



Government of Jammu & Kashmir
OFFICE OF FINANCIAL COMMISSIONER (REVENUE)
JAMMU/SRINAGAR

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Subject:- Record Note of the Review meeting taken by Financial Commissioner, Revenue, J&K with Assistant Commissioners (Revenue) of Jammu Division held on 01.03.2016 at 11.30 AM in the PWD Guest House, Jammu.

A Review meeting of the Revenue Department with Assistant Commissioners of the Jammu Division was held under the Chairmanship of Shri Pramod Jain, IAS, Financial Commissioner, Revenue, J&K on 01.03.2016 at Jammu. Apart from 10 Assistant Commissioners, Revenue, the following officers also participated in the meeting: -

- 1. Divisional Commissioner, Jammu**
- 2. Deputy Commissioner (Central) with FCR**
- 3. Regional Director, Survey & Land Records, Jammu**
- 4. Assistant Commissioner (Central) with Divisional Commissioner, Jammu**

At the very outset of the meeting, the Divisional Commissioner, Jammu presented an overview of the Revenue Department i.e. up-dation of land records, land acquisition work, court work being performed by the Revenue Officers, Knowledge of Urdu and also dwelt upon the consequences of being unfamiliar with Urdu language. He also emphasized the need for training and capacity building especially at the cutting edge level i.e Patwaries, GQs, Naib Tehsildars,

Tehsildars, Sub-Divisional Magistrates and Assistant Commissioners in attending to their day to day work in an effective manner. He further suggested:-

- i) to introduce Indo-Arabic numerals, if possible;
- ii) the English words like cultivator, owner, kind of soil, Khasra No, Khewat No, etc. may also be used in addition to Urdu for the convenience of public.

The Financial Commissioner (Revenue), after being introduced to all officers, highlighted the following points:-

- a) To bring back the original glory of the Revenue Department by concerted, conscious efforts by all the Revenue Officers in a team spirit. He enjoined upon the officers to make all out efforts to achieve the lost pristine glory by dint of hard work, zeal and dedication.
- b) The focus should be on basic functioning of the Department with regard to the writing of Jambandis, doing Girdawaris, completing Mutations by adhering to Standing Instructions. The Chair also emphasized to keep the office of Financial Commissioner, Revenue posted about the details of Fard-e-Raftar, Girdwari, progress of important activities through monthly progress reports.
- c) He desired Divisional Commissioner, Jammu to identify some retired Revenue Officers well acquainted with the job of Court work who can be deployed to guide the younger officers to formulate a Revenue Courts Manual.
- d) Efforts will be made to provide the requisite infrastructure to the extent the resources permit.
- e) All officers to do extensive touring and inspections as per the Circular Instructions issued from time to time by this office and submit the Tour Diaries on time.

- f) He also impressed that steps should be taken for timely start of Girdawari commencing next month and also insisted that capacity building of revenue officers/officials should be taken care of by formulating a year long training calendar by the Principal, Revenue Training Institute, Jammu, in alignment with the job requirement of the officials/officers.
- g) The Financial Commissioner, Revenue showed concern with regard to the lack of knowledge of Urdu language at all levels in the Revenue hierarchy and desired that efforts be made to arrange the resource personnel to impart knowledge of Urdu to the field functionaries desirous of acquiring the same.
- Action: Revenue Training Institute/ Deputy Commissioners**

Thereafter the following agenda points were taken for discussion and decision:-

S. No.	Agenda Point	Decision/ Action taken by
1.	<p><u>Updation of Land Records:</u></p> <ul style="list-style-type: none"> ➤ Status of Girdawari, attestation of Mutations and Jamabandies, Distribution of Pass Books etc. ➤ Writing of Quadrennial Jamabandi. ➤ Discussion on Settlement and implementation of NLRMP through outsourcing. ➤ Details regarding No. of village Notified, No. of villages completed, RoR deposited and present status thereof. 	<p>Noticing the abysmal performance of the updation of the land records especially the writing of bi-annual Girdawari and Quadrennial Jamabandi pursuant of the Dour issued by this office directed to commence the Girdawari for Jammu Division w.e.f. 15th of April 2016 onwards.</p> <p>The FCR also observed that all relevant statements are not being received. He insisted that the said statement for the month of February should reach this office by 10th of March, 2016 positively.</p> <p><u>Action to be taken by all Revenue Officers. Reliable details by 10.03.2016.</u></p>

2.	<p><u>Budget Matters:</u></p> <ul style="list-style-type: none"> • Timely submission of Quarterly Progress Reports regarding Budget allotted/ expenditure made. • Clearance of pending Audit Paras/Draft Paras. • Physical verification of Stocks/Stores. • Timely submission of voucher-wise statements. • Timely submission of B-13 Statements. • Status regarding damaged structures/vehicles during flood of September, 2014. • Information regarding Bank Accounts with details of amount other than salary. • List of employees appointed on or after 01.01.2010 under New Pension Scheme. • Recovery position of Revenue targets fixed both Tax/Non-tax Revenue during the current financial year 2015-16. 	<p>The chair directed all the concerned to submit the quarterly progress reports by 10th of April, 2016 along with Statement of B-13, Voucher-wise Statement, information regarding Bank Accounts with details of amount other than salary, list of employees under NPS etc.. The recovery on account of the realization of the Revenue Targets both Tax/Non-Tax Revenue during the current financial year should also be reported by 15th of April 2016. Besides, the budget estimates for the next financial year should be submitted well in time any lapse on this account will tantamount non-release of budget by this office in favour of defaulting DDOs.</p> <p>All will reply Audit paras and report to be submitted to this Office by 15th of April 2016.</p> <p><u>Action to be taken by all Revenue Officers</u></p>
3.	<p>System of public grievance redressal in the office. Implementation of J&K Public Service Guarantee Act and RTI Act, disposal of cases thereof.</p>	<p>It was decided in the meeting to install the flex boards at conspicuous places in the office premises of Tehsildars/SDMs/ DC offices reflecting therein the papers required for issuance of certificates, fee to be realized for the services under the PSG as well as RTI Act in English and Urdu both. Dimensions of the Board should be uniform, printed on white base in black. The Circular instructions in this regard shall follow separately in the form of Circular instructions.</p> <p><u>Action to be taken by all Revenue Officers</u></p>



