

## **APPLICATION FOR MUTATION AND ISSUE OF PARCHA AFTER REGISTRATION OF LAND**

To,

The District Collector,  
East District,  
Gangtok.

Sir,

Kindly issue Parcha in my name on the basis of the information as under :-

1. Name of the applicant:
2. Father's/Husband's name:
3. Resident of:
4. Xerox & certified copy of the concerned Sale Deed/ Gift Deed Document
5. Original Parcha of the seller donor along with an attested copy of tile same
6. Latest land Khazana receipt
7. Bank Receipt of Rs. 50/- as parcha fee in MH 0029/LR
8. Attested copy of SSC/COI/Citizenship Certificate of the applicant.

**Signature and name of the Applicant**

PROCESS SHEET

(for official use)

A. The following attested/certified documents have been submitted by the applicant.

- i. Certified copy of the Sale deed/ Gift deed document
- ii. Original Parcha of the Seller/ Donor
- iii. Khazana receipt
- iv. Bank Receipt No..... dt..... (in MH 0029/LR)
- v. SSC/COI/ Citizenship Certificate
- vi. Report of concerned Amin .

B. Remarks if any.

**Revenue  
Supervisor**

C. Proposed Action.

**Head Surveyor**

D. Orders

**District Collector, East**

E. Follow up action :

- a. Entries made in issue Register vide..... date.....
- b. Issue No. entered in Certificate. Yes/No.
- e. Certificate issued after taking proper receipt. Yes/No.

**Dealing Assistant**

