**Annexure I: Checklist for Conversion**

**Transaction No**.: ……………………… Date:……………….

The conversion proposal shall include the following documents: Tick Mark ( ) (No. of Pages)

1. CKC Form-I
2. CKC Form-II

1. CKC Form-III
2. Relevant field report and maps
3. Forest Clearance
4. *Khimsa* proposed from KPSRFL Form - IV

1. Survey Report
2. Other documents, if any.

 Verified by Land Record Assistant: (Name and Signature)

**Annexure II: Application Form for Inherited *Chhuzhing* to *Khimsa* Conversion**

 **CKC Form-I**

 Date:……..……….

The Gup,

…………… Gewog,

………………………….Gewog Administration,

**Subject: *Chhuzhing* to *Khimsa* Conversion**

**Part I. Details of the Applicant:**

Name:………………………..............................

CID No:.………………………………………….

*Thram* No:………………………………………..

Gewog:…………………………………………...

 Dzongkhag: …………...........………………….

I would like to apply for the *Chhuzhing* to *Khimsa* land conversion for the following plot;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Plot ID** | **Plot Name** | **Plot Area in *Thram*  (ac)** | **Area proposed for conversion (ac)** | **Plot history** |
|  |  |  |  |  |

****

**Part II: Reasons for applying for conversion - *Chhuzhing* to *Khimsa Tick* ( )**

1. I do not have a residential house or any other land type except this inherited *Chhuzhing* registered

 my ownership.

1. I have not applied for *Chhuzhing* to *Khimsa* land conversion before.

3. I have not applied for *Chhuzhing* to *Kamzhing* land conversion to any other competent agencies.

**Part III: Declaration**

I HEREBY DECLARE that the information provided above is true to the best of my knowledge. In the event, any information submitted above is found to be false, I may be held accountable as per the law in force.

Legal Stamp

Applicant’s Thumb impression and date

Contact No……………………………….

***------------------------------------------------------------For official use only-----------------------------------------------------------***

Receipt Date: ……………………….

Received by (Name and signature)

 **Annexure III: Gewog Administration’s Endorsement for *Chhuzhing* to *Khimsa* Conversion**

**(To be filled by the Gewog Administration)**

 **CKC FORM-II**

 Date: ………………

Letter No.: The Honorable Dzongdag,

.................................Dzongkhag Administration.

**Subject: Recommendation for *Chhuzhing* to *Khimsa* Conversion**

The Gewog Administration has received the transaction ID/Application no. ................................ dated....................from Mr./Mrs.………………………................. CID no. ............................................... for *Chhuzhing* to *Khimsa* land conversion. We have verified the proposal and we recommend the conversion based on the following assessments:

 Tick Mark ( )

1. The proposed *Chhuzhing* is an inherited land.
2. There is no residential land or Kamzhing*/*any other land type apart from

 *Chhuzhing* registered under the applicant’s name.

1. The applicant has not applied for *Chhuzhing* to *Kamzhing* land conversion to any

 relevant agencies.

1. The Plot Location:
2. Thazhing
3. Bhuzhing

***-------------------------------------------------------------For official use only-----------------------------------------------------------***

Name:………………………………………..

CID:.............................................................

 (Tshogpa)

Name: ………………………………………

 CID:.............................................................

 Gewog Agriculture Officer

Name:……………………………………………….

CID:...................................................................

 Sign and Seal

 (Gup)

 **CKC FORM-III**

**Annexure IV: Dzongkhag Administration’s Endorsement for *Chhuzhing* to *Khimsa* Conversion**

**(To be filled by Dzongkhag Administration)**

**Letter No.:** Date …………………

The Land Conversion Committee,

National Land Commission Secretariat.

**Subject: Recommendation for *Chhuzhing* to *Khimsa* Conversion/*Khimsa* proposed from SFRL**

The Dzongkhag Administration has received the application/ transaction ID no…………….. date……………………………..................from Mr/Mrs................................................................... CID no. ………….................... The Dzongkhag Administration has verified theconversion and recommends the proposal based on the following assessments:

 Tick Mark ( )

1. There is no residential land or Kamzhing*/*any other land type apart from

 *Chhuzhing* registered under the applicant’s name.

1. There are no previous records of land conversion from *Chhuzhing* to *Khimsa* approved in favor of the applicant.
2. The applicant has not applied for *Chhuzhing* to *Kamzhing* land conversion to any

 relevant agencies

1. The proposal is compatible with the local plans and development control regulations, if any.
2. The Plot Location:
	1. Thazhing
	2. Bhuzhing

**Remarks (if any):**

**Attachments (If any;)**

1. Cadastral map
2. Photographs

 Dzongkhag Land Registrar Dzongkhag Chief Agriculture Officer

 Dzongkhag Chief Engineer

 Chairperson/Dzongdag



**NATIONAL LAND COMMISSION**

**KHIMSA PROPOSED FROM SRFL**

……….……………...DZONGKHAG

**KPSRFL Form IV**

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

Name of Land Owner…………………………………. ID No……………………. Village…………………………………... Thram No ……………….

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | **DETAILS OF SURRENDERED CHUZHING** | **DETAILS OF SUBSTITUTE LAND** | **Remarks** |
| Plot No. |  Plot Name | Area as per Thram | Area Surrendered | Plot No. | Area | Plot Name | Land Type |  |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |

We the undersigned hereby certify that the survey has been carried out as per the directives of………….. The recommended *Khimsa* from SRFL

for the above surrendered *Chhuzhing* is being forwarded to the National Land Commission for approval. The cadastral map pertaining to the approved

*Khimsa* from SRFL is enclosed.

 Handed over by:

(Name & sign of land owner)

Name &Sign Dzongkhag Chief Agriculture Officer Name & Sign of Dzongkhag Engineer Name & sign of Dzongkhag LR

 Dzongdag

**ROYAL GOVERNMENT OF BHUTAN**

**NATIONAL LAND COMMISSION**

**Survey Endorsement form for Proposed Khimsa from SRFL**

………………...DZONGKHAG

**KP Form V**

Dzongkhg/Dungkhag:

Gewog/Thromde:

Transaction No: Date:…………………

Name of Land Owner…………………………………. ID No……………………. Village…………………………………... Thram No ……………….

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Village | Plot Name  | Land type  | Plot No. | Area  | Remarks  |
|  |  |  |  |  |  |

We the undersigned hereby certify that the survey has been carried out as per the directives of NLCS. The cadastral map pertaining to the

approved Proposed *Khimsa* from SRFL is enclosed.

Name & Thump impression of Land Owner Name & sign of Surveyor Name & Sign of Tshogpa

 Name & Sign of Gup Name and Sign of Dzongkhag LR****