



Office of the Deputy Commissioner Reasi

Circular

Fard is the basic document on which Sale /Gift /Mortgage/Lease of land takes place as it depicts the ownership, possession and location of the land. Many a times, Fards are issued without following due procedure under law and Circular instructions issued by the Department from time to time as Fard Intkhab Jamabandi, Fard Intkhab Girdawari and Tatima Shajra issued by the Patwaries are not been verified / authenticated properly with reference to original records which leads to fraudulent sale of same land again and again by the same owners. It not only gives bad name to the Department but also gives birth to unwarranted litigations. The detailed Circular instructions for issuance of Fards have been issued by the Financial Commissioner Revenue J&K vide No. FC/CORD/MISC/Circular/128/2011 dated 16.09.2011. The directions were also issued by the Divisional Commissioner Jammu in the Video Conference held on 28.08.2015. An order was issued from this office vide No. PS/Dc/Rsi/02/1580-95 dated 02.09.2015 wherein it was directed that Fard issued must bear Number, Date and Name of the concerned Patwari, Girdawar and Naib Tehsildar. However during the inspection of Revenue Records by the Divisional Commissioner Jammu on 19.11.2015 it has been observed that Circular instructions /Orders have not been implemented in letter and spirit. The lackadaisical approach of the Subordinate Officers / Officials has been viewed seriously. It is hereby ordered that following instructions shall be followed by all the concerned seriously, failing which disciplinary action under law shall be initiated against the erring officials/officers.

1. Fard

- a. The Fard issued must bear Name of the Patwari, Girdawar and Naib Tehsildar henceforth. The Naib Tehsildar must enter with his seal the Number and Date of the Fard as:-

Name of the Naib Tehsildar

Name of the Niabat

Fard No.Dated.....

- b. The Mutation Number wherever occurring in the Fard must be entered alongwith date of Mutation.

2. Mutations

- a. Patwari shall enter the mutation promptly in case of any transfer by;
- Inheritance, within **three months** of the death of the right holder.
 - A registered deed, within **one month** of receipt of Memorandum, failing which the action warranted under Para (5) of the Standing Order 23-A shall be initiated.
- b. The prescribed Form of Mutation under Standing Order No. 23-A shall be adopted by all the concerned.

3. Maintenance of Revenue Registers

All the Registers maintained in the Revenue Offices must bear a Certificate regarding total No. of pages in the Register on the opening page duly signed by the concerned Naib Tehsildar/ Tehsildar as the case may be.

The Registers shall be binded and type of Register and year of formation / operation must be written on the front of every Register in capital letters.

The concerned Tehsildar /Naib Tehsildar shall inspect the records in their respective Patwar Halqas as per Handover / Takeover charge list of Revenue Records, so as to check misplacement of records and fasten the responsibility in case the records under handover and takeover charge is not traceable or available in any Patwar Halqa during the course of inspection of Superior Officers.

4. Regarding official communications:-

Each officer shall make seal, reflecting Name and Designation by 30.11.2015. No official letter shall be received in this office without seal, reflecting Name & Designation of the concerned officer(s) from 15th of December, 2015.

Besides, The Circular instructions issued by Financial Commissioner Revenue, J&K for issuance of Fards vide No. FC/CORD/MISC/Circular/128/2011 dated 16.09.2011 and order PS/Dc/Rsi/02/1580-95 dated 02.09.2015 shall be followed in letter and spirit by the concerned officers.

No:- DC/RSI/15-16/2480-95/SQ

Date:- 10-12-2015


Sushma Chauhan IAS
Deputy Commissioner
Reasi

Copy to the:-

1. Divisional Commissioner, Jammu for information please.
2. Addl. Deputy Commissioner, Reasi for information please.
3. Assistant Commissioner Revenue, Reasi for information.
4. Sub Divisional Magistrate, Katra / Mahore/ Dharmari for information.
5. Tehsildar, Katra/Pouni/Reasi/Bhomag/Thakrakote/Arnas/Thuroo/Mahore/ Chassana for information and necessary action.
6. District Informatic Officer, Reasi for uploading on the official website of District Reasi.