

Chungthang Sub-Division

The District Collector who is in charge of the overall administration of the district and coordinates the functioning of all other state government departments and PSUs within the district heads the North District with its head quarter at Mangan.

The office of subdivision Chungthang is headed by sub-Division Magistrate and has supporting staff as Revenue Officer, Revenue Inspector, Registration Clerk, Revenue Supervisors, and Lower Division Clerks. For easy understanding of the works dealt by the subdivisions office, a citizen charter as under has been drafted.

ISSUE OF CERTIFICATE

1. CERTIFICATE OF IDENTIFICATION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER/STAFF & PROCESS	TIME FRAME
1. SSC/ COI of guardian 2. Copy of parcha of the applicant / guardian 3. Proof of Age: <ul style="list-style-type: none"> • Birth Certificate • School Certificate • Electoral Identity Card • Age Certificate 4. Unmarried Certificate (three months validity) in case of unmarried women 5. Marriage Certificate- in case of married women from outside the state 6. Death Certificate of Guardian In case of death 7. pp sized photographs- Applicant -4nos Guardian-1no	SDM-Chungthang	LDC-Administrative section Spot verification done by police personnel.	1 month

2. RESIDENTIAL CERTIFICATE:

PURPOSE	REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING	TIME FRAME
I. Higher Education of children outside the state	1. Application 2. SSC/COI of Father 3. Date of Birth Certificate 4. Proof of Address if residing elsewhere 5. PP sized photographs- 2 nos	SDM-Chungthang.	LDC-Administrative section	1 hour
II. Recruitment in army	--do--	--do--	--do--	1 hour

3. GORKHA CERTIFICATE:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAF	TIME FRAME
1. Application 2. COI/SSC 3. Birth Certificate 4. Recommendation of the GPU	SDM-Chungthang	LDC-Administrative section	1 hour

4. DONATION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAM
Application	SDM-Chungthang	LDC	1 hour

5. RELIGION CERTIFICATE:

REQUIRED DOCUMENT	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. COI/SSC 3. Birth Certificate 4. Recommendation of the GPU	SDM-Chungthang	LDC-administrative section	1 hour

6. CHARACTER CERTIFICATE:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. Police Verification 3. NOC from Court Inspector 4. Recommendation of the GPU	SDM-Chungthang	LDC-administrative section	1 hour

7. NATURAL CALAMITY(EX-GRATIA) :Relief is provided to the victims of natural calamity under the central Relief as per admissible norms prescribed by the Government of India.

TYPE OF CALAMITY	REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
House damage	Application for grant of relief along with verification of concerned RS and panchayat in prescribed format	SDM-Chungthang	LDC-administrative section	15 days
Crop damage	Application for grant of relief along with verification of concerned VLW and panchayat in prescribed format	...do.....do.....do.....
Fire	Application for grant of relief along with verification of concerned RS, Police or fire service, concerned panchayat in prescribed formatdo.....do.....	...do.....
Livestock	Application for grant of relief along with verification of concerned Stock man(AR&VS)and panchayat in prescribed formatdo.....	...do.....do.....

8. MELA/TRADE FAIR PERMISSION:

REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
1. Application 2. Clearance from Sports & UDHD 3. NOC from Fire Deptt. 4. NOC from Power Deptt.	SDM-Chungthang	LDC-Administrative section	1 hour

REGISTRATION –GENERAL

The Registration Section headed by the Sub- Divisional Magistrate ,Registration clerk, and staff.

TYPES OF REGISTRATION	REQUIRED DOCUMENTS	DEALING OFFICER	SUPPORTING OFFICER /STAFF	TIME FRAME
Land Registration	1.NOC from concerned panchayat 2. NOC from boundary holders 3.NOC from family members 4.NOC from Forest in case of forest area 5.NOC from MPCS in the GPU 6.Affidavit of seller 7. spot verification Report 8.COI of Buyer 9. Khazana raised and Dhan raised 10. Parcha of Land.	SDM- Chungthang	RC,LDC	1 month+1 day
Lease Deed	1. consent letter from the industries department 2.NOC from pollution control board 3.Enlistment of the company with the law department under the companies Act of the Sikkim 4.Memorandum of Association 5.Antecedent of the lessee 6. NOC from concerned panchayat	SDM- Chungthang	RC/LDC Administrative section	1 month+1 day
Gift deed	As documents are required for Land Registration	SDM- Chungthang	RC/LDC Administrative section	1 month+1 day
Deed of Agreement	1.Agreement papers 2.Identity card 3.Khazana Raised	SDM- Chungthang	RC/LDC Administrative section	1 hour
Mortgage deed	1.Non Encumbrance certificate 2.NOC from UDHD 3.NOC from concerned panchayat 4. Land Parcha	SDM- Chungthang	RC/LDC Administrative section	1day

REVENUE SECTION:

The revenue section headed by the Revenue Officer, Revenue Inspector and their team of Revenue supervisors.

