

DIRECTORATE OF LAND RECORDS & SURVEYS
MINISTRY OF LAND
GOVERNMENT OF BANGLADESH
CITIZEN CHARTER

ফিগ গ'ব'জ'গ
ফিগ তি KW@ Rwi c Awa`Bi
wmiU`Rb PvU@
(LwZqvb I g'vc cOZ msµvš)

ফিগ তি KW@ Rwi c Awa`Bi গ'ব' চি@ Rwi c msµvš/AvB`bi weavb AbvriYce@ g'v Rwi tci gra`ig cOZU
ফিগ LtUi `Zuj uc (LwZqvb/bKkv) cOq Kti | GKRb g'ncwi Pvj K (AwZwi³ mµPe) , 3Rb cwi Pvj K (hMoePe),
4Rb Dc-cwi Pvj K (Dc-mµPe) 14 Rb wifkb /tRbvj tmtUj tgu Awdmvi (Dc-mµPe) 40 Rb PvR@Awdmvi/m`i
mnKvix tmtUj tgu Awdmvi / tc@Awdmvi (wmbqi mnKvix mµPe) Ges 246 Rb mnKvix tmtUj tgu Awdmvi mn cO 6
nvRvi KgKZi@ Kg@ix GB Awa`Bi Kg@Z AvtOb |

Awa`B`ii Kvh@j x

- চি@µtg cOZU ফিগ LtUi (Plot) তি KW@Oq I tgsRv g'vc cOZ I g'Y |
- t`tki cOZU tgsRv , _vbv/DctRj v, tRj v Ges mgM@ tki g'vc cOZ I g'Y |
- Avš DctRj v Ges Avš tRj v mxgvbv wPwYZKiY Ges ev`evqtb tRj v cOmKb`K Kwii Mwi
mnvqZv cOb |
- Avš@wZK mxgvbv tiLv wPwYZ KiY, mxgvbv óic g'vc cOZ I g'Y |
- weimGm ckvmb, cnyk, eb I Ab`vb` K`Wwi Ges Rvwkqvj mwf@i Kg@Zi@ i mtf@
tmtUj tgu cOyb cOb |

Ri ax ÁvZe

- fig ti KW@ Rwi c Awa` Bti ti KW@ bK@ cYq@bi KvR m=úY@íwfwÉK|
- wbf@ti KW@Q@bi `v_@wfb@í c_ K Kg@Z@ Kg@ix wbtqwiRZ_vtKb|
- gv cP@mi Kvixfvte eSviZ /Lvbcjx-Kvg- eSviZ `fi webvgtj` weZiY Kiv nq| weev`, AvciÉ I Avctji ivtq ti KW@stkwZ ntj msik@ Kg@ZK@bR `vYti stkwaz cP@ webvgtj` mieivn Kiteb|
- wifkb tRvbj /DctRjv tmtUitgm>U Awctmi ti KW@q t_tK AvciÉ I Avctji ivtqi Rvte`v bKj Qvov tKvb cP@ Kbkvi mwU@BW Kwc/Abvj mc mieivn Kiv nq bv|
- Awa`Bi ev tKvb tmtUj tgu Awdm ntZ ce@Zx Rwi c h_v vm,Gm GmG Ges AviGm Rwi tci bKkv ev cP@mieivni AvBbMZ mthvM tbB| G mKj Rwi tci cP@ev bKkv mieivn /wpxi DchY KZ@y nt`Q msik@ GjvKvi tRjv c@mtKi Kvh@q|
- Rwi c PjvKvjxb e`i wd, LwZqvb I bKkvi gj` wWmAvi G gva`tg M@Y Kiv nq| wWmAvi ewfZ mKj tj bt`b wvxl x Ges mw@Z `vZi ch@fZ| Giac A%a tj bt`bi tytT ZvrywbK fvte KZ@y tK RvbtZ nte|
- Rwi c Kvh@q wltq tKvb AwfthvM_vKtj w=ev@ μgvbvx AwfthvM Kiv hvte|

μ: bs	th Kg@ixi weiat x AwfthvM	hv Kv@Q AwfthvM KitZ nte
1	tgl mgyx Kg@ix	1 msik@ név Awdmvi ev KvblytMv 2 msik@ mv tKj@ Awdmvi ev G.Gm, I
2	KvblytMv ev Dc-mnKvix tmtUj tgu Awdmvi	1 msik@ mv tKj@ Awdmvi 2 msik@ PvR@ Awdmvi
3	mnKvix tmtUj tgu Awdmvi	1 msik@ PvR@ Awdmvi 2 tmtUj tgu Awdmvi
4	Dcti ewY@nqvb Ggb me Kg@ix Ges PvR@ Awdmvi	1 tmtUj tgu Awdmvi
5	tmtUj tgu Awdmvi	gnvcwi Pj K fig ti KW@ Rwi c Awa` Bi

