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**GOVERNMENT OF KERALA**

**Revenue (L), Department**

**NOTIFICATION**

G.O. (P) No.347/2003/RD

Dated, Thiruvananthapuram 28<sup>th</sup> October 2003

In pursuance of clause (3) of Article 348 of the Constitution of India, the Governor is pleased to authorise the publication in the Gazette of the following translation in the English language of the Kerala Revenue Card Rules, 1999.

By order of the Governor,  
S.SUNDARESHAN,  
Principal Secretary to Government

**GOVERNMENT OF KERALA**

**Revenue (L), Department**

**NOTIFICATION**

G.O. (P) No.503/1999/RD

Dated, Thiruvananthapuram 12<sup>th</sup> December 1999.

**S.R.O.No.1086/99:** - In pursuance of section 20 of Kerala Revenue Card Act, 1999 (20 of 1999), Government of Kerala are pleased to frame the following rules, namely-

**RULES**

1. Short title, extent and commencement – (1) These Rules may be called the Kerala Revenue Card Rules, 1999.

- (2) It extends to the whole of the State of Kerala.
- (3) It shall come into force on such date as the Government may by notification in the Gazette appoint.

2. Definitions – In these Rules, unless the context otherwise requires-

- (a) “Act” means the revenue card Act, 1999 (20 of 1999);
- (b) “Card” means the revenue card issued under the provisions of the Kerala Revenue Card Act, 1999 and the Rules made thereunder;
- (c) “Revenue Divisional Officer” means the Revenue Divisional Officer, Sub Collector and Assistant Collector having Jurisdiction over the area;
- (d) “Tahsildar” includes Additional Tahsildar also;
- (e) “Village Officer” includes Special Village Officer, Additional Village Officer and Village Assistant;
- (f) “Head of the Family” means the man or woman who has responsibility over the family;
- (g) “State” means the State of Kerala.

The words and usages which are used but not defined in these Rules but defined in the Act have the same meaning as given in the Act respectively.

3. Register of Revenue Cards- (1) The Tahsildar shall maintain a Register of Revenue Cards for each village in the form as seen in Annexure 1 to these Rules and keep permanently at the Taluk Office and Village Office.

(2) All details stipulated under sections 3, 8 and 9 of the Act shall be entered in the Register maintained as per Rule 3 (1).

4. Revenue card- (1) The addition to the details as stated in the sections 3, 8 and 9 of the Act any member included in a Revenue Card is an inter caste married person, that information shall also be incorporated in the Revenue Card that issued in the form as stated in Annexure 5 under sub-section (5) of section 4 of the Act.

(2) Before entering the details of caste, religion and community of Scheduled Castes, Scheduled Tribes and Other Backward Classes in the Revenue Card, the Tahsildar shall ensure that all the procedures under the Kerala (SC/ST) Regulation of Issue of Community Certificate Act, 1996 are complied with; and the reference No. of the basis of which the caste, religion and community of the above category are recorded in the Card shall be entered as a proof.

(3) The Tahsildar shall ensure that the caste and religion of the children of inter caste married parents are recorded in the Revenue Card according to the School Admission Register; and in the cases prior to school admission, the caste or religion of the father or mother as per the interest of the parents but on the basis of sufficient documents.

5. Issue of Revenue Card- (1) Families comprised in each village shall be the unit for the issue of Revenue Cards.

(2) For this each head of the family shall submit an application in the form as in Annexure 2 at the place, time and date as stated in the notice published by the Tahsildar. The notice shall be in the form as in Annexure 3.

(3) The Tahsildar shall publish a notice under sub-section (2) of section 4 of the Act in all the Taluk Offices, Village Offices and the Offices of Local Self Government Institutions.

(4) The filled up application (Annexure 2) shall be submitted on the date and place as fixed within 30 days from the date of publication of notice and obtain the acknowledgment as in Annexure 4.

(5) The Village Officer shall conduct an enquiry within 15 days on receipt of the filled up application and submit the report to the Tahsildar and the Tahsildar shall dispose of the application within 30 days on the receipt of the application with enquiry report; and the time taken for presenting the evidences and documents by the applicant shall be relaxed from fixing the time limit.

(6) The persons eligible for obtaining Revenue Card who are residing outside the State for a long period and are returning with the aim of settling permanently in the State shall submit an application in the form as in Annexure 2, to the Tahsildar within 30 days on his return and the Tahsildar shall dispose of the application within 45 days subject to the provisions in the Act and Rules.

(7) The Revenue Card issued to the persons from whom the fees of Rs.15 is being realised under the provision of sub-section (5) of section 4 of the Act shall be in such form as in Annexure 5.

(8) For issue of Duplicate Card under section 5 of the Act and for issue of New Card under section 6 and to the persons from whom fees are being realised as prescribed in sub-section (5) of section 4 of the Act, an amount at the rate of Rs.15 shall be realised and the Card shall be issued within 7 days on the receipt of application.

(9) The application under section 5 of the Act shall be in the form as prescribed in Annexure 6 and the fees shall be remitted in advance along with the application.

