

**Government of Jammu and Kashmir
Revenue Department
Civil Secretariat, J&K Jammu.**

Subject: Institutionalization of the office of Patwari.

**Circular No. 01— Rev. of 2022
Dated: 10.03.2022**

Pursuant to the direction of the worthy Chief Secretary for ensuring the convenience of delivery of services to the citizens, and access to the smooth delivery of processes related to land record, it is hereby enjoined upon all the Deputy Commissioners to ensure that the Patwaris without any office accommodation are provided with an office accommodation, preferably in any vacant Government building, school, office or in a Panchayat Ghar. These office locations of the concerned Patwaris of the Patwar Halqa will be notified by the Deputy Commissioner concerned and publicized in print, electronic and social media for the information of all.

The office of a Patwari (existing as well as newly established) with availability of basic furniture and fixture and prominent sign board of the office with name and mobile number of the Patwari clearly painted in English, Hindi and Urdu, must be got established and made functional by or before 31.03.2022.

The Action Taken Report be provided to the Administrative Department in the following format.

S. No.	District	Tehsil	Patwar Halqa	Whether functioning in Patwar Khana or any other location, details thereof	Present location where office of the Patwari has now been established with details	Name of Patwari with Mobile No.
	2	3	4	5	6	7

The Deputy Commissioners shall furnish the consolidated information of their districts to the Administrative Department through e-office and at psjkrevenue17@gmail.com in hard as well as in excel form by or before 28.03.2022.

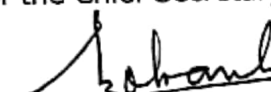
Issued for immediate compliance

Sd/-
(Vijay Kumar Bidhuri) IAS
Commissioner Secretary to Government
Dated: 10.03.2022

No: PS/AS/REV/Misc/2021

Copy for information to the:

1. Financial Commissioner, Revenue J&K.
2. Additional Secretary (JKL), Ministry of Home Affairs, GoI.
3. Divisional Commissioner, Kashmir/Jammu with the request to ensure that the timelines are adhered.
4. Deputy Commissioners (All) for immediate necessary action.
5. Special Secretary to Chief Secretary for information of the Chief Secretary.
6. Additional Secretary to Hon'ble Lieutenant Governor.


(Ravi Mohan Khajuria) JKAS
Additional Secretary to Government