Dr. Chandra Shekhar Kumar, IAS

Principal Secretary to Government Revenue & Disaster Management Department



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...../ PSR&DM

From

Dr. Chandra Shekhar Kumar, IAS Principal Secretary to Government

To

All Collectors

Sub: Monitoring of Tahasils and Revenue Administration as per the enclosed Checklist.

Sir/Madam,

You may kindly appreciate that the core of Revenue Administration is the efficient functioning of R.I and Tahasil offices. These two offices deliver substantial portion of public services. The Government has entrusted those offices with huge responsibilities for meeting the need and requirements of people relating to land records management and various revenue issues such as Miscellaneous Certificates. Conversion and Mutation etc.

However, it has been observed that these offices need systematic and continuous monitoring for proper functioning. For that it is essential to have these offices monitored as per a checklist that will help in toning up functioning in these offices.

Further, it will also help the supervising officers such as Sub-Collectors and ADMs to monitor these offices. Hence, a check list has been prepared after a detailed deliberation and enclosed. All the concerned Tahasildars and ADMs are requested to update the format electronically.

You are also requested to monitor it in the monthly District Revenue Meeting. The performance of Revenue Inspectors, Tahasildars and Sub-Collectors will be evaluated as per achievement mentioned in the checklist. The best performing Tahasils will be awarded and suitable action will be taken against the worst performing Tahasils.

Further, to ensure the adherence to the checklist, the senior Officers of this Department will be visiting to your district from 02-08-2017 to 11-08-2017. The same may kindly be facilitated.

Yours faithfully

Principal Secretary to Government

UOINO. 902 P.S.R. - 9M date 31.7.17

The following officers of Revenue & DM Department are hereby instructed to make district visits from 02.08.2017 to 11.08.2017 in two phases as indicated below and submit the required report as per check list enclosed.

Principal Secretary,

Revenue & DM Department

SI.	Name of the officers	Name of the Districts to visit
No.	Shri Sanatan Mallick,	Bolangir, Nuapada, Baragarh, Kalahandi
2	Additional Secretary Shri Ashok Kumar Naik, Additional Secretary	Koraput, Nawarangpur, Rayagada, Malkangiri, Gajapati
3	Shri Sashadhar Nayak, Additional Secretary	Dhenkanal, Angul, Nayagarh, Kandhamal, Ganjam
4	Shri Manmohan Mishra, Joint Secretary	Sambalpur, Boudh, Sonepur, Deogarh, Jharsuguda, Sundargarh
5	Shri Sangram Keshari Mohapatra,	Khurda, Cuttack, Puri, Jagatsinghpur, Kendrapara
6	Joint Secretary Shri Abhaya Kumar Nayak,	Jajpur, Bhadrak, Balasore, Keonjhar, Mayurbhanj
	Joint Secretary	

BASIC PARAMETERS FOR MONITORING OF TAHASILS AND DISTRICTS

MONTH YEAR	NAME OF THE DISTRICT
:	:

1. MUTATION CASE CAUSE LIST(OFFICE & DISTRICT WEBSITE)

œ	7	6	4 5		3		-
July	June	May	Year Month		3	2	4
						Tahasil	
Spiny cu in the Cultern year			First State of the		Displayed (Y/N)	of the	
Cause I ist Displayed in the Current was	ause List Di		Cause List Displayed Up to which year	Caus	Cause List	Name	SINO

2. DISPOSAL OF MUTATION CASES

	_	т—	_	_			
Dist. A			1			No.	IS
Dist. Aggregate			2			of the Tahasil	Name
			3			Pending till this month (Opening Balance)	Mutation Case
			4		Online		Tota
			5	Counter)	Offline (Over the	during the Month	Total no. Of mutation cases instituted
			6	received	Offline (Over the Total no. Of form-3	Month	cases instituted
					7	of cases disposed	Total no. Balance
					œ		Balance
					9	of Disposal	Percentage (%)

3. CAUSE LIST of 8A CASES of OLR

r			_	_	_	-		
	Dist	וַב			بر			SI No
	Dist. Aggregate	•			2			SI No Name of the Tahasil
					ယ			Cause List Displayed (Y/N)
					4		Year	Cause List Displayed Up to which year
					5		Month	red Up to which
							May	Cause Lis
							June	t Displayed in
							July	Cause List Displayed in the Current year