~fii bvg

tmevq aib, weeiY I fvg gwj tKi KiYxq

tmev cÖtb wbtqWRZ
KgRZvKgRix

Avcxj i bmb

welq	tKvUd
(K) Avte` b cI	20.00 UvKv
(L) bKj (kã)	
* 1 nřZ 360	2.50 00
* 361 nřZ 720	5.00 00
* 721 nřZ 1081	7.50 00
* 1082 nřZ 1440	10.00 00
* 1441 nřZ 1800	12.50 00
* 1801 nřZ 2160	15.00 00
* 2161 nřZ 2520	17.50 00
* 2521 nřZ 2880	20.00 00

mnKvix tmtUj tgu Awdmvi /
PvR Awdmvi / tRvovj tmtU
j tgu Awdmvi

PovsícÖrk

Dctiv³ f mgtni KvR mgmBi ci AvbywzK Kvhw m=ubcdsti
cPci bKkv gyv Kiv nq| gw Z bKkv I cPcby: cixyv Kti Zv
PovsícÖrkbiq t`qv nq| PovsícÖrkbi Rb` msukö DctRjvq
GKw K`vú t`cb Kiv nq| PovsícÖrkbi mgqKvj 30
KgPem| G fii fvg gwj KMY gw Z bKkv I cPmiKvi KZP
wban Z gtj` µq KitZ crtib| cÖZU cP100/= UvKv Ges
cÖZU bKkv 500/= UvKv| tKvb tgSRvi PovsícÖrkbi tKvb
Kvhv tq Kti t`tK Avic hte tm m=utK QbwUK / ciil Kvq weÁwB
cÖrk Kiv nq|

DctRj v tmtUj tgu Awdm

j`vU mtf©UvBelyj I
Avcxj U UvBelyj

tgSRv tiKW PovsícÖrkbi msKvšl tMTRU weÁwB cÖtki 1
eÖtii gtra` PovsícÖrkZ tiKtW wltq tKvb AvciE` vKtj tm
m=utK Q`vU mtf©UvBelyj / t` l qvbx Av`vj tZ cÖZKvi cÖQ
Kiv hte| j`vU mtf©UvBelyj tKn cÖZKvi bv tctj wZwb
nvBtKvU Q`vU mtf©Avcxj U UvBelyj I Avcxj KitZ cvi te|

tgSRv mxgvbv wbtq
wetiva

Rwic PjvKvj xb tKvb tgSRv/DctRjv mxgvbv m=utK wltq tKvb
wetiva t`Lv w`tj tmtUj tgu Awdmvi Lvbcjv Kvq- eSviZ fii
D³ wetiva wewatgtZ w`úwE Kiteb| Avsł tRjv mxgvbv wetiva
gnvcii PjK, fvg tiKW©I Rwic Awabí msukö wfvMq
Kvgkbi Ges tRjv cÖmKMtYi mgstq w`úwE Kiteb|

KwiMix
Dct`ov /
tmtUj tgu
Awdmvi

wmUfRb PvU

1950 mvtji ivofq AvAMŌ I cŌ Z;AvBtbi Aab cŌZ cŌ Z;weagjv 1955 Gi wearb Abjvfi fig tiKWŌ Rwiŋci KvR mgr fivfŌEK m=úw`Z ntq `vtK| tiKWŌcŌb I bKkv cŌZ KvR wbtqwrZ Aw`fii KgŌZŌKgŌixi mvt_ msikŌ K`vú Awdtm A_ev DctRjvq Aew`Z mnKvix tmtUj tgu Awdmŋi KihŌtq mivmwi thvMthv Kti fig gwj KMY KwLZ tmev MŌY Kitz cŋib| w=ew`Z KgŌZŌKgŌixi MY Rwiŋci ŋmgŋ h_v wbtqg tmev cŌtŋ wbtqwrZ itqtŌb|

