

## **INDEX OF BOOKLET PREPARED FOR TEHSILDAR ORGANIZATION OF DISTRICT KARGIL**

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**INFORMATION (HANDBOOK) UNDER RTI ACT. 2009**  
**(Under Section 4 (1) ( b) WITH RESPECT TO**  
**TEHSILDAR`S OFFICE KARGIL ARE AS UNDER :**  
**{ 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 back bone 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 been preparing.

The prime job of revenue deptt. is to settle the land related disputes with in the jurisdiction of Tehsildars.The office also process the PRCs cases to be issued by the competent authority besides issuing ST, income, 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 respect in parlance with other departments of the country.

**STAFF STRENGTH OF THE ORGANIZATIONS**

Tehsildar Kargil

Naib Tehsildar

Office Qanongo

Backward Girdawar

WBN

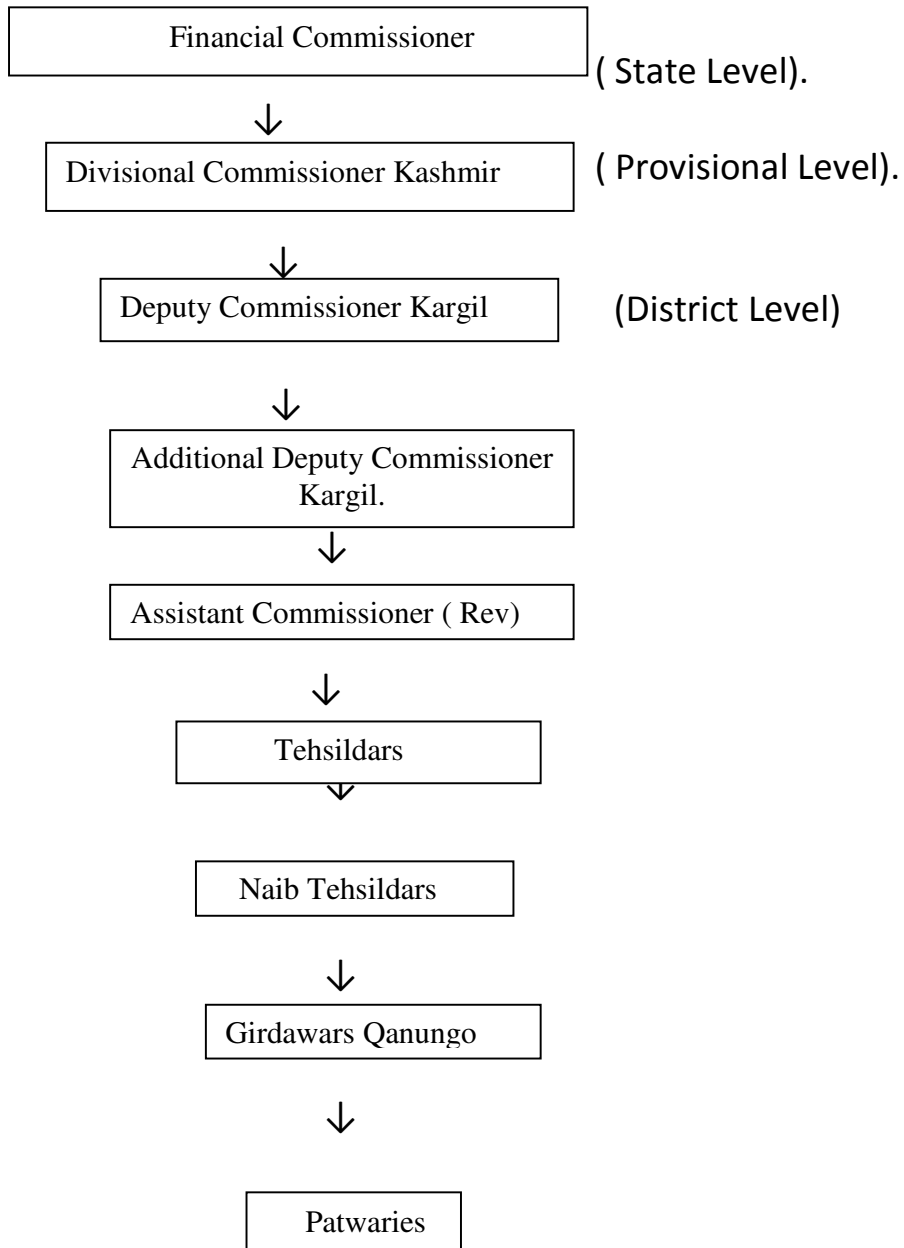
MM

GQS

Patwaries

Orderlies

**Organizational structure of Revenue Department.**



## { CHAPTER – 2<sup>ND</sup> }

### POWERS AND DUTIES OF THE OFFICER AND OFFICIALS:

#### **1. TEHSILDAR KARGIL :**

##### **(a) Revenue related works:-**

The Tehsildar Kargil 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. 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 Kargil has been designated as Assistant Electoral Registration officer (AERO) for 49 Kargil 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.

