

**PART-IV**

**REVENUE DEPARTMENT  
(LAND REVENUE BRANCH)**

**GOVERNMENT OF ASSAM  
REVENUE (L. R.) DEPARTMENT  
LAND REVENUE BRANCH**

**No. RLR. 22/66/Pt/129**

**Dated Dispur, the 12<sup>th</sup> March, 1981**

From : Shri D. K. Gangopadhyay, IAS,  
Secretary to the Government of Assam,  
Revenue (L.R.) Department.

To : Deputy Commissioners and Sub-Divisional Officers of the Six  
Plain Districts of Assam (Kamrup/Darrang/Lakhimpur/Nowgong/  
Sibsagar/Dibrugarh).

Sub : Revised Commissions to Mouzadars.

Sir,

After due consideration of the demands made by the All Assam Mouzadars Association in their representations, the Government of Assam is pleased to accord sanction to the following rates of commission to the mouzadars in supersession of the rates earlier sanctioned in Government letter No. RLR. 22/66/230, dated 28th February, 1971 in order to give incentive to the mouzadars for better collection of Revenue :-

1. (a) For mouzas with demand upto Rs. 50,000/- the rate of commission will be @ 30% of the total demand.
- (b) For mouzas with demand between Rs. 50,001 to Rs. 1 lakh, the rate of commission will be @ 25% (minimum Rs. 15,000/-)
- (c) For mouzas with demand exceeding 1 lakh of rupees the rate of commission will be @ 20% (minimum of Rs. 25,000/-)
2. The Governor of Assam is also pleased to raise the existing rate of subsidy for miscellaneous expenditure of mouzas from Rs. 500/- to Rs. 1,000/- per annum.

The above revised rates of commission will come into force with effect from 1st July, 1980.

3. Commission on T. B. Revenue demand also will be under the above rate.

Commission bills of the mouzadars are to be prepared quarterly and the final bill to be prepared on satisfaction of full demand of the year

concerned. The Commission bills should be submitted by the mouzadars to the Deputy Commissioner/Sub-Divisional Officer concerned during the 1st week of the following month after every quarter of the revenue year which should be processed and paid to the mouzadars after deducting outstanding dues, if any, from the mouzadars.

4. Government had already accorded sanction vide letter No.RLR.22/66/230, dated 28th July, 1971 to the payment of a separate rate of commission of Rs. 5% to the mouzadars on the amounts collected by institution of sale cases on condition that mouzadars in relation to arrear demand must submit land sale cases before the collection year closes (i. e. before 30th June of the revenue year). Failing to submit the land sale cases within the above specified time the mouzadars will be deprived of the benefit.

The expenditure is debitable to head "229-Land Revenue-2B-Collection Charge 5 payment for professional and special services" in your budget.

5. During the month following the end of the revenue year the T. N. Branch of the Deputy Commissioner/Sub-Divisional Officer's office will account for the total demand, collection and deposit of each mouza in their respective jurisdiction and send copy to the concerning mouzadars to enable them to point out discrepancies, if any giving them 15 days time. Thereafter the commission bill of the mouzadar (whose demand is fully satisfied) is to be finally prepared and paid within the month of August following. The amount involved in land sale cases which are submitted by the mouzadar in time as prescribed by the Government should be treated as a part of the demand satisfied by the mouzadar irrespective of the fact whether such cases are disposed of or not. Deputy Commissioner/Sub-Divisional Officer are to dispose of sale cases within six months from the date of receipt.

On the recommendation of circle S.D.C. adequate number of C. F. Receipt Books as justified for a quarter should be supplied by the Deputy Commissioner/Sub-Divisional Officers to the mouzadars. Adequate steps should be taken to prevent heavy cash in hand of the mouzadars in excess to the permissible limit and disciplinary action initiated immediately against the habitual defaulters.

6. As soon as the demand of a particular Revenue year is satisfied by the mouzadar as per Tauji demand a certificate in proper form is to be issued

by the Deputy Commissioner/Sub-Divisional Officer without fail and the concerning S.D.C. of the circle kept informed.

7. All F. F. J. list submitted by the Mouzadar should be disposed of after proper verification within six months by the Deputy Commissioner/Sub-Divisional Officer from the date of receipt.

This has the concurrence of Fin. E. C. II Deptt. vide their U.O. No.FEC (II)70/81, dt. 3rd February, 81.

Yours faithfully,

Sd/- **D. K. GANGOPADHYAY**,  
Secretary to the Government of Assam,  
Revenue Department.

**Memo No. RLR.22/66/Pt/129-A      Dated Dispur the 12<sup>th</sup> March, 1981**

Copy forwarded to :

- (1) The Commissioner, Upper Assam Division Jorhat/Lower Assam Division, Guwahati.
- (2) The Director of Land Records, Assam, Guwahati-21.
- (3) Finance (E.C. II) Department with reference to their U/O No.FEC (II)70/81, dated 3rd February, 81
- (4) Revenue (R) Department. They are requested to take necessary action in the matter.
- (5) The Chairman, Assam Board of Revenue, Gauhati.

By Order etc.,

Sd/- **G. C. SARMA**,  
Deputy Secretary to the Government of Assam,  
Revenue (LR) Department.

**Memo No. RLR.22/66/Pt/129-B      dated Dispur, the 12<sup>th</sup> March, 1981**  
For warded to the Accountant General, Assam, etc., Shillong.

By Order etc.,

Sd/- **P. K. CHAUDHURY**,  
Finance Adviser,  
Revenue (LR) Department.

**GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
REVENUE (LR) DEPARTMENT : : L. R. BRANCH**

**NOTIFICATION**

**No. RLR.76/80/82**

**Dated Dispur, the 13<sup>th</sup> May, 1982**

The following amendments to the Executive Instruction 119 and 167 (A) (6) in Chapter VIII of Part VI of the Assam Land Revenue Manual Volume-I is published for general information.

**AMMENDMENT**

**No. RLR.76/80/82 (A)-** Executive Instruction 119 in Chapter VIII part VI of the said manual is deleted and be substituted as under :-

119. A mouzadar shall furnish security in immovable property to the extent of one third of the current and the arrear demands of his mouza. But in case of heavy arrears, Deputy Commissioners with the prior approval of State Government may obtain upto one forth of the above security in cash. The Deputy Commissioner is responsible for the carefull test each year of the security furnished.

**Sd/- P. K. DATTA,**  
Secretary, Revenue Department.

**No. RLR.76/80/82(A) :-** Executive Instruction 167 (A) (6) in Chapter VIII Part VI of the said Manual is deleted and be substituted as under :-

167. (A) (6) No mouzadar shall retain cash in hand beyond rupees five thousand. Subject to this limit the mouzadar should remit to the treasury at least once a month the land revenue local rate and other Government revenue collected by him. With every remittance of land revenue a proportionate amount of local rate should also be sent. Accounts for each year should be kept separate. Collections made in respect of one year should on no account be credited to the accounts for a previous year. Such mis-application of Government

revenue will render the mouzadar liable to be dealt with severely under the departmental rules in addition to any other liability that he may incur under the penal code.

**Sd/- P. K. DATTA,**  
Secretary, Revenue Department.

**Memo No. RLR.76/90/82-A**

**Dated Dispur the 13<sup>th</sup> May, 1982**

Copy forwarded to :—

- (1) The Commissioner, Lower Assam Division Guwahati./Upper Assam Division, Jorhat.
- (2) The Director of Land Records, Assam, Guwahati-21.
- (3) All D.Cs and S.D.Os of six plain District of Assam.
- (4) The Accountant General, Assam etc., Shillong.
- (5) The Registrar, High Court of Assam, Gauhati.
6. The Senior Government Advocate, High Court of Assam, Gauhati.
7. The Superintendent, Assam Government Press, Bamunimaidan, Guwahati-21 for publication of the notification in the next issue of Assam Gazette, 100 (one hundred) printed copies of the same may be supplied to this Department.
8. Law Department, Dispur.
9. All Branches of Revenue Department.12

By Order etc.,  
**Sd/- N. C. DAS,**  
Deputy Secretary to the Government of Assam,  
Revenue (LR) Department.

**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No. RLR.76/80/104**

**Dated Dispur, the 22<sup>nd</sup> June, 1985**

From : Shri O. K. Das, ACS,  
Deputy Secretary to the Government of Assam.  
To : The All Deputy Commissioner and  
Sub-Divisional Officer of Plain Districts of Assam.  
Subject : Revised Commission to Mouzadars.

Sir,

After due consideration of demands by All Assam Mauzadar's Association in their representations the Governor of Assam pleased to accord sanction to the following rates of commission to the Mouzadars in partial modification of the rates earlier sanctioned vide Government letter No.RLR.22/66/Pt/129 dated 12th March, 1981 in order to give incentive to the Mouzadars for better collection of land Revenue with effect from 1st July, 1985 as follows:

- (i) No minimum amount of commission should be paid to the Mouzadars for Mouzas with demand between Rs.50,000 (Rupees fifty thousand) to Rs. 1,00,000 (Rupees one lakh) and Mouza with demand of Rs.1,00,000 (Rupees one lakh) and above. The commission at the enhanced rates should be paid on the basis of actual collection.
- (a) Demand upto 50,000 the commission will be at the rate of 35% and
- (b) Demand between Rs.50,001 to Rs. 1,00,000 (Rupees one lakh)@ Rs.30%
- (c) Demands exceeding one lakh rate of commission will be @ Rs.25%
- (ii) Commission should be payable to Mouzadars on the amount of land revenue remitted on account of natural calamities and other causes.

2. The Governor of Assam is further pleased to enhance the rate of subsidy for Misc. expenditure to Rs. 1500 (Rupees one thousand five hundred) instead of the present rate of Rs.1000 (Rupees one thousand).

The expenditure is debitable to the head "229 LR-2B Collection charges 5-payment for professional and special services".

This has the concurrence of Finance vide their endorsement No. 2573/84 of 22nd November, 1984.

Yours faithfully,

**Sd/- O. K. DAS,**

Deputy Secretary to the Government of Assam,  
Revenue (LR) Department.

**Memo No. RLR.76/80/104-A**

**Dated Dispur the 22<sup>nd</sup> June, 1985**

Copy to :

- (1) The Private Secretary to Minister, Revenue
- (2) The Private Secretary to Minister of State Revenue
- (3) All Commissioners, Lower Assam Division Guwahati./Upper Assam Division, Jorhat and Northern Assam Division, Tezpur.
- (4) The Director of Land Records, Assam, Guwahati-21.
- (5) The Director of Land Requisition, Acquisition and Reforms, Assam Gauhati-1.
- (6) Finance (E.C. II) for information.
- (7) The Revenue (R) Department.
- (8) The Chairman, Assam Board of Revenue, Gauhati-1.

By Order etc.,

**Sd/- O. K. DAS,**

Deputy Secretary to the Government of Assam,  
Revenue (LR) Department.

**Memo No. RLR.76/80/104-B,**

**Dated Dispur the 22nd June, 1985.**

Copy forwarded to the Accountant General, Assam etc. Shillong.

By Order etc.,

**Sd/- P. K. CHAUDHURY,**

**ILLEGIBLE,**

Financial Adviser,,  
Revenue (LR) Department.



**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No. RLR.86/86/5**

**Dated Dispur, the 5<sup>th</sup> June, 1986**

Form :      Shri D. N. Bhattacharyya, I.A.S.  
                 Secretary to the Government of Assam.  
                 Revenue (LR) Department.

To     :      All the Deputy Commissioner,  
                 All the Settlement Officer,  
                 All the Sub-Divisional Officer.

Subject :    Representation on service matters by Government servants.

Sir,

I am directed to say that it has come to the notice of the Government that some A.C.S. II Officers are indulging in exerting extraneous political pressures in the matter of transfers, posting, investiture of powers etc. Some of them are in the habit of submitting representation on such matters directly instead of routing them through proper channel and thereby violating the normal office procedure. It has also been noticed that the relatives of these Government servants often make personal contacts seeking transfers, postings etc. through out-side authority. Some of them are also seen loitering in the corridors of the Assam Secretariate and Janata Bhavan wasting valuable working time.

It needs no mention that this growing tendency amongst the officers in enlisting influence of outside authorities is most objectionable and against all norms as also contrary to official propriety and subversive to good discipline. There are lots of standing Government instructions issued from time to time on the subject wherein such undesirable practices were strongly deprecated and the persons concerned were severely warned on pain of disciplinary actions.

To mention a few of Government circulars on the subject a reference may be made to O.M. No.AAP.199/76, dated 1st July, 1978 where it was once again reiterated that a serious view would be taken if any Government servant is found to bring pressure in any manner on the Ministers and superior authorities

in contravention of the Government Servants Conduct Rules and that he would be liable to be proceeded against departmentally.

Very recently vide Government Office Memorandum No.ABP.91/84/13, dated 10th December, 1984 all the controlling authorities were requested to initiate disciplinary action if such act of indiscipline comes to their notice.

In para 4 of another Government Memorandum issued vide No.ABP.19/84/1, dated 3rd December, 1984 all Government servants were cautioned that an adverse entry would be recorded in their A. C. Rs if the Government/Controlling Officers feel that an M.P., M.L.A. or any other outside person has approached Government on his behalf and such entry will act as an adverse factor for the purpose of promotion, confirmation, crossing of E.B. etc.

