

**INFORMATION (HANDBOOK) UNDER RTI ACT, 2009 (UNDER SECTION 4 (1) ( B)  
WITH RESPECT TO  
SUB-DIVISIONAL MAGISTRATE SHAKAR CHIKTAN**

**{ Chapter – 1<sup>st</sup> }**

**INTRODUCTION :**

India is an Agricultural country and to maintain / compile of land records of each holding is pre-requisite to settle the land related disputes. To accomplish this task a separate department under the name of Revenue came in to exist. The department from time immemorial had been the backbone of every state economy.

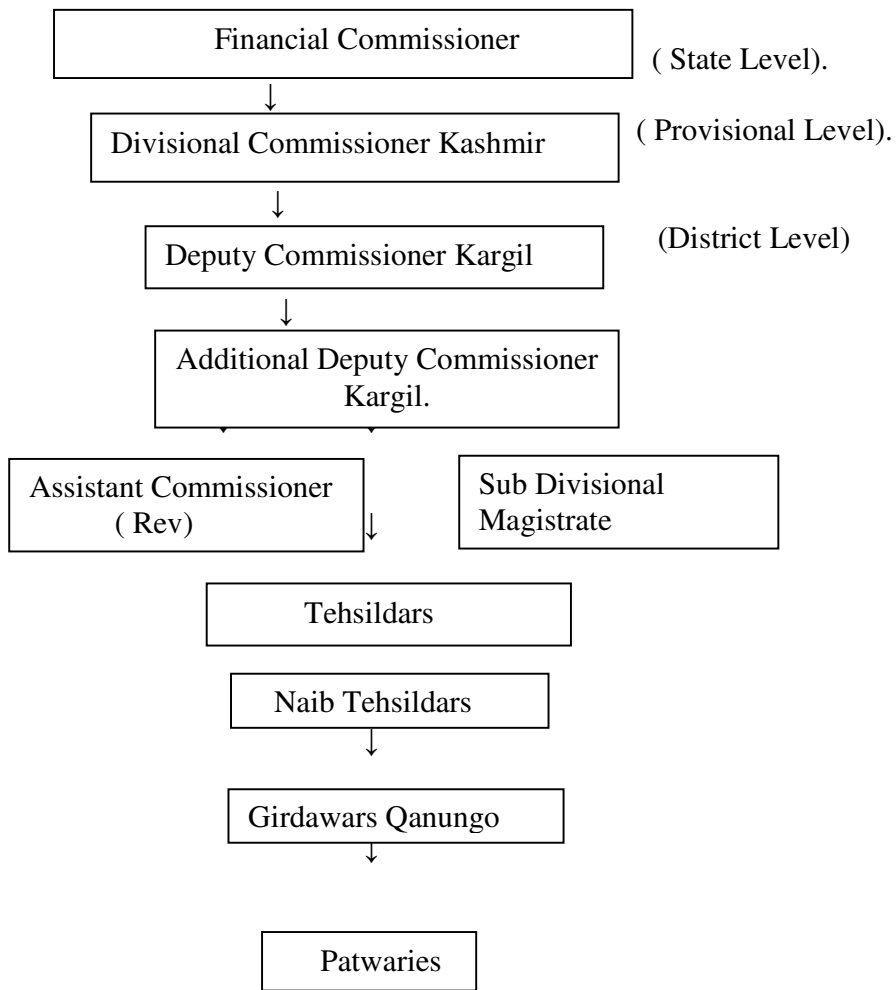
An important document prepared after measurement of each holding is called record of rights in Revenue parlance. The said record till the year 1998 has been prepared after measurement of each land through traditional method i.e., chain (Jarib). After that the measurement have been done through electronic total station (ETS) and accordingly the Computerized Rev. records are being prepared.

The prime job of revenue deptt. is to settle the land related disputes within the jurisdiction of S.D.M. The office also issues the PRCs cases. Moreover the concerned Tehsildar issues ST/SC/RBA , income and backward certificates to the general masses .The post of Tehsildar Settlement has been readjusted with new administrative units in the year 2014. However the state Govt. has initiated a scheme under NLRMP to modernize the land records and to construct new infrastructure to make the revenue department latest/updated in all respects in parlance with other departments of the country.

**STAFF STRENGTH OF THE ORGANIZATIONS**

Sub-Divisional Magistrate  
Tehsildar  
Naib Tehsildar  
Office Qanongo/ GQ/Reader  
Backward Girdawar  
WBN  
MM  
Patwaries  
Orderlies

**Organizational structure of Revenue Department.**



## { CHAPTER – 2<sup>ND</sup> }

### **POWERS AND DUTIES OF THE OFFICERS AND OFFICIALS:**

#### **1. SDM :**

The duties of SDM within his sub-division are almost similar to those of the deputy commissioner within his district. In all matters of administration, he has to be the Deputy commissioner's principal agent.

