from SRF	
	4.3 Community Clearance	

Based on the above consideration, the Dzongkhag has reviewed this particular application to be suitable for further processing.

We request the NLCS to endorse the proposed proposal, upon which Dzongkhag shall execute the lease agreement for use in accordance with the Sokshing Management Plan.

Yours sincerely,

Chairman

Dzongkhag Land Lease Committee

Cc:

1. The Secretary, MoAF, Thimphu for kind information
2. Concern Gup for information

Annexure 38 (PLA form 1)

PLA-Form (1)

**Royal Government of Bhutan
National Land Commission Secretariat**

Date:

Application for Private Registered Land Acquisition

The Dzongdag/Executive Secretary

Dzongkhag/Thromde.....

a) Name of Acquiring Agency
b) Address:.....
c) Contact details.....
d) Purpose of Acquisition.....
e) Location:
f) Gewog:
g) Number of Affected Landowners:
h) Total Area Required (Ac/Sq.ft):

Other prerequisite documents to be annexed

1. Brief project description
2. Land use plan and activity
3. Proposed area marked on Google Earth (optional)

Name and Signature of Acquiring Agency/Representative

Annexure 39 (Form PLA 2)

PLA Form (2)

**Royal Government of Bhutan
National Land Commission Secretariat**

Date:

Private Registered Land Acquisition and Compensation Form

Name of Landowner.....CID Number.....Thram Number.....village.....
Gewog.....Drungkhag.....Dzongkhag/Thromde.....

The Dzongkhag/Thromde Committee on dated.....recommended the acquisition and substitution/cash compensation.

SL. No	Details of Land Acquisition					Cash Compensation						Details of land substitute				Remarks
	Thram No.	Plot ID.	Land Type	Thram Area	Acquired Area	Land valuation	Structure valuation	Fruit tree valuation	Cash crop valuation	Other valuation	Total amount	Plot ID	Total Area	Land type	Land Name	

Names and Signatures of Committee

1..... 2..... 3..... 4..... 5.....

Land Registrar

Dzongdag/Executive Secretary

Annexure 40 (Form PLA 3)

PLA- Form (3)

**Royal Government of Bhutan
National Land Commission Secretariat**

Private Registered Land Acquisition Survey Report

Date:.....

Dzongkhag/Thromde.....Gewog.....Village...
.....Name of affected landowner.....CID
number.....Year of Acquisition.....

SL.No	Affected Plot Details as per Thram				Details of Acquired Area		
	Thram No.	Plot ID	Thram Area	Land Type	Acquired Area	Plot ID	Remarks

The land is surveyed in the presence of the Local Authorities as recommended by the Dzongkhag/Thromde Committee.

Surveyor

Land Registrar

Acquiring Agency

Landowner

Gewog Representative

Annexure 41 (Form PLA 4)

PLA Form (4)

**Royal Government of Bhutan
National Land Commission Secretariat**

Land Substitute Survey Report

Date:

Dzongkhag/Thromde.....Gewog.....Village.....Name of
landowner.....CID No.....

The land substitute is surveyed in the presence of the Local Authorities and as recommended by the Dzongkhag/Thromde Committee.

Sl. No	Location	Thram No	Plot ID	Land Type	Total Area	Remarks

Surveyor

Land Registrar

Agriculture Officer

Forestry Officer

Gewog Representative

I have accepted the land substitute from the aforementioned location without duress, compulsion, or coercion from any official concerned.

Landowner

Annexure 42 (Form PLA 5)

on amounting to Ngultrum..... (in words).....only is
ment/Agency).....

.....Name of Landowner.....Gewog.....Village.....
.....CID Number.....
Number.....

Payer's Name and Official Seal

Annexure 43 (Form LE-1)



Form LE-1

**ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF AGRICULTURE AND FORESTS
APPLICATION FORM FOR EXCHANGE OF RURAL REGISTERED
LAND WITH SRF LAND**

(To be filled up by the Applicant)

The Chairman
Dzongkhag Land Exchange Committee
Dungkhag/Dzongkhag:.....

Sub: Exchange of rural registered land with SRF land

1. Details of Applicant:

For Private Registered Land	For Institution/ Community
a) Name:.....	a) Organization/ Dept./Agency /Community
b) CID No:.....	Name:.....