But it is a matter of serious concern that all the previous standing orders far from having any impact upon the Government servants have not produced the desired result. On the contrary this unhealthy tendency has grown out of proportions in flagrant violation and callous disregard of those Government orders under-mining thereby the discipline impairing smooth running of official works. At times transfer orders issued on a previous day had to be cancelled or revised the next day due to such interference by outside authorities causing dislocation of work and putting the loyal and disciplined sections of Government servants to great inconvenience.

After considering all aspects of this unhealthy trend of growing indiscipline and to curb this tendency, Government has decided to take some effective stringent measures with immediate effect.

I am therefore, directed to request you to take action in the light of the Government office Memorandum No.ABP.12/14/1, dt. 3rd December, 1984 and ABP.91/84/13 dt. 10th December, 1984 if any instance of violation of the Government instructions comes to your notice by initiating disciplinary action and recording appropriate adverse remarks in there A.C.Rs. You may also bring the contents of the aforesaid memorandums and this direction to the notice of all A.C.S. II Officers under your control and direct them to refrain from such undesirable practice forthwith.

In genuine cases of hardships, it is open for them to seek redressal of grievances from the competent authority as instructed in Government O.M. No.ABP.11/84/1 dt. 3rd December, 1984, Copies of Government O.M. No.AAP.199/76/13 dt. 1st July, 1978, Government O.M. No.12/84/1 dt.

3rd December, 1984 and No.AAP.18/84/13 dt. 10th December, 1984 are enclosed for ready reference.

Receipt of the letter may be acknowledged and action taken intimated in due course for information of Government.

Yours faithfully,

**Sd/- D. N. BHATTACHARYYA,**  
Secretary to the Government of Assam,  
Revenue (LR.) Department.

**Memo No. RLR.86/86/5-A**

**Dated Dispur the 5<sup>th</sup> June, 1986**

Copy forwarded to :-

- (1) Commissioner of Division (All)
- (2) The D.L.R. for information. He may circulate it to the Rev. Circle Officers/Sub-Registrars also for their guidance.
- (3) The D.L.R. and A.R. for information. He may circulate it to the Sub-Registrars also for their guidance.
- (4) The P.S. to Minister, Revenue for favour of information of Minister Revenue.
- (5) The P.S. to Chief Secretary for favour of information of Chief Secretary.
- (6) The Commissioner, Personnel (A) Department.
- (7) The Secretary, Personnel Department.

By Order etc.,

**Sd/- D. N. BHATTACHARYYA,**  
Secretary to the Government of Assam,  
Revenue (LR) Department.

**No. AAP. 199/76/13**

**GOVERNMENT OF ASSAM  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE  
REFORM (PERSONNEL-A) ASSAM SECRETARIAT, DISPUR**

**OFFICE MEMORANDUM**

The 1<sup>st</sup> July, 1978.

Sub. : Representations by Government Servants through Non-Officials.

It has been repeatedly emphasised that Government servants should desist from bringing out-side influences to bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Government. But, it has been noticed of late that a good number of Government servants have made representations to Ministers direct or have sent advance copies of such representations direct or through M.Ps, M.L.A's and/or other non-official influential persons for securing personal benefits such as transfer or avoidance of a transfer or promotion etc. Such practice is highly objectionable and Government is keen to put an end to it.

It is therefore once again reiterated that a serious view will be taken if any Government servant is found to bring pressure in any manner on the Ministers and superior authorities in contravention of the Government servants Conduct Rules and he shall be liable to be proceeded against departmentally.

It is therefore, requested that wide publicity be given to this order by displaying it prominently in each office and acknowledgement of the officers and staff in the office is taken in token of having understood the provisions of this order.

**Sd/- S.M.L. BHATNAGAR,**  
Chief Secretary to the Government of Assam.

**Memo No. AAP. 199/76/13-A**

**Dated Dispur, the 1<sup>st</sup> July, 1978**

Copy to :-

1. The Accountant General, Assam, etc., Shillong.
2. The Chairman, Assam Admn. Tribunal, Gauhati-1.
3. The Chairman, Assam Board of Revenue, Gauhati-1
4. The Commissioner & Secretary, Planning and Development Department, Dispur.
5. The Commissioner for Agricultural Production and Rural Development, Assam, Dispur.
6. The Commissioner and Secretary, Supply and Co-operation Departments, Dispur.
7. The Commissioner of Training, Assam, Disppur.
8. All Commissioners of Divisions, Assam
9. The Commissioner and Secretary, Finance Department, Dispur.
10. All Secretaries to the Govt. of Assam.
11. All Heads of Department/Department of the Secretariat.
12. All Deputy Commissioners/Sub-Divisional Officers.
13. The Chief Executive Member, Karbi Anglong/N.C. Hills District Council, Diphu/Haflong.
14. The Secretary to the Chief Minister, Assam, Dispur.
15. The P.S. to all Ministers/Minister of State, Assam, Dispur.
16. The P.A. to all Parliamentary Secretaries. Assam, Dispur.

for favour of information  
of Ministers/Ministers of  
State/Parliamentary  
Secretaries.

By Order etc.,

**Sd/- D. P. BOROOAH,**

Deputy Secretary to the Government of Assam.

**COPY**  
**GOVERNMENT OF ASSAM**  
**DEPARTMENT OF PERSONNEL : : (PERSONNEL-B)**  
**ASSAM SECRETARIAT, DISPUR, GUWAHATI-6**

**M. No.ABP.91/84/1**

**Dated Dispur, the 3<sup>rd</sup> December, 1984**

**OFFICE MEMORANDUM**

**Subject :** Representation of Service Matters.

It has been repeatedly emphasised that Government servants should desist from bringing out-side influences to bear upon any superior authority to further their interest in matters pertaining to their conditions of services. But it has been noticed of late that a good number of Government servants have made representations in violation of standing instructions issued from time to time. Government have reviewed the position and the following consolidated instructions in supersession of all previous instructions in this regard are issued for guidance.

1. Whenever, in any matter connected with his service rights or conditions a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior or the head of his office or such other authority at the lowest level as is competent to deal with the matter. The competent authority should consider such representation promptly and issue orders thereon expeditiously. An appeal or representation to a higher authority must not be made unless the appropriate lower authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal of the cases. Representations to still higher authorities (e.g. those addressed to the Governor, the Government or to the Ministers) must not be made unless all means of securing attention or redress from lower authorities have been exhausted, even in such cases the representation must be submitted through the proper channel (i.e. the head of office, etc. concerned). There will be no objection at that stage, but only at that stage to an advance copy of the representation/ being sent direct.

The treatment by the higher authorities of advance copies of representations so received should be governed by the principles :

- (a) If the advance copy does not clearly show that all means of securing attention or redress from lower authorities have been duly tried and exhausted the representation should be rejected summarily on that ground the reasons being communicated briefly to the Government servants. If the Government servant persists in prematurely addressing the higher authorities suitable disciplinary action should be taken against him.
  - (b) If the advance copy shows clearly that all appropriate lower authorities have been addressed and exhausted it should be examined to ascertain whether on the facts as stated grounds for interference or for further consideration appear, *prima facie* to exist. Where no such grounds appear the representation may be summarily rejected the reasons being communicated briefly to the Government servant.
  - (c) Where some grounds for interference or further consideration appear to exist the appropriate lower authority should be asked within a reasonable time to forward the original representation with its report and comments on the point urged. There is ordinarily no justification for the passing of any orders on any representation without thus ascertaining the comments of the appropriate lower authority.
2. Some Government servants are in the habit of sending copies of their representations also to outside authorities i.e. authorities who are not directly concerned with the consideration thereof (e.g. Other Ministers, Secretary, Member of Parliament, M.L.A etc.) This is a most objectionable practice, contrary to official propriety and subversive of good discipline and all Government servants are expected scrupulously to eschew it.
  3. Relatives of a Government servant some time make representations concerning service matters affecting the Government servant. This is done in some cases in the hope of reviving a representation which the Government servant had himself made and which had been turned down. In some cases, this procedure is resorted to in order to get round the requirements that the Government servant should submit his representation through his official superiors. The practice is obviously undesirable and should be strongly discouraged. No notice should be

taken of such in which because of the death or physical disability etc. of the Government servant, it is impossible for the Government servant himself to submit a representation.

4. The claim of a Government servant that he himself did not ask an M.P or M.L.A. or any other person to intercede on his behalf will not be accepted and there will be presumption of officers involvement in the matter unless the contrary is proved by him. Government servant are cautioned that an adverse entry will be recorded in their A.C.R. if Government/Controlling officers feel that an M.P., M.L.A. or any other outside person has approached Government on his behalf and such entry will act as an adverse factor for the purpose of promotion, confirmation, crossing of E.B. etc.
5. Wide publicity should be given to this Office Memorandum by circulating it in all offices and a Register, should be maintained in each office where in signatures of all Government servants should be taken and kept updated as a token of having seen and understood these instructions.

**Sd/- A. K. PALIT,**  
Chief Secretary to the Government of Assam,



**Memo No. ABP. 91/84/1-A**

**Dated Dispur, the 3<sup>rd</sup> December, 1984**

Copy forwarded to :-

1. All Commissioner and Secretaries to the Government of Assam.
2. All Spl. Secretaries to the Government of Assam.
3. All Secretaries to the Government of Assam.
4. All Commissioners of Divisions.
5. All Departments of the Secretariat.
6. All Head of the Departments.
7. All Deputy Commissioners/Sub-Divisional Officers.
8. Chairman, Assam Administrative Tribunal;, Guwahati-1
9. Chairman, Assam Board of Revenue, Guwahati-1
10. The Secretary, Assam Public Service Commission, Guwahati-28.
11. The State Enquiry Officer, Assam, Dispur.
12. The Deputy Secretary to the Governor of Assam..
13. The Secretary, Assam Legislative Assembly, Assam, Dispur.
14. P. P. S. to Chief Minister, Assam, Dispur.
15. P. S. to Minister/Minister of State.
16. P. S. Chief Secretary, Assam, Dispur.

By Order etc.,

**Sd/- A. K. THAKUR,**

Joint Secretary to the Government of Assam,  
Department of Personnel (B).

(Copy)  
**GOVERNMENT OF ASSAM**  
**DEPARTMENT OF PERSONNEL : : PERSONNEL-B**  
**DISPUR, GUWAHATI-6**

**M. No.ABP.91/84/13**

**Dated Dispur, the 10th December, 1984**

**OFFICE MEMORANDUM**

It has come to the notice of the Government that many officers and employees write directly to the Ministers and even to the Chief Minister in the matters relating to transfer, seniority promotion and other conditions of service. This practice of direct addressing representation to the authorities who are not the immediate superior authority or not concerned with the matters represented is against all norms of discipline and is a violation of the Government Service Conduct Rules.

All controlling authorities are requested to initiate appropriate disciplinary action if such acts of indiscipline come to their notice.

In this connection the procedure regarding submission of representation in matters relating to conditions of service as laid down in the O.M. No.ABP.91/84/1 dated 3rd December, 1984 may be kept in view.

**Sd/- A. K. PALIT,**

Chief Secretary to the Government of Assam,

**Memo No. ABP. 91/84/13-A Dated Dispur, the 10<sup>th</sup> December, 1984**

Copy to :-

1. All Commissioner and Secretaries to the Government of Assam.
2. All Divisional Commissioners.
3. All Special Secretaries.
4. All Secretaries to the Government of Assam..
5. All Heads of the Department.
6. All Department of Secretariat.
7. All Deputy Commissioners/Sub-Divisional Officers.
8. P.P.S. to Chief Ministers of State, Assam.
9. All P.S. to Minister/Ministers of State, Assam.
10. P.S. to Chief Secretary.

By Order etc.,

**Sd/- A. K. THAKUR,**

Joint Secretary to the Government of Assam,  
Department of Personnel (B).

(217)

**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No.RLR.76/80/152**

**Dated Dispur, the 8<sup>th</sup> October, 1987**

From : Shri M. C. Das, A.C.S.  
Deputy Secretary to the Government of Assam.

To

All Deputy Commissioners.

**Sub : Revised Commission to Mouzadars.**

Ref : This Department's letter No. RLR/76/80/104 dated 22nd June, 1985.

Sir,

I am directed to refer to the above and to say that it has come to the notice of the Government that there is confusion with regard to the Government instruction given vide letter under reference in respect of payment of Commission to the Mouzadars as per the rates prescribed. Rates of Commission fixed by the Government and already communicated were as follows :

(a) Demand upto Rs. 50,000/- @ Rs. 35%.

(b) Demand between Rs. 50,001/- to 1 (one) Rs. 30%.

Demand exceeding Rs. 1 (one) lakh Rs. 25%.

Payment of Commission should strictly be adhered to as per the rates prescribed.

Commission for the amount upto Rs. 50,000/- @ Rs. 35% and in respect of the rest amount beyond Rs. 50,001/- and upto Rs.1 (one) lakh only should be given Rs. 30% in all respect. And the amount exceeding Rs. one lakh and above should be Rs. 25% only.

Yours faithfully,

**Sd/- M. C. DAS,**

Deputy Secretary to the Government of Assam.

