

## **OFFICE OF DEPUTY COMMISSIONER SRINAGAR**

### **Under Section 4(1) (b)**

#### **Chapter1**

##### **Introduction:**

1. Revenue branch is one of the Administrative Organization in the administrative set up of the Deputy Commissioner's Office. The Formation of the Branch is mainly of regularly and statutory in nature. All matters relating to land within the jurisdiction of the District are directly under the control of the Deputy Commissioner (Revenue) Srinagar District, who is also the public authority. It may be noted that the District Collector is also known as Deputy Commissioner (Revenue) in Srinagar District.
2. The objective of having this manual for Deputy Commissioner (Revenue) Branch is to provide first-hand information and knowledge on the role and functions of Deputy Commissioner (Revenue) by intended users and information seekers. The District maintains the proper land records which is in Revenue Record Room.

## Chapter2 (Manual 1)

### Organization, Function and objectives:

The organization of the Revenue Branch consists of the Deputy Commissioner (Revenue) who controls, directs and supervises all matters relating to land and Acquisition of land within his jurisdiction. He is also the District Development Commissioner under the single line Administrative Policy of Jammu & Kashmir for this purpose. He is assisted by Addl. District Development Commissioner further for his role as Deputy Commissioner. He is assisted by the two Addl. Deputy Commissioner's who submit matter to the Deputy Commissioner after verification through the following officers:

- i. Assistant Commissioner (Revenue)
- ii. Assistant Commissioner(Nazool)
- iii. Tehsildar (Recovery)
- iv. Tehsildar (Nazool)
- v. Tehsildar North
- vi. Tehsildar South
- vii. Tehsildar Khanyar
- viii. Tehsildar Eidgah
- ix. Tehsildar Panthachowk
- x. Tehsildar Central Shalteng
- xi. Tehsildar Chanapora/Natipora

Checks and Balances have been maintained under various acts in order to ensure proper supervision and accountability of the officers concerned. The Revenue enforcement Staff are entrusted with collection of data/information relating to land in the field.

1. The function and objective of Revenue Branch is to carry out the administration relating to land and land Revenue and allied subjects. The Branch administers controls and regulates the activities and functions relating to land revenue within the District as laid down in the Land Revenue Code and other related laws and enactments.
2. The Revenue Branch deals with land acquisition matters. It conducts survey of the land to be acquired by a requiring government Department/ Organization / Agency and help preparation of land acquisition papers. It also advices other departments in land acquisition matters and in matters relating to disposal of land. The other function of the Revenue Branch is to provide relief to the people affected by Natural Calamities. It maintains and administers the District calamity Relief Fund out of which financial assistance and relief are granted to persons affected by natural calamities, like foods, Earthquakes, Cyclones, Fire incidents and storms and the new subject of the Disaster Risk Management Programme also falls under the Revenue relief Branch. The branch also performs the duties of fixation of House rent and land valuation. The Deputy Commissioner also has magisterial powers for laws and order situation.

### Chapter 3(Manual 2)

#### The Powers and duties of its Officers and employees:

Deputy Commissioner (Revenue)	Who controls, directs and Supervises all matters relating to land and Acquisition of land within his jurisdiction. He is also the District Development Commissioner under the single line Administrative Policy of Jammu & Kashmir for this purpose. He is also District Magistrate for law and order situations.
Additional Deputy Commissioner (Rev) Additional Deputy Commissioner (Adm)	Issuance of Character and antecedent's certificate. Redressal of people's Complaint. Providing Information under RTI Act2009. Issuance of permanent Resident Certificate. Addl. District Magistrate for law & order matter's. Matters related revenue cases
Assistant Commissioner(Rev)	<ol style="list-style-type: none"><li>1. To monitor settlement operations as Assistant Settlement officer.</li><li>2. Collector under land Acquisition Act.</li><li>3. Collector under Agrarian Reforms Act.</li><li>4. To monitor writing up of Jamabandi's /Girdawari's and updating of Records.</li><li>5. To issue income certificate / Dependant Certificates / property certificates.</li><li>6. To monitor and implementation of Public Service Guarantee Act.</li><li>7. Ist Appellant authority under Right To Information Act 2005 in Revenue related matters.</li><li>8. Addl. District Magistrate for law &amp; order matter's.</li></ol>

## **Chapter 4 (Manual 3)**

### **Rules, Regulation, Instruction, Manual and Records, for discharging Functions:**

1. Land Revenue Act.
2. Land Acquisition Act.
3. Stamp Act.
4. Character and Antecedents Act.
5. Evidence Act.
6. Migrant Immovable property, preservation, protection and restraint on distress seals Act1997.

