

GOVERNMENT OF ASSAM
REVENUE AND DISASTER MANAGEMENT DEPARTMENT
DISPUR, GUWAHATI-06

NO. RLR 194/2015/ 14

Dated Dispur, the 13th February, 2017

From : Shri P.K Tiwari, IAS,
Principal Secretary to the Govt. of Assam
Revenue and DM Department
Dispur, Guwahati-06.

To : 1. Deputy Commissioner (All).....
2. Sub-Divisional Officer (C) (All).....

Sub : Field Tour of Land Records Staff in March-April, 2017.

Sir/Madam,

One of the positive developments in the functioning of Revenue & D.M. Department of late has been the perceptible revival of the tradition of Field Tours by Land Records staff and the implementation of e-Safar has proved a potent and tool to enhance the systemic capability to plan and monitor Field Tours.

It has been decided that next round of Field Tours by Lot Mandals and Supervisory Kanangos should commence from 1st March, 2017 and extend up to 30th April, 2017. As was done on the previous occasion, Circle Officers should prepare advance Field Tour Programme for each of the Lot Mandals and Supervisory Kanangos in a manner that every village is visited for a minimum of 3 days during this period. The Advance Field Tour Programme should be uploaded on e-Safar latest by 28th February, 2017.

You are aware that e-Safar also has provision for recording the findings of the Field Tours and a very simple format has been provided for the Lot Mandals to be filled up.

As regards the tasks to be performed during this round of Field Tours, the following merit reiteration:

1. Verification of all the A.P. land.
2. Verification of all the land under allotment certificate.
3. Verification of changes of land class.
4. Verification of all the Government Dags to record the changes in the status thereof since the last visit.

5. Verification of Ceiling Surplus Land, instances of encroachment by tea gardens and diversion of tea land for other purposes.
6. Meeting with VLMCCs to discuss the Village Land Use Plans.
7. Meeting with villagers to read-out the Jamabandi, distribute the copies of Orders for Mutation, Partition, Conversion and re-classification, collect the petitions for Mutation , Partition etc. and facilitate land revenue collection by Mouzadar.

It may also be mentioned that collecting details of crops, fruit trees, sources of irrigation, Hills and Ecological Sites and Historical/Archaeological Sites in a village is essential to be able to fill up all the columns of Chitha correctly.

You are requested to ensure that the advance Field Tour Programme is prepared and uploaded on e-Safar by all the Circle Officers by 28th February, 2017 without fail.

Yours faithfully,


(P.K. Tiwari)

Principal Secretary to the Govt. of Assam
Revenue and DM Department.

MemoNo. RLR 194/2015/14-A

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Copy to:

1. Divisional Commissioners (All).
2. Director of Land Records and Surveys etc Assam – requested to submit a report on the last round of Field Tours.
3. P.P.S. to Chief Minister,
4. P.S. to MoS, Revenue and DM Department for information.
5. E-Governance Cell, Revenue and DM Department for uploading it on the Departmental website.


(P.K. Tiwari)

Principal Secretary to the Govt. of Assam
Revenue and DM Department