**Memo No. RLR.76/80/152-A      Dated Dispur, the 8<sup>th</sup> October, 1987**

Copy to :-

1. The P. S. to Minister, Revenue for appraisal.
2. All Commissioners of Divisions concerned.
3. The Director of Land Records, Assam, Guwahati-21.
4. The Director of Land Requisition, Acquisition and Reforms, Gauhati-1
5. The Revenue (R) Department.
6. The Assam Board of Revenue, Gauhati-1.
7. The Secretary, All Assam Mouzadars Association, Uzanbazar, Gauhati-1

By Order etc.,

Sd/- **M.C DAS,**  
Deputy Secretary to the Government of Assam.

**GOVERNMENT OF ASSAM**

**REVENUE (LR) DEPARTMENT : LAND REVENUE BRANCH**

**No.RLR.126/88/2**

**Dated Dispur, the 6<sup>th</sup> August, 1988**

**From :** The Commissioner & Secretary to the Government of Assam,  
Revenue Department.

**To :** (1) All Deputy Commissioners (except Deputy Commissioners  
Karbi Anglong & N. C. Hills)  
(2) All Sub-Divisional Officers.

**Sub :** **ACHIEVEMENT OF THE TARGET OF COLLECTION OF  
LAND REVENUE FIXED FOR THE YEAR 1988-89.**

Sir,

I am directed to say that despite numerous instructions issued from time to time emphasising the need to accelerate collection of Land Revenue, it appears that the position of collection is very gloomy. There might be temporary set-back created in the matter due to temporary suspension of collection in certain areas due to natural calamities but that can not be the sole factor for the huge arrear accrued year after year.

You are aware that receipt from Land Revenue constituted a significant part in the State's exchequer. As such effective collection of this vital contributor is most imperative. Experiences, however show that the two revenue collecting agencies viz the Mouzadars and Tahsildars pay very little importance to this vital matter. While the Tahsil staff are found to take very little or no initiative in the matter probably for their being salaried Government servants who draw their pay irrespective of whether there is collection or not, some of the Mouzadars on the other hand, seem to have taken this matter of collection and deposit of land revenue (both arrear and current) not seriously at all keeping huge amounts of land revenue collected by them in hand beyond permissible limit. Consequently huge amount of Land Revenue is accumulating every year and the arrear revenue as on the closing of 1986-87 stands at a staggering figure of about Rs. 16 crores.

During the current year's Budget for 1988-89, a target of Rs.4.20 crores has been fixed as receipt from the collection of Land Revenue. Government desire that this target of Rs. 4.20 crores should be achieved at any cost. It may be relevant here to mention that the state's finance are passing through a very difficult phase. As such all out effort even to exceed the target by more than about 10 percent may be considered and the target of

collection in your District/Sub-Division fixed accordingly. With this end in view, besides any other steps that you consider expedient to accelerate collection of land revenue the following measures may please be taken as additional steps immediately :

1. Each Mouzadar in your District/Sub-Division may be given a fixed target for collection to be made within a specified period of time and they may be impressed upon to achieve that target by opening up different 'camps' for collection in weekly 'hats' and other conspicuous places. Some officers not below the rank of S.D.C. should be entrusted with the task of supervision about the performance of the Mouzadars. They should report about the progress/performance of Mouzadars to you timely.

2. In case of Tahsils also, a fixed target for collection within a specified period of time should be given to each Tahsildar with the clear instruction that the target so fixed must be achieved within the stipulated period. The Tahsildar should make it a point to report about the progress in the matter after the closing of each month regularly to you. The Tahsil staff may be impressed that their continuance in service depends on the collection of land revenue and therefore they must be up and doing to accelerate collection of Land Revenue. Failure to achieve the target fixed for their Tahsil may result in proportionate reduction of staff.

3. S.D.Cs/C.Os of the Revenue Circles may be instructed to collect Land Revenue, where Mouzadars are under suspension/dismissal or where no Mouzadar has yet been appointed.

4. Performance of the S.D.Cs/Tahsildars entrusted with the inspection of Mouzas/Tahsils and their collection may be reflected in the A.C.Rs. of the concerned officers.

5. Periodical meetings may be held with the concerned officers, Mouzadars, Gaonburas and Presidents etc. of the Gaon Panchayats to impress upon the rayats that the land revenue that they are to pay to Government is the minimum tax in comparison to the other taxes they are required to pay in other articles of daily use. Besides their regular and timely payment of land revenue will contribute to a great extent in the matter of various developmental projects undertaken by the Government.

6. Compulsory production of receipt representing upto date payment of land revenue by concerned pattadars etc. while applying for the permit of cement construction of the buildings, gun licence etc. may be enforced.

7. A consolidated report of the District/Sub-Division about the progress made in this respect should be submitted every month to the Government.

I am, therefore, to request you kindly to look into this vital matter personally and take necessary steps as outlined above so that the target fixed for collection is achieved within the stipulated period of time.

Kindly acknowledge receipt of this communication.

Yours faithfully,

**Sd/- B. M. HAZARIKA,**

Commissioner & Deputy Secretary to the Govt. of Assam,  
Revenue (LR) Department.

**Memo No.RLR.126/88/2-A**

**Dated Dispur, the 6<sup>th</sup> August, 1988**

Copy forwarded for information and necessary action to :-

1. The Commissioner of Lower Assam Division, Guwahati-1.
2. The Commissioner of Upper Assam Division, Jorhat.
3. The Commissioner of North Assam Division, Tezpur.
4. The Commissioner of Hills and Barak Valley Division, Dispur, Guwahati-6.
5. The Director of Land Records, Bamunimaidan, Guwahati-21.
6. The Secretary to the Govt. of Assam, Municipal Administration Department, Dispur, Guwahati-6.
7. The Secretary to the Govt. of Assam, Power and Electricity Department.
8. The Chairman, Assam State Electricity Board, Bamunimaidan, Guwahati-21.
9. The Commissioner & Secretary, Finance (Budget) Department with reference to his letter No.FEA.41/88/2, dt. 6th July, 1988.
10. The Secretary to the Govt. of Assam, P & C. D., Dispur.
11. The Secretary, Food and Civil Supply, Govt. of Assam, Dispur.

They are requested kindly to issue necessary instruction to the concerned authorities under there administrative control to demand production of receipt of upto date payment of land revenue from the concerned party while apployn for construction of houses/ Electric connection in refidences/Workshops etc.

By Order etc.,

**Sd/- B. M. HAZARIKA,**

Commissioner & Secretary to the Govt. of Assam,  
Revenue (L.R.) Department

**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No.RLR.86/88/51**

**Dated Dispur, the 21<sup>st</sup> February, 1989**

From : Shri T. K. Bora, I.A.S.  
Secretary to the Government of Assam,  
Revenue Department.

To : The Deputy Commissioner .....  
The Sub-Divisional Officer, .....

**Sub : Overstayal in Service, Preparation of Pension Cases etc.**

Sir,

I am directed to say that as per instructions laid down in Government Notification No.IAP/SC/9/76/5, dated 29th April, 1976 the Head of Office or other authority responsible for preparing the pension papers, require to initiate the pension case of a Government Servant two years before the date of retirement. Again under rule 95 of the Assam Services (Pension) Rules, 1969 the authorities concerned also require to prepare a list of all Officers, Gazetted or Non-Gazetted who will attain the age of superannuation in course of the next calender year i.e. between 1st January to 31st December of next year and also to intimate to every such Government Servant due to retire during the next year in order to enable him to make forma application for pension one year in advance of the date of his/her anticit pated retirement.

It appears that this vital instruction and rule referred to above have not been followed by most of the appointing authority in respect of Land Records staff as are evident from large numbers of overstayal cases received by the Government from different Districts for regularisation of the overstayal period of Mandals, S. Ks. etc. Even the concerned local authority do not take any steps to enquire as to how such irregularity could take place but simply forward the cases to Government for regularisation of the period. This put the Government in an embarassing position besides entacing Government with some avoidable expenditure on account of pay elicit of the concerned Government Servant for the excess period. Moreover also auses delay in disposal of pension cases of such Government Servant.



I am, therefore, to request you to take immediate necessary steps in this regard by issuing suitable instruction to all concerned under your administrative control to follow scrupulously the instruction issued by the Government and also the relevant rule so that no such cases of overstayal in service occur so far as Land Records Staff are concerned.

Further, you are requested to take steps to record the correct date of birth of all the Land Records Staff under your establishment to carefully in the Service Books and to verify the date of superannuation periodically to avoid irregularity in service.

Receipt of this communication may please be acknowledge.

Yours faithfully,

**Sd/- T. K. BORA,**

Secretary to the Government of Assam,  
Revenue (LR) Department.

**Memo No. RLR.86/88/51-A**

**Dated Dispur the 21<sup>st</sup> February, 1919**

Copy to :

- (1) The Commissioner, Lower Assam Division, Guwahati-1, Upper Assam Division Jorhat, North Assam Division, Tezpur, Hills and Barak Valley Division, Dispur, Guwahati-6.
- (2) The Director of Land Records, Assam, Bamunimaidan, Guwahati-21 for information and necessary action.
- (3) The Secretary to the Govt. of Assam, Pension and Public Grievances, Dispur for information.
- (4) Finance (Estt-B) Department for information.

By Order etc.,

**Sd/- T. K. BORA,**

Secretary to the Government of Assam,  
Revenue (LR) Department.

**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No.RLR.55/89/21**

**Dated Dispur, the 18<sup>th</sup> September, 1989**

From : Shri D. K. Gangopadhyay, I.A.S.  
Commissioner & Secretary to the Government of Assam,  
Revenue Department.

To : The Deputy Commissioner .....

Sub : INSPECTION OF MOUZA ACCOUNTS, ACCELERATION  
OF COLLECTION OF LAND REVENUE ETC.

Sir,

I am directed to say that despite instructions issued from time to time emphasising the need for inspection of the accounts of the Mouzas, it appears that the said instructions have not been followed scrupulously by most of the D.Cs/ S.D.Os as will be evident from the fact that a huge amount of collected land revenue has been retained by the Mouzadars beyond permissible limit of Rs. 5000. Moreover there are heavy amount of arrear land revenue and local rates yet to be realised from the raiyats.

In this connection your attention is invited to this Department's latest circulars Nos.RLR. 126/88/2, dated 6th August, 1988, D.O. No. RLR.126/88/3, dated 20th January, 1989 and No. RLR.31/89/48, dated 16th May, 1989 wherein you were advised to accelerate collection as well as to realise the unauthorised retention of collected land revenue (beyond the permissible limit) from the concerned Mouzadars. It was also indicated in Government said circular dated 6th August, 1988 that performance of the S.D.Cs/Tahsildars entrusted with the inspection of Mouzas/Tahsils and collection of Land Revenue should be reflected in the A.C.Rs of the concerned officers. It is yet to be known if this has been done.

The Public Accounts Committee in their 46th Report have recommended that Mouza Accounts of the entire State should be made upto-date and no Mouzadars should be allowed to retain collected revenue in hand beyond the permissible limit. The Committee have further recommended that responsibilities should be fixed on the officers who are entrusted with the inspection of the Mouza accounts timely to avoid irregular retention of cash and risk of

misappropriation of Government money by the Mouzadars.

I am therefore to request you to take appropriate steps including setting up of monitoring cells in the above noted matters very urgently and intimate the action taken in this respect by return of post.

Receipt of this communication may please be acknowledged.

Yours faithfully,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner & Secretary to the Govt. of Assam,  
Revenue (LR) Department.

**Memo No. RLR.55/89/21-A      Dated Dispur the 18th September, 1989**

Copy to :

- (1) The Commissioner, .....
- (2) The Director of Land Records, Assam, Bamunimaidan,  
Guwahati-21.

By Order etc.,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner & Secretary to the Govt. of Assam,  
Revenue (LR) Department..

## **W. T. MESSAGE**

**12-89**

From : Commissioner & Secretary, Revenue, Dispur.  
To : Depcom. Barpeta/Nalbari/Darrang/Sonitpur/Lakhimpur/  
Dhemaji/Dibrugarh/Tinsukia/Sibsagar/Jorhat/Golaghat/Nagaon/  
Morigaon/ Goalpara/Kamrup (By Hand)

Sub-divisional Bajali/Rangia/Udalguri/Biswanath/Dhakuakhana/Jonai/  
Margherita/Sadiya/Charaideo/Majuli/Dhansiri/Kaliabor/Hojai/  
Pragjyotishpur (By Hand)

No. RLR.144/86/Pt./30, dated 5th December, 1989 (.) Government have agreed to the payment of remuneration Rs.250 p.m. with effect from 1st April, 1988 to the Gaonburahs (.) But the arrear of remuneration for the period from 1st April, 1988 to 30th September, 1989 will not be paid in cash (.) In lieu of this it has been decided to pay the said arrear through national savings certificate to be issued to the individual Gaonburahs (.) Therefore requested to furnish the names of existing sarkari Gaonburah with their full addresses and nearest post offices in order to work out the arrear remuneration to be paid to the Gaonburahs for the above mentioned period (.) matter most urgent (.)

