

GOVERNMENT OF ASSAM
REVENUE A & DISASTER MANAGEMENT DEPARTMENT
DISPUR :: GUWAHATI.

No. RLR.210/2013/107

Dated: Dispur, the 12th August, 2015.

From : P. K. Tiwari, IAS
Commissioner & Secretary to the Govt. of Assam
Revenue & Disaster Management Department
Dispur, Guwahati.

To : All Divisional Commissioners,

Sub : Revised checklist for inspection of Circle Offices.

Sir/Madam,

In enclosing herewith the revised checklist for the inspection of Circle Offices, I wish to say that inspection of Circle Offices has been given a lot of importance by the Department and Departmental Officers have been deputed from time to time for the purpose. This effort will definitely be more fruitful if some of the Circle Offices and Land Revenue Branches in the D.C and SDO offices are inspected by the Divisional Commissioners.

You are requested, therefore, to spare a few days in the month for the inspection of the D.C/SDO(C) and Circle Offices as per the revised checklist enclosed.

Yours faithfully,



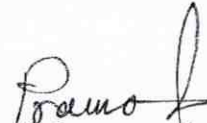
Commissioner & Secy. to the Government of Assam,
Revenue & Disaster Management Department

No. RLR.210/2013/107-A

Dated: Dispur, the 5th August, 2015.

Copy to:

1. PS. to Addl. Chief Secretary, Revenue & DM Department for kind information of Addl. CS.



Commissioner & Secy. to the Government of Assam,
Revenue & Disaster Management Department

INSPECTION NOTE OF REVENUE CIRCLE

1. DETAILS OF INSPECTING OFFICER

1.1	Name and Designation of the Inspecting Officer	
1.2	Date of Inspection	
1.3	Date of Submission of Report	
1.4	Last Inspected by (Name & Designation of the Inspecting Officer)	

2. INSPECTION DETAILS

2.1 Pendency Cases (Pendency Cases to be filled only from Dharitree)

Sl. no	Name of Lot Mandal/Assistant/SK/CO	Mutation		Conversion		Partition		Total
		Office	Field	Office	Field	Office	Field	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
Total for the Circle								

2.2 Time lag in the receipt of petitions and their registration with Dharitree

Sl. no	Particulars	Mutation		Conversion	Partition		Total
		Office	Field		Office	Field	
1.	No. of Petitions received						

Abhisek
Prasad

2.	No. of Petitions registered with Dharitree						
3.	No. of Petitions pending for Registration for upto 3 days						
4.	No. of Petitions pending for Registration for 3-7 days						
5.	No. of Petitions pending for Registration for 7-15 days						
6.	No. of Petitions pending for Registration for more than 15 days						

2.3 Proficiency of Assistant, LM and SK in using Dharitree (Assistants, LM and SK to be selected in random for the tests; 1/5th of total strength should be tested)

SL. No	Name of Lot Mandal/ Supervisor Kanungo/Assistants	Dharitree Proficiency level				Remarks
		Needs training	Low	Medium	High	
1.						
2.						
3.						
4.						
5.						

2.4 Status of Services delivered through Dharitree:

Sl. No	Services in Dharitree	Services offered in the Circle Office (Y/N)
Dharitree Process		
1.	Conversion	
2.	Field Mutation	
3.	Office Mutation	
4.	Field Partition	
5.	Office Partition	
6.		
7.		
8.		
Citizen Centric Services		
9.	Income Certificate	
10.	Land Holding Certificate	
11.	Bar Coded Jamabandi	
12.	Copy of Chitha	

Pramod

13.	Copy of RoR	
14.		
15.		

2.5 Status of Processes done through Dharitree

Sl.no	Particulars	Yes/No
1.	Reclassification of Land	
2.	Generation of Doul	
3.	Generation of Crop Abstract	
4.	Generation of Irrigation Abstract	
5.	Generation of Report on Encroachment	
6.	Generation of Report on Mutation	
7.	Generation of Report on Conversion	
8.	Generation of Report on Partition	

