

Standard Operating Procedure and Checklist-e-Court

Name of Department	Land Revenue Department
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1. Standard Operating Procedure for Applicant

Application for	1)Petitions under section 133 of CrPC 2)Petitions under Maintenance & Welfare of parents & Senior Citizens Act 2007 3)Petitions under Kerala Land Conservancy Act (Appeal) 4)Petitions regarding Illegal Conversion of Paddy land & Wet land
Mandatory supporting documents required	1)Documents ,evidences , proof of facts etc which can be taken as evidence stipulated in rules. 2)All the statutory forms required under the Act & Rules
Process description	Notices will be issued to the parties concerned and hearing will be conducted with the parties concerned ,if necessary. Final orders are passed after perusing the facts presented and depositions/hearing.
Procedure for Fees payment	For Appeal Petitions ₹100 Legal Benefit Fund + ₹10 Court fee stamp All other application ₹10 Court fee stamp (Presently manually remitted) For petitions of illegal conversion of land , fine will be levied as per the rules.
List of Reference Documents	1)Code of Criminal Procedure 2)Maintenance & Welfare of parents & Senior Citizens Act 2007 3)Kerala Land Conservancy Act (Appeal) 4)Kerala Conservation of Paddy Land and WetLand Act 2008
Time line for completing the process	N.A
Checking of Application Status	Application status will be visible in petitioner`s login page
Key Contact Person from department	Junior Supt.(It Cell), CLR, TVM

2. Standard Operating Procedure for Approver

Application for	1)Petitions under section 133 of CrPc 2)Petitions under Maintenance & Welfare of parents & Senior Citizens Act 2007 3)Petitions under Kerala Land Conservancy Act (Appeal) 4)Petitions regarding Illegal Conversion of Paddy land & Wet land
Mandatory supporting documents required	1)Documents ,evidences , proof of facts etc which can be taken as evidence stipulated in rules. 2)All the statutory forms required under the Act & Rules
List of Reference Documents	1)Code of Criminal Procedure 2)Maintenance & Welfare of parents & Senior Citizens Act 2007 3)Kerala Land Conservancy Act (Appeal) 4)Kerala Conservation of Paddy Land and WetLand Act 2008
Time line for completing the process	<i>N.A</i>
Departmental Work Flow	Notices will be issued to the parties concerned and hearing will be conducted with the parties concerned ,if necessary. Final orders are passed after perusing the facts presented and depositions/hearing.

3. Verification/Inspection Procedure: Appeal Petitions should be submitted within the time stipulated in the relevant Act & Rules.

4. Checklist of Documents N.A

Disclaimer

This SoP is for guidance purpose only. The provisions of the relevant codes/Act/Rules/Gos/Circulars shall prevail .