



GOVERNMENT OF HIMACHAL PRADESH

**DEPARTMENT OF REVENUE**

**TRAINING MANUAL**



*Directorate of Land Records,  
Himachal Pradesh,  
28-SDA-Complex, Kasumpti, Shimla-9*

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## CHAPTER-I

### PREFACE

#### 1.1 Preface lobjective of training

The need for training of government employees hardly' requires any emphasis. It is pertinent to mention here that the competence, skills and attitude of the 00\1. employees have a great bearing on the quality of their output. Training is valuable to both employees and employer. Increased knowledge makes the employees more productive in their work place and thus more valuable to the organization. It helps to keep motivated and break up normal routine. Training can held one to get beyond the daily routine and perhaps energize one to do better work. Training is one of the effective and tested tools"for better connectivity with other professionals. It helps in performance enhancement. as well as up gradation of knowledge and skills of the personnel. Organizational motivation and morale, as reflected in the attitudes and administrative culture **are** rendered relevant and sharply focused through effective training programmes. Training is to be imparted keeping in view of the following objectives..

- ∴ To update and enhance professional knowledge and skills needed for better performance of individual and,department as a whole.
- . To bring about efficiency in the administration and delivery of better services to the public.
- ∴ To bring about the right attitudinal orientation in every employee.

## 1.2 Revenue Administration

In the State of Himachal Pradesh Administration head of Revenue **Department** is FC-cum-Pr. Secretary (Revenue). In order to run the work of the Department in a systematic way he is assisted by Special Addl./Joint/Deputy Under Secretary and other supporting staff. The State has been divided into three Divisions viz: Shimla, Kangra and Mandi each headed by Divisional Commissioner. Each Division in turn is responsible for administration of districts under their jurisdiction. Each district is headed by a Deputy Commissioner, who apart from his development role in this capacity, also discharges the twin functions of a Distt. Magistrate and Collector. As Collector, a Deputy Commissioner is responsible for regular and timely collection of land revenue in respect of Revenue Estates under his jurisdiction alongwith updating and proper preservation of valuable revenue record. He has under him an officer designated as Distt. Revenue Officer whose sole job is to keep in proper trim the District Revenue Record. He is supported by ADMs /ADCs and to attend to day to day business connected with land administration. Each district has further been divided into Sub-Divisions, Tehsils and Sub-Tehsils.

## 1.3 Administrative Profile

1 For administrative purposes, the State is divided into three Divisions, namely Mandi, Kangra, Shimla. The divisions are further sub-divided into 12 districts viz., Bilaspur, Chamba, Hamirpur, Kangra, Kinnaur, Kullu, Lahaul-Spiti, Mandi, Shimla, Sirmour, Solan and Una. The Districts are further sub-divided into 3 Sub-Divisions, 83 Tehsils and 33 Sub-Tehsils.

2 For purpose of revenue administration, each Tehsil/Sub- Tehsil is divided into a number of Kanungo circles, each of which, in turn is further sub-divided, on an average, into 7 to 10 Patwar Circles. Thus, Patwaris are the lowest officials in the Revenue hierarchy but certainly the most vital link in the chain, who are responsible for proper upkeep and preservation of all record in respect of revenue estates falling within their jurisdiction.

3. However, for development purposes, districts are divided into a number of development blocks, which are not generally conterminous with the boundaries of Tehsils/Sub-Tehsils. The District-wise sanctioned strength of Kanungos/Patwaris are as under:-

Sr. No.	Name of Dislt.	Total No. of Tehsils/ Sub-Tehsils	Total No. of Kanungo.	Total No. of Patwaris.
1.	Bilaspur	06	23	96
2.	Chamba	10	42	199
3.	Hamirpur	06	31	206
4.	<b>Kinnaur</b>	06	20	34
5.	Kangra	21	80	541
6.	Kullu	06	24	103
7.	tahaul-Spm	03	11	21
8.	Mandi	17	81	471
9.	Shimla	17	63	280
10.	Solan	09	32	167
11.	Sirmour	10	31	141
12	Una	05	27	191
	<b>Total</b>	<b>116</b>	<b>465</b>	<b>2450</b>

4. Department is broadly divided into three functional categories. These are detailed below:-

(i) Land Records.