**Memo No. RLR.144/86/Pt./30-A      Dated Dispur, the 5th December, 1989**

Copy to the Officer In-Charge, A.P.R.O., Dispur for transmission of the message immediately.

By Order etc.,

**Sd/- C. R. BAROOAH,**  
Deputy Secretary to the Govt. of Assam,  
Revenue (LR) Department..

**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No.RLR.140/89/1**

**Dated Dispur, the 5<sup>th</sup> December, 1989**

From : Shri D. K. Gangopadhyay, I.A.S.  
Commissioner & Secretary to the Government of Assam,  
Revenue (LR) Department.

To : The Deputy Commissioner .....  
The Sub-Divisional Officer  
(Except Karbi-Anglong and N.C. Hills District)

Sub : Inspection of Revenue Circles Offices.

Sir,

I am directed to say about the necessity of periodical inspection of the circle offices for ensuring effective, purposeful and satisfactory performances of the officers, L.R. and other Ministerial Staff and also for bringing about qualitative improvement in the Revenue Administration.

The duties and responsibilities of the officers posted in the circles as well as of the members of the land Revenue Staff have been laid down clearly in the Assam Land Records' Manual. Besides, these specific duties and responsibilities have also been laid down in various other Acts and Rules framed thereunder. There are also certain Government circulars and standing instructions issued by the Government from time to time regarding the duties and functions of the circle officers.

The Government have observed that there has been noticeable laxity on the part of the supervising officers in doing inspections of their subordinate offices at various levels including the circle office level and as a result prompt and efficient discharge of duties in the subordinate offices have suffered a great deal. Many of the circle officers are also not found upto the mark in their performances as envisaged specially in the Assam Land Records Manual. Various anomalies, defects and deficiencies in the Revenue administration at the circle level would be substantially removed, if the circle offices are inspected at least once in a year, if not more frequently, by higher level Revenue officials. You are requested to look into this important matter and

take steps for organising thorough inspection of the circle offices by the Additional Deputy Commissioner in charge Revenue and the Sub-Divisional Officers, beside yourself. In this connection, Rule 224 of the Assam Land Manual may please be referred to. Copies of the inspection may please be forwarded to the Commissioner of Division, the Director of Land Records, Assam and to the Government in due course of time.

The various Land Reforms works under different Land Reforms Acts such as Assam Fixation of Ceiling on Land Holdings Act, Religious Act Tenancy Act, Urban Land Ceiling Act and Distribution of Ceiling Surplus Land to the deserving persons have been given utmost importance. There is a specific mention of such activity in 20 point programme. It appears however, that desired efforts are not being put into operation for achieving targets fixed by the Government of India. The inspecting officers indicated above must give special attention to these aspects while inspecting the circle offices and to advise them suitably for implementation of the Land Reforms Law in their proper spirit.

An inspection questionnaire at Annexure-I is enclosed to guide the inspecting officers which is illustrative. This inspection questionnaire should not be treated as exhaustive as some important points only have been included in the same.

A list of some important Registers and Files, which are to be kept and maintained in the Circle Offices is also enclosed herewith at Annexure-II for reference. This list shows some Registers and Files further to those mentioned in Rule 223 of the Assam Land Records Manual.

Please acknowledge receipt of this letter.

Yours faithfully,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner & Secretary to the Govt. of Assam,  
Revenue (LR) Department.

**Memo No. RLR.140/89/1-A      Dated Dispur the 5<sup>th</sup> December, 1989**

Copy forwarded to :

- (1) The Commissioner, Lower Assam Division, Guwahati-1, North Assam Division, Tezpur/Upper Assam Division Jorhat/ Hills and Barak Valley Division, Dispur
- (2) The Director of Land Records, Assam, Bamunimaidan, Guwahati-21. he is requested to inspect the circle Offices himself conveniently and to cause inspection of the circle offices frequently by his Officers as per programme to be chalked out by him as laid down in Rule 225 of the Assam Land Records Manual. He will sent the copies of the inspection memos to the Government, the Commissioner of Division concerned and to the Deputy Commissioners/Sub-Divisional Officers concerned in due course of time for necessary action.

By Order etc.,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner & Secretary to the Govt. of Assam,  
Revenue (LR) Department, Dispur.

## **ANNEXURE - I**

### **INSPECTION QUESTIONNAIRE**

- 1.1 When the circle office was last inspected and by whom ?
- 1.2 Have the inspection notes been properly kept in File with index, and have the follow-up actions on the inspection notes been timely and properly taken by rectifying the irregularities and mistakes if any ?
- 2.1 What is the Geographical area of the circle ? Is there any change?
- 2.2 How many Sub-Circles, Lots, Mouzadars, Cadastral Villages, Non-cadastral villages, PGRs, VGRs etc. are there in the circle ?
- 3.1 Have the N.C. Villages been occupied and have the same found fit for traversing and cadastral survey ?
- 3.2 If so, what action has been taken for cadastral survey of the N.C. Villages found fit for survey ? What is the progress of work, if survey of some N. C. villages has been taken up ?
- 4.1 Have the maps of all cadastral villages/towns have been received after the last Resettlement operation ? If not, what action has been taken to get the maps ?
- 4.2 Have the maps received after the last Resettlement operation been compared and kept cleanly in proper manner ?
- 5.1 Are the Registers and Files mentioned in Rule 223 of the Assam Land Records Mannual being kept and properly maintained ?  
(The conditions and updating of the Registers and Files may be checked and stated in inspection notes).
- 5.2 Have the Service Books have been opened for all members of L.R. Staff and for Grade IV Staff ?
- 5.3 Are the entries therein correct and up to date and have they been attested by the head of office ?
- 5.4 Have duplicate copies of the Service Books been opened and maintained as directed by the Government ?



5.5. Is the daily diary book of Circle Officer maintained as per Rule 205 of the Assam Land Records Manual ?

Are the weekly diaries of the Circle Officer sent to the D.C. (through S.D.O. in the case of outlying Sub-Division) timely and regularly ?

5.6 Is there any separate Register maintained for recording V.V.I.Ps correspondences including Parliamentary-Assembly matters on land for their prompt disposal ?

5.7 Are required Registers maintained for disposal of Land Reforms matters ?

6.1 Are the Cash Book Acquittance Rolls etc. are checked and signed by the Circle Officer regularly ?

6.2 Are the monthly certificates given in the Cash Book by the Circle Officer at the end of each month ?

7.1 Is the Annual Survey and Settlement report for the year ending 30th September is submitted by the Circle Officer timely to the D.C./S.D.O. with copy to the D.L.R. ? (Rule 288 of the Assam Land Records Manual).

7.2 Are the Area Abstract Crops Abstract, Irrigation Abstracts, Settlement douts etc. sent regularly and timely by the Circle Officer ? (Rule 112 of the Assam Land Records Manual).

8.1 How frequently the Circle Officers and other officers visit villages ? Are the instructions given by them noted in the blank page of the chithas of the villages ? (Rule 106 of the Manual).

8.2 Are the fair copied chithas duly compared and certified by both S.K. and Circle Officer ? (Rule 113 of the Manual).

8.3 Are the istafa dags and new dags are mentioned in the blank page of the chithas, besides making necessary corrections as per orders of Superior Officers at the appropriate places against such dags in the chithas and J. B. Registers ? (Rules 80 and 83 of the Manual).

9.1 Are the spring tours and winter tours performed by L.R. Staff and Circle Officer in every year and are the works done timely and properly during such tours ? (Rules 76 - 84 and 107 - 109 of the Manual).

- 9.2 Are the jamabandi Registers periodically read in the villages and the names of the unregistered dakhaldars noted in proper column of the chithas with signatures and dates ? (Rules 58 and 82 of the Manual).
- 9.3 Are the encroachment report submitted by the recorders covering all the illegal unauthorised occupation of Government lands of all categories timely and completely ? (Rule 44 of the Manual). Responsibility should be fixed on the concerned L.M. for any new encroachment invariably.
- 10.2 Are the names of persons mutated in the chithas by the Circle Officer in column 8 transferred to column 7 with necessary corrections in the Jamabandi Register ? (Rule 58 of the Manual).
- 10.2 Does the Registrar Kanongo sign at every correction of mutation putting date in the local J. B. Register & the chithas ? (Rule 183 of the Manual).
- 10.3 Whether there are any long pending mutation entries in the chitha and if so, what action has been taken to dispose of them by the Circle Officer ? (Rule 217 of the Manual).
- 11.1 Whether the L.R. Staff submit their Field enquiry report in Form 'K' in respect of the posts of land which have been converted from agricultural to non-agricultural uses or vice-versa to the Circle Officer timely and regularly ? (Rule 23 & 157 of the Manual).
- 11.2 Whether the reports regarding changes in land uses are submitted by the Circle Officer in Form 'K' to the D.C. timely and regularly ? (Rule 23 & 208 of the manual).
- 11.3 Whether changed classifications of land in the resulting alteration of assesment of land revenue are timely noted in the chithas and the J. B. Registers after receipt of orders from the D.C. ? (Rule 23 of the Manual).
- 12.1 Whether the various registers to be maintained by the S.Ks are properly and correctly maintained ? (Rules 172-175 of the Manual).
- 12.2 Whether the various Returns/Statements are timely submitted by the S.Ks to the Circle Officer ? (Rules 176-179 of the Manual).
- 13.1 Do the recorders and S. Ks. inspect the survey marks periodically and note their visits in the survey marks Registers ? (Rules 33-36 of the Manual).

- 14.1 Is there any Tribal Belt or Block in the Circle ? If so, the names of the mouza (S) and the villages may be ascertained.
- 14.2 Have the recorders reported occupation of land in Tribal Belt or Block by the persons not entitled to get land in such Belt or Block? (Entries in the chithas may be verified and necessary action be taken).
- 14.3 Whether any mutation has been granted in favour of non-eligible persons in any village of Belt or Block ? If so, what steps have been taken to cancel the same.
- 14.4 Whether any non-eligible person has been granted settlement of Government land in the Tribal Belt or Block in the Circle in contravention of the provisions of the Chapter X of the A.D.R.R.? (If so, what steps have been taken to cancel such irregular settlement ;
- 14.5 Whether the cases of encroachment on Government lands by non-eligible person in the Tribal Belt or Block and alienation of lands of Annual Pattas and Periodic pattas in the Tribal belt of Block to non-eligible persons have been detected and reported to the S.D.O./D.C. timely for necessary action?
- 15.1 Whether there are old Mutation cases conversion cases, N.R. Cases etc. pending for a long period ; For what reasons they are pending and for whose fault ?
- 15.2 Whether the records of the sanctioned Mutation cases are timely despatched to the branch of the R. Kgo of the office of the S.D.O or D.C. as the case may be for necessary corrections in the sadar J.B. Registers ?
- 16.1 Are the data on areas, crops irrigation etc. are regularly noted in the chithas after inspection done in the Recorders tours every year ?
- 16.2 Whether the total of the areas under crops and irrigation are regularly and correctly made in the chithas by the Record and the required returns submitted timely ?
- 17.1 Is the accomodation sufficient for the Office ? If not, necessary step is to be taken in this regard.
- 17.2 Are there accomodation facilities sufficient for the Officers and Staff ? If not necessary steps are to be taken in this regard.

- 17.3 Whether plots of suitable land have been selected for the purpose of construction of office building and residential quarters in the case of the newly created circle and whether proposal for reservation of such lands for the purpose been submitted to the Government through the D.C. ? If not, necessary steps are to be taken in this regard.
- 18.1 Whether there is any vacant sanctioned post in the Circle ? If so, since when and for what reason ?
- 18.2 Whether steps have been taken to fill up such vacant post ? If so, what is the present position ?
- 19.1 General cleanliness of office, drinking water facilities, shed for visitors, lavatory facilities, turnout of office staff, approach road to Circle Office condition of office and residential buildings etc.

**ANNEXURE - II**  
**IMPORTANT REGISTERS AND FILES TO BE**  
**MAINTAINED IN REVENUE CIRCLE OFFICE**

1. Attendance Register of L. R. Staff.
2. Attendance Register of Office Assistants & 4<sup>th</sup> Grade Staff.
3. Daily Diary Register of Circle Officer.
4. Receipt Register of Govt. correspondances.
5. Receipt Register of Misc applications.
6. Issue Register of letter, reports etc. issued.
7. Register of Mutation cases.
8. Register of conversion cases (conversion of A.P. lands into periodic)
9. Register of Misc cases.
10. Register of N.R. Cases (non-renewal of A.P. lands).
11. Register of Encroachment cases.
12. Register of Land Ceilling cases.
13. Register of Relinquishment applications.
14. Register of Kabula Petitions (Waste land settlement petitions.)
15. Court Fee Register.
16. Register of Survey instruments.
17. Register of Forms.
18. Register of Stationery articles.
19. Register of Furniture.
20. Register of Counter-foil Receipt Books.
21. Acquittance Roll.
22. Order Book.
23. Inspection Book.
24. Cash Book.

