



SoP for Land & Survey related services

1. Land & Property Transaction (TAT 45 days)

- Applicants must submit the application for transaction through the esakor portal (<https://esakor.nlcs.gov.bt/portal/public/app/portal>). The applicant shall enclose scanned copies of the following mandatory documents:
 1. Internal Agreement (Will, Sale deed, etc.)
 2. Original Lagthram
 3. Building Occupancy Certificate (in case of flat/building transfer)
 4. CID of both Parties
 5. Mortgage Declaration form
 6. Clearance from Financial Institutions (in case of Mortgaged Properties)
 7. NoC from authorized parties (in case of Family /Joint Ownership)
- Once the application is received by the LSD, the application status will be reflected as submitted. Else, the applicant will be asked to submit additional documents depending on the nature of transaction.
- The applicant will receive a notification from the Division to submit the document in hard copies.
- Upon cross checking, the transaction will be subjected to a mandatory notification period of 30 days.
- All formalities (such as plot subdivision, tax clearance, building valuation, etc) shall be completed within the 30 days period.
- Upon exhausting the notification period, the transaction will be forwarded to NLCS for further approval.
- If approved by NLCS, the New lagthrams shall be released from the LSD, to the authorized parties involved in the transaction



2. State Land Lease (Long & Short Term, Temporary Lease)

2.a Long-term & Short-term lease (TAT 45 days)

Leasing of State land within Thimphu Thromde on Short and Long-term is only permitted to Institutions. An Institution may apply for leasing State Land on Short-term (up to 3 years) and Long-term (up to 30 years) as follows:

- Fill in the duly signed SL Form 1 and submit the application along with the Letter of Interest (LoI obtained from relevant agencies) and any other relevant documents.
- The proposed State Land shall be verified using the SL Form 2. UPD will also assess the appropriateness of the proposal in accordance to the LAP and the TSP.
- The proposal will be submitted to the Thromde Land Committee (TLC) for recommendation.
- If recommended, the proposal shall be forwarded to NLCS for Preliminary Approval (PA)
- Upon obtaining the PA, the final survey will be conducted.
- The Survey report form along with other formalities will be forwarded to NLCS for obtaining the final approval.
- Upon approval, the Lease Agreement shall be signed between the Institution and the Thromde.
- As stated in the Lease Agreement, the lease rents shall be levied from the day of signing the agreement.
- The Lease Certificate shall then be issued to the institution.

2.b Temporary Lease (TAT 14 days)

Leasing of State Land on Temporary basis (for a maximum period of 6 months) is permitted to private individual only for the purpose of construction of labour camp and stocking of construction material.

- The applicant shall fill-in the SL1 form along with the valid construction approval issued by DRD



- The proposed State Land shall be verified using the SL Form 2. UPD will also assess the appropriateness of the proposal in accordance to the LAP and the TSP.
- Upon assessment, the verification team comprising of representatives from Environment, UPD and DRD shall survey and verify the proposal on site and submit their recommendations.
- If recommended, the applicant shall sign the Lease agreement valid for 6 Months. The final approval shall be accorded by the Executive Secretary.
- The Lease rents shall be paid for a period of 6 Months on the date of signing the agreement.
- If the construction is still ongoing despite the exhaustion of the lease period, the applicant shall process for new lease of the same area.
- The lease shall be approved based on the adherence to the earlier lease agreement and a new lease shall be signed for 6 more months.
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3. Land registration on Land Use Certificate - LUC (TAT 45 days)

Depending on the purpose and its use, Institutions can apply for registration of State Land through the Land Use Certificate. The procedures are as follows:

- Institutions should fill in the SLA form 1 and submit to the LSD. An appropriate proposal or executive order (if any) may be enclosed.
- The proposed State Land shall be verified using the SLA form 2. UPD will also assess the appropriateness of the proposal in accordance to the LAP and the TSP.
- The proposal will be submitted to the TLC for recommendation.
- If recommended, the proposal will be forwarded to NLCS for seeking Preliminary Approval through the SLA form 3.
- Upon receiving the PA, a final survey shall be carried out and the survey report form SLA 4 will be forwarded to NLCS for obtaining the final approval.
- If approved, the LUC will be handed over to the Institution.



4. Plot Boundary Demarcation (TAT 5 days)

Private land owners and Institution may request for boundary demarcation as follows:

- The applicant should fill in the survey & demarcation application form.
- The respective Zone Surveyors will convey an appointment for the survey (within 5 days)
- The applicant shall be required to pay the demarcation fees.
- In case of adjoining boundaries, the applicant will inform the adjoining boundary owners regarding the survey.