



Govt. of Jammu & Kashmir  
Office of the Deputy Commissioner  
Reasi

E:- Mail :-dcreasi@gmail.com

Phone No:- 01991-245587

Fax No:- 01991-245586

Circular

It has come to my notice that the revenue extracts are issued by the subordinate officials without indicating the name, designation of the issuing authority and date therein. The detailed Circular instructions in this regard have already been issued from this office vide No.Dc/Rsi/15-16/2480-95/SQ dated 10.12.2015 wherein it was impressed upon that the Fard issued must bear the name of the Patwari, Girdawar and Naib Tehsildar as it is the basic document on which Sale/Gifts/Mortgage and lease of the land takes place.

It is once again impressed upon all the concerned to follow the Circular Instructions in letter and spirit. The violation of these instructions shall invite the disciplinary action against the delinquent officials/officers. Further Tehsildars concerned shall furnish a certificate in this office that all subordinate revenue staff have made their seal with name and designation and date and are using same for all revenue documents/reports prepared or issued in their respective jurisdictions, within 3 days.

No. DC/Rsi/17-18/32-48/SQ.

Dated. 22-04-2017

**Ravinder Kumar, IAS**  
Deputy Commissioner  
Reasi

**Copy to the :-**

1. Divisional Commissioner, Jammu, for favour of information please.
2. Addl. Deputy Commissioner, Reasi, for information.
3. Assistant Commissioner, Revenue Reasi, for information and necessary action.
4. Sub Divisional Magistrate Katra/Mahore/Dharmari, for information and necessary action.
5. Tehsildar, Katra/Reasi/Bhomag/Pouni/Thakrakote/Arnas/Thuroo/Mahore/Chassana, for information and necessary action.
6. District Informatics Officer, NIC Reasi with the direction to upload the Circular on the official website of the district.
7. Naib Tehsildar ..... For information and necessary action.