

**Minutes of the Review Meeting held with Addl. Deputy Commissioner
(Revenue) on 23/09/2016**

The review meeting with Addl. Deputy Commissioner (Revenue) on important revenue administration related matters was held on 23rd September, 2016 in the Conference Room of Assam Survey and Settlement Training Centre under the Chairpersonship of Shri P.K. Tiwari, Principal Secretary, Revenue & Disaster management Department, Government of Assam.

List of participants is at Annexure-I and the agenda for the meeting at Annexure-II.

2.1. Following decisions were taken on the various agenda items:

(i) Construction of all the Modern Record rooms will be completed as per the deadlines indicated in the statement at Annexure-III. Since Addl. Deputy Commissioner, Hailakandi has expressed his inability to make available the space, it is decided to shift the Modern Record room to Circle Office, Naharkatia.

2.1.1. If any of the Deputy commissioners find that they can't provide space for the MRR, they must indicate it within 3 days that is by 27th September, 2016 so that a new location can be finalised for the MRR.

2.1.2. Representative of IL & FS shared the details of the Nodal Persons for each district. ADCs were directed to monitor the progress of the work on day to day basis and report if there is any deviation on departure from the decisions taken in the meeting.

2.1.3. Mrs. Kulshri Nath, Asstt. DLR shall be responsible for keeping close watch on the progress of the work and liase with districts and IL & FS.

2.2. Except in four Revenue Circles of Dibrugarh and two in Tinsukia Districts, Bhu-Naksha Software was reported to have been installed in all the districts. Shri H. Saikia, NIC was asked to find out the reason why work was not completed in these two districts.

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2.2.1. Since most of the districts feel that the training imparted to SKs and LMs on the use of the software is not adequate, it is decided to organise another round of Training for them in the months of November-December, 2016.

2.2.2. It is further decided to increase the capacity of existing servers as the speed of Dhavitree becomes extremely slow after Bhu-Naksha is used. Shri H. Saikia, NIC should share the specifications of the server to be installed.

2.3. To ensure that MIS is updated regularly and with due diligence at the district, subdivision and circle levels, it will be mandatory for DCs, SDOs (C) and C.Os to give a monthly certificate in-built into the system, to the effect that they have ensured updation of all the modules. They will be held responsible for any inconsistency or mistake in the information as the same will be used for all official purposes including replies to parliament and assembly questions.

2.3.1. Participants were informed of the new modules on :- Tribal Belts and blocks, Land belonging to religious and charitable Institutions, village Land Use Plans, village land Management and conservation committee, Land not used or used for purposes other than the one it was allotted for, Diversion of land for tea cultivation, Encroachment on ceiling surplus land and Functioning of Goan buras; and asked to ensure that all the modules are correctly updated.

2.3.2. They were also informed that the module on Village Land Bank had also been made part of the MIS and responsibility of making error-free entry against each of the columns therein rests with Lot Mandals concerned, who must verify each and every entry in the village Land Bank for each and every village once more before entering the data in the MIS. Supervisory Kanungos will cross-verify 10% of the entries in respect of every village Land Bank and give a certificate to that effect, in built into the VLB module.

2.4. Village Land Management and Conservation Committees (VLMCCs) are to be made functional and proactive in true sense of the term. Participants were reminded that VLMCCs had been given the duties of working as village level watchdog to protect and preserve the government land and participate in the preparation of Village Land Use Maps and Village Master Plan for Disaster Management; and the power that no reserved category land will be dereserved without obtaining their views on the proposal.

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Deputy Commissioners must ensure VLMCCs have understood and internalised their role and responsibilities; are reporting the instance of encroachment on government land; and immediate action is being taken on their reports.

2.5. Preparation of Perspective Village Land Use Plans (VLUPs) is critical to preservation and optimal utilisation of land resources. Deputy Commissioners must ensure that the revenue functionaries at all levels are sensitised thoroughly on the importance of VLUPs and the process of preparing them. The guidelines issued in this regard should be discussed at District level meetings with Cos and at the Circle level meetings with SKJs, LMs and Gaon Buras. In addition, LMs and Gaon Buras should be directed to interact with VLMCC members.

2.6. Effective functioning of Gaon Buras is key to extending the outreach of revenue administration to the common man. Their place in the scheme of revenue administration has been reimagined and redefined by the Government. It is incumbent on Deputy Commissioners to understand and then ensure that Gaon Buras are utilised effectively for the responsibilities cast upon them. It should be ensured that regular meetings are held with them, their involvement in the functioning of VLMCCs observed closely, and accountability fixed in cases of non-performance.

2.6.1. Deputy Commissioner of the districts where the institution of Gaon Buara has recently been introduced must complete other process of recruitment against duly notified Lots by December, 2016.