25. Mutation cases Diary
26. Misc cases Diary.
27. Guard File for Circle Office inspection notesheports.
28. Guard File for Govt. Circulars.
29. Mouza Inspection Files (Mouza-wise)
30. Annual Survey & Settlement reports File.
31. Annual Land & Revenue Administration Reports File.
32. Files relating to various subjects/reports.
33. Register of requisitioned vehicles.
34. Register of stock & issue of relief goods.
35. Register of Rehabilitation grants.
36. Register of Rehabilitation Loans.
37. Annual Register of casual leave of L.R. Staff.
38. Annual Register of casual leave of office Assistants & Grade IV Staff.
39. Dak Book (Peon Book).
40. Log books for L.R. Staff.

**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No.RLR.151/89/25**

**Dated Dispur, the 3<sup>rd</sup> April, 1990**

**From :** Shri S. N. Bhagawati, A. C. S.  
Officer on Special Duty,  
Revenue (LR) Department.

**To :** The Sub Deputy Collector, .....  
The Assistant Settlement Officer, .....

**Sub :** Recording of data of agricultural statistics in the Field Registers (Chithas) and submission of periodical abstracts on areas, crops and irrigation statistics.

Sir,

I am directed to say that the Government have come to know about non-recording of the data of agricultural statistics by the Land Records Staff in their field registers (chithas) as per prescribed time schedules in some Revenue Circles, though there are clear instructions laid down in the Assam Land Records Manual and though clear instructions have also been issued by the Director of Land Records, Assam from time to time in this regard. It is evident that submission of the Area abstract, crops abstract and Irrigation abstract in accordance with the prescribed formats as laid down in the said Manual is also delayed by the circle level Officers due to non-recording of the required agricultural data timely every year and this lapse on the part of the ground level functionaries of the Revenue Department hampers in finalisation and submission of the State reports on agricultural statistics to the Central Government in time. So it is impressed upon you about the necessity of timely recording of the required agricultural statistics and timely submission of various abstracts on areas, crops and irrigation as per fixed time schedules.

The instruction given for the recorders in Rules under Section 6 (Spring Tour), Rules under Section 7 (Summer Recess), Rules under Section 8 (Winter Tour) and Rules under Section 9 (Winter Recess) of the Assam Land Records Manual should be invariably and strictly followed.

In this connection, the instructions given to you by the Director of Land

Records, Assam vide his No.DLR.21/82/186, dated 2nd January, 1989, and No.DLR.22/Pt/82-88/21, dated 7th November, 1989 have surely been followed by you and necessary action has been taken for timely submission of the various abstracts from your end. The members of the L.R. Staff should be suitably instructed and guided so that none will fail in his assigned duties.

Yours faithfully,

**Sd/- S. N. BHAGAWATI,**  
Officer on Special Duty,  
Revenue (LR) Department.

**Memo No.RLR.151/89/25-A**

**Dated Dispur, the 3<sup>rd</sup> April, 1990**

Copy to :

- 1 Copy to the the Director of Land Records, Assam, Bamunimaidan, Guwahati-21 for information and necessary action.
- 2 Copy to the the Director of Economics & Statistics, Assam Guwahati-6
3. Copy to the the Deputy Commissioner, ..... for information and necessary action.
4. Copy to the the Settlement Officer, ..... for information.
5. Copy to the Sub-Divisional Officer (C)..... for information necessary action.

By Order etc.,

**Sd/- S. N. BHAGAWATI,**  
Officer on Special Duty,  
Revenue (LR) Department.



**GOVERNMENT OF ASSAM  
REVENUE (LR) DEPARTMENT  
LAND REVENUE BRANCH**

**No.RLR.41/90/45**

**Dated Dispur, the 21<sup>st</sup> May, 1990**

From : Shri G. C. Pathak  
Under Secretary to the Govt. of Assam.  
Revenue (LR) Department.

To : The Deputy Commissioner,  
The Sub-Divisional Office

**Sub :** Achievement of target of collection of Land Revenue.

**Ref. :** Commissioner and Secretary, Revenue Department's D. O.  
No. RLR.91/89 dated 6th January, 1990, Department's Message  
No. RLR.91/89/12, dated 5th September, 1989 and Letter No.  
RLR.41/90/1, dated 18th April, 1990.

Sir,

I am directed to say that the progress of collection of land revenue as revealed from the collection statements for the quarter ending 31st March, 1990 furnished with your letter No. dated is very disappointing as collection of only percent against current demand and percent against arrear demand appears to have been made as against the target of 75% percent and 50% percent fixed respectively vide Commissioner's D.O. No.RLR.91/89, dated 6th January, 1990 referred to above.

I am therefore to request you kindly to take all possible steps to gear up collection so that the target fixed by this Department is achieved by 30th June, 1990 by all means as instructed.

Further you are requested to intimate the position by the 15th July, 1990 positively.

This may please be accorded Top Most Priority.

Yours faithfully,

**Sd/- G. C. PATHAK,**  
Under Secretary to the Government of Assam,  
Revenue (LR) Department.

**Memo No.RLR.41/90/45-A**

**Dated Dispur, the 21<sup>st</sup> May, 1990**

Copy to :

- 1 The Commissioner, Lower Assam Division, Guwahati/Upper Assam Division, Jorhat/North Assam Division, Tezpur/Hills and Barak Valley Division, Dispur, Guwahati-6.

By Order etc.,

**Sd/- G. C. PATHAK,**

Under Secretary to the Government of Assam,  
Revenue (LR) Department.

**Shri D. K. Gangopadhyay, IAS,**  
Commissioner and Secretary.

Govt. of Assam,  
Revenue Relief and Rehabilitation  
and Registration Departments,  
Dispur, Guwahati-781006  
D.O. No.RLR.91/89  
dated January 6, 1990

My dear

The position of Land Revenue collection as revealed from the statements furnished by you for the year ending June 30, 1989 is highly disappointing as of the total demand, both current and arrear, seems to have been collected. Such unsatisfactory performance in regard to Land Revenue collection has been viewed very seriously by the Government.

Government desire that 75% collection against current demand and atleast 50% against arrear demand in ..... should be made within June 30, 1990.

Now that the harvesting of crop has been completed in most arrears and a favourable atmosphere prevails all over, Land Revenue collection drive should be vigorously launched, so as to achieve the target fixed. Please monitor the performance of each and every Mouzadar, enlist services of Gaon Buras and where Mouzadars are under suspension ask the SDCs organise camp collection with wide publicity, so as to achieve the target.

With best wishes,

Yours sincerely,

**Sd/- D. K. GANGOPADHYAY,**

(241)

**PART-V**

**REVENUE DEPARTMENT  
(GENERAL BRANCH)**

**IMPORTANT**

**GOVERNMENT OF ASSAM  
REVENUE (GENERAL) DEPARTMENT : RELIEF BRANCH  
GUWAHATI-781006.**

**No. RGR.71/87/3**

**Dated Dispur, the 21<sup>st</sup> May, 1987**

To

The Secretary (P.W.D. 'R & B'), Government of Assam.  
The Secretary (Agriculture), Government of Assam.  
The Secretary (Flood Control), Government of Assam.  
The Secretary (Municipal Admn.), Government of Assam.  
The Secretary (Health 'Medical'), Government of Assam.  
The Secretary (Health 'P.H.E.'), Government of Assam.  
The Secretary (Rural Dev. and P&C.D.), Government of Assam.  
The Secretary (Handloom, Textile and Sericulture), Government of Assam.  
The Secretary (Education), Government of Assam.  
The Secretary (A.H. and Veterinary'), Government of Assam.  
The Secretary (Irrigation), Government of Assam.  
The Secretary (Forest), Government of Assam.  
The Secretary (Fisheries), Government of Assam.  
The Secretary (Power, Electricity), Government of Assam.  
The Secretary (Industries), Government of Assam.  
The Chief Engineer, P.W.D (R&B), Assam, Guwahati.  
The Chief Engineer, Flood Control, Assam, Guwahati.  
The Chief Engineer, Irrigation, Assam, Guwahati.

The Chief Engineer, Public Health Engineer, Assam, Guwahati.

The Director, Agriculture, Assam, Guwahati.

The Director, Municipal Admn. Deptt., Assam, Guwahati.

The Director, Health Services, Assam, Guwahati.

The Director, Panchayat and G. D., Assam, Guwahati.

The Director, Rural Development, Assam, Guwahati.

The Director, Handloom and Textile, Assam, Guwahati.

The Director, Sericulture, Assam, Guwahati.

The Director, A. H. and Veterinary, Assam, Guwahati.

The Director, Fisheries, Assam, Guwahati.

The Chief Conservator of Forest, Assam, Guwahati.

The Chairman, A.S.E.B., Assam, Guwahati.

The Secretary, Assam Khadi and Vill. Industries Board, Assam, Guwahati.

The Commissioner, Lower Assam Division, Guwahati/Upper Assam Division, Jorhat/North Assam Division, Tezpur/Hills and Barak Valley Division, Dispur, Guwahati-6.

Deputy Commissioner, Dibrugarh/North Lakhimpur/Sibsagar/Jorhat/Nagaon/Tezpur/Mangaldoi,/Kamrup/Barpeta/Goalpara/Kokrajhar/Dhubri/Cachar/Karimganj/Karbi Anglong/North-Cachar Hills/Nalbari/Pragjyotishpur.

Sub-Divisional Officer, Tinsukia/Sadiya/Dhemaji/Jonai/Charaideo/Majuli/Golaghat/Morigaon/Hojai/Biswanath Chariali/Odalguri/Rangia/South Salmara/Mankachar/Gossaigaon/North Salmara/Hailakandi/Hamren.

Sub : Utilisation of relief fund under different items of Natural Calamities.

Sir,

I am directed to send herewith a copy of Government of India's D.O. Letter No. 43(6)–PFI/85, dated 4th May, 1987 from Joint Secretary, Ministry of Finance, containing the instructions for proper utilisation of relief fund under different items of Natural Calamities for your information and guidance.

2. It is requested that the instructions contained therein may be scrupulously followed and it should be invariably ensured that the relief funds are properly utilised for the purposes meant for, without diversion of fund for other purposes and in actual affected areas accordingly.

Yours faithfully,

**Sd/- B. M. HAZARIKA,**

Secretary (Revenue), Government of Assam.

**Memo No.RGR.71/87/3-A**

**Dated Dispur, the 21<sup>st</sup> May, 1987**

Copy alongwith copy of above mentioned letter forwarded for information to the :-

1. Finacial Commissioner, Government of Assam.
2. Agricultural Production Commissioner, Government of Assam.
3. P. S. to Chief Secretary to the Government of Assam for information of Chief Secretary, Assam.
4. P. S. to Minister, Revenue, Assam, for information of Minister, revenue, Assam.

By Order etc.,

**Sd/- B. M. HAZARIKA,**

Secretary (Revenue), Govt. of Assam,

(COPY)

**Dr. J. P. SINGH**  
JOINT SECRETARY (PF-I)

D.O. No. 43 (6)-PFI/85 Ministry of  
Finance Department of Expenditure  
Plan Finance I Division, New Delhi,  
Dated 4th May, 87.

Dear Shri Saikia,

The Central Govt. has been assisting the States to meet the Expenditure on account of Natural Calamities in accordance with the recommendations of the Finance Commissions. Guidelines indicating the procedure to be observed by the States while claiming such assistance have also been communicated from time to time. Recently, Central Team have visited certain States to obtain a better idea of the utilisation of the assistance sanctioned for calamity relief. The teams have noticed certain major deviations from proper procedure which are as follows :

2. Central assistance for calamity relief is being allotted to districts which have not been considered calamity affected or declared as such in accordance with the mechanism laid down in the Relief Manuals of the State. While approving ceilings of expenditure for drought relief, Finance Ministry has been indicating that Central assistance should be utilised in calamity affected districts. Expenditure incurred in other areas would therefore be ineligible for Central assistance.
3. State Govt. are reporting expenditure incurred on calamity relief for the purpose of release of Central assistance merely on the basis of allocations made to districts. In some cases, it has been found that, at the district level, the allotted funds have been transferred to the Personal Ledger Accounts of Deputy Commissioner and disbursement takes place much later. In the case of a natural calamity the Centre comes to the help of States for providing emergent relief measures. Expenditure incurred long after the calamity has occurred would serve no useful purpose and would imply that funds have been diverted to other sectors. Time limits for incurring expenditure on calamity relief are indicated in the letters in which ceilings are approved. The limits refer to the actual utilisation of Central assistance at the field level, not merely to allocation to districts. Expenditure incurred beyond prescribed time limit would therefore not be eligible for Central assistance.
4. State Government apply norms of relief assistance which are more liberal than those adopted by the Central Government for considering memoranda received from the States (communicated to the States in d.o. letter No. 4-8/85-Sr dated 18th June, 1986). Adoption of high

norms of relief assistance would mean that fewer people benefit from the same amount of Central assistance, especially in areas like employment generation, housing subsidy etc. calamity relief is only meant to provide immediate assistance to tide over serious emergencies and should not be treated as compensation for loss suffered. It would be in the interest of State Governments to have a second look at norms which are far higher than Central norms and consider bringing them closer to Central guidelines.