He is also in charge of various development activities going on in the sub-division and is also responsible for coordinating the work of various departments. For that he has to tour the areas to keep a watch on the development activities, the revenue administration as also the law and order situation in his sub-Division. Besides this he has to look after the problem arising out of the natural calamities. He supervises the work of revenue agency in the sub-division.

Executive Magistrate placed by the state govt. as in charge of the sub-division is termed as the sub-divisional magistrate.

The sub-divisional officers like other executive magistrate of the district is sub-ordinate to the district magistrate is responsible for the maintenance of law and order within the limits of his local jurisdictions. He enjoys every wide powers under section 107/151, 109,110,133, 144, & 145 CrPC et. He also hears court cases under these sections.

#### **2 Tehsildar: (a). Revenue Related Works:-**

The Tehsildar is the head of the Tehsil and his jobs are multifarious which includes to settle all land related disputes as Assistant Collector 1<sup>st</sup> class. The certificates includes STC, Income, Backward certificates etc; are also issued by the Tehsildar and process the PRC cases to the competent authority . The Tehsildars get updated the revenue records like Girdawari & Jamabandies and attest the Mutation in order to update the land records. During settlement he act as settlement Tehsildar and got computerized the revenue records prepared after measurement through ETS.

#### **(b) Election Related Works:-**

The Tehsildar has been designated as Assistant Electoral Registration officer (AERO) for Assembly Constituency. As such it is the duty of Tehsildar to get update all the election related papers which include the updating of electoral roll time to time as per the Election Commission's directions. The Tehsildars issue the copy Electoral roll to the general public for their use.

#### **(c)Magistrate:-**

Since the Tehsildar are designated as Ex. Magistrate 1st Class, as such it is his duty to maintain law and order within his jurisdiction. He has to discharge all the duties assigned to him as Ex. Magistrate 1st Class under CRPC.

#### **3. NAIB TEHSILDAR :**

Since the Naib Tehsildar is Assistant of Tehsildar and being the Second in command of the Tehsil, He exercise all the above mentioned jobs of Tehsildar as enshrined in the rule of law as Assistant Collector iind class and as Ex. Magistrate 1st class exercised the Magisterial power as per CRPC.

**4. OFFICE QANUNGO:**

One of the Girdawar is designated as office Qanungo and he is the head of Tehsil office and all the land related matter of the Tehsil are carried out through him.

(I) All the correspondence of the Tehsil are routed through the OQ.

(II) It is the responsibility of the OQ to ensure the deposition of Jamabandi ( Part Sarkar), Attested Mutation copy and to check all the Land related papers/ documents duly submitted by the field staff/ received from public. Accordingly he has to put up the Rev. papers to the Tehsildar/ Naib Tehsil for disposal.

**5. BACKWARD GIRDWAR :**

(i). Another GQ is designated as Backward Girdawar and is assigned the job of issuance all the Certificates like Reserved Category/ Property certificates etc. He is being called Backward Girdawar because in past he has been issuing the backward Certificates.

**6. WBN :**

Till 2005 all the Land Revenues duly collected by Tehsildars are deal by WASIL BAQIA NAWIS since the Land revenue have been abolish by the Government after the aforesaid year, now the W.B.N have been assigned all the Accounts related matters of the Tehsil. The official is generally accounts knowing ministerial staff.

**7. MM :**

(i) One of the officials is designated as Mohrir.Maal. He is assigned with the job of process Permanent Resident Certificates issuance of Income certificates and to compile the relief cases submitted by the field staff.

**8. GQS :**

All the field related works duly assigned to the patwaris are to be supervised by the Girdawar Qanungo. Which includes supervision the work of patwari during Girdawari, checking the Jamabandi written up by Patwari and check the mutation records/ register duly filled up by patwari to be present for attestation before the competent authority.

**9. PATWARIES :**

They are the grass root level field agent of Rev. Department and all the Rev. Related documents routed through him. Since the Patwareis are the custodian of the Rev. Records as such it is his responsibility to Carry out the Girdawari annually on spot and to complete the entries in the girdawari register, besides written up of jamabandies quartantely.

**10. ORDERLIES :**

(i). The orderlies are ancillary staff and have been attached with different sections of the Tehsil.