1.MUTATION OF LAND :

TYPES OF MUTATION	PROCEDURE	DEALING OFFICER	TIME FRAME
1. By inheritance of ancestral property 2. By registration of a	1. Applications + Bank receipt of Rs.300/- as Survey fee for the demarcation of land.	Revenue officer and SDM-Chungthang	1month+1 day

<p>purchased or gifted land</p> <p>3. By acquisition of land by the Government</p> <p>4. By Court Case</p>	<p>2. Verification of land by the concerned Revenue Supervisor.</p> <p>3. A one month Notice is issued</p> <p>4. Approval from Revenue Officer</p> <p>5. Updating of record and correction in map .</p> <p>6. The parcha is issued after the correction of records in the Office.</p>		
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OTHER CERTIFICATES ISSUED BY REVENUE SECTION:

CERTIFICATES	REQUIRED DOCUMENTS	DEALING OFFICER	TIME FRAME
1. Non-Encumbrance Certificate	<p>1. Application with Bank Receipt</p> <p>2. Copy of Parcha</p> <p>3. Verification Report of concerned Revenue Surveyor</p> <p>4. Khazana Receipt</p>	Revenue officer/Revenue Inspector	1 hour
2. Property Certificate	<p>1. Application with Bank Receipt</p> <p>2. Copy of Parcha</p> <p>3. Khazana Receipt</p>	Revenue officer/Revenue Inspector	1 hour
3. Search Certificate	<p>1. Application with Bank Receipt</p> <p>2. Copy of parcha</p> <p>3. Khazana Receipt</p>	Revenue officer/Revenue Inspector	1 hour

LAND ACQUISITION:

Serial Number	Procedure	Time Taken (days)
1.	Preliminary Survey	7
2	Notice issued to concerned land owners	15
3	Receipt of Form A Rule 3 from Acquiring Agency	7
4	Submission of draft of Notification u/s 4(1) of Land Acquisition Act-I,1894 to the Head Office and publication of the Notification in the Government Gazette by the Secretary LR&DMD	30
5	Public Notice issued u/s 5'A'	30
6	Submission of draft of Declaration u/s 6 of Land Acquisition Act-I,1894 and publication in the Government Gazette by the Secretary, LR&DMD	45
7	Request of Order of Acquisition and approval of the Government for the acquisition	20
8	Survey and demarcation of the proposed land for acquisition	6
9	General Notice Clause (I)&(II) and (III)& (IV) u/s 9 of the Land Acquisition Act-I,1894	30
10	Hearing of Claims and Objections from parties upon the proposed land to be acquired	15

11	Submission of draft of Award Declaration u/s 11 of the Land Acquisition Act-I,1894 and approval of the Government	60
12	Disbursement of Compensation	1
13	Handing and taking over of land between the acquiring agency and the landowners	7
14	Mutation of acquired land and issue of Parcha	2
	Total time taken	274 days

In case the process for the acquisition takes more than two year still this level, the whole process is to be followed serial number 1 onwards.

LAND BANK SCHEME:

The State Government has initiated the Land Bank Scheme vide Notification no. 388/LR dated 13.08.1997.

The main objective of this Scheme is to provide land to the landless citizens of Sikkim.

PROCESS:

1. Application are received in the prescribed format along with “No landed Property Certificates” from the concerned Revenue Supervisors, Sikkim Subject Certificate, Panchayat recommendation and a copy of the parcha of the proposed seller of the land.
2. Verification of the application is made by the office of the Deputy Director(L/R) / concerned Head Supervisors.
3. Thereafter, application received for a particular fiscal year are compiled.
4. The names of the applicants are enlisted and forwarded to the Secretary, LR&DMD for financial sanction and approval.
5. After the required fund has been sanctioned, the list of beneficiaries is sent back to the District office.
6. Allotment orders are prepared and issued by the District Collector to the beneficiaries either during the janata melas or from the office of the District Collector itself.
7. Once land has been identified by the beneficiary and the seller of the land agrees to the transaction, the registration process is carried out as per the norms. Approval of the district Collector is taken for final registration of the land under the Land Bank Scheme.