Permanent address	b) Address:.....
c) Village:.....
d) Gewog:.....
e) Dungkhag:.....
f) Dzongkhag:.....
g) Contact Number:.....	c) Contact Number:.....
h) Email id:.....	d) Fax Number:.....
	e) Email id:.....

2. Details of registered land proposed for exchange

Dzongkhag:..... Dungkhag:.....
Gewog:..... Thram No:.....

Details of the affected registered land							
Plot ID	Location	Land Type	Thram area (Ac)	Kasho Area (Ac)	Plot Name	Status of Land Use	Wholly/ Partially affected (%)

Annexure 44 (Form LE-2)



Form LE-2

**ROYAL GOVERNMENT OF BHUTAN MINISTRY OF
AGRICULTURE AND FORESTS PRELIMINARY ASSESSMENT
FORM FOR EXCHANGE OF RURAL REGISTERED LAND
WITH STATE LAND
(To be filled up by the verification team)**

1. Status of State Land Requested:

No.	Attributes	% of proposed State Land area
1.1	Dense forest (Crown cover > 40%)	
1.2	Degraded forest (Crown cover < 10%)	
1.3	Land with profuse regeneration	
1.4	Barren land (No trees)	
1.5	Richness of the Biodiversity	sql

2. Topography of State Land Requested:

No.	Slope (degree)	% of registered land area	% of proposed State Land area
2.1	40-45°		
2.2	35-40°		
2.3	30-35°		
2.4	<30°		

3. Land capability assessment

3.1. Land Capability Assessment for registered land (please refer Guideline/Table 3.2)

Parameter	Field Data	Land Class	Decision Factor*	Remarks
Slope (degrees)				
Altitude (msal)				
Annual Rainfall (mm)				
Erodibility				
Soil Depth (cm)				
Soil Texture				
Drainage				
Land Aspect				

* The Decision factor shall be determined by considering the worst parameter i.e by following the Principle of Limiting Factor.



Form LE-2

**ROYAL GOVERNMENT OF BHUTAN MINISTRY OF
AGRICULTURE AND FORESTS PRELIMINARY ASSESSMENT
FORM FOR EXCHANGE OF RURAL REGISTERED LAND WITH
STATE LAND**

(To be filled up by the verification team)

3.2. Guideline for Land capability assessment.

Land Class	Highly Suitable	Moderately Suitable	Marginally Suitable	Not Suitable
Slope (degrees)	<10	<20	≤30 for GRF ≤35 for RG	>30 for GRF >30 for RG
Altitude (masl)	≤2000	2001-2600	2601-3200	>3200 Any for RG
Annual Rainfall (mm)	>1200	1199-1000	999-7000	<700 Any for RG
Erodibility	None	Slight	Slight-Moderate	High, Severe
Soil Depth (cm)	≥100	≥75	≥50	<50 ≤40 for RG
Soil Texture	ZiCl, SCL, CL,SL	L, SL, ZiL	LS, ZiC	S, C, Zi
Drainage	WD	MWD	ID, PD	XWD, PWL

Note:

ZiCl=Silty Clay, SCL=Sandy Clay Loam; CL=Caly; SL=Sandy Loam; L=Loam; ZiL=Silty Loam; LS=Loamy Sand; ZiC=Silty Clay; WD=Well Drained; MWD=Moderately Well Drained;

ID=Imperfectly Drained; PD=Poorly Drained; XWD=Excessively Well Drained; PWL=Permanently Waterlogged. RG=Registered Land; GRF=Government Reserved Forest Land.



Form LE-
2

**ROYAL GOVERNMENT OF BHUTAN MINISTRY OF
AGRICULTURE AND FORESTS PRELIMINARY
ASSESSMENT FORM FOR EXCHANGE OF RURAL
REGISTERED LAND WITH STATE LAND
(To be filled up by the verification team)**

4. Will use of the requested State Land for the proposed purpose have any adverse implications on the surrounding environment based on community/stakeholder consultation and consent?