4. DISPOSAL of 8-A CASES of OLR

Dist. Aggregate	\ \tag{\tau}		1	Pending till date (Target)		
	_				No. Of Cases Disposed during the month Premium	
	R				during the month	
		ω		Realised	Premium	
		4		corrected	RoR	
		51		RoR correction	Percentage of disposal with	

5. DMS UPLOADING

Aggregate	Dist.		 	1	SINo
			2	Tenini	Name of
			33	scanned till this month	No. Of case records
			4	uploaded till this month	No. Of case records
			51		Target
			6	uploading	Percentage of
			7		Remarks

6. CADASTRAL MAP CORRECTION

	—	_						
Aggregate	Diet		•	_				ON IC
			ì	2				Name of Tanasii
			0	2	database)	(as per bhulekh	villages	Total no. Of
			4			updated	villages	No. Of
			ŭ	•	database	per bhulekh	map sheets as	Total no. Of
			6		updated	corrected &	mapsheets	No. Of
			7					Target
		_	8	upuation	& &	correction	of	Target Percentage
			9		(Y/N)	correction Implemented	Software	Bhunaksha

7. REGULARIZATION OF ADVANCE POSSESSION

regularized through lease 7	4 5	Cu.		Dist.
regularized through lease 7	4 5	3		
regularized through lease 7	4 5	ယ		
regularized through lease 7	4	ယ		
regularized through lease			2	-
regularized				•
possession				
advance fixed/realized		given (target)		
Total no. Of Possession	Area Year	lotal no. of advance possession	Name of Tahasil	SI NO

8. PROTECTION OF GOVERNMENT LAND

Aggregate	Dist.		1	1		SI No
			^)		Name of Tahasil
			S.	,	available	Total extent of Govt. land
			4			No. Of Encroachment Cases
			Si		encroachment	Total extent of Govt. land
			6		Evicted	Total exte
			7		Settled	Total extent of Govt. land evicted/settled
			x		Evicted	Percentage of eviction/ settleme
			9		Settled	Percentage of eviction/settlement
			10	Placed	Fund	For
			11	Made	Expenditure	For Protection of Govt. Land
			12	Protected	Area	vt. Land

9. INTERNET CONNECTIVITY OF RI OFFICES

Dist		F	4			SI No
Dist. Aggregate		2				Name of Tahasil
		3			KI offices(target)	Total no. Of
		4	Computer System		connectivity	Availability of computer system/in
		51	Internet Connectivity		ctivity	uter system/internet
		6		availed	any plan	Whether G-699/
		7		connectivity	of	Percentage
		8				Remarks

10. INTERNET CONNECTIVITY OF TAHASIL OFFICES

	7	T			Т		
Dist.] 			-	\		ON IC
Dist. Aggregate	A			2		I dilasii	Name Or
				w		Tahasil Offices(Target)	l otal No. Of
			4	Computer System			Availability Of Computer System/
			SI .	Internet Connectivity			stem/Internet Connectivity
			6		(Slow/Stable)	Vpnobb	Oswan/
			7				Remarks

11. BEBANDOBASTA CASES

ist. Aggregate		_	 _	_					
Confirmed by 5 cases (target) 2 3 4 5 5 6 6 6 7 6 7 6 7 6 7 6 7 6 7 6 7 6 7	Dist	וַיַ			_	4		31 110	
cases (target) 3 4 Confirmed by 5 Collector/Collector/Sollector/Collecto	. Aggregate				2	•		Name of Tanasii	~ ~ T C ~ T L :1
Confirmed by Section 1 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of cases disposed Confirmed by Section 2 of tall no. of tall no					3		cases (target)	I otal no. of Bebandobasta	
Confirmed by SCOOLECTORY COLLECTORY COLLECTO					4			Total no. of cases disposed	
ctor					O I		Collector/Collector	Confirmed by Sub-	
Percentage 6				,	6			Percentage	
Remarks 7				,	7			Remarks	

12. ORTPSA

	_,.	 		
- Dist			<u> </u>	SI NO
Dist. Aggregate	Accupation		2	Name of Lanasii
		,	3	Name of Tanasii No. of cases pending at the beginning of the month
		H	7	No. Of cases instituted during the month
		3	n	Total no. Of cases for disposal
		0		Total no. Of cases Percentage disposed
		7	I	Percentage