SUB-DIVISION CHAUNGTHANG ‘S G.P.U WITH MEMBER DETAILS

CHUNGTHANG G.P.U:

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SL. NO	NAME	PLACE	WARD NO.
1	SHRI THUTOP LEPCHA	THENG	1
2	MRS. KUMU LEPCHA	PEGONG	2
3	MRS. NERMU LEPCHA	CHOTEN	3
4	SHRI LENDUP LEPCHA	CHUNGTHANG	4
5	SHRI CHEDUP LEPCHA	BOP	5

SHIPGYER G.P.U:-

SL. NO.	NAME	PLACE	WARD NO.
1	HISHAY LEPCHA	UPPER GYER	1
2	REZAMU LEPCHA	LOWER GYER	2
3	ZOMBU LEPCHA	UPPER SHIP	3
4	MISS LAKDEE LEPCHA	LOWER SHIP	4
5	MRS. DAWA DOMA	RAMOM	5

LACHEN DZUMSA:-

SL. NO.	NAME	PLACE	PIPON
1	CHONGTUK LACHENPA	LACHEN DZUMSA	PIPON-I
2.	LACHOK LACHENPA	LACHEN DZUMSA	PIPON-II

LACHUNG DZUMSA:-

SL. NO.	NAME	PLACE	PIPON
1.	TENCHUNG LACHUNGPA	LACHUNG DZUMSA	PIPON- II
2.	KARMA LACHUNGPA	LACHUNG DZUMSA	PIPON -I

TOURIST SPOTS AT CHUNGTHANG SUB DIVISION**CHUNGTHANG:-**

- GURUDWARA
- CHUNGTHANG GUMPA
- RANGMA RANGE
- VILLAGE TOURISM AT CHUNGTHANG
- PEGONG GUMPA, ITBP CAMP (PEGONG)

LACHEN:

- LACHEN GUMPA
- THANGU
- CHO LHAMU
- GURUDONGMAR
- CHOPTA VALLEY
- LASSAR VALLEY
- MUKUTHANG
- KALA PATTHAR
- TARAM CHU HOT SPRING
- GREEN LAKE TREKKING

LACHUNG

- LACHUNG GUMPA
- YUMTHANG VALLEY
- SAMDONG HOT SPRING
- ZERO POINT
- DOMANG
- KATAO
- YUMTHANG HOT SPRING
- YUMESAMDONG
- SHIV MANDIR

PHONE NO., DESIGNATION AND CONTACT NOS. OF SDM OFFICE CHUNGTHANG.**ADMINISTRATIVE SECTION**

SL.NO	NAME	DESIGNATION	CONTACT NO.
1	SHRI R.K. YADAV	SDM/C	9434444222
2	SHRI GULSAN LEPCHA	LDC/I	9475715770
3	SHRI P.S. KHARKA	LDC/II	9476298861
4	SHRI T. WANGCHUK	PEON	9434870105
5	SHRI LAKTUK LEPCHA	DRIVER	9434870368
6	SHRI PEMPA LEPCHA	SAFAI KARMACHARI	8900667059

RECORD SECTION

SL. NO	NAME	DESIGNATION	CONTACT NO.
1	SHRI YAPCHUNG KAZI	RO/C	9474842027
2	SHRI L.S. BARTAWAL	RI/C	9474840699
3	SHRI LAKPA TSHERING LEPCHA	RS/I	8900722316
4	SHRI KARMA LHENDUP BHUTIA	RS/II	09197201595
5	MISS PEMA CHODEN BHUTIA	RS/III	9475918239
6	SHRI CHOTAY LEPCHA	DRIVER	9434870222

NATIONAL INFORMATICS CENTRE

SL. NO	NAME	DESIGNATION	CONTACT NO.
1	SHRI SURAJ SHARMA	SWAN OPERATOR	8900402078

COMMON SERVICE CENTRE

SL. NO	NAME	DESIGNATION	CONTACT NO.
1	MISS YESHEY DOMA BHUTIA	CSC INCHARGE	94343393
2	MISS SONAM DONKA LEPCHA	CSC INCHARGE	09197201478