

Citizen's Charter of Revenue Department

Introduction

- Revenue, Relief and Rehabilitation Department has a pivotal role in the administrative set up of the UT. In fact the whole administrative machinery in the UT hinges upon the Revenue hierarchy. The role of the department got further enhanced with the changing scenario and introduction of various land reforms schemes.
- The Revenue Department forms the backbone of the Civil Administration through which it reaches the remotest corners of the UT. Land being the most important and the material possession of the citizens, proper maintenance of its records is of paramount public importance. The performance of the Revenue Department assumes significance as it secures social and economic welfare of the people. The State of Jammu and Kashmir comprises two Divisions, 20 Districts, 49 Sub-divisions, 207 Territorial Tehsils, 558 Niabats, 1632 Patwar Halqas and 6860 Villages and the entire civil administration from Financial Commissioner, Revenue upto the level of Patwar Halqa are administered by the Revenue Department.

Functioning of the Revenue Department **(Administrative level)**

- The Department is headed by an administrative Secretary, who is of the level of Commissioner/Secretary at present. The Administrative Secretary is assisted by a team of officers of the rank of Additional Secretaries, Deputy Secretary, Technical officer and Under Secretaries.
- Down-below the Under Secretary there is an established non-gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to dispose off certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.
- The Department is responsible for:-
 - Framing of policies and programmes.
 - Disaster Management and incentive delivery.
 - Acts as nodal agency for sanctioning and release of funds under SDRF for Relief and Rehabilitation of the families affected by natural calamities.
 - Approves the Draft Awards of Land Acquisition beyond Rs. 3.00 crore.
 - Issues Declaration under sections 6&7 of the Land Acquisition Act beyond Rs. 3.00 crore.
 - Delegation of powers under land Acquisition Act, PRC Act, Land Revenue Act, Agrarian Reforms Act etc.
 - Management of the EP for its optimum utilization.
 - Taking Policy decisions regarding rehabilitation of PoK and Chhamb Displaced Persons.
 - Relief and Rehabilitation of Kashmiri/Jammu Migrants through Relief and Rehabilitation Commissioner, Migrants.
 - Management of Nazool land through Assistant Commissioners of Nazool Jammu and Srinagar.

- Cadre controlling authority for Tehsildars.
- With a view to dealing with the different issues pertaining to the Revenue Department, different Sections have been set up. The brief description is as under:-

- 1) **GAZETTED ESTABLISHMENT SECTION:-** It deals with the service matters of Gazetted cadre of Revenue Department.
- 2) **NON-GAZETTED ESTABLISHMENT SECTION:-** It deals with the service matters referred by the concerned HODs of Non- Gazetted officials, SRO-43 cases, Regularization of Daily Wagers etc.
- 3) **OFFICE ADMINISTRATION SECTION:-** It deals with the Establishment cases of the employees of the administrative Department.
- 4) **LAND ACQUISITION SECTION:-** Matters relating to the acquisition of land for public purposes as authorized by the law under the Land Acquisition Act and the issues pertaining to it.
- 5) **HAJ & AUQAF Section:-**The State Haj Committee is under overall control of the State Govt. and has limited functional relationship with the Haj Committee of India and through it with the Ministry of External Affairs. To administer the Shrines and other Waqaf property.
- 6) **SETTLEMENT SECTION:-** All land related issues like settlement of land records, issue pertaining to transfer of land to various Government departments etc.
- 7) **NAZOOOL SECTION:-** Management of Nazool/State land and the issues connected therewith.
- 8) **E.P SECTION:-** Maintenance and management of notified evacuee's property under the Jammu and Kashmir Evacuees' (Administration of Property) Act.
- 9) **LEGAL SECTION:-** The section deals with the litigation cases pending before the Hon'ble High Court and the subordinate

courts in consultation with the Additional Advocate General and other standing counsels of the department.

- 10) **EMERGENCY RELIEF SECTION:-** Deals with issues of emergent nature pertaining to the cases of natural disaster caused due to notified natural calamities.
- 11) **MIGRANT RELIEF SECTION:-** It deals with the management/administration of issues pertaining to Kashmiri/Jammu migrant.
- 12) **REHABILITATION SECTION:-** It deals with the issues concerning rehabilitation of various categories of POK displaced persons of 1947 and Chhamb DPs of 1965 and 1971.
- 13) **PLANNING SECTION:-** The planning sections deals with the developmental issues of the department including formulation of plans, under the plan resources of the department and release of funds for subordinate offices, monitoring of expenditure etc.
- 14) **ACCOUNTS SECTION:-** This section deals with all financial matters of the department as well as subordinate offices under non-plan sectors and monitoring of expenditure thereof etc.
- 15) **RIGHT TO INFORMATION SECTION:-** The pivotal role played by this section is to put up the applications submitted by the public for seeking information under RTI Act, 2005 to PIO for providing information to the public within the stipulated time period.

Revenue Field Administration

- The Revenue field administration is headed by a Financial Commissioner at the State level, Divisional Commissioner at the Divisional level, Deputy Commissioner at District level, Tehsildar at the Tehsil Level, Naib Tehsildar at Niabat level and a Patwari at the Patwar/village level.