(10) On receipt of a copy of the entries in the Revenue Card made as per sub-section (2) of section 7 of the Act, the Tahsildar shall cause necessary changes in the Revenue Card Register within 15 days; and issue New Card after realising Rs.15 from the applicants from whom fees are being realised as specified in sub-section (5) of section 4 of the Act, if necessary.

6. Acknowledgement Receipt for Application- The Village Officer shall give a receipt of acknowledgement in the form in Annexure 4 immediately on receipt of the report on acquisition of rights under section 8 of the Act, and the application in Annexure 2.

7. Certified Copies- Every individual whose name is included in the Revenue Card Register which is maintained as per sub-section (1) of section 3 of the Act, may apply to the Tahsildar for certified copies of the entries of Revenue Card Register in respect of the details of his family in which his name included; and the Tahsildar shall give such copy within 7 days on receipt of the application, after realising @Rs.10 per page. If the request is rejected, the reason may be informed to the applicant within the aforesaid time limit.

8. Making Changes in Entries in Revenue Cards- If any individual, whose name is included in the Revenue Card claims that any modification is required in respect of the entry in the Card either by reason of the death of any person, or by the reason of the transfer of interest in the land or by reason of any other subsequent changes in circumstances as per sub-section (1) of section 11 of the Act he shall make an application to the Tahsildar with details of changes in the concerned entries in the Revenue Card Register and the Tahsildar shall dispose it within 30 days from such receipt of the application. Before disposing it, he shall give at least an opportunity of being heard to the applicant and parties concerned and to produce evidence and the decision therein taken shall be communicated in writing to all concerned parties within one week.

9. Appeal-(1) Any person aggrieved by an order of the Tahsildar under any of the provisions of this Act or Rule, may file an appeal before the Revenue Divisional Officer concerned within 30 days from the receipt of the said order.

(2) A certified copy of the order appealed against shall be presented along with this Appeal Petition in sub-rule (1).

(3) The decision on such appeal under sub-rule (1) shall be final and shall not be questioned in any other manner before the higher authorities.

10. Affixing of Stamps in the Application- Every application filled under the provisions of the Act or Rules shall be affixed with the court fee stamps worth not less than the amount as prescribed in the general orders issued by Government from time to time.

Provided that the applicants belonging to SC/ST shall not affix court fee stamps on such applications.

## **ANNEXURES**

Annexure 1 – Form of Revenue Card Register

Annexure 2 – Application Form for Revenue Card

Annexure 3 – Form of Notice issued by the Tahsildar as per section 5 (2) of the Revenue Card Act.

Annexure 4 – Form of Acknowledgement Receipt given to the applicant on receipt of the Application.

Annexure 5 – Form of Revenue Card

Annexure 6 – Application for Duplicate Card.

## **ANNEXURE 1**

(See Rule 3 of Revenue Card Rules, 1999)

### **Revenue Card Register**

District: .....

Taluk: .....

Village:.....

**Revenue Card Register**  
(See Rule 3 of Revenue Card Rules, 1999)

House Name:

Place:

House No:

Ward No:

Panchayat/Municipality/Corporation:

	SI. NO	(1)
	Name in Full	(2)
	Age	(3)
	Male/Female	(4)
	Date of Birth	(5)
	Place of Birth	(6)
	Relationship with the Head of the Family	(7)
	Religion	(8)
	Caste/Community	(9)
	Occupation	(10)
	Annual Income	(11)
	Area of land/Hectare-Are	(12)
	Thandapper/Pattayam No.	(13)
	Block No. Survey No Sub Divn. No	(14)
	Taluk/Village	(15)
	Nature of Heirship	(16)
	Other Details	(17)

Sl. No	Full Name	House No.	Panchayath/Municipality/ Corporation	The purpose for which the building is used	If given on rent, the monthly rent	Details of the financial assistance/loans obtained	Details of the existing liabilities	The assistance received through Social Welfare Schemes/Pension schemes (except service pension)	The details of financial assistance received from the Natural Calamities Relief Fund/Prime Minister's/Chief Minister's Distress Relief Fund etc.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Other Details:- Details regarding Married person, Unmarried person, Divorcee, Jawan, Window of the Jawan died in war, Ex-serviceman, Freedom fighter (State Pensioner/Centre Pensioner) Person Employed A broad, Intercaste Married person, Physically handicapped person, Mentally Retarded person etc.

## ANNEXURE 2

### Application for Revenue Card

[See Rule 5(2) of Kerala Revenue Card Rules, 1999]

District:

Taluk:

Village:

1. Name of the Head of the family:

Father's Name :

Mother's Name :

2. House Name :

Ward No :

House No :

Place :

Post Office :

Panchayat/Municipality/  
Corporation :

3. No of members of the family :

4. Whether the applicant is a  
Permanent resident of the State?  
If so, form when?

Gross Annual of the family : Rs

5. The Names and other details of the members residing in the house including  
Family Members

SI. NO	Name in Full	Age	Date of Birth	Male/Female	Place of Birth	Relationship with the Head of the Family	Religion	Caste/Community	Occupation	Monthly income	Other details
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

6. The details of Land and Building under the Ownership/Possession of each Family  
Member



Sl. NO	Name in Full	Area of land – Hectare/Are	Block No/Survey No/Sub Division No	Wet Land/Dry Land	Thandapper No/Pattayam No	Taluk and Village	Nature of heirship	House No. Panchayat/Municipality/ Corporation	Building used for what purpose	If given for rent, the monthly rent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**Warning-** Furnishing any details or making any declaration which is false or known to be false or having sufficient reason to believe it to be false or not believing it to be true in respect of any item given in the application is an offence punishable with an imprisonment which may extend to three months or a fine upto Rupees three thousand or both under section 15 of the Act.