Issues	Impact	Clearance from concerned stakeholders (Tick if attached)	Reason (if no consent provided)

5. Presence of endangered/endemic flora and fauna in the requested State Land.

Species (list)	Likely impact on its habitat	Safeguards Recommended
Flora		
Fauna		

6. Detail of Land valuation as per PAVA

Land detail	Area (Ac)	Class category(A,B,C)	PAVA rate (Nu.)
1. Affected registered land			
2. Proposed substitute land			

7. Enclosures

a. Photograph evidences of the affected registered land

Land Services Standard Operating Procedure (LT SOP)

- i) Far view
- ii) Close view
- iii) Close view along with nearby plot

b. Photograph evidences of the substitute proposed SL

- i) Far view
- ii) Close view
- iii) Close view along with nearby plot

c. Forestry Clearance of the proposed substitute SL

d. Survey Report for partially affected plot/plots

8. Recommendation of the team based on the above observation: (Tick)

8.1. Recommended for submission to the MoAF

8.2. Not recommended for submission to the MoAF

Verification team:

Forest Extension Agent Agriculture Extension Agent Livestock Extension Agent

Gup

Chief
Divisional Forest Officer
(Territorial)/Park Manager

Dzongkhag Agriculture Officer

Head
Dzongkhag Land Sector

Dasho Dungpa/Dzongdag

Annexure 45 (Form SLA-1)

SLA-1

Application for Allotment of the State Land

The Dzongkhag/Thromde Land Registrar
 Dzongkhag.....

Part I. Details of the Applicant:

For Individual	For Government Institutions/Corporations/ NGOs/CSOs
a) Name..... b) CID No..... c) Contact Number.....	a) Name of the Govt. Institution/ Dept./ Corporation/NGOs/CSO..... b) Address: c) Contact Number:

Part II. Details of SRF Land

- 2.1 Name of the land/plot:
- 2.2 Plot Location (Gewog/Thromde):
- 2.3 Area proposed (ac/dc):
- 2.4 Purpose

Part III. Reasons for proposing for the State Land/Summary of the project proposal

Part IV.

Other prerequisite documents to be annexed:

1. Construction Approval (If applicable)

2. Certificate of Registration (If applicable)

Part V

Signature and Name of the applicant

Date:

For official use only

Received by (Name and Signature)

Date:

Transaction ID:

Annexure 46 (Form SLA-2)

SLA-2

Letter No:

Date:

State Land Allotment Committee's Verification Report

1. Transaction Id:
2. URC No:
3. Plot No:
4. Field Observation of the Committee

5. Recommended Area

6. Attachments

4.1 Cadastral map

4.2 Photographs

Head, Land Sector

DE/Urban Planner

Environment Officer

CFO/Park Manager

Annexure 47 (Form SLA-3)

SLA-3

Letter No:

Date:

Assessment of Preliminary Proposal

Part I

1. Transaction ID:

Page

2. Recommendation of SLAC, SLA-2

3. Application, SLA-1

4. Cadastral Map

5. Photographs (if necessary)

6. Approval for Construction (If applicable)

7. Registration Certificate (If applicable)

Part II

Observation of the Secretariat

--

Dealing Official

Region Head

Chief, CID

Division Chief

Director, DoLAM

(Hon'ble Secretary)

Annexure 48 (Form SLA-4)

SLA-4

Date:

Survey Report

1. Transaction ID:.....
2. Name of Beneficiary/Agency:
3. CID No:
4. Ownership Type:
5. Gewog:
6. Dzongkhag:

Sl. no	Plot No	Area	Plot Name	Land Type/Precinct	Purpose	Remarks

**Beneficiary/
Agency's Representative:**

Surveyor

Land Sector Head

Name & Signature.....

Name & Signature.....

Name & Signature.....

Tshogpa:

Gup/Urban Planner

Name & Signature.....

Name & Signature.....

Annexure 49 (Form SLA-5)

SLA-5

Letter no.

Date:

Final Approval

- 1. Transaction ID:
- 2. LUC No:
- 3. Applicant:
- 4. Plot No:
- 5. Area (acres):
- 6. Purpose:

No. of Page

7. Preliminary Approval

8. Survey Report

9. Forestry Clearance

Dealing Official

Section Head

Director, DoLAM

Division Chief

Hon'ble Secretary

Annexure-50 (Form PA)

Form PA

ROYAL GOVERNMENT OF BHUTAN

DZONGKHAG/THROMDE

(PRELIMINARY APPROVAL TO LAND LEASE)

Ref No:.....

Date.....

The Secretary,

National Land Commission Secretariat, Thimphu.

Subject: Preliminary Approval to lease land for.....

