

## **Disclosures under Section-4 of RTI, Act, 2005**

### **Directorate of Land Records, Himachal Pradesh, Shimla-9.**

#### **(i) Organization**

Directorate of Land Records is headed by Director of Land Records, who is assisted by Additional / Joint / Deputy Director of Land Records, Director of Agricultural Census in discharge of day to day duties.

#### **Function & Duties**

Duties and functions of Director Land Records/ Inspector General of Registration are defined under Para 207 of the Punjab land Administration Manual and para 1.1 to 1.8 Chapter-1 of Land Records Manual.

#### **(ii) Power of Duty of officers**

The powers and duties of the officers and employees are defined under Para 1.1 to 1.8 chapter-1 of H.P. Land Records Manual.

#### **(iii) Procedure followed in decision making**

All the decisions are taken by this department in accordance with the provision of the Act & Rule/ Bye laws. The Head of Department prescribes the duties of employees of the Directorate and supervises their performance and fixes accountability of the staff.

#### **(iv) The norms set by it for the discharge of functions.**

The various functions are discharged by the Directorate as per Govt. norms.

#### **(v) Rules, regulations , instructions, manuals and Records held by it**

The Directorate functions as per the various Revenue Acts, manual, instructions issued by the Govt. from time to time. The various Acts, Rules, Manual, instructions and notifications have been made available to the general public on the website of the Department.

#### **(vi) Statement of categories of documents held by it**

The various records pertaining to Revenue Department including Registration records are preserved by the District and Sub-Divisional Collectors in District/Sub -Divisional Record Rooms under the supervision of Director of Land Records.

**(vii) The Particulars of any arrangement that exists for consultation with , or representation by , the member of the public in relation to the formulation of its policy or implementation thereof.**

The action on the representation / grievances of the public is initiated within Three days by the concerned branch of this directorate. The instructions in this regard have been issued to all the officials of this Directorate. The policy are framed at the level of Administrative Department.

**(viii) Statement of Committees constituted as its part.**

1. The following Committees have been constituted and their meetings are being held at regular intervals
  - (i) State Level Committee to review the progress of the Computerization of Land Records
  - (ii) (ii)State level Committee for assessment of staff in Sub-Divisional, Tehsil & Sub-Tehsil Level,
  - (iii) Departmental Recruitment and Promotional Committee
  - (iv) Tender Evaluation Committee for E-Dharti Project.(NLRMP)

**(ix) Directory of Officers and employees**

Sr. No.	Name	Designation	Telephone Numbers
1.	Sh. Deva Singh Negi, HAS	Director of Land Records	0177-2623678
2.	Smt. Sushma Watts, HAS	Joint Director Land Records	0177-2623683
3.	Vacant	Director Agriculture Census	0177-2623731

The Directorate of Land Records has 70 sanctioned staff strength of following categories:-

Sr. No.	Name of Post	Total sanctioned Strength
1.	Director Land Records	1
2.	Addl./Joint Director Land Records	1
3.	Director Agriculture Census	1
4.	Superintendent Grade-I	1
5.	Superintendent Grade-II	1

6	Research Officers	2
7.	Assistant Research Officers	4
8.	Statistical Assistant	13
9	Sr. Assistant	8
10.	Jr. Assistant/ Jr. Office Assistant IT, Clerk	15
11.	P.A	1
12	Sr. Scale Stenographer	1
13	Jr. Scale Stenographer	1
14	Sadar Kanungo	1
15	Office Kanungo	1
16	Drivers	4
17	Peons	9
18	Basta bardar	1
19	Daftri	1
20	G.Operator	1
21	Chowkidar	1
22	Sweeper	1
	<b>Total</b>	<b>70</b>

**Note:- 8 Tehsildars have been put at the disposal of Director Land Records whose salary is being drawn in the Directorate of Land Records.**

**(x) Monthly remuneration received by its officers/official**

Sr. No.	Name of Post	Pay Scale
1.	Director Land Records	37400-67000
2.	Addl./Joint Director Land Records	15600-39100
3.	Director Agriculture Census	vacant
4.	Superintendent Grade-I	10300-34800
5.	Superintendent Grade-II	10300-34800
6	Research Officers	10300-34800
7.	Assistant Research Officers	10300-34800
8.	Statistical Assistant	10300-34800
9	Sr. Assistant	10300-34800
10.	Jr. Assistant/ Jr. Office Assistant IT, Clerk	10300-34800
11.	P.A	10300-34800

12	Sr. Scale Stenographer	10300-34800
13	Jr. Scale Stenographer	10300-34800
14	Sadar Kanungo	10300-34800
15	Office Kanungo	10300-34800
16	Drivers	5910-20200
17	Peons	5910-20200
18	Basta bardar	5910-20200
19	Daftri	5910-20200
20	G.Operator	5910-20200
21	Chowkidar	5910-20200
22	Sweeper	5910-20200

**(xi) Budget allocated to it**

**Total sanctioned Budget for the year 2016-17**

(Rs. in Lacs)

Demand No.	Plan	Centre Plan	Non Plan
5	519.21	132.00	2577.06
31	31.00	18.00	107.93
32	50.00	50.00	-
Grand Total	600.21	200.00	2684.99

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.**

Nil

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it.**

DLR as Registrar of Chit funds gives permission to Chit Fund Companies to operate their business in H.P.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form**

Nil

**(xv) And particulars of facilities available to citizens for obtaining information**


The computerized Sajra Nasav , Jamabandis, Cadastral Maps and other various reports have been made available on-line for viewing purpose of general public.

**(xvi)The names Designation and telephone Nos of Publication Information Officers are as under:-**

Sr. No.	Designation of the officer	Designated As	Phone No.
1.	Sh. Deva Singh Negi, HAS (Director Land Records)	Appellate Authority	0177-2623678 94180-73996
2.	Smt. Sushma Watts, HAS (Joint Director Land Records)	Public Information Officer	0177-2623683 94183-84215
3	Sh. Vijay Kapoor (Research Officer)	Public Information Officer	0177-2623731 98162-81626
4.	Smt. Babita Negi (Superintendent Grade-I)	Assistant Public Information Officer	0177-2623683 88943-10742
5.	Sh. Swroop Chand (Research Officer)	Assistant Public Information Officer	0177-2623731 94595-21598

**(xvii) Such other information as may be prescribed.**

Any other information in this regard will be disseminated from time to time through newspapers and will be displayed on the notice board also.

  
Director Land Records,  
Himachal Pradesh, Shimla-9