The office of the Director, Land Records occupies a pivotal place in the Revenue Administration as he is supposed to render technical advice to the Financial Commissioner (Revenue) on all matters relating to maintenance and preservation of Record of Rights and revenue registers. He is Head of the Department with regard to Patwaris and Kanungos categories, although administrative responsibility rests with DCs. The Directorate is headed by the Director Land Records. He is further assisted by Additional Director Land Records, Director Agriculture Census, technical as well as ministerial staff of the Directorate.

(ii) Registration.

The office of the Inspector General of Registration is established under Section 3 of The Registration Act, 1908. The Director of Land Records has been entrusted with the powers and duties of the Inspector General of Registration. The objective and purpose of the Registration Act is to provide a method for registration of documents so as to give information to people regarding legal rights and obligations attached to and affecting a particular property, to ensure perpetual record of such documents which may afterwards be of importance, to minimize possibilities of wrong doing and thereby litigation. The Act is uniformly applicable to all the Districts of the State and is enforced through Registrar. (Deputy Commissioner), Sub-Registrar (Tehsildar (Naib-Tehsildar)

(iii) Settlement.

The Settlement Department is headed by the Settlement Officer. He is assisted by the Assistant Settlement Officer, Tehsildar, Naib-Tehsildar, Kanungo, Patwari & Ministerial staff: The Settlement Department

worked as single unit till 1977 and thereafter it was bifurcated into two Divisions i.e. Kangra Division and Shimla Division . Kangra Division comprises Chamba, Hamirpur, Kangra, Kullu and Una districts whereas Shimla Division comprises Shimla, Sirmaur, Solan, Bilaspur, Kinnaur Districts and Spiti Tehsil of District Lahaul Spiti.

Settlement operation is ordered by the State Government. Settlement Department is responsible for the following:

- a. Survey of land and complete measurement of land in metric system.
- b. Preparation of revenue records.
- c. Assessment of land revenue.

#### **1.4 Staff Strength:-**

Revenue Department has sanctioned strength of 8587 employees out of which 7244 posts are filled and 1343 posts are vacant. Staff position of the department at a glance given at Annexure-"A".

## CHAPTER- 2.

Department of Revenue is performing its functions by executing various schemes of the Government through its three major wings manned by technical! non technical manpower.

Functions of the Department are administration of following Acts and Rules and policies there under. This includes review/ amendment of these statutes and policies.

- H.P. Land Revenue Act.
- H.P. Tenancy and Land Reforms Act.
- H.P. Land Records Manual.
- Settlement Manual.
- Land Administration Manual.
- Standing orders .
- HP Lease Rules
- Land Reforms Rules .

The main objective of the NLRMP is to develop a modern, comprehensive and transparent Land Records Management system in the country with the aim to implement the conclusive land-titling system with title guarantee *by the* end of the ~~4~~ five year Plan.

State of Himachal Pradesh ~~due~~ **now** Implementing the modified scheme in three districts Sirmour, Mandi and Hamirpur districts where all programme activities are taken up. Other districts under NLRMP are to be **covered in a phased manner.**

### MAJOR COMPONENTS OF NLRMP

1. Computerization of Land Record (100% Central Share)

It is proposed to complete the Computerization of all Land Records, including mutation, crop details scanning and digitization of all cadastral maps.

2. Survey/re-survey (50:50 Central and State)

The survey/resurvey using the latest ETS & GPS technology are to be taken up in a phased manner, beginning with districts Sirmour, Mandi and Hamirpur and thereafter scaling it up to cover all districts.

3. Computerization of Registration. (25:75 Central & State)

Computerization of the registration process, valuation details, encumbrance data and integration with land records on a uniform platform within the State.

4. Modernization of Records Room (50:50 Central & State)

**Modern arrangement" for storage retention and preservation of** land records in much smaller space



## CHAPTER-4

### TRAINING

#### 4.1 Introduction:

The role of the Govt. extends beyond the minimalist view of tax collection and law and order enforcement. It extends to regulating the entire economic and social process in the country. Manifold functions of the Govt. call for increasing degree of specialization in modern skills and techniques: There is a need for a capable administration in the services to achieve the various functions of the modern State. Public services should have an adequate knowledge of the happenings and trends in the World, Country and the State. These services should be equipped with modern techniques and knowledge in public administration. Hence, there is a dire necessity for training the members of public services in the latest modern management techniques and tools from time to time. Training should receive considerable attention to make public services, both efficient and effective.