Services provided by the Revenue Department

- The Revenue Department reaches out the public at large by way of providing various services through field functionaries. The services are to be provided to the desirous applicant (s) within the stipulated period, failing which the concerned revenue field functionary is liable to punishment. The brief description of the services notified under the Public Services Guarantee Act, is as under:-

i. DOMICILE CERTIFICATE

The Domicile Certificate is issued to the Domiciles of J&K under the Jammu and Kashmir Grant of Domicile Certificate (Procedure Rules) 2020 Following documents are notified for securing a PRC:-

- i. Application on the prescribed format/ online. The applicant has to approach the concerned Tehsildar for Issuance of the Certificate the application .
- ii) The Documents Required under various categories are listed in SO 166 of GAD Dated 18 May 2020

ii. Reserved Category Certificate

a) ALC/OSC/RBA

- i. Application on the prescribed format as provided in the Reservation Rules. The applicant has to approach the concerned Tehsildar for obtaining the service and the stipulated time period of providing the service is 15 days.
- ii. Affidavit in support of the application.
- iii. Extract of Khasra Girdawari /Misal-i-Haqiat /Jamabandi, continuously for not less than last 15 yrs.
- iv. Extract of Chowkidara/Chullah Bandi, continuously for the last
not less than 15 yrs.
- v. Attested copy of Ration Card
- vi. Attested copy of Voter list

- vii. Copy of PRC
- viii. Income certificate, wherever applicable
- ix. Any other additional document as may necessarily be required under the Reservation Act and Rules made there under for satisfaction of the issuing authority

(b) SC/ST Certificate

- i. Application on the prescribed format as provided in the Reservation Rules. The applicant has to approach the concerned Tehsildar for obtaining the service and the stipulated time period of providing the service is 15 days.
- ii. Affidavit in support of the application.
- iii. Attested copy of Ration Card
- iv. Certified copy of Voter list
- v. Copy of PRC
- vi. Extract of Misal-i- Haqiyat /Jamabandi/ Shajra Nasab
- vii. Any other documents as may necessarily be required

iii. Dependent Certificate

- i. Application within the prescribed time. The applicant has to approach the concerned ACR/ADC and the stipulated time period for providing the service is 30 days.
- ii. Affidavit in support of the application.
- iii. Income Certificate, wherever applicable (to be issued by not below the rank of Assistant Commissioner Revenue concerned)
- iv. Death Certificate
- v. Certified /attested copy of Ration card.

iv. Income Certificate

- i. Application alongwith requisite fee. The applicant has to approach the concerned Tehsildar and the stipulated time period for providing the service is 30 days.
- ii. Copy of Ration Card
- iii. Salary Certificate, wherever applicable
- iv. Income tax certificate, wherever applicable

- v. Revenue extracts like Khasra Girdawari/Jamabandi
- vi. Any other additional documents as may necessarily be required to assess the income of the family.

v. Extract of Fard Intikhab

- Application (alongwith requisite fee), indicating Khewat/Khata/ Khasra No. of the land in respect of which the Fard Intikhab is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

vi. Extract of Girdawari

- Application (alongwith requisite fee) indicating Khasra No. of the land in respect of which the extract is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

vii. Extract of AKS -MASAVI / LATHA

- Application (alongwith requisite fee) indicating Khewat / Khata /Khasra No. of the land in respect of which the extract is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

viii. Extract of Jamabandi

- Application (alongwith requisite fee) indicating Khasra No. of the land in respect of which the extract is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days

ix. Attestation of Mutation

- Application (alongwith requisite fee) indicating necessary details of the land and necessary documents required for a attestation of a particular type of mutation, like sale deed/gift deed/will deed etc. The applicant has to approach the concerned Tehsildar and the stipulated time period for providing the service is 30 days

x. Inheritance Mutation

- Application from legal heirs, alongwith requisite fee. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 30 days

xi. Copy of Mutation

- Application (alongwith requisite fee) indicating the Mutation Number. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 10 days.

xii. Demarcation of Land

- Application (alongwith requisite fee) indicating Khasra Number of the land, in respect of which the demarcation is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 30 days.

xiii. Extract of Tatima Shajra

- Application (alongwith requisite fee) indicating Khasra Number of the land, in respect of which the Tatima Shajra is required. The applicant has to approach the concerned Naib Tehsildar and the stipulated time period for providing the service is 30 days.

xiv. NOC for construction of house from Nazool Department

Areas falling outside the vicinity of Abadi Deh

- i. Application on the prescribed format. The applicant has to approach the concerned Assistant Commissioner, Nazool/ Assistant Commissioner, Revenue for availing the facility and the stipulated time period for providing the service is 30 days.
- ii. Copy of the proposed site plan
- iii. Copy of the Fard Intikhab
- iv. Copy of the mutation attested in favour of the applicant.
- v. Tatima Shajra.
- vi. Copy of sale deed.
- vii. Copy of Jamabandi/R.O.R.

Areas within Abadi Deh

- i. Certified Copy of the sale deed
- ii. Old Documents indicating the way the land was transferred to the applicant.

- iii. Attested Copy of Ration Card
- iv. Attested Copy of PRC
- v. Copy of connection of electricity and Water supply
- vi. Any other document to establish the possession/ownership of the applicant on the Abadi Deh land.
- vii. Affidavit of the applicant/owner indicating the way ownership has been obtained
- viii. Statements of the locals to be recorded by the designated authority.

In respect of Nazool land

- i. Valid allotment/lease order of the competent authority.
- ii. Proposed site plan/map.
- iii. Copy of the mutation showing wasidari rights.
- iv. Copy of lease deed alongwith Tatima Shajra.

xv. Copy of Voter list

- Application alongwith requisite fee indicating necessary details regarding the name of elector and name and number of the Polling Station etc. The applicant has to approach the concerned Tehsildar or Election Naib Tehsildar and the stipulated time period for providing the service is 05 days.

xvi. Marriage Certificate under Hindu Marriage Act

- Documentary/oral evidence as prescribed under relevant norms/rules/laws in force. The applicant has to approach the concerned Tehsildar (Registrar) and the stipulated time period for providing the service is 05 days.