I hereby declare that the details furnished in the previous pages of the application are true and correct to the best of my knowledge and belief.

Place:  
Date:

Name:

Signature:

### **Report of the Village Officer**

.....Village  
.....Date

### **ANNEXURE 3**

#### **Notice**

[See Rule 5(2)]

Notice published in Taluk Office, Village Office, Corporation Municipality Grama Panchayath under Rules 5 (2) of Revenue Card Rules.

.....Taluk Office

As per Rule 5(2) of the Revenue Card Rules, 1999, the filled up applications for issue/modification of entries of Revenue Card (Annexure 2) of the Residents of .....Village shall be received by the Village Officer and acknowledgement receipt issued at the time, date and place as given below. All the residents and the landowners of the .....Village shall submit the filled up application in the prescribed time, date and place.

Place..... Village Office.....

Date..... From.....To.....

(Seal)

Tahsildar

ANNEXURE 4  
**Acknowledgement Receipt**  
[See Rule (6)]

Application for Revenue Card as in Annexure 2/Report on acquisition of rights over the land, submitted by Sri/Smt.....is hereby acknowledged.

(Sd.)  
Village Officer

Place.....

Date.....

(Office Seal)

ANNEXURE 5



## GOVERNMENT OF KERALA

### REVENUE CARD

.....District  
.....Taluk

Card Owner's Name:

Card No.

### ANNEXURE 5

#### Revenue Card

[See sub section (5) of section A of the Kerala Revenue Card Act, 1999]

1. Name of the Head of the Family :  
Father's Name :  
Mother's Name :
2. Address :  
Ward No :  
House No :  
Panchayat/Municipality/  
Corporation :
3. No of Members of the Family :
4. Annual Income of the Family :

(Sd.)  
Tahsildar

Place.....

Date.....

.....Taluk

#### Details of Family Members

Sl. NO	Name in Full	Age	Male/Female	Date of Birth	Place of Birth	Relationship with the Head of the Family	Religion	Caste/Community	Occupation	Other details*	Monthly income
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

**Other Details:** - Married Person, Unmarried person, Divorcee, Javan, Widow of Javan died in War, Widow, Widower, Ex-serviceman, Physically Handicapped person, Mentally retarded person, Intercaste married person, Freedom Fighter (Centre Pensioner/State Pensioner) etc.

Details of land and Buildings under the ownership/possession of each member.

SI. NO	Name in Full	Block No/Survey No/Sub Division No	Area of Land	Wet Land/Dry Land	Thandapper No/Pattayam No	Nature of Ownership	Taluk and Village	House No. Panchayat/Municipality/ Corporation	For what purpose the Building is used	If given on rent, the monthly rent
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

The financial assistance now being received and received earlier by the family members and the existing liabilities

SI. NO	Name in Full	Details of the financial assistance received	Details of the existing liabilities	Financial assistance received through social welfare scheme, pension scheme etc.	Full details of the financial assistance received through the natural Calamities Relief Fund/Prime Minister's / Chief Minister's Distress Relief Fund, other schemes etc.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Revenue Card No.....

Signature  
Tahsildar

.....Taluk

Place.....

Date.....

Office Seal  
Place for effecting changes/Corrections

ANNEXURE 6  
[See Rule 5(9)]

**Application for Duplicate Revenue Card under Section 5 of the Revenue Card Act,  
1999**

Revenue Card No.

From.....

Tahsildar

Sir,

My Revenue Card No.....in.....Taluk  
in.....District has been irrecoverably lost. Therefore I request that a Duplicate  
Revenue Card in the above number may be issued to me.

Signature of the Applicant

Name and Address

Place.....

Date.....

By order of the Governor,  
(Sd)  
Principal Secretary to Government.

### **Explanatory Note**

(This does not form part of the notification, but it is intended to indicate its general purport.)

This notification is intended to give legal validity to the Revenue Card Rules, 1999, which provide for the issue of Revenue Cards to individual families to enable the members of such families to use the same as an authoritative document in lieu of various certificates issued by the Government Departments, Local Self Government Institutions and other Institutions of the Government and for matters connected therewith or incidental thereto.

To

The Commissioner, Land Revenue, Thiruvananthapuram

All District Collectors and Tahsildars

All Sections of the Revenue Department

Local Self Government Department

Social Welfare Department

SC/ST Development Department

NORKA

The Accountant General (A&E), Kerala, Thiruvananthapuram

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram

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