A public servant should change his outlook and adjust the methods of his working to the needs of new times. Therefore, training is not only necessary but is a continuous process with a view to keep abreast with the changing techniques so as to ensure maximum efficiency in the public administration.

Besides imparting pre-entry training to the various functionaries of the Revenue Administration, there is a great need to organize Refresher courses at District level on different revenue matters, right from patwari to District level officers. During the course of training and refresher course, a climate for a free exchange of opinion and experience is created.

Hithertofore no proper procedure was laid down for imparting post induction training and refresher courses to the, various officers/ official of the Revenue Department. To bring maximum efficiency, in the Revenue Administration, it was felt necessary to lay down procedure to impart such training and to conduct refresher courses at RTI Joginder Nagar and District Headquarters.

Keeping in view the above, the Deptt. feels the need for providing comprehensive training to its Officers and Staff.

#### 4.2 Objectives

- a. To provide comprehensive training to all the employees of the Revenue Deptt.
- b. To bring efficiency and transparency in the working of the deptt.
- c. To improve service delivery system and provide quality services to the general public.
- d. To make the administrative services more responsible and accountable.
- e. To make govt. servant capable and efficient according to the needs of new times.
- f. To bring about change in the behavior and attitude of the govt. servant to make them people friendly.

#### 4.3 Training Review Committee:-

The following Committee has been constituted to review the work of training of the employees in Revenue Deptt:-

- |    |  |                  |
|----|--|------------------|
| 1. | FC-cum-Pr. Secretary (Revenue)             | Chairman         |
| 2. | Divisional Commissioner; Shimla            | Member           |
| 3. | Deputy Commissioner, Shimla                | Member           |
| 4. | Settlement Officer, Shimla                 | Member           |
| 5. | Director and Records, H.P.                 | Nodal Officer    |
| 6. | Additional/Joint /Deputy/Under Secy.(Rev.) | Member Secretary |
| 7. | Representative of HIPA                     | Member           |

The meeting of the Training Review Committee shall take place at twice a year and will consider the following apart from any other matters that may need its consideration>

' Explore and suggest the ways for preparing Training manuals i.e structure of training, syllabi of training, course material, pattern of training for direct recruits, in service training **etc.**

'Annual Action Plan for the training of employees for better delivery of public services.

"Designate one of its officers as Nodal Officer to be responsible for reviewing and monitoring of the training **plan.**

#### 4.4 Training Institutions

1. HP Institute of Public Administrative(HIPA), Shimla.
2. National Institute of Disaster Management, New Delhi.
3. HP Judicial Academy, Shimla.
4. Revenue Training Institute, Joginder nagar, District Mandi(HP)
5. National Informatics Centre(NIC) Shimla iHP)

#### 4.5 Classification of Revenue Officers/otlicials

- (1) Officers (IAS/HAS not covered by this training manual),
  - i. Principal Secretary
  - ii. Secretary/Addl. Secretary/Joint Secretary! Deputy Secretary
  - iii. Divisional Commissioner/Deputy Commissioner/Director Land Records/Settlement **Officer.**
  - iv. Addl. Deputy Commissioner! ADM/SDM
  - v. Addl. Director Land Records! Assistant Settlement Officer
  - vi. Research Officer
  - .vii. Tehsildar! Naib, Tehsildar
- (2) Officials
  - I. Superintendent Grade-I
  - II. Superintendent Grade-II/Sr. Assistant/Jr. Assistant/Clerk
  - III. Kanungo! Patwari
  - IV. Process Servers, Jamadars and other Class-IV staff.

## CHAPTER-5

## TRAINING NEEDS AND PLAN OF THE DEPARTMENT

## 5.1 Training Needs: •

The Department of Revenue is performing diverse functions which are executed by Mohal, Settlement and Registration Wings of the department. Various State as well as Centrally Sponsored Schemes are executed by the three wings of the department. It is, therefore, essential to upgrade the technical as well as managerial! administration skills of the employees of the department through regular training programmes specially framed on need basis of the employees. Besides, National Land Records Modernization Programme (Centrally Sponsored Programme) is being implemented by the Department. This is a high-teen and complex programme being implemented in the state which n' ap ,lication of di r mol gv for followin jor com )

- a) rrrnput "ation of Land Records Including Dig, zauon l Cadastral Maps. •
- b) <urvey/resurvey using modern technology such as Electronic Total Station (ETS) and Global Positioning System (GP5),
- c) Compute rization of Registration.