The DLLC/TLLC hereby submit the application to lease land foractivity and request the National Land Commission Secretariat for its review and consideration. The following details are enclosed for reference please:

1. Owners Summary:

	Owner Name & CID No.	
	Applicant's private landholding	
	Location of Land to be leased	
	Area available (acres)	
	Cadastral Map/Google image	
	Plan activity	
	Letter of Interest (LoI)	To be attached
	Application of applicant	To be attached

Seal and Signature of the DLLC/TLLC Chairperson

Service Delivery

1. Rural Land

SL. No	Activity	TAT (Average working days)				Total TAT (working days)
		D/Khag	Rural Land Division	Cadastral Information Division	Customer Service Centre	
a.	Solid transaction- • Inheritance, Sale/purchase, Gift, land exchange (Private -private)	30-35	1-10	N/A	1-5	32-50
b.	Sub-division transaction- • Inheritance, Sale/purchase, Gift, Land Exchange (Private -private)	30-40 ¹	1-10	1-10	1-5	33-65
c.	Court Verdict_solid	1-5	1-10	1-10	1-5	4-30
	Court Verdict sub-division	5-15	1-10	1-10	1-5	8-40
d.	Correction	5-20	1-10	1-10	1-5	8-40
e	Change of ownership Type	1-5	1-10	-	1-5	3-20
h	Kasho/Rehabilitation land registration	1-30	1-10	1-10	1-5	4-55
i	Land type conversion • Chuzhing to Khimsa ²	1-30	CKCL	1-10	1-5	3-45
	• Chuzhing to Kamzhing ³	1-30	1-10	1-10	1-5	4-55
	• Orchard to Kamzhing or Orchard to Khimsa	1-30	1-10	1-10	1-5	4-55
j	Reissuance of lost lagthrams	1-5	1-5	-	1-5	3-15
k	Plot realignment	15-35	-	1-15	1-5	17-45

¹ The verification of transaction documents and surveying of the plot shall be carried out during the cooling period

² It involves submitting to the CKCM (chuzhing Kamzhing Conversion Meeting) and thus exact TAT cannot be derived

³ It is being approved by MoAF.

2. Urban Land

SL. No	Activity	TAT (days)				Total TAT (days)
		Thromde	Urban Land Division	Cadastral Information Division	Customer Service Division	
a.	Solid transaction- • Inheritance, Sale/purchase, Gift, land private land exchange	30-35	1-10	-	1-5	32-50
b.	Sub-division transaction- • Inheritance, Sale/purchase, Gift, Land Exchange	30-35 ⁴	1-10	1-10	1-5	33-60
c.	Court Verdict	1-5	1-10	1-10	1-5	4-30
d.	Correction	1-5	1-10	1-10	1-5	4-30
e	Change of ownership type	1-5	1-10	-	1-5	3-20
g	Kidu/Kasho/Rehabilitation	1-30	1-10	1-10	1-5	4-55
h	Reissuance of lost lagthrams	1-5	1-5	-	1-5	3-15
i	Plot realignment	30-37	-	1-15	1-5	32-57

⁴ The verification of transaction documents and surveying of the plot shall be carried out during the cooling period.

3. Land Management Division

SL. No	Activity	TAT in days				Total TAT in working days
		Dzongkhag/Thromde	Land Management Division	Cadastral Information Division	Customer Service Centre	
a	Private Land Acquisition and satshab	5-15	1-7	NA	NA	6-22
	• Preliminary approval					
	• Secretariat approval ⁵	5-20	1-24	NA	NA	6-44
	• Final approval	NA	1-5	1-5	1-5	3-15
b	Land lease					
	• Preliminary Approval	5-30	2-5	NA	NA	7-35
	• Final approval ⁶	1-10	5-15	NA	NA	6-25
c	Land lease for Business Activity inside Industrial Parks	NA	5-10	NA	NA	5-10
d	Land Exchange	30-75 ⁷	5-15 ⁸	1-10	1-5	37-105

⁵ After the preliminary approval, within 10 days the Dzongkhag shall serve a public notice to the landowner of the Government's intention to acquire land and applicable compensation rate at least 120 days prior to the acquisition of the land. After completion of the acquisition and compensation field work with all clearances, the dzongkhag will submit for final approval within 1-10 days.

⁶ The TAT is after submission of all clearance from relevant stakeholders and completion of the field work and DLLC meeting.

⁷ This excludes the 10 days at the Gewog.

⁸ Within 5 to 15 days approval will be sought from the secretariat and submit to approving authority.