#### **2. NAIB TEHSILDAR KARGIL :**

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 2nd class and as Ex. Magistrate 1st class exercised the Magisterial power as per CRPC.

#### **3. OFFICE QANONGO :**

One of the Girdawar is designated as office Qanongo 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 ( Parti 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.

#### **4. BACKWARD GIRDWAR :**

- (i). Another GQ is designated as Backward Girdwar 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.

#### **5. 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.

#### **6. 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.

#### **7. GQS :**

All the field related works duly assigned to the patwaries 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.

#### **8. 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.

#### **9. 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.

## **{ CHAPTER – 4<sup>th</sup> }**

No Such Council / Committee Has Been Constituted:

## { CHAPTER – 5<sup>th</sup> }

### **Public Information Officer ( PIO )**

1. Name : Gurmet Namgail  
Desig. : Tehsildar Kargil  
STD Code : 01985  
Phone No. : 232203  
Address Office : Tehsildar Office Kargil

### **Assistant Public Information Officer (APIO )**

1. Name : Wazir Mohd Saleem  
Desig : Naib Tehsildar Kargil  
STD Code ; 01985  
Phone No : 232203

### **3. Appellate Authority**

- Name : Moses Kunzang  
Design. : ADC (RD Survey and Land Record)  
STD Code : 01985  
Address Office : DC Office Kargil

**{ CHAPTER – 6<sup>th</sup> }**

S. No.	Name	Designation	Monthly Remuneration	
			Gross Amount	Net Amount
1	Gurmet Namgail	Tehsildar	53730	47230
2	Mohd Saleem Wazir	Naib Tehsildar	31935	29030
3	Mohd Hussain H	-do-	33760	30760
4	Mohd Abass Wazir	-do-	33760	31760
5	Mohd Amin	GQ	29410	27410
6	Mohd Ibrahim	-do-	46740	44740
7	Mohd Salman	-do-	39940	33940
8	Mohd Jan	-do-	33760	30760
9	Tohir Hussain	Patwari	29100	27100
10	Syed Hussain	-do-	29100	27100
11	Mohammad	-do-	22980	20934
12	Mohd Hussain	-do-	22980	20934
13	Sadiq Ali	-do-	22980	20934
14	Syed Mohd Shah	-do-	22980	20934
15	Mohd Qasim	-do-	22980	20934
16	Mohd Abass Yabgo	-do-	22980	20934
17	Iftikhar Hussain	-do-	21120	19250
18	Kacho Mohd Kazim	-do-	21120	19250
19	Anwar Hussain	-do-	21120	19250
20	Sajjad Hussain	WBN	21950	19950
21	Mohd Ibrahim	Jr. Assistant	25090	22090
22	Mohd Jaffar	-do-	20630	16630
23	Mohd Abass	-do-	13900	12669
24	Jaffar Ali	Orderly	24030	20030
25	Mohd Ali	-do-	24030	23030
26	Nissar Hussain	-do-	24030	17030
27	Shabbir Hussain	-do-	22950	19450
28	Hussain Ali	-do-	22630	20630
29	Asgar Ali	-do-	22630	21630
30	Mohd Hassan S	-do-	22690	21690
31	Mohd Ibrahim	-do-	22370	18870
32	Habibullah	-do-	20770	19770



33	Hadi Ali	Orderly	20770	19770
34	Feroz Ahmad	-do-	13520	12325
35	Ramesh Lal	-do-	13110	11951
36	Mohd Ali	-do-	13000	11841
37	Umul Baneeu	-do-	13000	11841
38	Mohd Yousha	Driver	18380	16723

### Budged of Tehsil office Kargil under Major Head 8448 and 2071 NPS

S. No	Object of Expenditure	Up to date Budget Allotment for 2014-15	Actual Exp. Up to Ending 15.02.2015	Likely Exp. W.e.f 16.02.2015 to ending 03.2015	Total anticipated expenditure 2014-15 (Col 4+5)
1.	2.	3	4	5	6
1.	Salary	134.00	125.25	15.73	140.98
2.	Travel expenses	0.80	0.75	0.35	1.10
3.	Office expenses	1.90	1.85	0.20	2.05
4.	Telephone	0.08	0.08	0.02	0.10
5.	POL	0.90	0.90	0.40	1.30
6.	Electricity Charges	0.35	0.35	0.22	0.57
7.	Book and Pericial	0.20	0.20	0.06	0.26
8.	Adv. Publicity	0.10	0.00	0.10	0.10
9.	Material & Suppl.	0.50	0.50	0.10	0.60
	Grand Total:-	<b>138.83</b>	<b>129.88</b>	<b>17.18</b>	<b>147.06</b>
1.	10% Govt. Contribution <b>2071/NPS</b>	3.20	2.83	0.28	3.11
	Total:-	<b>3.20</b>	<b>2.83</b>	<b>0.28</b>	<b>3.11</b>

**Tehsildar  
Kargil**

**OFFICE OF THE TEHSILDAR KARGIL**

The District Information Officer, NIC  
Kargil.

No:- The-K/MM-151/RTI/2015

Dated:- 17 . 02 .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,

Tehsildar,  
Kargil.

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.