Post induction phase training and capacity building at every level of its implementation is also required for the effective implementation of this programme.

## 5.2 Budget for training

As per the guidelines of the National Training Policy 1996, the specific earmarking of upto 1% of annual salary budget of the each deptt. under training head shall be done' by the Planning and Finance Departments which shall not be divertible for any other use or purpose.

To impart comprehensive training under NLRMP officials engaged in Revenue, Survey and Registration activities will be associated. The Govt. of India has decided to provide financial aid for creation of NLRMP Centers/Cell. An amount of Rs.196.00 lakh have been released by the Govt. of India to RTI, Jogindernagar for creating of NLRMP Centre and procurement of necessary hardware, software training equipments etc. In view of requirement discussed above, training to all revenue functionaries on all aspects of the programme will be arranged at the RTI, Jogindernagar. Necessary modern equipments (ETS/GPS / software etc.) along with training material **and** faculty will be arranged out of NLRMP funds provided for this purpose.

### 5.3 Thrust areas for training

- 1. Information technology
- 2. Digitization of cadastral maps (satellite)
- 3. Modern survey equipments (ETS and GPS navigation)
- 4. Application software (HIMSI, IIMI, HIMRIS, NAKSHA)
- 5. Service delivery
- 6. Office procedures and Rules
- 7. **Revenue Law and procedure**
- 8. Criminal Law and Court procedure
- 9. Settlement Training
- 10. Disaster Management Training
- 11. RTI Act and various other Acts/ Rules
- 12. Court procedure

### 5.4 Training Methodology

Training shall be imparted at training institutions or at work places at Distt. / Tehsil level with the aid of technique like lectures, projects, printed material, modern equipments. These courses shall be got conducted by professional organizations/ institutes' as well as master

trainers. The department shall evaluate participants under going trainings. Their performance is expected to be reflected in their day to day working. Weightage will be given to good performance at the time of promotion.

5.5 Training modules of sponsored training programme for Revenue functionaries organized by Revenue Training Institute Jogindernagar.

For imparting pre-entry training and refresher courses to various officers/ officials of the revenue department to bring efficiency in revenue administration, the process of training shall be as under:-

#### I. ENTRY LEVEL TRAINING

Pre-entry training to revenue staff shall be more focused. To achieve this field training will be arranged at the RTI. Computer fundamentals and deptt. specific applications will be integral part of the training.

Accepted Patwari candidates shall undergo training in the Revenue Training Institute for a period of one year. Training/ Instructions shall be imparted in the following areas:-

#### 1.1 PATWAR TRAINING:-

Instructions shall be imparted in the following subjects:-

- 1). Induction Programme.
- 1) Custom and Culture of HP, set up of Revenue Department, Administration in State, Broad overview of HP Land Records Manual, Settlement Manual & other important Revenue Acts/Rules, Duties of a Patwari, Conduct of a govt. employee, service guarantee, public dealing. = 4 weeks.

2) Revenue Acts & Manuals

- (a) HP Land Records Manual
- (b) Survey techniques and preparation of record during Settlement (Appendix 7 of Settlement Manual).
- (c) H.P. Land Revenue Act (Selected provisions)
- (d) Other Revenue Acts/Rules =8 weeks.

3) Mohal / Settlement trainings.

- (a) Survey by Conventional & Modern Techniques.
- (b) Preparation of record.
- (c) Updation of records.
- (d) Issue of extracts / certificates etc.
- (e) Preparation of various reports eg: demarcations, Partition damage reports etc., Conduct of gardawari. =14 weeks.

4) Computer training.

- Handling of relevant software's.
- Working on computers- basic knowledge. = 2 weeks.

5) Disaster Management. =4 weeks.

**EXAMINATION:-**

**Revenue Training Institute shall conduct an examination on completion of one year training. Detailed Marks certificate shall be issued to the successful candidates by the Revenue Training Institute.**

**1.2 Attachment with Patwari Mohal Settlement:-**

After completion of training at Revenue Training Institute, candidates shall be attached with Patwari Mohal and Patwari Settlement for a period of 3 months each.

