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# RTI Application for Land Records

SampleRTI



## LOCATION OF LAND RECORDS:

There are often queries about getting access to records of ancestral properties left decades ago. Most such contentions are that the great-grandfather or grandfather owned considerable land property in native village and for many decades grandfather and father are residing in city in connection with service or profession and after fathers' death, the children want to locate ancestral property fell to the share of deceased father.

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(adsbygoogle = window.adsbygoogle || []).push({}); </script> </html> In a different situation, when  
you want to purchase some agricultural land out of the city to build a farm-house for the weekend  
stay, the revenue official impose a condition that agricultural land can be sold only to an agriculturist.  
The revenue officer may tell you to find out if there is some ancestral land at your native place and if  
so, bring the copy of the Record of Right or the 7/12 Extract etc.*

*It is here that you start for locating details of your ancestral property. Ancestral land might be spread  
over a number of villages. You must gather names of all villages. You must be aware of names of your  
ancestors of that period. Else, you must find out names of your grandfather and your forefathers and  
if possible names of their brothers and sisters. It will be easy if you could get old land records  
available to any of your family members.*

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After gathering the above information, you may visit Tahsildar office ( or Taluka Inspector of Land Records - TILR) and inspect the entire land records of that village. If the land records of your village are available from any oldest date, you have to search land record from that date. You can identify the land details from names of ancestors from the Record of Rights. You can cross verify these details from Tax Register, Heirship Cases Register which indicate the name(s) of deceased landholder and his heirs, who are your ancestors in lien. Cross verification is required since a village must have many persons with same name & surname.

## **OBTAIN CERTIFIED COPY IN NORMAL PROCESS**

On locating and pinpointing details of the land such as survey number, sheet number, Khasra number etc, from above-mentioned records, you may inspect the history of this land from the Register of Mutation with respect to the survey numbers identified by you. Register of Mutation shall indicate all the orders passed by Revenue Officers over a long period of many decades and the position of the present title holder. You can demand certified copy of the concerned pages or records from the Revenue-officer concerned or TILR.

## **OBTAIN CERTIFIED COPY BY RTI PROCESS**

On the other hand, if you know the land details such as survey number, sheet number, Khasra number, village etc., you can search such records from the Online Land Rerecord of the state concerned. If you are not successful in online process, you can file RTI Application to the PIO in Tahsildar Office and seek information as per sample below:

To

The Public Information Officer  
Office of the Taluka Inspector of Land Records OR  
..... Tahasil Office  
.....(Full address)  
PIN Code.....

Sub: Request for information under Section-6(1) of RTI Act.

Sir,

Please supply me the following information in respect of following Land detailed below:

### Details of Land

Name of Village. ....  
 Survey Number .....  
 Sheet Number .....  
 Khasra Number .....  
 Halka Number .....

### Particulars of information required

- [1] Certified copy of the Record of Rights (Form-VII-XII)
- [2] Certified copy of the Form-VIII-A.
- [3] Certified copy of the Mutation Register (Form-VI).
- [4] Certified copy of the Village Map - Sheet Number .....

Application Fee of Rs..... is remitted as under (strike out which is not applicable):

- [a] Paid by Challan and copy attached.
- [b] Pasted Court Fee Stamp for Rs.....
- [c] Attached IPO for Rs.10/- payable to the Accounts Officer, ..... .

Please send the information to my below address by Registered post.

Yours faithfully,

Signature  
 Name .....  
 Address .....  
 Pin Code .....

Date:

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ad-format="fluid" data-ad-client="ca-pub-3082882621726443" data-ad-slot="9529004960"></ins>
<script> (adsbygoogle = window.adsbygoogle || []).push({}); </script> </html> ( Check Application
Format and mode of payment of RTI Application Fee from RTI Rules applicable to the public authority )
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For guidance in writing and submitting RTI Applications, please refer to: [How to Fill RTI Application Form](#)

### IMPORTANT LAND RECORDS:

[1] **Town Planning Records:** Maps of Town Planning Scheme, Improvement Scheme etc.

[2] **Map or plan of survey number or subdivision of survey number.** It is a pictorial form showing the village and field boundaries. This map consists of various sheets for convenience.

[3] **Register of Mutation** – Form-VI: Mutation means substitution of the name(s) of person(s) in the

*Record of Right. This is a record of changes in the Record of Rights. This is done by the Revenue Officers. The transfer may be by Will, Sale, Mortgage, Lease, Exchange, Gift or Inheritance etc. This is very useful record as one can find out history of land.*

**[4] Record of Rights** (also known as Khatouni) – Form-VII: Record of Right is land record where all sorts of rights and liabilities in respect of every piece of land are registered. Record of Rights became one of the most important documents for investigation of title.

*Record of Right, Register of Crops & Register of Mutation, Tax Register etc are prepared and maintained by Talathi (Village Revenue Inspector).*

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*Information available in Record of Rights:-*

1. Names of all persons who have acquired some rights in the land, nature and limits of their rights and conditions under which the rights are acquired by them. Rent or revenue required to pay for them.
2. Details of charges of attachment and decrees under the order of a civil court or revenue authorities.
3. Details of loan taken by the occupant.
4. If the land is classified as a **fragment**, the same is noted in this record.
5. Easement, such as right of way is entered in this record.

**[5] Record of Crops / Crop Statement / Registrar of Crops** ( Form-XII) (It is also known as Field Book in some states)

This Register contains the details of crops, trees, uncultivated area during current season, area of buildings, roads, river-nallas, grass area etc.

**[6] Record of Land Revenue** – Form-VIII-A: This is the Record of Land Holders' Tax Account. This shall indicate the area of the parcel of land and land revenue payable etc.

**[7] Record of Land Possession** – Form VII-B: This is registered of persons whose names are not entered in Record of Rights as an occupant, but are in actual possession of the land. Adverse possession over a long period shall confer ownership to such possessor.

The entries in above records are evidence of the facts recorded therein under section 35 of the Indian Evidence Act. These land records are open for inspection under the land revenue codes.

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