

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) 1st Appellant 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 1st 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 1st Class under J&K Land Revenue Act.
 - iii) Issuance of Income certificate/ RBA Certificate etc.
 - iv) Executive Magistrate 1st 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 2nd Class under J&K Land Revenue Act.
 - iii) Executive Magistrate 1st 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.	Dr. Piyush Singla (IAS)	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 st 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/Wakura, 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.	Mr. Bashir Ahmad Bhat	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 & Annual SANJY. PIO (RTI Act, 2009)

Work Distribution

Sr. No.	Name of the Official	Designation	Work allotted
1	Mr. Zubair Ahmad Para	Hqr Assistant to Deputy Commissioner	Supervision of land acquisition section
2	Mr. Shafat Ahmad	Section Officer	Supervision of Relief section/ Tree section
3	Mrs. Dilshada	Saddar Mohasib	Supervision of Establishment Section
4	Mr. Altaf Hussain Wani	Assistant Revenue Attorney	Court Cases, Disaster Management Plan APIO under (RTI Act, 2009)
5	Mr. Mohammad Ashraf Malik	Election Naib Tehsildar	All Election related work at District Level.
6	Mr. Arif Ahmad Baba	Mohasib	In-charge of Establishment Section
8	Mr. Manzoor Ahmad Kambay	Naib- Saddar Qanoongo	Revenue matters, Revenue Court work, Revenue Statements/ reports. Monitoring of revenue field work,
10	Mr. Parvaiz	Sr. Assistant	Gun licenses Assistant

	Ahmad		
11	Mr. Bashir Ahmad Parra	Jr. Assistant (Land Acquisition)	In- charge of 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- charge of works related to Land Acquisition PMGSY & other Departments
13	Mr. Mehraj-ud-din Sofi	Jr. Assistant	In-charge Nazarat Section
14	Mr. Bilal Ahmad Tantray	Jr. Assistant	In- charge Nazarat Section ACR
15	Mr. Firdous Ahmad	Jr. Assistant	Record keeper of Relief section
16	Mr. Mohammad Hussain	Sr. Typist	Typing work of ARA- Section
17	Mr. Showket Malik	Office Patwari	In-charge Personal Section of ADC
18	Arif Shabir	Office Patwari	Record keeper of SQ section
19	Mr. Shabir Ahmad Kandy	Junior Assistant	Typing work of SQ Section.
20	Mr. Naveem Ahmad Sofi	Office Patwari	Incharge PA Section of Deputy Commissioner
21	Mr. Sajad Hassan	Junior Assistant	Typing work of PA Section of Dy. Commissioner
22	Mr. Towseef Ahmad	Junior Assistant	Typing work of PA section of Dy. Commissioner.
23	Mrs. Iqra Gulzar	Judicial Assistant	Incharge Assistant of Character Certificates
24	Mrs. Mudasira Sadiq	Shali Clerk	Incharge Shali Section.
25	Mr. Imtiyaz Ali Gazi	Jr. Steno	Incharge Tree Section
26	Mrs. Hashmi	Office Patwari	Record keeper of Tree Section
27	Mr. Mohammad Ashraf Baba	Junior Assistant	Record keeper of Establishment Section
28	Mr. Mohammad Ashraf Lone	Junior Assistant	Record Keeper of ARA Section
29	Mr. Mudasir Bashir	Junior Steno	Typing of Relief Section

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)(77)

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

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:

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)(ix)

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

1	Deputy Commissioner	Dr. Priyush Singla Email: ganderbal@nic.in	2416142-O 2416141-F 9469081000
2	Addl. Deputy Commissioner	Mr. Syed Shahnawaz Bukhari (KAS)	2416388, 9419035716
3	Assistant Commissioner (Revenue)	Mr. Bashir Ahmad Bhat	0194-2416160 9596566561
	Chief Planning Officer	Mr. Ab. Salam Magray	0194-2416423 9419034408
5	Hqr Assistant to Deputy Commissioner (Tehsildar)	Dr. Zubair Ahmad Para	9419010879
6	District Information Officer, Ganderbal.	Mr. Mohammad Akbar Khan	9469078055
7	District Informatics Officer, Ganderbal	Mr. Basharat Shafi	9419017205
8	Section Officer	Mr. Shafat Ahmad	9697205484
9	Saddar Mohasib	Mrs. Dilshada	9796134505
10	Assistant Revenue Attorney- (Naib Tehsildar)	Mr. Altaf Hussain Wani	9796101718
11	Mohasib	Mr. Arif Ahmad Baba	9858806079
12	Naib-Saddar Qanoongo	Mr. Manzoor Ahmad Kambay	9107510028
13	Election Naib Tehsildar Sr. Election Assistant	Mr. Mohammad Ashraf Malik Mr. Fayaz Ahmad	9419068196 9419092619
14	Junior Steno	Imtiyaz Ali Gazi	9596530084
15	Junior Steno	Mudasir Bashir	9419006727

16	Sr. Typist (JC)	Mr. Mohammad Hussain	9697556600
17	Senior Assistant	Mr. Bashir Ahmad Mir	9596191833
18	Junior Assistant	Mr. Bashir Ahmad Para	9596160333
19	(Jr. Asistant) Relief under SDRF	Mr. Firdous Ahmad	9596374929
20	Junior Assistant	Mr. Bilal Ahmad Tantray	9419005440
21	Showkat Ahmad Malik	Office Patwari	9797117348
22	Arif Shabir	Office Patwari	9107509821
23	Mrs. Hashmi	Office Patwari	
24	Mr. Nayeem Ahmad Sofi	Office Patwari	9596328181
25	Mr. Mohammad Ashraf Baba	Jr. Assistant	910750993
26	Mr. Mohammad Ashraf Lone	Jr. Assitant	8713872479
27	Mr. Towseef Ahmad	Junior Assitant	9858805149
28	Mr. Sajad Hassan	Junior Assistant	9797771779

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. Bashir Ahmad Bhat	9596566561	Assistant Commissioner Revenue	PIO	D.C. Office
	Mr. Altaf Hussain Wani	9796101718	Assistant Revenue Attorney (ARA)	APIO	
2	Mr. Fareed-udoon Khatana	9858325945	Tehsildar Gund	PI	Tehsil Gund
	Mr. Mohammad Yusuf	9906598939	Naib Tehsildar Gund	APIO	
3	Mr. Mushtaq Ahmad	9622903594	Tehsildar Kangan	Plo	Tehsil Kangan
	Mr. Gh. Qadir Magray	9697445254	Naib Tehsildar Plang	APIO	
4	Dr.Haroon-ul-Rashid	9906000968	Tehsildar Lar	PIO	Tehsil Lar
	Mr. Farooq Amad Malik	9419494839	Naib Tehsildar Lar	APIO	
	Mr. Mohammad Ramzan Bhat	9419445537	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	9596107892	Tehsildar Ganderbal	PIO	Tehsil Ganderbal
	Mr. Mohammad Ismail Wani	7006058337	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 Yatra](#) (Click to view Details)

Addl. Deputy Commissioner,
Ganderbal