Office of the Chief Commissioner of
Land Administration T.S, Hyderabad.

CCLA’s Circular No. CMRO/205/2015, Dt:02-12-2015.

Sub:- CMRO – Certain guidelines to streamline or tone day to day functions of Revenue Administration- Instructions issued – Reg.

Ref:- 1. Video Conference held on 12-11-2015 and minutes communicated thereof
2. Meeting with AOs dated 27-11-2015

*****

Attention is invited to the subject and references cited. As you are aware of the role of Revenue Department in day-to-day administration of districts, in providing invariable service to people. It has been reported in press and at various meetings that the system of Revenue Administration needs to be streamlined or toned up, as day to day functions of Revenue Department are severely hampered by ongoing programs being attended by field level functionaries i.e., VRAs, VROs, MRIs, Surveyors, Tahsildars and RDOs at the cost of original work. In some districts, it is noticed that the District Collectors are drafting RDOs weekly duty Charts in District Head Quarters. In most districts there is no information whether inspections of offices are being done by the District Collectors, Joint Collectors, Revenue Divisional Officers and Tahsildars of the offices under their jurisdiction. Similarly it is noticed that VROs are spending most of the time in Mandal offices as opposed to spending time in respective Villages, net result accountability has been drastically weakened. Henceforth there is a need for stream lining of the department considering the above issues.

Keeping in view of the issues mentioned above, the instructions to be followed by all the departmental officials are as follows:

1. **Inspection of Offices**: All District Collectors, Joint Collectors, Revenue Divisional Officers and Tahsildars shall inspect the offices under their jurisdiction on a regular basis to ensure transparency.

2. **Availability of RDOs in Divisional Head Quarters**: District Collectors are requested not to call RDOs unless and required urgently in District Head quarters. RDOs must stay in the Revenue division concerned and must be available to the General Public.

3. **Review of work progress to be done regularly by Joint Collectors**: Joint Collectors who are vested with the task of Revenue Administration shall ensure that they conduct a detailed review of the status of records/ mutations /MeeSeva beyond SLA time lines etc. They should also ensure that VROs invariably stay in the respective villages “atleast 4 days” in a week to render services to General Public.

4. **Guidelines for use of Digital Signature Key (DSK)**: All District Collectors/Joint Collectors shall review the Digital Signature Key use by the Tahsildars on a regular basis.

   a. There have been several complaints that data entry operators are doing several entries without the knowledge of the Tahsildar. It is clarified that Digital Signature Key is given to the Tahsildar and it is the responsibility of the Tahsildar to see that all data entries are done in the presence of the Tahsildars and approved by him.

   b. NIC is being requested to prepare a daily transaction report showing all the transactions done on the Webland. The Tahsildar must invariably check and sign the daily report of the Webland which shall be made available to him in due course and he shall diligently see all entries to check the menace of
illegitimate transactions being done with Digital signature key at the end of the day by some unscrupulous data entry operators.

c. Each Tahsildar shall ensure that the digital signature key is in their custody and any transaction done with the Digital Signature Key shall be the total responsibility of the concerned MRO/RDO. In other words they should allow data entry in their presence.

5. **Jamabandi:** District Collectors shall issue detailed instructions for the conduct of Jamabandi and if required training may be organized at the District level.

6. **Rectification of Webland data:** Revenue Department shortly is putting up Rectification Module based on feedback from Joint Collectors which shall be functional shortly. The rectification module includes entry of missing survey numbers, elimination of special characters from Sy. Nos, pattadar /enjoyer names, rectification of name/extent after mutation. Detailed planning needs to be done so that village wise rectifications are completed after decree orders are issued by the MRO concerned. The Joint Collectors shall monitor the progress personally.

7. **Integration of Registration Department data with Webland data and automatic Mutation:** All District Collectors/Joint Collectors shall see that both Registration department and Revenue department will coordinate in sharing of the data.

   a. As the registration department and Webland servers have been fully integrated, therefore all sales taking place in the Registration system shall be made available in the Webland system to the concerned Tahsildar to initiate the mutation process suo motto.

   b. Mutations must be done as a routine matter and shall be operated on the First in and First out principle.

8. **Review of Mutation work:** Joint Collectors shall personally review the status of mutation in each Mandal during the week. In respect of all mutations changes of the sub divisions must be carried out in supplementary sethars.

9. **Land Acquisition:** Government is acquiring large chunks of land for important projects such as water grid, irrigation projects, roads etc. the lands being purchased by the requisitioning department either through RTLARR act 2013 and GO 123, in all such cases post award action must be initiated and shall be the responsibility of all JCs and ensure all subdivisions are made in the land records system.

10. **Review on Crop Booking:** District Collectors/JCs shall issue instructions on data entry of crop details captured during Azoimish in Webland (16-31 columns of Pahani) for all seasons in each Fasli year. It shall be ensured that crop booking for Kharif season shall be completed wherever pending.

11. **Review on Azoimish:** Azoimish is intended for periodical inspection of Govt. lands and private lands to record upto date information regarding land use, crop condition, irrigation sources, drainage channels, survey stones and field boundaries etc., in connected Village Accounts. The periodical Azoimish shall be done every month between 20th and 25th dates (6 days). 100% Azoimish to be done by Village Revenue Officer, Mandal Revenue Inspector to Azoimish 100% of irrigated crops and 75% of dry lands. Tahsildar to Azoimish 30% of irrigated lands and 30% of fruit bearing trees standing on the Government poramboke. District Collectors/JCs shall issue instructions to VROs to conduct Azoimish and review this item personally.

12. **LEC cards:** LEC verification module is present in Webland. The approved LECs data in MeeSeva will be forwarded to the concerned Tahsildar in Webland portal for verification. The Tahsildar will fetch the land record details in Webland for a selected LEC card and cross check the details and initiate action if the details found are wrong. All the Joint Collectors are requested to instruct all the Tahsildars to give awareness to the farmers to get their LEC cards through MeeSeva in their respective mandals.
13. **TSIIC Land bank**: The Government issued order to transfer 1.45 lakh acres of Government land to TSIIC Industries and Commerce department. Field Verification module is developed by NIC is being used to verify the TSIIC lands, as on date verification work is under progress. All the Joint Collectors are requested to instruct the concerned Tahsildars/RDOs to complete the verification of extents at an early date. Further the inspection reports are to be super checked by DRO and later confirmed by the District Collector. As on date only Tahsildars have done field inspection and submitted their report online. The RDOs and District Collectors have to complete their role in the online system. Hence the District Collectors/Joint Collectors shall take necessary action in their end.

14. **Sethwar Data entry**: Data entry module for Sethwar is already developed by NIC in Webland. All the Joint Collectors are requested to instruct all the Tahsildars to enter the Sethwar details in their respective mandals. The Survey department had already scanned the available sethwas in the state. Steps are being taken to upload the scanned data onto the Webland portal.

The District Collectors/Joint Collectors are therefore requested to review personally and instruct the concerned officials to take up the above items of work for smooth running of Revenue Administration in districts.

_Sd/- J. Raymond Peter_

*Chief Commissioner of Land Administration*

To

All the District Collectors & Joint Collectors in the State

//--Attested//--

[Signature]

Assistant Secretary(CMRO)