**1.3 Training of Tehsildar/ Naib-Tehsildar candidates ("A" class/"B" class):-**

Every Tehsildar / Naib-Tehsildar candidates shall be required to undergo following type of training:-

1. Revenue Training. =3 months.

Training at the Revenue Training Institute, Jogindernagar for a period of three months on the same lines on which Patwar candidates are trained (including Acts/ Rules/ Service Rules/Settlement Trg. & computer basics).

2. Settlement Training. =3 months.

Every Tehsildar / Naib-Tehsildar candidate shall undergo settlement training for a period of three months in the Department of Settlement. The programme of Settlement Training shall be same as prescribed for 1 patwari candidate but for a duration which will be three months. They shall prepare record of an estate consisting of 200 Kh. Nos. Apart from the settlement training prescribed for Patwari candidate, every candidate shall learn the following work:-

- a. Final attestation work of an estate with Settlement Field , Kanungo;
- b. Final attestation of an 'estate With Settlement Naib- , Tehsildar;
- c. Acquaintance and knowledge of Forecast Report;
- d. Knowledge of assessment of land revenue and writing of Assessment Report;
- e. Acquaintance and knowledge of writing of Settlement Report;



### 3. Examination

To pass the prescribed Tehsildar's/Naib-Tehsildar's Departmental **Examination** within two years of his acceptance of the post.

"Provided that the Financial Commissioner may allow another chance to **pass** the Departmental Examination".

Every Tehsildar/Naib-Tehsildar candidate shall be required to undergo revenue training in a district for a period of 6 months as per programme to be drawn by the Collector which shall be bifurcated in the following manner:-

Capacity	Period	Training Programme
As patwarl	3 months	i) Preparation of [amabandis ii) Writing of Khasra girdawari <b>iii) Inspection of Girdawari</b> <b>iv) Preparation of jin swar</b> <b>v) Preparation and Amendment of Fard</b> Bachh <b>vii Entry of mutation</b> vii) Completion of Lal Kitab <b>viii) Preparation of</b> Electoral -rolls ix) Any other work assigned by the Director RTI x) Independent charge of patwar circle
As Field Kanungo	1 month	Candidates shall deal with the following work as Field Kanungo:- i] Partition, <b>encroachment, demarcation cases;</b> <b>ii) Delivery of possession</b> <b>iii) Checking of Girdawari work</b> iv] Allestation of jamabandi. v) Independent charge of Field Kanungo
As Office Kanungo	15 days	Candidates will be acquainted with work of <b>office Kanungo Branch.</b> Independent charge of Office Kanungo.
Attachment with Tehsildar	1 month	Candidates shall learn about:- i) All types of Revenue cases including attestation of mutation independently

		ii) Revenue Accounts iii) Registration work iv) Emergency Relief work v) Treasury work vi) General Administration and study of <b>various</b> office branches of tehsil vii) Recovery ix) Any other revenue matters
Attachment with S.D.M	15 days	Candidate will acquaint himself with the duties and functions of an Executive Magistrate required to be discharged in the maintenance of law and order and other allied functions under Cr.P.C.

#### 5.6 Settlement/Revenue training to Statistical Assistants *IAROs/ROs.*

Research **Officers/Asst.** Research Officers/ Statistical Assistants of Revenue department may be imparted preliminary Revenue and Settlement training to acquaint themselves with Revenue /Settlement / ICT work for a period of six months in phased manner. The training programme shall be chalked out by the Director Land Records, H.P. **Refresher** courses plan is attached at Annexure-B.

#### 5.7 Formulation of Annual Training Plan:-

Annual training plan shall be formulated every year before 31<sup>st</sup> March. At least 20% of all categories of employee shall be imparted training every year, At the beginning of financial year the relevant training institutes shall be approached by the Nodal Officer of the Department to formulate training modules and finalize Schedules for various training courses. Suitable training institutes **have** been identified for this purpose.

## 5.8 Training Plan and targets for year 2012-13.

A training plan for department of Revenue for the year 2012-13 has been prepared, in view of implementation of National Land Records Modernization Programme (NLRMP) and target, fixed in Result Frame Work Document (RFD), as per the needs and requirements of the department. The department is implementing various e-governance applications up to tehsil level. In order to overcome the initial bottlenecks for the smooth running of Tehsil /Sub Tehsils level, basic computer training as well as application software training to more than 50% field staff has already been imparted out of scheme funds. One week training at regular intervals to left out staff will be arranged at District HO/HIPA/ Regional Center.

