

**GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE FINANCIAL COMMISSIONER (REVENUE),
J&K, SRINAGAR**

Subject: Touring & Field Work by Revenue Officers.

C I R C U L A R

During my field visits, inspections and interaction with the officers/ officials, it has come to my notice that Assistant Commissioners (Revenue) and Tehsildars are not giving due attention to tours and field work in general and following important tasks in particular:

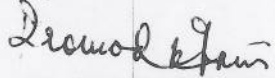
1. Inspections of Girdawaries
2. Inspection of Patwari's record
3. Administrative Inspections

It seems that they spend too much time on the routine work and generally remain confined within the four walls of their office complexes. It has also been seen that sufficient attention is not being paid towards revenue work and Court work by these officers, which is an undesirable trend, and has to be stopped without further loss of time. In addition, it is relevant to point out that as per instructions issued by the Govt. as well as this office from time to time, Assistant Commissioners (Revenue) are supposed to do field work for a minimum 07 days in a month and Tehsildar for a minimum of 10 days. The days outside the Hqr should be utilized for disposal of cases, inquiries, disposal of complaints, demarcations, administrative inspections, meeting public and redressal of their grievances, partial of girdawaries and records, attestation of mutations, settlement work etc. etc.

This is expected that w.e.f. the week starting the 5th September, 2011, all Assistant Commissioners (Revenue) and Tehsildars will spend **at least two to three days** (preferably three, but a minimum of two full days) every week out of the office, on tour in the field or at Tehsil/ Niabat Hqrs./ Girdawar Circles/ Patwar Halqas without fail. All this should be reflected in the work done statement annexed with the concerned Revenue Officer's tour diary which will be submitted directly to the Financial Commissioner (Revenue), Divisional Commissioner and Deputy Commissioners (i.e. simultaneously to all) every month in future without fail. Non-compliance of the said instructions and any laxity on this account will be viewed seriously and the same shall be adversely reflected in the APRs of the erring officers.

Deputy Commissioners will ensure that these instructions are complied with in letter and spirit. Divisional Commissioners will monitor suitably.

No: Fc/Cord/Mise/124/2011
Dated: 02.09.2011


(Pramod Jain, IAS)
Financial Commissioner (Revenue)
J&K

Copy to the :

1. Chief Secretary, J&K Govt, Srinagar for kind information.

2. Principal Secretary to Hon'ble Chief Minister J&K, Srinagar for kind information of HCM.
3. Divisional Commissioner, Kashmir/ Jammu.
4. Deputy Commissioner, _____ (All) for necessary action with the remark that P/S copy of the Circular be provided to the ACs/Tehsildars of your jurisdiction .
5. Assistant Commissioner (Revenue)/ SDM _____ (all) for compliance.
6. Tehsildar _____ (all) for strict compliance.