5. State Government report expenditure incurred on drought relief in different sectors for claiming Central assistance. However, monitoring teams have found cases where these reports have not been in accordance with the reality on the field. Inter sectoral diversions have been made and amounts have remained unutilised although they were claimed from Central Govt. by reporting actual expenditure. In these cases, the Central Govt. would have no option but to recover such amounts from future releases. This would be the case also in respect of expenditure reported as anticipated, if it is not actually incurred as originally projected.
6. As regards works programmes in a few areas, monitoring team have reported that Central assistance has been spent on fresh works and not for the repair of old works damaged during the calamity. Some State Governments have also diverted allocations made for Special Nutrition Programmes for free food distributions or have run these programme over too a short a period to produce any worth while result. Besides, budget provisions made by States for maintenance of works are not adequate allocations for repairs under calamity relief are being increasingly used for covering these deficiencies.
7. State Government are requested to review the functioning of the relief administration with special reference to the items mentioned above. Expenditure incurred after prescribed time limits funds diverted for purposes other than those approved and amounts remaining unutilised at the field level, would be recovered from future releases to State on calamity relief.

Yours sincerely,  
**Sd/- J. P. SINGH,**  
Joint Secretary

To

Shri A. K. Saikia,  
Chief Secretary, Assam, Dispur, Guwahati.  
Copy to finance Secretary, Govt of Assam, Dispur, Guwahati.



**The 5<sup>th</sup> December, 1988**

**No. RGR. 120/86/70.-** The Governor of Assam, in supersession of earlier amendments, is please to amend the Assam Relief Manual, 1976 as follows, with immediate effect.

1. Amendment of Appendix 5 :— In the Assam relief Manual, 1976 for item A of Appendix 5, the following shall be substituted, namely :-

<b>A. Gratuitous Relief Items</b>		<b>Scale</b>
(i) Supply of Foodstuff	---	1. (a) Rice 600 grams per head per day for adult. (b) Rice 400 grams per head per day for minor upto 12 years. 2. Pulses 100 grams per head per day. 3. Salt 30 grams per head per day. 4. Mustard Oil 30 grams per head per day. 5. Chira 600 grams per head per day for adult and 400 grams per head per day for minor upto 12 years. 6. Gur 100 grams per head per day.
(ii) Foodstuff in Relief Camps	--	(ii). (a) Same as 1 to 6 above. (b) Rs. 4.00 per head per day plus cost of temporary shelter.

Note :- The rate mentioned in item (ii) (b) above will not be applicable to those who will receive food staff mentioned in Col. 2 against item 1 (i) in Col. 1.

2. Insertion of new item :- After item A in the Assam Relief Manual, 1976, the following shall be inserted as item A. I.

**A. Other Item of Relief****Scale**

- |  |  |
|--|--|
| 1. Relief for the old and infirm and destitute, children.    | 1. (a) Rs. 2.00 per adult per day and Rs.1.00 per child per day. |
| 2. Clothing and utensils whose houses have been washed away. | 2. Rs. 100.00 plus Rs. 100.00 per family.                        |
| 3. Ex-Gratia payment to families of deceased persons.        | 3. Rs. 5000.00 per deceased person.                              |
| 4. Ex-Gratia payment for loss of limb or both the eyes.      | 4. Rs. 2,500.00 per head.  |
| 5. Assistance for repair/restoration of damaged houses.      |  |
| (a) .....  | vide next page   |
| (b) .....  |  |

- |                                    |   |
|------------------------------------|---|
| (a) Fully damaged house .....      | (5) (a) 1. relocation and construction Rs. 1,000.00 per Unit. |
|                                    | 2. Construction Rs.500.00 per Unit.                           |
| (b) Partially damaged house ... .. | (5) (b) Repairs : Rs.200.00 per Unit.                         |

Note :- Existing entries under Chapter XXII Para 22.2, Sl.No. 2(ii) in Col. 4 of the Assam Relief Manual is modified as above.

- |   |   |
|---|---|
| 6. Supplementary Nutrition ...  | Re.0.80 per head per day subject to ceiling of actual average expenditure per head being incurred by the State Govt. under I.C.D.S. |
| 7. Assistance to Artisans in the handicraft sectors by way of subsidy for repair and replacement of damaged equipments- |   |

(i) For damaged equipments -	7. (i) Rs.200.00 per Unit
(ii) For raw materials ... ..	(ii) Rs. 250.00 per Unit.
8. For Handloom Weavers --	
(i) Repair/replacement of loom equipment and accessories.	8. (i) Rs.200.00 per loom
(ii) Purchase of yarn and other materials.	(ii) Rs. 200.00 per loom
9. Assistance to small farmers/ marginal farmers for :-	9. 25% and 33 $\frac{1}{3}$ % to small farmers and marginal farmers respectively on the basis of local LDB/NABARD/any relevant State Agency's norms pattern subject to a ceiling of Rs. 1000.00 per hectare.
(a) Desilting etc.	
(b) Removal of debris in hill areas and	
(c) Desilting/restoration/repair/ of fish farms.	
10. Animal Husbandry - Assistance to small farmers/ marginal farmers/Agricultural labour for provision of fodder and veterinary care and fodder concentrate.	10. Large animal Rs. 3.00 and small animal Rs. 1.50 per animal per day.
11. Animal Husbandry :- Subsidy for replacement of Bullocks milch animal and other drought animals (for small and) marginal farmers/agricultural labours.	11 & 12. For pair of bullocks or milch animals or other livestock.  As per IRD pattern subject to strict institutional tie up and ceiling on subsidy per family, 1/4th and 1/3rd as subsidy on the cost followed by NABARD.
12. Sheep, Goat, Pig etc. ... ..	

13. Employment generation -- -- 13. Assistance at 100% of the notified minimum wage would be provided for 25 days per month. The State Government should provide material component from their on-going plan and non-plan schemes (Wage and material component per man day).
- 14 Assistance to Agricultures -- 14. Rs. 200.00 per hectare limited to small and marginal farmers.
- Agricultural input subsidy (for agricultural crops, horticultural crops and plantation crops).

Note :- Existing entries under Chapter XXII Para 22.2, Sl.No. 2(i) and 2(iii) Col. 2, 4 and 5 of the Assam Relief Manual is modified as above.

15. Assistance to fisherman for repair/replacement of boats, nets and other equipments damaged or lost.
15. (i) No assistance of mechanised boats which should be insured against natural calamities.
- (i) Mechanised Fishing Boats :

14 M Cost Rs. 4,00,000	Per Unit
Rs. 5,00,000	
12 M Cost Rs. 2,00,000	
Rs. 3,00,000	
10 M Cost Rs. 1,25,000	Per Unit
Rs. 2,00,000	

15. (ii) (a) 25% subsidy will be

(ii) Plank built unmechanised :		provided subject to ceilings on subsidy per family as per IRDP pattern. The costs of boats will also be determined with reference to approved cost under IRDP.
(a) Boat --	Rs. 10,000 (Rs. 30,00)	
Dugeut canee -	Rs. 2,000 (Rs.20,000)	
Cata maran	Rs. 2,000 (Rs. 8,000)	
(b) Net for 14 M boat :		
	Rs. 8,000	15. (ii) (b) No assistance recommended as these items are to be insured.
	Rs. 12,000	
Trawler not for 12 - 13 M boats		16. Rs. 200.00 per hectare.
	Rs. 5,000 (Rs.8,000)	
Gill net (each piece) -	Rs. 500	
	Rs. 1,000	
16. Input subsidy for fish seeds farms ...		

Sd/- **T. K. BORA**  
Secretary to the Government of Assam,  
Revenue Department.

The 22<sup>nd</sup> December, 1988

**CORRIGENDUM**

**No. RGR. 120/86/83.-** The Governor of Assam is pleased to issue the following corrigendum to this Department Notification No.RGR. 120/86/70, dated 5th December, 1988:-

Please read the following "Note" below Gratuitous Relief Item" instead of the "Note" appeared in this Department Notification mentioned above.

"Note : Rs.4/- will not be applicable to those both inside and outside Relief Camp who will be supplied foodstuff as per scale mentioned above at A. Gratuitous Relief Items (i).

**S. B. ROY CHOUDHURY,**  
Officer on Special Duty.  
Revenue (General) Department.

**GOVERNMENT OF ASSAM  
REVENUE (GENERAL) DEPARTMENT**

**No.RGR.106/88/75**

**Dated Dispur, the 1<sup>st</sup> September, 1988**

From : D. Choudhury,  
Under Secretary to the Govt. of Assam.  
Revenue (General) Department.

To : The Director,  
Food & Civil Supplies Department, Assam,  
Bhangagarh, Guwahati-5.

Sub : Advance Payment for STATFED.

Ref. : Your letter No. SA.33/88/Flood/58, dated 30th August, 1988.

Sir,

I am directed to invite a reference to your letter quoted above and to say that in continuation of this Department letter No. RGR. /106/88/69, dated 30th August, 1988, the Governor of Assam is pleased to release and place at your disposal for payment to the STATFED a further sum of Rs. 2.45 crores (Rupees two crores forty five lakhs) only as an advance for meeting the cost of foodstuff supplied to be supplied due to flood relief operation in the affected areas of the State.

This advance is to be adjusted against final bill/bills for the supplies made by STATFED and expenditure incurred on this account on receipt of certified bills by Deputy Commissioners/Sub-Divisional Officers from STATFED.

This expenditure is depositeable to the head "2245 Relief on account of Natural Calamities-II-other State plan and Non-Plan Schemes 02-Flood Cyclones etc. 101 Gratuitous relief" for the year 1988-89.

This sanction is accorded with the concurrence of Finance (EC-II) Department vide their U/O No.FEC (II)/6031/88, dated 1st September, 1988.

Necessary Treasury Voucher Number and date of drawal of this amount along with utilisation certificate may be submitted in due course. Separate account should be maintained from expenditure incurred out of the sanctioned amount.

Please mark in red ink on top of the bill "Contingency Fund" because

the fund has been made available as advance from the "Contingency Fund".

Yours faithfully,

**Sd/- D. CHOUDHURY,**

Under Secretary to the Government of Assam,  
Revenue (General) Department.

**No.RGR.106/88/75-A**

**Dated Dispur, the 1<sup>st</sup> September, 1988**

Copy forwarded to :

- (1) The Treasury Officer, New Guwahati/Kamrup/Dispur for information.
- (2) The Managing Director, STATFED, Bhangagarh, Guwahati-5. He is requested to submit utilisation certificate together with item-wise details supported by bills and vouchers for audit purpose.
- (3) Finance (EC-II) Department.
- (4) The Secretary to the Government of Assam, Food & Civil Supplies Department, Dispur, Guwahati-6.
- (5) P.P.S. to Chief Minister, Assam for information of C.M.
- (6) P.S. to Chief Secretary, Assam for information of C.S.
- (7) P.S. to Minister Revenue, Assam, for information of M.R.
- (8) Accounts Branch of Revenue (General) Department.
- (9) Deputy Commissioner, Dibrugarh/North Lakhimpur/Sibsagar/Jorhat/Golaghat/Nagaon/Darrang/Sonitpur/Nalbari/Kamrup/Barpeta/Goalpara/Kokrajhar/Dhubri/Silchar/Karimganj/Haflong/Diphu.
10. Sub-Divisional Officer, Tinsukia/Sadiya/Dhemaji/Majuli/Jonai/Biswanath/Odalguri/Charaideo/Rangia/Pragjyotishpur/South Salmara/Gossaigaon/North Salmara/Hailakandi/Hamren/Morigaon/Hojai/Maibong/Dhansiri.

By Order etc.,

**Sd/- D. CHOUDHURY,**

Under Secretary to the Government of Assam,  
Revenue (General) Department.

**Memo No.RGR.106/75-B**

**Dated Dispur, the 1<sup>st</sup> September, 1988**

Copy forwarded to :

- The Accountant General (Accounts) Assam, Shilong.  
The Accountant General (Audit) Assam, Shilong.  
The Accountant General (Audit) Assam, Guwahati.

By Order etc.,

Financial Adviser to the Government of Assam,  
Revenue (General) Department.



**GOVERNMENT OF ASSAM  
REVENUE (GENERAL) DEPARTMENT**

**No.RGR.106/88/Pt**

**Dated Dispur, the 1<sup>st</sup> April, 1989**

From : T. K. Bora,  
Secretary to the Govt. of Assam.  
Revenue Department.

To : Deputy Commissioner, Dibrugarh, North Lakhimpur, Jorhat,  
Sibsagar, Nagaon, Golaghat, Tezpur, Darrang, Goalpara, Dhubri,  
Kokrajhar, Barpeta, Nalbari, Silchar, Karimganj, Diphu, Haflong,  
Kamrup.

Sub-Divisional Officer, Tinsukia, Sadiya, Dhemaji, Jonai, Majuli,  
Dhansiri, Biswanath, Odalguri, Charaideo, Morigaon, Hojai,  
Rangia, Pragjyotishpur, South Salmara, Mankachar, Gossaigaon,  
North Salmara, Hailakandi, Hamren, Maibong.

**Sub :** Advance Planning of Flood Relief Measures.

Sir,

You are aware that the flood in Assam is almost a regular phenomenon during monsoon season from May to October. This is, therefore, the appropriate time to gear up the flood control and flood fighting machineries of the State to face any situation and to take all other suitable measures to meet any contingency resulting from floods and to involve the community with the various preventive and preparedness measures evolved by the district authorities in order to ensure that people are not taken by surprise in the event of sudden flood.