In addition to training at HIPA in Govt. sponsored courses, Departmental training/refresher courses to 2790 Revenue Officers/ officials will be arranged by the Revenue Department during the year 2012-13.

Training/refresher course plan, modules, duration of training, details of participants and venue of training programmes for Tehsildar/ Naib Tehsildar and Patwari/ Kanungo are attached at Annexure-'C' & 'D' respectively.

## 5.9 REFRESHER COURSES.

All the ADMs in all the Districts (except LISpiti and Kinnaur) and ADC Shimla and Kangra are the District Training Co-ordinators appointed by the H.P. Institute of Public Administration. The Deputy Commissioner shall organize Refresher Courses after every quarter to various revenue functionaries on various subjects mentioned below in consultation with the District Training Co-ordinators.

### GENERAL COURSES:-

- I. Computer Awareness
- II. Office Automation Tools viz MS Word, Excel and Power Point
- III. Internet and usage of e-mails

### APPLICATION SPECIFIC:-

- I. Him Bhoonii Software
- II. HimRis (Registration of various deeds)
- III. E-Pran,an (issuance of Certificates)
- IV. Digitization of cadastral Maps and updation thereof
- V. Use of GPS and ETS
- VI. Other applications as required

### REVENUE SERVICE MATTERS

- i) Importance, up-dation and maintenance of Land Records;
- ii) Preparation of jamabandi, khasra Girdawari, Tatima Shajra, partition papers.
- iii) Agricultural, Minor Irrigation & Human Censuses
- iv) All types of Agricultural Statistics and returns
- v) Law of Mutations
- vi) Various Acts relating to revenue matters like H.P. Land Revenue Act and Rules, H.P. Tenancy and Land Reforms Act and Rules, H.P. Village Common lands Vesting and Utilization Act and Rules, Ceiling on Land Holdings Act etc.
- vii) H.P. land laws
- viii) Relevant chapters of HP. Land Records Manual, Settlement Manual and Land Administration Manual
- ix) Important standing orders of H.P. Financial Commissioner (Revenue)
- x) Leave Rules, Conduct Rules, TA Rules, LTC Rules, GPF Rules and Pension Rules.

- xi) Public dealing, motivation, courtesy and role of Patwaris and Kanungos in maintenance of land Records
- xii) Any other Revenue matter which may be deemed necessary by the Deputy Commissioner or Training co-ordinators:-

As per the requirement of the field offices, sufficient number of employees of the department shall be sponsored for each refresher course.

5,10 Training modules of sponsored training programme for Revenue field functionaries and Ministerial staff organized by HIPA.

Department of Revenue consists of 7244 employees against sanctioned strength of 8587 from Class-I to Class-IV categories. 85% of employees belong to Class-II, IJJ & Class-IV categories. Various modules have been devised and adopted in consultation with HIPA, Fairlawns, Shimla for upgradation of technical and administrative skills of the employees of the department. Some common training modules for all categories of employees have been listed at Annexure-'E' which will help training manager to plan for training of various categories year after year in consonance with annual training plan. The officers / officials shall be sponsored to attend various training programmes designed by HIPA for such a duration as fixed by HIPA.

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ANNEXURE-" A "

Latest position of sanctioned posts/ vacant posts in Revenue Department.