{ CHAPTER – 3<sup>rd</sup> }

**RULE / REGULATIONS INSTRUCTIONS MANUAL AND RECORD OF  
DISCHARGING FUNCTION:**

To run the office smoothly and to discharge the official functions as per rule, this office has to rely on different law books and circular / instruction issued from time to time by the competent authorities for discharge of Executive / Magisterial / Election related works:

The Law books / Guidelines are as below:-

- (i). Relevant Law rules / Acts as embodied in the J&K laws, CSR / Financial Code.
- (ii). Time to time issued Hidayat / Instructions passed by the competent authorities for dealing day to day affairs of the office.

**THE JAMMU & KASHMIR PUBLIC SERVICES GUARANTEE ACT 2010.**

<b>S. No</b>	<b>Service</b>	<b>Authority</b>	<b>Time</b>	<b>1<sup>st</sup> AA</b>	<b>2<sup>nd</sup> AA</b>
1	PRC /State Subject Certificate	SDM	30 days	DC	Div. Com
2	Reserved Category certificate	Tehsildar	15 days	ADC	DC
3	Extract of Fard Intikhab	NT	10 days	ACR/SDM	ADC
4	Extract of Girdawari	NT	10 days	Tehsildar	ADC
5	Extract of AKS/ Mosabi Latha	NT	10 days	Tehsildar	ADC
6	Extrat of Jamabandi	NT	10 days	ACR	ADC
7	Attestation of Mutation	Tehsildar	30 days	ADC	DC
8	Inheritance Mutation	NT	30 days	ADC	DC
9	Copy of Mutation	Tehsildar	10 days	ADC	DC
10	Demarcation of land	NT	30 days	Tehsildar	ADC
11	Extract of Tatima Shajra	NT	30 days	ACR/SDM	ADC
12	Extract of Chullah/Chowkidara	NT	10 days	Tehsildar	ADC
13	Income Certificate	Tehsildar	30 days	ADC	DC

{ CHAPTER – 4<sup>th</sup> }

No Such Council / Committee Has Been Constituted:

{ CHAPTER – 5<sup>th</sup> }

**Public Information Officer ( PIO )**

1. Name : Harjeet Singh  
Desig. : Tehsildar Shakar Chiktan  
STD Code : 01985  
Phone No. : 279103  
Address Office : Tehsildar Office Shaker Chiktan

**Assistant Public Information Officer (APIO )**

1. Name : Mohd Hussain  
Desig : Naib Tehsildar Shaker Chiktan  
STD Code ; 01985  
Phone No : 279103

3. **Appellate Authority**

- Name : Chand Kishor Sharma  
Design. : SDM  
STD Code : 01985  
Address Office : SDM Office Chiktan

{ CHAPTER – 6<sup>th</sup> }

S. No.	Name	Designation	Monthly Remuneration	
			Gross Amount	Net Amount
1	Chand Kishor Sharma	SDM	55630	48630
	Sajjad Hussain	GQ/Reader		

**Budget of SDM office under Major Head 2053.**

S. No	Object of Expenditure	Up to date Budget Allotment for 2014-15	Actual Exp. Up to Ending 31-03-2015		
1.	2.	3	4		
1.	Salary	1258000	6.76		
2.	Travel expenses	0.42	0.42		
3.	Office expenses	0.49	0.49		
4.	Telephone	0.25	0.073		
5.	POL	00	00		
6.	Electricity Charges	0.22	00		
7.	Book and Periocial	00	00		
8.	Furnishing	0.40	0.40		
9.	St and printing	0.25	0.25		
1.	10% Govt. Contribution 2071/NPS				
	Total:-	--	--		

**OFFICE OF THE SDM SHAKAR CHIKTAN**

The District Information Officer, NIC  
Kargil.

No:-SDM /SC/08 - 10/2015

Dated:- 02 - 04 - 2015

**Subject: - Furnishing of content material for updation of the district website.**

Sir,

This office complying the letter of Deputy Commissioner Kargil Vide No:- DC/CEOK/Web Site- Info Dated:- 09-02-2015, regarding furnishing of latest/ updated information in hard/ soft copy under section 4 of Right Information Act is providing the same as per the format furnished by Deputy Commissioner Kargil for favour of further necessary action at your end please.

Yours faithfully,

**Sub Divisional Magistrate  
Shakar Chiktan**

**Copy to the:-**

1. Deputy Commissioner, Kargil for information and necessary action please.
2. Addl. Deputy Commissioner Kargil for information and necessary action please. This is in reference to your letter No:-DC/CEK/Website-Info. Dated:- 09/02/2015.
3. Relevant file.