13. REGISTRATION

	 	_				
Dist.		-	4			SI No
Dist. Aggregate		2	,		1 anasii	Name Of
		ယ			Registration In The Month	Total No. Of Deeds
		4	Day	Same		Total No
		51	Days	0-3		Of Deeds
		6	Days	0-3 Beyond 3		Total No. Of Deeds Delivered
		7		0-3 Days		Delivery Of
		8	Days	Beyond 3 Same		Delivery Of Case Deeds Number Of Form-3 Sent To
			Day	Same		Numbe
		10	Day Days Days	0-3	Tahasil	r Of Forn
			Days	0-3 Beyond 3	1	1-3 Sent To

14.AUDIT COMPLIANCE

Dist. A		1-3	No of IRs	Collectorate	P€
Dist. Aggregate		2	No of Paras	10	Pendency of I/Rs& Paras as per A.G. Report (G & SSA)
		3	First Reply not received		s& Paras as I
		4	No of IRs	Tahasil	per A.G. Rep
		5	No of Paras		ort (G & SS
-		6	First Reply not received		(A)
		7	No of IRs	SR	
		8	No of Paras		Pendency
		9	First Reply not received		Pendency of I/Rs&Parasas per A.G. Report (E & RSA)
		10	No of IRs	DSR	per A.G.
		11	No of Paras		Report (I
		12	First Reply not received		& RSA)

15. PENSION CASES

	 	,	
Dist. Aggregate			SINo
		1	Total no. of Pension cases pending Pension paper submitted (target)
		2	Pension paper submitted
		3	Percentage of submission
		4	Reasons for non-submission

16. PROCEEDING CASES

			Dist. Aggregate	
3	H			
n	4	3	2	1
submission	submission		pending (Target)	
Reasons for non-	Percentage of	Total no. of enquiry report submitted	SI No Total no. of enquiry	SINO

17. BEST PRACTICES INTRODUCED

(NAME OF MODEL TAHASIL)

		-	7 NO
Dist. Aggregate		2	Name of Tahasils
		သ	CCTV Camera Installed (Y/N)
		4	Cause list displayed (Y/N)
		5	Website data updated(Y/N)
		6	Target (3Y)

18. INFRASTRUCTURE OFREVENUE INSPECTOR (RI) OFFICES

							SI No
į	Dist. Aggregate	Dist Assessed				1	Total Number of RI Offices
					2		Own Building
					ယ		Rented Building
				1	4	new building	Proposal submitted for

19. INFRASTRUCTURE OFOTHER REVENUE OFFICE BUILDING

SI No	Name of the Building	Present Status	Proposal submitted for	Proposal submitted for new
	needs Construction		repairing	building
	1	2	ယ	4
		_		
Dist. Aggregate				
77.00				

20. STAFF POSITION

SI No				Dist. Aggregate	
	RI	1			
Staf	ARI	2			
Staff Strength	ARI Amin	3			
	Dealing Assistant	4			
	RI	51			
(A)	ARI	6			
Staff Position	Amin	7			
	Dealing Assistant	8			
Steps Taken for Filling the Vacant		9			

21. REVENUE COLLECTION

		_		SL
Dist				No -
Dist. Aggregate		2		SL No Name of the Tahasil
		3		Revenue Collection Target (Land Revenue & Registration)
		4		Achievement
		5	Achievement	Percentage (%)of

22. SAIRAT SOURCES

Dist. Aggregate		1 2	SL No Name of the Tahasil
		3	e of Total Number of hasil Sairat Sources
	-	4	Number of Nu Sairat Sources for which Auction made
		ហ	Number of Sairat Sources for which Agency Finalised Operationlised
		6	Number of Sairat Sources Operationlised

23. REVENUE MASTER PLAN

Dist. Aggregate		1	SL No
		2	Name of the Tahasil
		3	Revenue Master Plan Prepared Forwarded to RDC Office (Y/N)
		4	Forwarded to RDC Office (Y/N)
		5	Letter No & Date

24. GRIEVANCE REDRESSAL

Dist. Aggregate					SI No.
		2	Tahasil		Name of the Office
		3	Sub-Collector		
		4	Pending		No. of e-Abhijoga
		5	Disposed		
		6	Pending Disposed	other	No. grievance
				other Offices	lo. grievance received from
		9 0	e- Abhijoga Grievance		Percentage(% of disposal)
		9	Grievance		of disposal)