S.N.	Designation of posts.	Sanctioned posts.	Filled-up	Vacant
1.	District Revenue Officer	21	20	01
2.	Tehsildar	126	126	--
3.	Consolidation Officer	07	05	02
4.	Assistant Consolidation Officer	18	18	--
5.	Research Officer	02	02	--
6.	Assistant Research Officer	08	06	02
7.	Naib Tehsildar	176	154	22
8.	Kanunao	711	701	10
9.	Patwari	3219	2752	467
10.	Casual Patwari	144	144	
11.	Supdl.Gr.1	16	13	3
12.	Suodl.Gr. II	158	152	6
13.	PA	19	16	3
14.	Sr.Scale Steno/Jr.Scale Steno	37	21	16
15.	Steno-typist	80	57	23
16.	Sr.Assll.	424	410	14
17.	Jr.Asstt./Clerk	1278	889	389
18.	Draughtsman	1	1	--
19.	Driver	122	113	9
20.	Gastetnor operator	3	3	-
21.	Statistical Assistant	13	3	10
22.	File Fetcher	3	2	1
23.	Daftri	62	58	4
24.	Jamadar	118	113	5
25.	<b>Process Server</b>	297	217	80
26.	Peon	1049	817	232
27.	Chowkidar	68	65	3
28.	Mali	8	7	1
29.	Chowkidar-cum-Mali	6	4	2
30.	Mali-cum-Chowkidar	4	4	-
31.	Mali-cum-Sweeper (Hamirpur)	1	1	-
32.	Sweeper	50	35	15
33.	Sweeper(CPart time)	14	13	1
34.	Frash	1	--	1
35.	Basta Bardar	6	4	2
36.	Forest Ranoer	2	1	1
37.	Forest Guard	6	3	3
38.	Maoer	3	1	2
39.	Reaular Chainmen	302	290	12
40.	Bhoti Teacher (I.&S)	1	1	-
41.	Barber(L&S)	1	1	--
42.	Wateman	2	1	1
	Total :-	8587	7244	1343

## Refresher Courses Plan for Research Officer/Assistant Research Officer/Statistical Assistant the year 2012-13

Refresher Courses:-

Department.	Module	Duration of course	No. of batches	Total participants	Training place.
Land Records.	(A) Revenue matters courses mentioned in pan 5.9 of training manual i) Important updation and maintenance of Land Records. ii) Preparation of [amabandi, Khasra Girdawari, Tatima Shajra, partition papers. iii) Agriculture, Minor Irrigation & Human Censuses. iv) All types of Agricultural Statistics and returns. v) Any other Revenue matter -which may be deemed necessary by the DLR or Training Coordinator.	1 week	4	23	Districts Headquarters.
	(B) ICF Training 1. Computer Awareness 2. Office Automation Tools viz MS Word, Excel and Power Point. 3. Internet and usage of e-mails. 4. Need of Computerization of Land Records, Demonstration of Himbhoomi SW in general module.	1 week	4	23	Distt. HQ/HIPA Regional Centres.

	<p><b>(c) Administration training</b></p> <ol style="list-style-type: none"> <li>1. <b>Efficiency in Administration</b></li> <li>2. <b>Financial Administration and service matters (Cash Book, Leave, Pension, GPF, TA Rules etc.)</b></li> <li>3. Right to information Act, 2005</li> <li>4. The H.P. Right to information Rules, 2006.</li> </ol>	<p>1 week</p>	<p>4</p>	<p>23</p>	<p>HIPA</p>
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Annexure-C

Refresher Courses Plan for Tehsiidar/Naib Tehsildar for the year 2012-13

Refresher Courses:-

	Deptt.	Module	Duration of course	No. of batches	Total participants	Training place.
	Settlement	<p><u>Survey with ETS, GPS, &amp; updation of Maps.</u>            Course contents.</p> <ol style="list-style-type: none"> <li>1. Surveying &amp; GIS concepts               <ol style="list-style-type: none"> <li>i. GP\$ basics</li> <li>ii. GPS &amp; Surveying</li> </ol> </li> <li>2. Total Station <b>and</b> its application               <ol style="list-style-type: none"> <li>i.Total Station basics</li> <li>II.Operating procedure</li> </ol> </li> <li>III.Field work &amp; data <b>collection</b></li> <li>iv.How to do Geo-referencing</li> <li>v.Field data <b>procèssing</b> &amp; Mapping</li> <li>vi.Post processing work at central location</li> </ol>	2 week	2	46	Survey site m : Distt. Sirmour Mandi & Hamirpur with 30 ETS 9 GPS
	<b>Mohal</b>	Survey with ETS, CPS updation of Maps through Bhu-Naksha software	1 week	4	60	HIPA
		Training in scanning, Digitization and updation of records of Rights through Bhu-Naksha Software.	1 week	One batch in each tehsil	71	44 Tehsil/ Sub-Tehsil HQ of four Pilot Districts.