The State Govt. has issued various instructions, guidelines from time to time in this regard. Besides, all the aspects of flood relief measures have elaborately been appended in the Assam Relief Manual copies of which are also readily available with all D.C.s/D.Os and concerning Departmental heads.

Some important aspects are again emphasised for your guidance.

- (i) Identifying the flood prone areas, which are likely to be cut off during the floods and to make appropriate arrangements for supply of foodgrains and other essential commodities. The use of Panchyat, Co-operative, Govt. buildings etc. be also conveniently made for storing the essential commodities, medicines etc.

- (ii) Developing a system of early warning particularly for people living in the down stream and low lying areas and also use of some of the existing staff as messengers for dissemination of information as and when necessary.
- (iii) Continuous maintenance by patrolling and at critical areas especially on the embankments and also on vulnerable roads.
- (iv) Maintenance of Communication for use with/through A.I.R/T.V./Wireless during the period of flood.
- (v) Arrangement for shelters, i.e. their identification should be done well before the onset of monsoon and the people living in the flood-prone areas should be made conversant with such places and the arrangements made therein.
- (vi) All arrangements should be made well ahead to collect equipment boats, essential commodities etc. to meet the situation in a short notice.
- (vii) issue of updated instruction to lower-staff fixing their responsibility and their job in management of natural calamities.
- (viii) Establishment of Control Room at the District/Sub-Divisional/Circle level and also in some critical areas as may be considered necessary.
- (ix) Storage of all essential medicines at vulnerable places.
- (x) Identification of some high lands should be done well ahead for raising seedlings in the event of damage to crops by floods.
- (xi) All drains/canals passing through thickly populated areas particularly the urban areas should be cleared of debris or obstruction of any kind before onset of monsoons, Civic bodies should give topmost priority on this aspect.
- (xii) The District/Sub-Divisional/Circle level Committees should be formed as per earlier instruction involving local social workers of repute and a meeting be convened immediately deciding and detailing the preparatory action to be taken.

- (xiii) Strict vigilance and maintenance of all flood protection works be ensured by the concerning departments.
- (xiv) Specific tasks and responsibilities be allocated to various Officers/ Individuals/Departments/Organisation including gaonburas. Homeguards, village defence parties, Civic bodies, Civil defence wardens etc. in a co-ordinated manner dividing areas of operation into various Zones, Elaborate arrangement for rehearsal of such Officers/Individuals in flood relief assistance be made at various levels.

You are requested to prepare co-ordinated contingent plan for the areas under your control according to the local condition, immediately and to send a copy to Govt. latest by 15th April, 1989 alongwith national map of your areas identifying the flood prone areas etc.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

**Sd/- T. K. BORA,**  
Secretary to the Govt. of Assam,  
Revenue Department.

**Memo No. RGR.106/58/Pt/-A**

**Dated Dispur the 1<sup>st</sup> April, 1989**

Copy to :

1. Special Assistant to the Chief Secretary to the Govt. of Assam, for favour of information of C.S.
2. P.S. to the Additional C.S. to the Govt. of Assam, Dispur for favour of information of Additional C.S.

3. All Administrative/Head of Department.

- (a) The Director, Agriculture, Assam.
- (b) The Director, Health Service, Assam.
- (c) The Director, A.H. & Veterinary, Assam.
- (d) The Director, Dairy Development, Assam.
- (e) The Director, Fisheries, Assam.
- (f) The Chief Public Health Engineer, Assam.
- (g) The Chief Engineer, P.W.D. (Roads), Assam.
- (h) The Chief Engineer, P.W.D. (Building), Assam.
- (i) The Chief Engineer, Flood Control, Assam.
- (j) The Chief Engineer, Irrigation, Assam.
- (k) The Director, Municipal Admn. Deptt. Assam.
- (l) The Director, Panchyat & C.D., Assam.
- (m) The Director, Inland Water Transport, Assam.
- (n) The Director, Sericulture, Assam.
- (o) The Director, Soil Conservation, Assam.
- (p) The Director, Assam Char Areas  
Development Authority, Dispur.
- (q) The Chief Conservator of Forest, Assam.
- (r) The Director, Handloom & Textiles, Assam.
- (s) The Chairman, A.S.E.B., Assam.
- (t) The Director, Food & Civil Supplies, Assam.

for favour of  
information &  
necessary action.  
Suitable  
instruction may  
please be issued  
to the officers  
under their  
control at  
District/Sub-  
Divisional level  
to co-ordinate  
and assist the  
preparation of  
advance  
contingency plan  
for meeting the  
flood situation  
at District/Sub-  
Divisional  
levels.

4. The Commissioner, Guwahati Municipal Corporation, for necessary action.

By Order etc.

**Sd/- T. K. BORA,**

Secretary to the Govt. of Assam,  
Revenue Department.

**GOVERNMENT OF ASSAM  
REVENUE (GENERAL) DEPARTMENT**

**No.RGR.144/88/133**

**Dated Dispur, the 23<sup>rd</sup> June, 1989**

The Deputy Commissioner, Dibrugarh, North Lakhimpur, Jorhat, Sibsagar, Nagaon, Golaghat, Tezpur, Darrang, Goalpara, Dhubri, Kokrajhar, Barpeta, Nalbari, Silchar, Karimganj, Diphu, Haflong, Kamrup. (By Hand)

Sub-Divisional Officer, Tinsukia, Sadiya, Dhemaji, Jonai, Majuli, Dhansiri, Biswanath, Odalguri, Charaideo, Morigaon, Hojai, Rangia, Pragjyotishpur, South Salmara, Mankachar, Gossaigaon, North Salmara, Hailakandi, Hamren, Maibong.

**SUBJECT : DONATIONS ON ACCOUNT OF NATURAL CALAMITIES.**

Sir,

I am directed to say that as per paras 22.3.1 and 22.3.2 Paras of the Assam Relief Manual, Deputy Commissioners and Sub-Divisional Officers are authorised to collect donations in each and kind on account of natural calamities from the Public and Voluntary Organisations and to maintain Personal Ledger etc. as per 23.2.4 of the Assam Relief Manual.

You are requestd kindly to intimate Government whether such donations are still received and accounts maintained property. If so, a statement of such receipts, disbursement and expenditure incurred may please be furnished to the Department at an early date.

Yours faithfully,

**Sd/- S. B. ROY CHOUDHURY,**  
Officer on Special Duty to the Govt. of Assam,  
Revenue (General) Department.

**GOVERNMENT OF ASSAM**  
**REVENUE (GENERAL) DEPARTMENT**

**No.RGR.8/90/2**

**Dated Dispur, the 9<sup>th</sup> April, 1990**

To : The Deputy Commissioner, Dibrugarh, North Lakhimpur, Jorhat, Sibsagar, Nagaon, Morigaon, Golaghat, Tinsukia, Dhemaji, Tezpur, Darrang, Bongaigaon, Goalpara, Dhubri, Kokrajhar, Barpeta, Nalbari, Silchar, Karimganj, Diphu, Hailakandi, Haflong, Kamrup.

Sub-Divisional Officer, Sadiya, Jonai, Majuli, Dhansiri, Biswanath, Odalguri, Charaideo, Hojai, Rangia, Pragjyotishpur, South Salmara, Mankachar, Gossaigaon, North Salmara, Dhakuakhana, Bijni, Bajali, Bokajan, Hamren, Maibong.

SUBJECT : Advance Planning for likely flood relief measures in 1990.

Sir,

I am directed to say that flood being a recurring feature in the State occurring generally during monsoon season from May to October, it is necessary to gear up the flood control and flood fighting machineries of the State to face any emergency and take all other suitable measures to meet any contingency resulting from floods and to involve the community with the various preventive and preparedness measures evolved by the District Authorities in order to ensure that people are not taken by surprise in the event of sudden flood.

The State Government have issued various instructions, guidelines from time to time in this regard. Besides, all the aspects of flood relief measures have elaborately been mentioned in the Assam Relief Manual copies of which are aslso readily available with all Deputy Commissioners/ Sub-Divisional Officers and concerning Departmental heads.

Some importants aspects are again emphasised for your guidance :

- (i) Identifying the flood-prone areas, which are likely to be cut off during the floods and to make appropriate arrangements for supply of foodgrains and other essential commodities. The use of Panchyat, Co-operative, Government buildings etc. be also conveniently made for storing the essential commodities, medicines etc.
- (ii) Developing a system of early warning particularly for people living in the downstream and low-lying areas and also use of some of the existing staff as messengers for dissemination of information as and when necessary.
- (iii) Continuous maintenance by patrolling at critical areas, especially on the embankments and also on vulnerable roads.
- (iv) Maintenance of communication for use with/through A.I.R./T.V. Wireless during the period of flood.
- (v) Arrangement for shelters i.e. their identification should be done well before the onset of monsoon and the people living in the flood prone areas should be made conversant with such places and the arrangements made therein.
- (vi) All arrangements should be made well ahead to collect equipments, boats essential commodities etc. to meet the situation in a short notice.
- (vii) Issue of updated instruction to lower staff fixing their responsibility and their job in management of natural calamities.
- (viii) Establishment of Control Room at the District/Sub-Divisions/ Circle level and also in some critical areas as may be considered necessary.
- (ix) Storage of all essential medicines at vulnerable places.
- (x) Identification of some high lands should be done well ahead for raising seedlings in the event of damage to crop by floods.

- (xi) All drains/canals passing through thickly populated areas should be cleared of debris or obstructions of any kind before onset of monsoon, Civic bodies should give top most priority on this aspect.
- (xii) The District/Sub-Divisional/Circle level committees should be formed as per earlier instruction involving local social workers of repute and a meeting be convened immediately deciding and detailing the preparatory action to be taken.
- (xiii) Strict vigilance and maintenance of all flood protection works be ensured by the concerning departments.
- (xiv) Specified tasks and responsibilities be allocated to various Officers/ Individuals/Departments/Organisations including gaonburahs, Homeguards Defence parties, Civic bodies, Civil Defence Wardens etc. in a co-ordinated of operation into various zones. Elaborate arrangement for rehearsal of such officers/individuals in flood relief assistance be made at various levels.

You are requested to prepare co-ordinated contingent plan for the areas under your control, according to the local condition immediately and to send a copy to Government latest by 21st April, 1990 along with a map of your areas identifying the flood-prone areas etc.

The receipt of this letter may kindly be acknowledged.

Yours faithfully,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner and Secretary to the Govt. of Assam,  
Revenue Department.



**Memo No. RGR.8/90/2-A**

**Dated Dispur the 9<sup>th</sup> April, 1990**

Copy to :

1. Special Assistant to the Chief Secretary to the Government of Assam for information of Chief Secretary.

**All concerned Departments :-**

2. Director, Agriculture, Assam.
3. Director, Health Service, Assam.
4. Director, A.H. & Veterinary, Assam.
5. Director, Dairy Development, Assam.
6. Director, Fisheries, Assam.
7. Chief Public Health Engineer, Assam.
8. Chief Engineer, P.W.D. (Roads), Assam.
9. Chief Engineer, P.W.D. (Building), Assam.
10. Chief Engineer, Flood Control, Assam.
11. Chief Engineer, Irrigation, Assam.
12. Director, Municipal Admn. Deptt. Assam.
13. Director, Panchyat & R.D., Assam.
14. Director, Inland Water Transport, Assam.
15. Director, Sericulture, Assam.
16. Director, Soil Conservation, Assam.
17. Director, Assam Char Areas Development Authority, Dispur.
18. The Chief Conservator of Forest, Assam.
19. The Director, Handloom & Textiles, Assam.
20. The Chairman, A.S.E.B., Assam
21. The Director, Food & Civil Supplies, Assam.
22. Commissioner, Guwahati Municipal Corporation, for necessary action.

for information and necessary action. Suitable instruction may please be issued to the officers under their control at District/Sub-Divisional level to co-ordinate and assist the preparation of advance contingency plan for meeting the flood situation at District/Sub-Divisional levels.

By Order etc.,

**Sd/- D. K. GANGOPADHYAY,**

Commissioner and Secretary to the Govt. of Assam,  
Revenue Department.

**GOVERNMENT OF ASSAM  
REVENUE (GENERAL) DEPARTMENT**

**No.RLR.223/87/59**

**Dated Dispur, the 28<sup>th</sup> April, 1990**

- From : D. K. Gangopadhyay, Commissioner and Secretary to the Government of Assam, Revenue, Relief etc. Department.
- To : Deputy Commissioner, Dibrugarh, North Lakhimpur, Jorhat, Sibsagar, Nagaon, Golaghat, Tezpur, Darrang, Goalpara, Dhubri, Kokrajhar, Barpeta, Nalbari, Silchar, Karimganj, Diphu, Haflong, Kamrup, Hailakandi, Morigaon, Dhemaji, Tinsukia, Bongaigaon.
- Sub-Divisional Officers, Sadiya, Jonai, Majuli, Dhansiri, Biswanath, Odalguri, Charaideo, Hojai, Rangia, Pragjyotishpur, South Salmara, (Mankachar), Gossaigaon, North Salmara, (Hatsingimari), Hamren, Maibong, Dhakuakhana, Bijni, Bajali, Bokajan.
- Sub :** Adoption of Dhemaji Earthquake Disasters Relief Plan as model by all Sub-Divisions.

