

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 SHARGOLE ARE AS UNDER :
{ Chapter – 1st }

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. Among the new administrative units, the Tehsil and Nabat at Shargole have been created in 2014 and functioning from Headquarter Shargole. 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 Shargole

Naib Tehsildar

Office Qanongo

Backward Girdawar

GQ

Patwaries

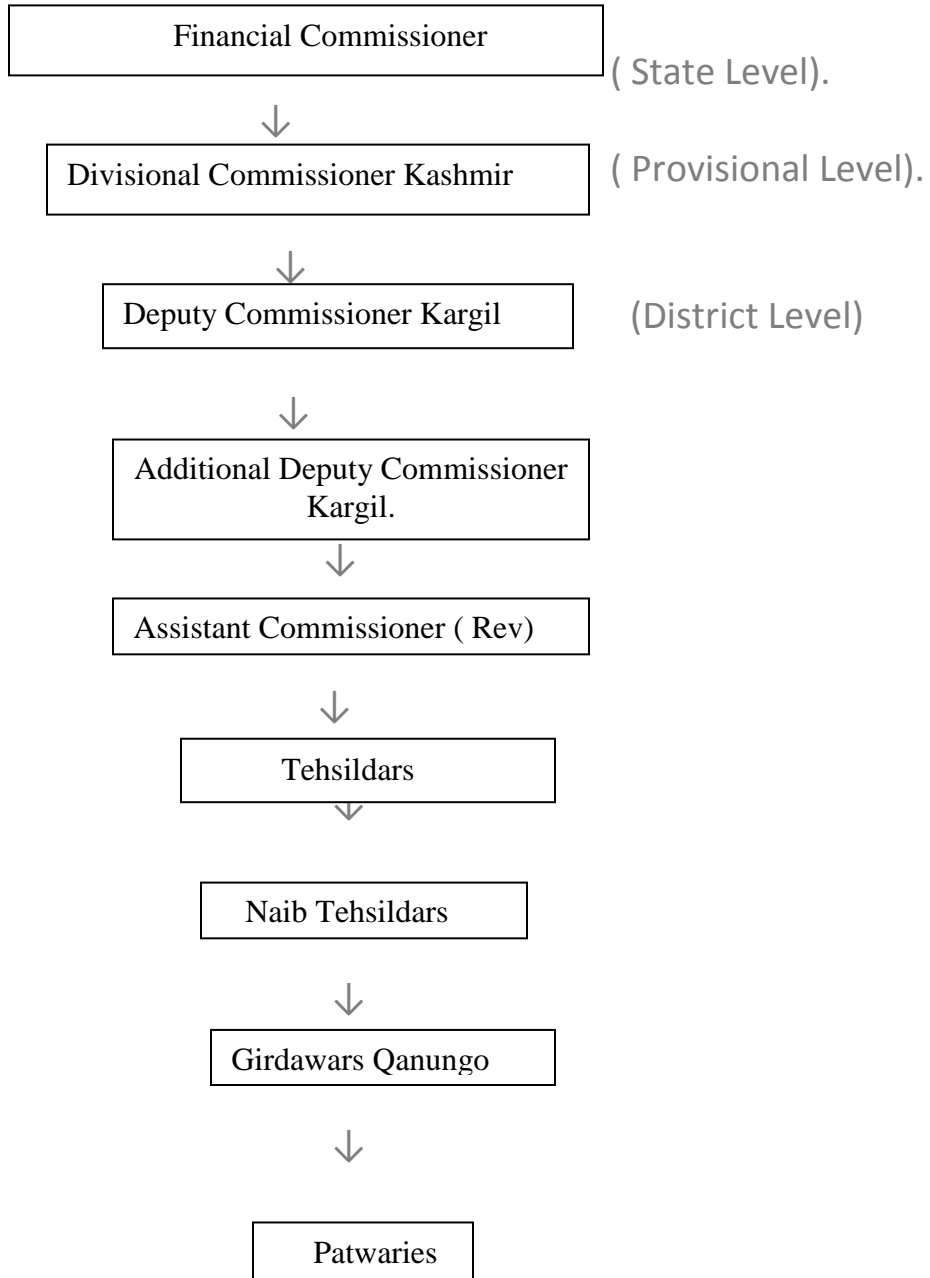
WBN

Jr. Assistants

Driver

Orderlies

Organizational structure of Revenue Department.



{ CHAPTER – 2ND }

POWERS AND DUTIES OF THE OFFICER AND OFFICIALS:

1. TEHSILDAR SHARGOLE :

(a) Revenue related works:-

The Tehsildar Shargole is the head of the Tehsil and his jobs are multifarious which includes to settle all land related disputes as Assistant Collector 1st 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 Shargole 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 with in his jurisdiction. He has to discharge all the duties assigned to him as Ex. Magistrate 1st Class under CRPC.

2. NAIB TEHSILDAR SHARGOLE :

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 (however the post is laying vacant due to non posting of Girdawar) 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 (However the post is laying vacant due to non posting of 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.

5. WBN :

Till 2005 all the Land Revenues duly collected by Tehsildars are deal by WASIL BAQIA NAWIS (However the post is laying vacant due to non posting) 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. (However the post is laying vacant due to non posting). 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 – 3rd }

**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 – 4th }

No Such Council / Committee Has Been Constituted:

{ CHAPTER – 5th }

Public Information Officer (PIO)

1. Name : Mohd Sharif
Desig. : Tehsildar Shargole
STD Code : 01985
Phone No. : 277115
Address Office : Tehsildar Office Shargole

Assistant Public Information Officer (APIO)

1. Name : Mohd Hassan
Desig : Naib Tehsildar Shargole
STD Code : 01985
Phone No : 277115

3. Appellate Authority

- Name : Chand Kishor Sharma
Design. : Sub- Divisional Magistrate Shakar
Chiktan
STD Code : 9419245198
Address Office : Shakar Chiktan.

{ CHAPTER – 6th }

S. No.	Name	Designation	Monthly Remuneration	
			Gross Amount	Net Amount
1	Mohd Sharif	Tehsildar	57380	47380
2	Mohd Hassan	Naib Tehsildar	33655	27655
3	Mohd Salman	GQ	39940	33940
4	Mohd Yousuf	OQ	30000	34000
5	Mohammad	Patwari	22980	20934
6	Mohd Qasim	-do-	22980	20934
7	Hamid Khan	-do-	21120	19250
8	Mohd Nissar	Jr. Assistant	23140	27000
9	Mohd Hussain	Orderley	22950	19450

Budged of Tehsil office Kargil under Major Head 2053

S. No	Object Expenditure of	Up to date Budget Allotment for 2014-15	Actual Exp. Up to Ending 30-3-2015	Likely Exp. Up to ending 03.2015	Total anticipated expenditure 2014-15 (Col 4+5)
1.	2.	3	4	5	6
1.	Salary	10.5	7.48	-	7.48
2.	Travel expenses	33600	33100		33100

3.	Office expenses	32200	32181	-	32181
4.	Telephone	19600	1140	-	1140
5.	Furnishing	55000	54790	-	54790
6.	Electricity Charges	25200	3542	-	3542
7.	Stainarery	40000	39921	-	39921
8.	R.R.T	49000	-	-	-

**Tehsildar
Shargole.**