`fii bv	tmevi aib, weeiY I fig gwj tKi KiYxq	tmev cŌtŋ wbtqwrZ KgŌZŌKgŌix
weÁwß cŌi	Rwic iia Kivi cte@mtUj tgb&Awdmvi `vbxq cŌmb mn fig Awj KMYtK AewZ Kti Rwic wÁTwb cŌi Ktib G KvR gvBwKs I cwf Kvq weÁvcbmn e`vcK RbmsthvM Kiv nq Rwic weÁwß tNvlvri ci ciB fig gwj KMYtK Rwiŋci cŌZgyK KvR wntmte wR wR Rigi AvBb /mxgvbv miVK fite wPwYZ Kti ivLtz nte	tmtUj tgu Awdmvi / mnKvix tmtUj tgu Awdmvi
UffimŌ	tKvb tgsRvi bKkv m=úYŌZb Kti cŌZ Kitz miRigtbi mvt_ m½wZ tiL GKwU w`ó t`dj cŌgK fite bKkv cŌZi th Kivwgv `vcb Kiv nq tmUvB UffimŌ UffimŌ Dci wfvE Kti w 70 mxtUi gva`tg tgsRvi bKkv cŌKiv nq tKvb tgsRvi cŋivtŋv bKkv A_@egcŌ mxtUi Dci Rwic Kivi týtT UffimŌ Kiv nq bv G `fi Rwic KvR wbtqwrZ KgŌZŌKgŌixi mvt_ fig gwj KMYtK thvMthvMi tZgb cŌvRb bvB Zte fig gwj KMY Rigi AvBj /mxgvbv wPwYZ Kti ivLteb	UffimŌ K`vú KgŌZŌ UffimŌ mtfŌi
wKt`fqi	GB `fi Awgbj fig gixi KMY KZK wPwYZ AvBj /mxgvbv Abjvqx cŌ LŪ Rig cwi gic Kti tgsRvi bKkv Askb wKt`fqi A_ev eg wŌw cŋivtŋv bKkv mstkwab Ktib AtbtKi aviYv th Rwic KgŌviMY Rigi mxgvbv wVK Kti t`b G aviYwU miVK bq cŌZ. cŋy Rwic KgŌixiMY we`g v mxgvbv Abjvqx bKkv cŌZ Ktib wKt`fqi `fi AwZ bKkvi cŋZ`KwU `vtM mti Rigb Dcw`Z ntq Awgb`j Rigi `vM b`it`w`teb Ges gwj tKi tiKWŌ`wj cŌ I `Lj hvPvB Kti cŌgK fite gwj tKi bv, wKvb I Ab`vb` cŌvRbwq Z_ LuZqvtb wj wce× (Lvbcjx) Ktib G `fi fig gwj Kti cŌb KvR nt`Ō h_vmgŋq wbtR RigZ Dcw`Z ntq AwgbtK Rigi gwj Kvbv I `Lj mspvŋŋ cŌYw` Dc`vcb Kti LuZqvtb Bme Z_`wj wce× Kivtŋv	mi`vi Awgb/ név Awdmvi ev KibytMw / K`wM`-j mftKŌ Awdmvi
Lvbcjx	mi Kiv Awgb/ nj Kav Awdmvi ev KibytMw /K`wM`-j mftKŌ Awdmvi	mi Kiv Awgb/ nj Kav Awdmvi ev /K`wM`-j mftKŌ Awdmvi

eSvi Z

eSvi A_ Rng enStq t`lqv| G`ti bZb Awgb`j KZK LuZqvb
er cP@ Rngi cwigrY Dtb Kti webvgj` D³ cP@Rngi
gwj KtK mieivn (eSviZ) Kiv nq hv ūgvV cP@ bvtg cwiwPZ|
cP@ weZitYi Zwi LuW cte@tbnUk/cwī Kvq weAmB c@i/GjvKvq
guBnkS Gi gra`tg Rmbtq t`qv nq| cP@ weZitbi wbaWi Z
Zwi tL fvg gwj KMY wbtR Dcw`Z t`tK Rwi c Kg@ixMtwYi wBKU
t`tK cP@msM@Kiteb| fvg KgwiKMY cP@ mwKZv hvPvB Kti
t`Lteb Ge0 c@ cP@ fz emsImstkvab er cwi eZ@Avek`K ntj
wbr`ó weev` (Dispute) dig ciY Kti Zv Awgtbi wBUK Rgv
w`teb| ūnév ū Awdmvi msuk@ cymtwYi`i bwi gra`tg`æ H
mKj weev` w`úwÉ Kiteb&Lbvcjx`fi tKvb Kvity gwjtKi
bvg, wKvbv l Ab`Ab` c@vRbxq` LuZqtb tiKW@Z nqvb Ggb
fvg gwj KMY eSviZ`fi név Awdmvii wBKU Avte`bvtg H
mKj Z` tiKW@Kiveri mthvM cteb| fvg gwj KMYtK gtb
ivLtz nte gw chwq mtiRngtb tiKW@Kivi GuvB tkl mthvM|
Gi ctīl tiKW@stkvab /c@tbi mthvM_vKtj| Zv nte
AtcyvKZ.`jeZ@tKvb K`vú Awdm, hv RuWj l htZó mgq
mvtcty|

Lbvcjx-Kvg eSvi Z

hLb tKvb tgsRvi e-wcU mxtUi Rwi c KvR Kiv nq ZLb Lbvcjx
l eSviZ`fii KvR GKlvz Kiv nq|