Sir,

I am directed convey that the State Level Regional Crisis Management Committee has approved the modified Earthquake Disaster Relief Plan for Dhemaji which is enclosed, as a model for all sub-divisions.

2. You are requested throughly to examine this plan and after modifying according to your local needs and taking into account local conditions you are to prepare a contingency Earth-quake Disaster Plan for your sub-division and forward the same for the consideration of the State Level Committee. Your Sub-Division's plan should reach the undersigned by 15th June, 1990.

3. This is a matter of great urgency and I am to request you that you should give your personal attention.

Yours faithfully,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner and Secretary to the Govt. of Assam,  
Revenue, Relief etc. Department.  
Dispur.

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**GOVERNMENT OF ASSAM**  
**REVENUE (GENERAL) DEPARTMENT**

**No.RGR.47/90/6**

**Dated Dispur, the 22<sup>nd</sup> May, 1990**

**To :** The Deputy Commissioner, Dibrugarh, North Lakhimpur, Jorhat, Sibsagar, Nagaon, Golaghat, Tezpur, Darrang, Goalpara, Dhubri, Kokrajhar, Barpeta, Nalbari, Silchar, Karimganj, Diphu, Haflong, Hailakandi, Morigaon, Dhemaji, Tinsukia, Bongaigaon, Kamrup.  
The Sub-Divisional Officer, Sadiya, Jonai, Majuli, Dhansiri, Biswanath, Odalguri, Charaideo, Hojai, Rangia, Pragjyotishpur, South Salmara, Mankachar, Gossaigaon, North Salmara, Hamren, Maibong, Dhakuakhana, Bijni, Bajali, Bokajan.

**Sub :** Supply of information relating to flood damage during 1990.  
Sir,

I am directed send herewith a copy of letter No.11/90/FCC/1667 dt. 2nd May, 1990 with its enclosures (annexure) from Director (FCC) Government of India and to request you kindly to take necessary action on the matter from your end while submitting daily flood report to this Department.

Yours faithfully,

**Sd/- D. CHOUDHURY,**  
Under Secretary to the Govt. of Assam,  
Revenue, (General) Department.

**GOVERNMENT OF ASSAM  
CENTRAL WATER COMMISSION  
FLOOD CONTROL COORDINATION DIRECTORATE**

**No.11/90/FCC/1667**

ROOM No. 811, Sewa Bhavan  
R.K. Puram, New Delhi-110066  
Dated 2<sup>nd</sup> May, 1990

To : SECRETARY,  
REVENUE (GEN.) DEPARTMENT  
RELIEF BRANCH  
GOVERNMENT OF ASSAM  
DISPUR.

Sub : Supply of information relating to floods and flood during 1990.  
Sir,

As in previous years, it is proposed to issue Flood Bulletins/Flood News letters during the ensuing flood season from 15th May, 1990 to 31st October, 1990. For this purpose, I am to request that the following information may kindly be sent by 'Flood Immediate Telegram/Wireles/Telex (Telex No.31-72361 CFFC-IN) whenever the water level of river reaches withing 1.0 metre of the danger level :

1. Water level of river in floods at key stations (in metres)
2. Rainfall in the catchment area (in cms.)
3. Any emergent measures taken etc., to meet with the flood situation.

In addition, a weekly report may also please be sent giving a review of damage experienced during the week as well as overall flood situation in as much details as possible every week ending on Thursday beginning from the week ending of 17th May, 1990. A note on the hints for reporting daily and weekly flood situations and a specimen 'flood report' telegram are attached (Annexure-I) for information and guidance. It may be added that merely giving details of river levels would not be adequate for the purpose of issuing, Flood Bulletins/Flood News Letters'. Sufficient information indicating whether any area has been actually flooded by these river levels, whether any damage to engineering structures and whether disruption of traffic has occurred may also please be furnished in order to make the flood

bulletins/flood news letters really useful and also for framing the replies to Parliament Questions and discussions and on calling attention notices etc. The flood damage may be supplied in the proforma enclosed (Annex-II).

The 'Flood News Letter' will be issued generally once a week but the frequency may be increased and when necessary, depending on the flood situations reported by you. It is, therefore, requested that the reports on the flood situation may be supplied in detail regularly and promptly. Necessary instructions in this regard may please be issued to all the Superintending Engineers/Executive Engineers working under you to send the requisite information immediately on the occurrence of flood in their respective jurisdictions direct to this Directorate by 'Flood Immediate' Telegram/Telex message/Wireless message/Trunk calls etc.

It is further requested that the present addresses of Coordinating Officer/Officer working in the absence of the coordinating officer at the State head quarter dealing with floods alongwith their residential as well as official telephone numbers/telex and telegraphic addresses may please be supplied as per Annexure-III enclosed.

Receipt of this letter may kindly be acknowledged.

Yours faithfully,  
**Sd/- A. M. BHOLA,**  
Director (FCC) DTE  
Tel. 60-2935 (O)

Encl. : As above

**ANNEXURE-1**  
**FORMATS FOR GUIDANCE IN REPORTING DAILY**  
**AND WEEKLY FLOOD SITUATION DURING 1990**

1. Indicate the general trend of rainfall in the last 24 hours.
2. Give the names of rivers and the levels observed at key stations where the level is less than 1.0 metre below danger level. Also indicate if the level is rising or falling. The danger level and the maximum level over reached (with date) at the station under report may also be indicated in the first report.
3. Give names of engineering works like flood embankments, bank protection works, spurs, roads, canals, railways and other public utilities etc. damaged and approximate value of damage if possible.
4. Describe disruption to communications like highways, railways, telegraphs lines etc.
5. Describe measures taken to repair the damage.
6. Remarks on any press news which the State Chief Engineer may like to contradict or support.
7. Map showing areas flooded.

**WEEKLY REPORT**

The weekly report which should reach this office by Thursday every week is required to be in the form of review and should give a summarised account of the flood engineering works affected during whole week, ending on Wednesday. All important events may be described. Area saved as a result of flood control works already executed and future works proposed as a result of experience gained during the floods may also be covered.

**SPECIMEN**

**FLOOD IMMEDIATE TELEGRAM CO-ORDINATION**

**CWC, DIRECTOR, FLOOD CONTROL**

Sewa Bhawan  
New Delhi

Wide spread heavy rainfall Eastern Region (.) 15 centimeteres  
Dibrugarh, 17 centimetres Guwahati (.) Heavy rain continues (.) River level  
nearing danger (.) Dibrugarh level 105.00 metres rising discharge 27,000  
cumecs (.) Dyke Dhubri to Puthimari near Dibrugarh slumped 2 mts. near nose  
(.) Guwahati air strip, under 1.5 mts. water (.) not fit for landing (.) Dibrugarh  
Jorhat road closed for vehicular traffic since 14th. Repairs of above works  
started (.) Damage to public utilities Rs. Lakhs (.)

## ANNEXURE -II

1	Sl. No.		
2	Name of District		
3	Area Affected in million ha		
4	Population affected in million		
5	Area in million ha.	Damage to crops	
6	Value in Rs. crores		
7	Nos.	Damage to houses	
	Value in Rs. crores		
	Cattle lost Nos.		
	Human lives lost No.		
	Damage to Public utilities Rs. crores.		
	Total damage to crops, houses & Public utilitie) (Col. 6 + 8 + 11) in Rs. crores.		

**GOVERNMENT OF ASSAM**  
**REVENUE (GENERAL) DEPARTMENT**

**No.RGR.44/90/14**

**Dated Dispur, the 23<sup>rd</sup> May, 1990**

To :

1. The Special Commissioner & Special Secretary, Transport/Home & Political/Industries Department, Dispur.
2. The Commissioner & Secretary, Agriculture Production/Power/P.A.E./ Education/Handloom & Textiles/A.H. & Veterinary/P.W.D.
3. The Secretary, Health & F. W./Irrigation/Food & Civil Supplies/Flood Control/Forest/Soil Conservation/Panchayat & R. D.
4. The Director General of Police, Assam.
5. The Director, health/A.H. & Veterinary/Dairy/Fisheries/Municipal Administration/Panchayat & R. D./Inland Water Transport/Handloom & Textiles/Sericulture/Soil Conservation/Char Areas Development Authority.
6. The Chief Engineer/P.W.D. (Road)/P.W.D. (Building)/Irrigation/Flood Control/Public Health.
7. The Chief Conservator of Forests.
8. The Registrar of Co-operative Societies.

Sub : Provision of F.D.R. Fund in Departmental Normal and Plan Budget.

Sir,

I am directed to refer to the discussion held in the flood co-ordination meeting on 10th May, 1990 and to say that recently in the Relief Commissioners' meeting in Delhi on 15th May, 1990 the matter of insufficiency of the Calamity Relief Fund (under the new procedure) to meet flood damage restoration Coast was reviewed at length and it was stressed that since the corpus under the Calamity Relief Fund (Rs.30.00 crore for Assam) would not be enough to meet the restoration works, adequate funds for maintenance of embankments, road, irrigation works and other infrastructures/assets should be earmarked in the respective Plan Schemes and normal budget of the Department. It was further observed in the meeting that this would enable the States to make available more fund



for meeting the actual relief needs, such as gratuitous relief, rehabilitation assistance, ex-gratia grants for loss of lives, crop and cattle damage etc. out of the Calamity Relief Fund.

This aspect was discussed, as you may please recall, in the State level flood co-ordination meeting on 10th May, 1990 too and the Chief Secretary also stressed during the course of discussion on the need for making available funds to meet the restoration/maintenance costs, from the departmental budgets.

You are, therefore, advised kindly to take steps for making adequate provision for maintenance/restoration in your departmental Plan and Non-Plan budgets accordingly.

Yours faithfully,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner and Secretary to the Govt. of Assam,  
Revenue Department.

**Memo No.RGR.44/90/14**

**Dated Dispur, the 23<sup>rd</sup> May, 1990**

Copy forwarded to :

1. Chief Secretary, Assam, Dispur for favour of information.
2. Special Commissioner, Planning and Development, Assam.
3. Financial Commissioner, Assam, Dispur.

By Order etc.,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner and Secretary to the Govt. of Assam,  
Revenue Department.

**GOVERNMENT OF ASSAM**  
**REVENUE (GENERAL) DEPARTMENT**

**No.RGR.8/90/32**

**Dated Dispur, the 28<sup>th</sup> May, 1990**

To :

1. The Commissioner & Secretary, to the Govt. of Assam, Animal Husbandry & Veterinary Department, Dispur.
2. The Director of A.H. & Veterinary, Assam, Chenikuthi, Guwahati.

Sub : Safety of cattle population during floods.

Sir,

It has been observed from experience of the past years that large numbers of cattle population are badly affected during floods in the State. As per reports complied in the Revenue Department, loss of cattle lives during floods in the three years are as shown below :

<u>Year</u>	<u>No. of cattle lives lost</u>
1987	108913 (including livestock)
1988	86210
1989	3086

The estimates of such losses are also available in A. H. & Veterinary Department.

The necessity of ensuring safety and protection to the cattle population therefore, cannot perhaps be over-emphasised. In view of the imperative need to afford maximum protection to the milch draught cattle. You are requested to consider and arrange to shift cattle population from chronically low-lying and flood prone areas during flood season specially during high flood season, i.e. June 15<sup>th</sup> and 20<sup>th</sup> October, 1990, so as to effectively eliminate possibility of loss of cattle lives and damage to cattle population. This is also in tune with Assam Relief Manual recommendations [See Chapter XX on Veterinary Service; Para 20.1 (iv)]

In this context you may recall the discussion in the flood co-ordination meeting held on 10. 5.90 in the Secretariat Conference Room under the Chairmanship of Chief Secretary, Assam when the matter of limitation of

the funds under the new procedure of Calamity Relief Fund introduced by the Government of India was discussed at length. In any case the financial relief that may be available may never prove sufficient to recoup the enormous damages suffered by the economy by way of death and destruction of milch and draught cattle during the floods.

The sub-divisions where damage to cattle population is considerable appear to be Sadiya, Jonai, Dhemaji, North Lakhimpur, Tezpur, Majuli, Dibrugarh, Tinsukia, Sibsagar, Jorhat and Golaghat where necessary procution on the above lines should be scrupulously carried in consultation with Deputy Commissioners/Sub-Divisional Officers to ensure maximum possible safety and avoidance of death of cattle population.

You are requested kindly to take action in the matter accordingly.

Yours faithfully,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner and Secretary to the Govt. of Assam,  
Revenue Department.

**Memo No.RGR.8/90/32-A**

**Dated Dispur, the 28th May, 1990.**

Copy forwarded to the following for information and necessary action :-

- |  |  |
|--|--|
| 1. P. S. to Chief Secretary, Assam, for favour of information. |  |
| 2. Agriculture Production Commissioner, Assam, Dispur.         |  |
| 3. All Deputy Commissioners.                                   | They will please alert in advance the cattle farmers to shift cattle to safer places during high flood season. |
| 4. All Sub-Divisional Officers.                                |  |
| Sub-Divisional Officers.                                       |  |

By Order etc.,

**Sd/- D. K. GANGOPADHYAY,**  
Commissioner and Secretary to the Govt. of Assam,  
Revenue Department.