

**RIGHT TO INFORMATION ACT, 2009**  
**MANUAL OF REVENUE DEPARTMENT OFFICE**  
**OF**  
**DEPUTY COMMISSIONER GANDERBAL**  
**Under Section 4(1)(b)(i)**

**Section 4(1)(b)(i)**

**Introduction:**

Revenue Department is the multifaceted Organization in the administrative set up of the District. It is headed by Deputy Commissioner. The Department is responsible for preparation of revenue records, viz, jamabandies, Girdawari etc, land acquisition, relief & rehabilitation, Conduct of Elections, Maintenance of law & order, issuance of PRC/ Domicile/ Category Certificates, providing assistance to militancy related victims under SRO-43, etc.

**Organization, Function and objectives for Revenue Administration:**

District Ganderbal has 01 Sub Division, 06 Tehsils, 09 Nayabats, 13 GQ circles & 36 Patwar Halqas. The details of these units are given as under. This excludes the New Administrative Units(Tehsil Sheerpathri & Nayabat Phaaq, Hariganiwan & Tullamulla) which has not been operationalized so far.

S.No.	Sub Division	Tehsil	Niabats	GQ Circles	Patwari Halqa
1.	Kangan	1. Gund	1. Gund	13	36
		2. Kangan	1. Kangan 2. Plang		
		3. Lar	1. Safapora 2. Lar 3. Manigam		
		4. Tullamulla	1. Sheerpathri		
		5. Wakura	1. Wakura		
		6. Ganderbal	1. Ganderbal		

The department at the District Level is headed by Deputy Commissioner. He is assisted by the Addl. Deputy Commissioner and Assistant Commissioner Revenue at District Headquarter and SDM Kangan at Sub Divisional Level. The officers in the field are as under:

- i) Sub Divisional Magistrate Kangan:
  - a. Tehsildar Gund
  - b. Tehsildar Kangan.
- ii) Tehsildar Lar.
- iii) Tehsildar Tullamulla
- iv) Tehsildar Wakura
- v) Tehsildar Ganderbal

**The functions and objective of Department are as under:**

- A) Revenue Administration which includes preparation, updating & maintenance of land records, conduct of Girdawari etc.
- B) Acquisition of land for Public Purposes.
- C) Relief and Rehabilitation under natural calamities.
- D) Ex-gratia & compassionate appointment in militancy related incidents.
- E) Conduct of Election.
- F) Maintenance of Law & Order.
- G) Issuance of Permanent Resident Certificates, Category Certificates, Income Certificates.
- H) Miscellaneous.

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

### **The Powers of Officers:**

- 1. Deputy Commissioner is Collector under J&K Land Revenue Act**
  - i) Supervise Land Administration & also function as Appellate Authority under J&K Land Revenue Act.
  - ii) Under J&K Land Acquisition Act, oversees acquisition of land for public purposes in the District
  - iii) As District Magistrate, take steps for maintenance of law and order.
  - iv) As District Election Officer, responsible for conduct of free & fair elections
- 2. Additional Deputy Commissioner**
  - i) Oversees revenue matter like preparation of Revenue Record, etc.
  - ii) Appellate Authority under J&K Land Revenue Act & J&K Agrarian Reforms Act.
  - iii) Acquisition of Land under J&K Land Acquisition Act.
  - iv) Addl. District Magistrate for law & order.
  - v) 1<sup>st</sup> Appellate Authority under Right To Information Act 2009.
  - vi) Issuance of Permanent Resident Certificate etc.
  - vii) Any other work assigned by Deputy Commissioner.
- 3. Assistant Commissioner (Rev)**
  - i) To monitor settlement operations as Assistant Settlement officer.
  - ii) Collector under J&K Land Acquisition Act.
  - iii) Collector under J&K Agrarian Reforms Act.
  - iv) To monitor writing up of Jamabandies, Girdawari and updating of Records as Assistant Collector 1<sup>st</sup> Class under Land Revenue Act.
  - v) Issue income certificate / Dependant Certificates / property certificates/ PRC.
  - vi) Monitor and implementation of Public Service Guarantee Act.
  - vii) Addl. District Magistrate for law & order matter's.
  - viii) Providing Information under RTI Act 2009 as Public Information Officer.
  - ix) Any other work assigned by Deputy Commissioner.
- 4. Sub Divisional Magistrate.**
  - i) Oversees revenue matter like preparation of Revenue Record, etc at Sub Division Level. Has Power of Collection under J&K Land Revenue Act
  - ii) Look after law & order in the Sub Division.
  - iii) Issuance of Permanent Resident Certificate etc.
  - iv) Any other work assigned by Deputy Commissioner.
- 5. Tehsildars:**
  - i) Oversees revenue matter like preparation of Revenue Record, attestation of mutations, etc at Tehsil Level.
  - ii) Assistant Collector 1<sup>st</sup> Class under J&K Land Revenue Act.
  - iii) Issuance of Income certificate/ RBA Certificate etc.
  - iv) Executive Magistrate 1<sup>st</sup> Class for Law & Order.
  - v) Providing Information under RTI Act 2009 as Public Information Officer at Tehsil Level.
  - vi) Any other work assigned by Deputy Commissioner.
- 6. Naib Tehsildars:**
  - i) Assist the Tehsildar in Oversees revenue matter like preparation of Revenue Record, attestation of mutation etc at Niabat Level.
  - ii) Assistant Collector 2<sup>nd</sup> Class under J&K Land Revenue Act.
  - iii) Executive Magistrate 1<sup>st</sup> Class for Law & Order.