2.7. 3-day training will be organised for ADC (R), SDO(C), Circle Officers, SKs and LMs on all aspects discussed above, including the upgraded versions of Dharitree and e-Panjiyan from November, 2016 to January 2017. Besides, two-day training will be organised for Gaon Buras and for 5 members from each of the VLMCCs at the Circle level, focusing mainly on preparation of VLUPs, protection of Government land and preservation of land resources.

2.8. Participants were informed that BSNL will be approaching the Circle Offices and SROs for connecting 143 of these locations with NICNET as part of the department's efforts to integrate the functioning of Dharitree and e-Panjiyan and making them web-based from 1st January, 2016.

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2.8.1. Shri H.Saikia, NIC made a preparation on the upgraded version of Dharitree and apprised them of improvements made to make it comprehensive, user-friendly and citizen-centric. The upgraded version will be launched in all the circle offices from 1st November, 2016.

2.9. Government of India has sanctioned Rs. 6 Lakh for each of 154 Revenue Circles and Rs. 8.5 lakh for each of DC Offices to set up Data Centres. This will enable us to replace the old and outdated computers and peripherals in all the circle offices and include districts in the web-based integrated Land Records Management System.

Participants were informed that SIO, NIC has been asked to prepare the plan and estimate in this regard and asked to identify the space for settling up District Data Centre.

2.10. Only a few Deputy Commissioners were reported to have taken up the green fencing of VCRs/ PGRs, although it is eminently possible to provide green fencing to all the VGRs/PGRs under the schemes of social Forestry and NRBCA. A plan of action for 100% coverage of VGRs/PGRs should be prepared and implemented in real earnest.

2.10.1. Work of taking the coordinates of VLRs/PCRS has also not been completed. By November, 2016, we must have coordinates of each and every VGR/PGR.

2.11. A complete database of wetlands is readily available now as part of Village Land Banks. Deputy Commissioners should prepare a plan of action for creating vegetative barrier around important wetlands and sensitisation of local community on their importance for a healthy environment and ecological balance.

2.12. For each and every Revenue Circle, a comprehensive plan for eviction operation should be prepared and submitted to the DLR along with demand for fund latest by 30th October, 2016. It must be noted that as per Hon'ble Supreme Court's order, no encroachment on VGR/PGR and diversion thereof for other purposes (barring exceptions allowed) is permissible. Hence, such encroachments must form part of the eviction plan. In addition, encroachment

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on other reserved categories of land, wetlands and Hills/Hillocks, Tribal Blocks and Belts etc must be covered by the plan for eviction operations.

2.13. It is viewed with concern that benefits of Government schemes, like, power connection, IAY houses, Anganwadi Centres etc. are extended to the encroachers on government land. This must stop. Deputy Commissioners should make it clear in the very next DDC meeting to be held that no department will extend such benefits without referring the matter to Revenue and Disaster Management Department through Deputy Commissioners.

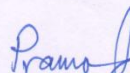
2.14. Encroachment on ceiling surplus land by Tea Gardens and diversion of land under tea for other purposes must be dealt with stringently and land in question be taken up forthwith. Besides there are reports of non-correction of land records in respect of Tea Garden land. This must be looked into with a sense of urgency.

2.14.1. Joint verification Teams will be deputed to a few Tea Gardens areas soon and strict disciplinary action be taken against the Officers/officials found guilty of negligence or inaction in this regard.

2.15. Responsibility Appraisal Matrix was designed as a tool for self-monitoring for DCs and SDOs, but it does not appear to have been taken seriously. D.Cs and SDOs must use it to assess the quality of their involvement in revenue administration and submit half-yearly reports to the Divisional commissioner with a copy to DLR.

2.16. It must be ensured that Circle Officers submit the Annual Report, required under the ALRM, as per the format discussed in the training programme for the Circle Offices.

Meeting ended with thanks from and to the Chair.


(P.K.Tiwari)

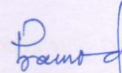
Principal Secretary to the Government of Assam,
Revenue & Disaster Management Department,
Dispur.

No. RRG.97/2016/4

Dated Dispur, the 26th September, 2016

Copy to :

1. All the Divisional Commissioners.
2. All the Deputy Commissioners
3. All the SDOs (C)
4. All the Officers of Revenue & Disaster Management.
5. P.S to Minister, Revenue & Disaster Management Deptt.
6. P.S to Addl. Chief Secretary, Revenue & Disaster Management.
7. P.S to Commissioner & Secretary, Revenue & Disaster Management.
8. P.S to Secretary, Revenue & Disaster Management.


(P.K. Tiwari)

Principal Secretary to the Government of Assam,
Revenue & Disaster Management Department,
Dispur.