2.6 Maintenance of Hardware & Software Items

Sl. No	Hardware and Peripherals (Total nos. supplied in bracket)	Functional	Non-Functional	Given for Repair	Remarks/Observations
1.	Server (1)				
2.	Client (2)				
3.	Laser Printer (1)				
4.	Dot matrix Printer (2)				
5.	Scanner (1)				
6.	1 KVA UPS (1)				
7.	2 KVA UPS(1)				
8.	Generator (1)				

2.7 Status of Updation of MIS

Particulars	Nos. of Modules updated	Remarks
Updated upto the last deadline		
Not updated even upto the deadline before the last deadline		

2.8 Time taken for disposal of petitions: (At least 10 % of the petitions received in the last 6 months to be verified)

Sl. no	Particulars	Mutation		Conversion	Partition		Total
		Office	Field		Office	Field	
1.	No. of Petitions disposed within 1 month						
2.	No. of Petitions disposed within 2 months						
3.	No. of Petitions disposed within 3 months						

Pamod

4.	No. of Petitions disposed after 3 months						
----	--	--	--	--	--	--	--

2.9 Details of Village Land Bank (VLB)

Sl.no	No. of Revenue Villages	No. of Revenue Villages for which VLB prepared	No. of VLBs digitized	Remarks

2.10 Details of Village Land Management & Conservation Committees (VLMCC)

Sl.no	No. of Revenue Villages for which VLMCC prepared	No. of VLMCCs provided with sensitization training	Remarks

2.11 Details of Review Meetings with LM/SK and Gaon Buras (during the last 6 months)

Sl.no	Meeting with SKs/LMs/ Gaon Buras	Date of meeting	If agenda was prepared in advance	If Proceedings recorded	No. of Officials who attended

2.12 Details of On-site support through District Dharitree Team (during the last 6 months)

Sl.no	Date of Visit	Time spent per visit (in hours)	If advance information received by the Circle Office	Nos. of official who received on-site support from the district team	Remarks

2.13 Status of encroachment in Government Land

No. of encroachments reported after preparation of Village Land bank	No. of encroachment, as given in Column (1), removed	No. of encroachment in VGR/PGR reported after the date of order of the Hon'ble Supreme Court of India	No. of such encroachments, as given in column 3, removed
(1)	(2)	(3)	(4)

2.14 Preservation of VGR/PGRs

2.14.1 Preservation of VGRs

No. of VGRs	No. taken up for Green fencing	No. taken up for digging of trenches or other methods	Remarks

2.14.2 Preservation of PGRs

No. of PGRs	No. taken up for Green fencing	No. taken up for digging of trenches or other methods	Remarks

Pamod

--	--	--	--

2.15 Details of Field Tour Planning

Particulars	For Last winter Tour (Y/N)	For Last Spring Tour (Y/N)	For Coming Autumn Tour (Y/N)	Remarks
If Advance tour plan approved for all SKs & LMs Village wise and with specific dates				
No. of Violations reported by SKs				
No. of Violations reported by CO				
No. of Violations reported by Higher officials				

2.16 Details of submission of Weekly Abstracts (Weekly Abstract of at least 1/3rd LMs and SKs to be checked)

Sl. no	Name of LM/SK	Weekly Abstract submitted related to		Quality of entries in the content of training programme
		Last Winter Tour (Y/N)	Last Summer Tour (Y/N)	
1.				
2.				

2.17 Status of Maps/Map sheets

Nos. of Villages for which maps are not available	No. of Villages for which these are also not available with the Jt. Director, Survey	Date of requisition sent for maps

2.18 Status of Land Revenue Collection

Sl. No	Total Demand (in Rs.)		Total Collection (in Rs.)		Remarks
	Current	Arrear	Current	Arrear	

2.19 Details of Encroachment

Area of Tribal Block	Area under encroachment by persons not eligible to get land	No. of such encroachers
Area of Tribal Belt	Area under encroachment by persons not eligible to get land	No. of such encroachers

Pamod

2.20 Are Jamabandi Registers periodically read in the villages and names of the unregistered dakhaldars noted in proper column of the Chithas with signature and dates? (Rules 58 and 82 of the Manual). Information of holding Rajah Adalot may be incorporated here):

Pamod .