- iv) Providing Information under RTI Act 2009 as Assistant Public Information Officer at Tehsil Level.
- v) Any other work assigned by Deputy Commissioner.

### Duties of Officers

1.	<b>Deputy Commissioner</b>	Deputy Commissioner	Gen Administration, Law & Order, Court work, Developmental work, District Election Officer, NHRC/SHRC cases, vigilance cases, Public Grievances, Sakshar Bharat Mission, Swachh Bharat Abhiyan & 1 <sup>st</sup> Appellate Authority under RTI Act, 2009.
2.	Mr. Syed Shahnawaz Bukhari (KAS)	Addl Deputy Commissioner	Gen Administration and law & order works as assigned by Deputy Commissioner, Court work, PRC files for Tehsil Lar, PDC Collectorate, Accounts, NCRF/CRF cases, Militancy cases, SRO-43, Red cross, Disaster Management, Civil Defence, service records, Hajj, Annual SANJY & FAA under (RTI Act, 2009)
3.	<b>Mr. Parvaiz Ahmad Raina</b>	Assistant Commissioner Revenue	Land acquisition case (Collectorate) PMGSY, Beacon, SSG etc), Court work, Law & Order, Misc works as assigned by Deputy Commissioner, PRC files of Tehsil Tullamulla/ Ganderbal & Wakura & Annual SANJY. PIO (RTI Act, 2009)

**Distribution of Work**

<b>Sr. No.</b>	<b>Name of the Official</b>	<b>Designation</b>	<b>Work allotted</b>
1	Dr. Haroon Ul Rashid	Hqr Assistant to Deputy Commissioner	Works assigned by Deputy Commissioner.
2	Vacant	Section Officer	-
3	Mr. Syed Altaf Ahmad	Saddar Mohasib	Establishment, Relief matters under SDRF, Renewal of Stamp Vendor Licences, Chinar Cases, services records.
4	Mr. Altaf Hussain Wani	Assistant Revenue Attorney	Court Cases, Disaster Management Plan APIO under (RTI Act, 2009)
5	Mr. Mohammad Ayub	Election Naib Tehsildar	All Election related work at District Level.
6	Mrs Fehmeeda	Head Assistant	Hajj related works.
7	Mr. Ali Mohammad Malla	Head Assistant	SRO 43 Cases, Relief Cases under militancy related incidents.
8	Mr. Farooq Ahmad Malik	Saddar Qanoongo	Revenue matters, Revenue Court work, Revenue Statements/ reports. Monitoring of revenue field work, Roshni Act, Agrarian Reforms Act, other Revenue Acts, Recovery of dues & other certificates.
9	Mr. Arif Ahmad Baba	Mohasib	Assistant to Saddar Mohasib, Establishment, Hajj related matters
10	Mr. Parvaiz Ahmad	Sr. Assistant	Migrant related works/ Public Service Guarantee Act (PSGA).
11	Mr. Bashir Ahmad Parra	Jr. Assistant (Land Acquisition)	In the office of ACR, works related to land acquisition for BEACON/ SSG (Sgr-Sonamarg-Gumri Road), Requisition of land for defence purposes
12	Mr. Bashir Ahmad Mir	Jr. Assistant (Land Acquisition)	In the office of ACR, works related to acquisition of land for public purposes.
13	Mr. Mehraj-ud-din Sofi	Jr. Assistant	Nazarat & PRCs.
14	Mr. Saif-ud-din Jan	Jr. Assistant	Nazarat related works in the Collectorate.
15	Mrs Masrat Jan	Jr. Assistant	Relief under SDRF.
16	Mr. Mohammad Hussain	Sr. Typist	Judicial work & Gun Licences.