## Chapter 5 (Manual 4)

**A statement of the categories of documents that are held by it or under its control.**

-NA-

## **Chapter 6 (Manual 5)**

**Particulars of any arrangements that exist for consultation with, or representation by, the members of the Public in relation to the formulation of its policy or implementation thereof.**

There is a set of procedure for the formulation of policies and acts as laid down by the constitution and this office follows the same, however if any public representation is received it is duly considered and disposed off with due approval of Deputy Commissioner (Revenue).

## Chapter 7 (Manual 6)

**A statement of the categories of documents that are held by it or under its control.**

-NA-

## **Chapter 8 (Manual 7)**

### **A statement of boards, council, committees and other bodies constituted as its part:**

A statement of boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. The following committees, boards etc in which Deputy Commissioner is Chairman:

- I. NCLP
- II. NRHM
- III. TSP
- IV. NREGA
- V. SGSY
- VI. PEGP
- VII. Saakshar Bharat Mission
- VIII. Rehabilitation Militancy Victim Scheme.



## Chapter 9 (Manual 8)

The following Revenue Officers of District Srinagar are hereby designated as Public Information Officers/ First Appellant Authorities for their respective Offices as shown below:

<b>Functionaries under the RTI ACT</b>	<b>Designation</b>	<b>Place of Posting</b>	<b>First Appellant Authority</b>
Public Information Officer, D.C Office Srinagar	Assistant Commissioner (R) Srinagar	D.C Office Srinagar	Additional Deputy Commissioner Srinagar
Public Information Officer, Nazool Office	Tehsildar Nazool	Tehsil Office Nazool Srinagar	Assistant Commissioner Nazool, Srinagar
Public Information Officer, Recoveries Office	Tehsildar Recovery	Tehsil Office Recovery Srinagar	Assistant Commissioner Nazool, Srinagar
Public Information Officer, Tehsil South	Tehsildar South	Tehsil Office South Srinagar	Assistant Commissioner Nazool, Srinagar
Public Information Officer, Tehsil North	Tehsildar North	Tehsil Office North Srinagar	Sub Divisional Magistrate (East)
Public Information Officer, Tehsil Khanyar	Tehsildar Khanyar	Tehsil Office Khanyar Srinagar	Sub Divisional Magistrate (East)
Public Information Officer, Tehsil Chanapora/ Natipora	Tehsildar Chanapora Natipora	Tehsil Office Chanapora Natipora	Assistant Commissioner Nazool, Srinagar
Public Information Officer, Tehsil Central Shalateng	Tehsildar Central Shalateng	Tehsil Office Central Shalateng	Sub Divisional Magistrate (West)
Public Information Officer, Tehsil Eidgah	Tehsildar Eidgah	Tehsil Office Eidgah	Sub Divisional Magistrate (East)
Public Information Officer, Tehsil Panthachowk	Tehsildar Panthachowk	Tehsil Office Panthachowk	Assistant Commissioner Nazool, Srinagar

## Chapter 10 (Manual 9)

### Procedures followed in decision making process:

The procedure of decision making starts with a matter being put up by the assistants of the Branch to the next higher authority. The controlling officer who is the Deputy Commissioner takes the final decision. Procedurally the process of decision starts with the perusal of dak by the branch and putting it up hierarchically to the higher authority for final orders. Channel of supervision and accountability are as per Jammu & Kashmir Secretariat manual of office procedure.

### Subject on which decision is to be taken:

1. Land Acquisition Proceedings
2. To follow up the instructions contained in the question Act.
3. To implementation and enforcement of the guidelines of the Revenue manual.
4. If there is any dissatisfaction on the part of the concerned parties the matter will be dealt as a reference case.

S.No	Officer	Contact No
1	Deputy Commissioner, Srinagar	0194-2452182 (F) 0194-2472580
2	Additional Deputy Commissioner (A) Srinagar	2477033
3	Addl. Dy. Commissioner (R) Sgr.	2457312
4	Joint Director (Planning)	2477742
5	Asstt. Commissioner (Rev) Sgr.	2477054
6	Asstt. Commissioner (Nazool) Sgr.	
7	Tehsildar (Nazool) Srinagar	2474522

## **Chapter 11 (Manual 10)**

### **Directory of Officers and Employees**

-NA-