



Government of Jammu & Kashmir,  
OFFICE OF THE FINANCIAL COMMISSIONER (Revenue), J&K  
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Subject: Improvement in the efficiency in the functioning of the Revenue Administration.

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CIRCULAR No. 01 of FC Revenue

Dated: 24 -10- 2019

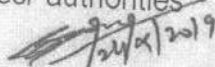
Whereas, the Government of Jammu & Kashmir constituted a High Level Committee vide Govt. Order No.146-REV (Vij) of 2018 dated 08.08.2018 to address the systematic issues:-

- (a) To ensure transparency in delivery of public services to the citizens coupled with overall improvement in the efficiency in the functioning of the revenue administration and to avoid recurrence of such cases in future; and
- (b) Providing justice to the aggrieved person(s) in case there has been willful default on part of the Revenue field functionaries in discharge of their official duties.

Whereas, the High Level Committee, recommended various measures to ensure transparency in deliver of public services to the citizens coupled with overall improvement in the efficiency in the functioning of the Revenue Administration and to avoid recurrence of such cases in future vide No.FCR/STS/SOP/109/2018 dated: 22.03.2019, to the Government, for consideration.

Whereas, the General Administration Department vide OM No.GAD/(Vig)30-Comp/2018 dated: 03.10.2019, instructed to consider the actionable suggestions made by the HLC to bring in more transparency in the functioning of the Revenue administration particularly at the field level, so as to avoid reoccurrence of such incidents in future. Further, the Revenue Department vide No.Rev/Vig/89/2017-I dated: 18.10.2019 instructed for immediate appropriate action as advised by GAD with intimation to that Department.

Accordingly, consequent upon approval of the Government, the following instructions / guidelines are issued to ensure transparency in delivery of public services to the citizens coupled with overall improvement in the efficiency in the functioning of the revenue administration and to avoid recurrence of such cases in future and so as to bring institutional transparency/accountability even though the revenue functionaries/ authorities

  
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perform quasi-judicial functions, which do not involve any amendments to any of the existing laws/rules governing the revenue administration.

1. To ensure inducing efficiency and to achieve maximum output from the field staff in the Districts and Tehsil levels will be constantly reviewed and monitored quarterly by the respective Divisional Commissioners/ Commissioners Survey & Land Records, J&K, and by the Dy. Commissioners / Regional Directors Survey & Land Records regularly i.e. every month up to DC level.
2. Various Revenue Registers like; Mutation Registers, Jamabandi [RoR] Registers and Khasra Girdawari Registers, etc. shall be printed centrally through the Ranbir Government Press with proper numbering and bar-coding to standardize the revenue extracts and to curb the frauds in their issuance. Further, the title of the Revenue Registers in Urdu shall contain with translation in English language as a subscript in a smaller font. The Deputy Commissioners will assess their annual requirement and forward to the Regional Director, Survey & Land Records, Srinagar / Jammu, as the case may be, as per already laid down procedure by end of December each year, enabling the Government Press to make available the supplies by coming March.
3. The field functionaries shall maintain the revenue records / extracts in demystified and simplified manner by recording the quantities and numerals of land in the Revenue Registers in standard Indo Arabic numerals viz; 1,2,3,4,5,7,8,9 & 0 to make revenue extracts readable and intelligible to a common man.

Accordingly, all the Revenue Officers and field functionaries viz; Naib Tehsildars, Girdawars, Patwari's working in Revenue Department and other Departments are directed to ensure implementation of above guiding factors, in letter and spirit, together with circular instructions issued by Revenue Department vide No.Rev/LB/19/2012 dated; 14.09.2012, Circular No.01-Rev (NG) of 2015 dated 30.10.2015, Circular No.01-Rev(NG) of 2016 dated: 26.05.2016 with regard to maintenance of revenue records.

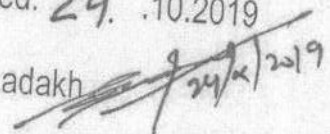
Sd/-

(Dr. Pawan Kotwal) IAS,  
Financial Commissioner (Revenue)  
J&K Govt., Srinagar

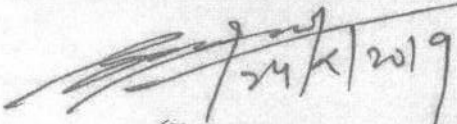
Dated: 24. 10.2019

No.FCR/ STS/SOP/109/2018  
Copy for necessary action to the:

1. Divisional Commissioner, Kashmir / Jammu / Ladakh

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2. Secretary to Govt. Disaster Management, RRR Department / General Administration Department / Revenue Department, J&K.
3. Special Secretary with Chief Secretary, for information of the Chief Secretary, J&K.
4. Custodian General, Evacuee Property Department, J&K.
5. Joint Financial Commissioner (Revenue), J&K.
6. Commissioner, Survey & Land Records, J&K.
7. Relief Commissioner, Relief Organisation (Migrants), J&K, Jammu
8. All Deputy Commissioners, with instructions to endorse the circular instructions at subordinate level.
9. Director (Planning & Statistics), o/o Financial Commissioner (Rev)
10. OSD with Hon'ble Advisor (SK), for information of the Hon'ble Advisor.
11. Regional Directors, Survey & Land Records, Srinagar / Jammu to get the new prescribed Registers/Forms printed with proper numbering / barcoding from the Ranbir Govt. Press, Srinagar/ Jammu as per the template enclosed.
12. Principal, Revenue Training Institute, Srinagar / Jammu
13. All Section Heads of O/o Financial Commissioner (Revenue).
14. Circular file.
15. Concerned file.

  
(Z.A. Dewani)  
Administrative Officer (R),  
with Financial Commissioner (Revenue)  
J&K, Srinagar