### **Section 4(1)(B)(iii)**

#### **The Procedures followed in the decision making process including channels of supervision and accountability:**

The procedure of decision making is provided in the statutes for disposal of different works like J&K Land Revenue Act starts it with a matter being put up by the assistants of the Branch to the final authority/next higher authority. 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.

Revenue Matters:

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

### **Section 4(1)(B)(iv)**

#### **The norms set by it for the discharge of its functions:**

The functioning of the department is governed by different acts/ rules as provided by the legislature (See section **4(1)(B)(v)**)

### **Section 4(1)(B)(v)**

#### **The Rules, Regulation, Instruction, Manual and Records, held by it or under its control or used by its employees for discharging Functions;**

- 1 J&K Land Revenue Act.
- 2 J&K Land Acquisition Act.
- 3 J&K Stamp Act.
- 4 J&K Common Land Act.
- 5 J&K Lumberdar Rules.
- 6 J&K Chowkidari Rules.
- 7 Standing rules No.22, 23 & 23-A
- 8 J&K Evidence Act.
- 9 J&K Migrant Immovable property, preservation, protection and restraint on distress seals Act1997.
- 10 Common Procedure Code.
- 11 Criminal Procedure Code.
- 12 J&K State Land (vesting of ownership) Act.
13. J&K Big Landed Estates Abolition Act, 1950

### **Section 4(1)(B)(vi)**

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

- I Record of Rights, Jamabandies, Girdawari Register, Mutation Registers, Chola Register etc.
- II Permanent Residents Certificate (PRCs).
- III Category Certificate files.
- IV Files pertaining to ex-gratia relief & SRO\_43 cases.
- V Files pertaining to relief under SDRF.
- VI Case files pertaining to court cases.
- VII Election records including electoral rolls.

**Section 4(1)(B)(vii)**

**The 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 is duly considered and disposed off as per law.

- 1 J&K Land Revenue Act.
- 2 J&K Land Acquisition Act.
- 3 J&K Stamp Act.
- 4 J&K Common Land Act.
- 5 J&K Lumberdar Rules.
- 6 J&K Chowkidari Rules.
- 7 Standing rules No.22, 23 & 23-A
- 8 J&K Evidence Act.
- 9 J&K Migrant Immovable property, preservation, protection and restraint on distress seals Act1997.
- 10 Common Procedure Code.
- 11 Criminal Procedure Code.
- 12 J&K State Land (vesting of ownership) Act.
13. J&K Big Landed Estates Abolition Act, 1950

**Section 4(1)(B)(viii)**

A statement of the boards, councils, 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:

**Section 4(1)(B)(ix)****The Directory of its officers & Employees:**

1	Deputy Commissioner	Mr. Showkat Aijaz (KAS) Email: <a href="mailto:ganderbal@nic.in">ganderbal@nic.in</a>	2416142-O 2416141-F
2	Addl. Deputy Commissioner	Mr. Syed Shahnawaz Bukhari (KAS)	2416388
3	Assistant Commissioner (Revenue)	<b>Mr. Parvaiz Ahmad Raina</b>	0194-2416160
4	Chief Planning Officer	<b>Mr. A. S Magray</b>	0194-2416423
5	Hqr Assistant to Deputy Commissioner (Tehsildar)	Dr. Haroon-Ul-Rashid	9419077377
6	District <b>Information</b> Officer, Ganderbal.	Mr. Mouazzam Ali (KAS)	9469368836
7	District <b>Informatics</b> Officer, Ganderbal	Mr. Parminder Kumar	2416253
8	Saddar Mohasib	Mr. Syed Altaf Ahmad	9906416233
9	Saddar Qanoongo	Mr. Farooq Ahmad Malik	9419494839
10	<b>Assistant Revenue Attorney-</b> (Naib Tehsildar)	Mr. Altaf Hussain Wani	9796101718
11	<b>Election Naib Tehsildar</b> <b>Sr. Election Assistant</b>	Mr. Mohammad Ayub Mr. Fayaz Ahmad	9419069165 9419092619
12	(Head Assistant)	Mrs Fehmeeda-ji	9697994702
13	(Head Assistant)	Mr. Ali Mohammad Malla	9796171755
14	Mohasib	Mr. Arif Ahmad Baba	9858806079
15	Sr. Typist (JC)	Mr. Mohammad Hussain	9697556600
16	(Jr. Assistant) Land Acquisition (Beacon)	Mr. Bashir Ahmad Mir	9596191833
17	Land Acquisition (PMGSY/ SSG)	Mr. Bashir Ahmad Para	9596160333
18	(Jr. Assistant) Relief under SDRF	Mrs. Masrat Bano	
19	Computer Operator (Land Acquisition)	Mr. Bilal Ahmad Tantray	9419005440