Zmw`K ev G`vUtoKb

e`vcK c@tīi gra`tg Zmw`K`fii KvR m`úw`Z nq K`vú
Awdm| Lbvcjx l eSviZ`fi LuZqvb c@Z nq tgsRv Kg@ix
er Awgb @viv| Zmw`K`fii KvR m`úw`b Ktib GKRB KvbtMv
er ivR`Awdmvi| eSviZ`fii gwj Kvbv mspvšmKj KvMRcī l
c@Yw` hvPvB Kti c@Z LuZqvb mZ`vqb Ktib Zmw`K Awdmvi|
G`fi fvg gwiKMY ce@Zx`fi c@Z cP@l bKkvq tKvb
mstkvab c@vRb gtb Kij weev` (Dispute) dig`wLj
Kitz ctib Ges Dchy`c@Y Dc`vcb Kti Zv mstkvatbi mthvM
wbz ctib| Zmw`KKZ.cP@Rngi gwj Kvbi c@ngK AvBbMZ
wFwÉ (Legal Document) wntmte weteWpZ nq| ZvB G`fii
KvRuW AZ`šf`iaZcy@

Lmov c@Kbv l AvciÉ
`vtqi

Zmw`K mgwBi ci tKvb GjvKvi Rngi c@Z tiKW@ Lmov
c@Kbv Draft Publication (DP) memavitYi c@K@i Rb`
tgsRwFwÉK 30 w`b Db³ ivLv nq| Lmov c@Kbv Db³ ivLvi
mgqKvj Dtb bce@ K`vú Awdm ntZ GRb`wewR@Bl c@i Kiv
nq| fvg gwj KMYi bvtgi vt`vyi Ablyvq LuZqvb er cP@
µgweb`vm Kiv nq weavq Zmw`KKZ.LuZqvbUi b`f`cieZ@Z
e`tj hvq| ZvB Zmw`KKZ.LuZqvtbi bZb b`f`A`v@wWvc b`f`wU
msM@i Rb`l fvg gwiKMYtK wBR wBR cP@mn Lmov c@Kbv
(DP) K`vú Dcw@ZZ ntZ nq| DP tZ c@nkZ LuZqvb
m`úK@Kv tKvb AvciÉ ev`vex`vKtj miKvi wbaWZ 20.00
UvKvi c@M wd c@Z mwKtbi Rb`50/= tKvU@wd w`tq AvciÉ
`vtqi Kiv hrte| GuJB 30 wewai AvciÉ|

mi`vi Awgb / név Awdmvi er Kibj@M / K`wW@j mvtK@
Awdmvi |

Zmw`K Awdmvi / Dc-mnKivix
tmfuj`tgu Awdmvi

Zmw`K Awdmvi / Lmov c@Kbv Awdmvi
| (Dc/mnKivix tmfuj`tgu Awdmvi)

AvcilE i bmb

DP Pj vKvtj MpxZ AvcilE gvgj vmgr msikØ cYMYtK tbnUk Bmj
gidZ ÁvZ Kti wbr © ZwiL, mgq I tftb i bmb MØY Kti
wb-úilE Kiv nq| t lqybx Kvhieva AbyitY GuU GKUJ wePwi K
Kvh@g| cYMY wtr A_ev cØvRtb gtbvbxZ cØZwbvai gva'tg
wbr wbr `vex ØAvcilE Awdmviti Ø wbrKU Dc'tcb KitZ cftib&
AvcilE wdmvi cKØYtK we'twiZ i bmb w'tq, tKm bw_tZ wj wceX
I chitj vPbv Kti Zvi wmxvstRvrbteb Ges AvBbvbyqx cØZKZ.
tiKtW©ØvRbxq mstkrab Avbteb| mstfmSbK KviY Dttj b bv
Kti tKvb GKUJ ctYi Abgv'wZtZ AvcilE gvgj v wb-úilE Kivi
tKvb weavb tbB|

Avcxj i bvbX

AvcilEi ivtq msyZ tKvb cy 31 wevatZ Avcxj `vtqi Kitj G
chitj H mKj Avcxj i i bvbwl wb-úilE Kiv nq| GttYtT msikØ
AvcilE gvgjvi ivtqi bKj tmUjtGU Awdmvi eivei Arte`b
`vLttji gva'g merØ DttEjY KitZ nte| G Rb" miKvi
wbavZ w-Øe nvti tKvU©d Ges cØvRbxq mSL'K KwUØ tccvi
Rgv w'tZ nte|

msikØ AvcilE Awdmvi / mnKvix
tmUjtGU Awdmvi, DctRjv
tmUjtGU Awdmvi
mnKvix tmUjtGU
Awdmvi / PR0©
Awdmvi / tRvbj
tmUjtGU Awdmvi