**Section 4(1)(B) (ix)**

The monthly remuneration received by each of its officers & employees, including the system of compensation as provided in its regulations:

S.No.	Designation	Pay band/ scale
1	Deputy Commissioner	37400-67000+7600
2	Addl. Deputy Commissioner	15600-34800+7600
3	Assistant Commissioner Revenue	15600-34800+6600
4	Hqr Assistant	9300-34800+4600
5	Section officer	vacant
6	Sr.Steno	vacant
7	S.Mohsib	9300-34800+4280
8	ARA(NT)	9300-34800+4280
9	PA to Dy. Com(Naib Tehsildar)	9300-34800+4280
10	S.Qanongu	9300-34800+4200
11	Mohasib	9300-34800+4200
12	Head Asstt	1@ 9300-34800+4200
13		1@ 9300-34800+4200
14	Accountant	9300-34800+4220
15	Jr. Steno	3@ 9300-34800+4200
16	Sr.Asstt	5200-20200+2400
17	Sr. Typist	5200-20200+2400
18	Jr.Asstt	5200-20200+2400
19		5200-20200+2400
20		5200-20200+2400
21		5200-20200+2400
22		5200-20200
23	Office Patwari	2@4440-7440+2400
24	Jamadar	vacant
25	Orderly	1@ 4440-7440+1900
26		1@ 4440-7440+1800
28		8@ 4440-7440+1300



**Section 4(1)(B)(xi)**

The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

**Section 4(1)(B)(xii)**

The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes;

**Section 4(1)(B)(xiii)**

The particulars of recipients of concessions, permits or authorizations granted by it;

**Section 4(1)(B)(xiv)**

Details in respect of the information, available to or held by it, reduced in an electronic form;

**Section 4(1)(B)(xv)**

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

**Section 4(1)(B)(xvi)****The names, designation & other particulars of the Public Information Officers;**

S. No.	Name of the Officer	Contact No.	Designation/ Place of posting	Designated as	Remarks
1	Mr. Parvaiz Ahmad Raina	9419002154	Assistant Commissioner Revenue	PIO	D.C. Office
	Mr. Altaf Hussain Wani	9796101718	Assistant Revenue Attorney (ARA)	APIO	
2	Mr. Mohammad Aslam	9419034755	Tehsildar Gund	PIO	Tehsil Gund
	Mr. Mohammad Yusuf	9906598939	Naib Tehsildar Gund	APIO	
3	Mr. Nissar Ahmad Awan	8491074740	Tehsildar Kangan	PIO	Tehsil Kangan
	Mr. Mohammad Maqbool Wagay	9622656015	Naib Tehsildar Kangan	APIO	
	Mr. Gh. Qadir Magray	9697445254	Naib Tehsildar Plang	APIO	
4	Mr. Firdous Ahmad Qadiri	9419403109	Tehsildar Lar	PIO	Tehsil Lar
	Mr. Gh. Mohammad Bhat	9419576001	Naib Tehsildar Lar	APIO	
	Mr. Nazir Ahmad Lone	9419406604	Naib Tehsildar Manigam	APIO	
	Mr. Gh. Mohammad	8803313815	Naib Tehsildar Safapora	APIO	
5	Mr. Imtiyaz Ahmad Budoo	8713920698	Tehsildar Wakura	PIO	Tehsil Wakura
	Mr. Mohammad Ramzan Bhat	9469548949	Naib Tehsil Wakura	APIO	
6	Mr. G.M. Khatana	8803403461	Tehsildar Tullamulla	PIO	Tehsil Tullamulla
	Mr. Mohammad Maqbool	9419425130	Naib Tehsildar Sheerpathri	APIO	
7	Mrs. Rabia Yousuf	9797026408	Tehsildar Ganderbal	PIO	Tehsil Ganderbal
	Mr. Abdul Majeed	9419008727	Naib Tehsildar Ganderbal	APIO	

**Section 4(1)(B)(xvii)****Such other information as may be prescribed; and thereafter update these publications every year;**

1. [Stamp duty Rates \(Click to view details\).](#)
2. [Notice for Pitching of Tents/ Shops for Annual Shri Amarnathji Yatraf](#) (Click to view Details)

Sd/-  
Public Information Officer,  
(Assistant Commissioner Revenue)  
Ganderbal