		Efficiency in Administration, Financial and service matters (Cash Book, Leave Pension, G.P.F., T.A Rules etc.) CCS (CCA) Rules and conduct Rules Regarding issue of different Certificates (Chapter 28 of HPLRM) Right to Information Act, 2005 The H.P. Right to information Rules 2006.	1 week	6 batch	64	Himachal Pradesh Institute of Public Administration (HIPA)
		Disaster Management	1 week	3 batch	24	National Institute of Disaster Management New Delhi
		All kinds of Revenue matter courses mentioned in para 5.11 of training manual.	1 week	6 batch	60	Districts Headquarters
		CPC and C.P.c.	1 week	6 batch	60	H.P. Judicial Academy
		Need of Computerization. Demonstration of Htm bhoomi SW in general Module, Feeding of Shajra Nasab, [amabandi Module, Queries/ clarification on mutation Module. Recording & Clubbing of Khewat & Khatoni. Creation of New [amabandi after Mutation. Nakal & Data porting Module integration of Land records with HimRis software.	1 week	6 batch	60	District H.Q/HIPA Regional Centres.

<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Efficiency in Administration Financial and service matters (cash Book, Leave, Pension, GPF, T.A. Rules etc.)</p> <p>CCS(CC&amp;A) Rules and conduct   Rules ragarding issue of different certificates.</p> <p>Right to information Act, 2005</p> <p>The HP Right to Information Rules, 2006.</p>	<p>1 week</p>	<p>6 batch</p>	<p>60</p>	<p>Himachal Pradesh Institute of -Public Administration (HIPA).</p>
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## Refresher Courses Plan for Kanungo/ Patwari for the year 2012-13

Deptt.	Module	.Duration of course	No of batches and time schedule	Total participants	Training place.
Settlement	<p><u>Survey with ETS, GPS, &amp; updation of Maps.</u></p> <p>Course contents.</p> <ol style="list-style-type: none"> <li>1. Surveying &amp; GIS concepts               <ol style="list-style-type: none"> <li>i. GPS basics</li> <li>ii. GPS &amp; Surveying</li> </ol> </li> <li>2. Total Station and its application               <ol style="list-style-type: none"> <li>i. Total Station basics</li> <li>ii. Operating procedure</li> <li>iii. Field work &amp; data collection</li> <li>iv. How to do Geo-referencing</li> <li>v. Field data processing &amp; Mapping</li> <li>vi. Post processing work at central location</li> </ol> </li> <li>3. Bhunaksha software               <ol style="list-style-type: none"> <li>i. Introduction to Bhunaksha software.</li> <li>ii. Hands on Bhunaksha software.</li> </ol> </li> </ol>	1 week	4 Batches (Time schedule to be fixed during actual field survey operation)	633	Survey site in Distt. Sirmour Mandi & Hamirpur with 30 ETS 9GPS
Mohal	<p>A) <u>Survey with ETS, GPS updation of Maps through Bhu-Naksha software</u></p> <p>Course contents</p> <ol style="list-style-type: none"> <li>1. Surveying &amp; GIS concepts</li> <li>2. GPS basics</li> <li>3. GPS &amp; Surveying</li> </ol> <p>B) Total Station and its application</p> <ol style="list-style-type: none"> <li>i. Total Station basics</li> <li>ii. Operating procedure</li> <li>iii. Field work &amp; data collection</li> </ol>	1 week	11	720	RTI Iogtnder Nagar

iv. <b>How to do</b> Gee-referencing v. <b>Field data processing &amp; Mapping</b> vi. <b>Post processing work at central location</b>				
C) <u>Digitization of Cadastral Maps &amp; updation of Maps with Bhunaksha software</u> <b>Course contents</b> 1. <b>Objectives of Digitization of cadastral Maps</b> 2. Methodology 3. <b>Stepwise description of work</b> 4. <b>Process of Digitization</b> 5. Input & out put 6. <b>Matching/merging of the sheets</b> 7. <b>Check list/ quality checks for ensuring quality.</b> 8. <b>Introduction to Bhunaksha software.</b> 9. <b>Hands on Bhunaksha software.</b>	1 week	Two batches in each tehsil Dates to be fixed by Tehsildar concerned	720	44 Tehsil/ Sub-Tehsil H.Q of four Pilot Districts.

<p>D) <b>Computer Training</b></p> <p>a) <b>Computer Awareness</b></p> <p>1) <b>Introduction to Computer</b></p> <p>2) <b>Office Automation Tools</b> (MS Word, Excel and Power Point)</p> <p>3) <b>Internet Usage of e-mails.</b></p> <p>b) <b>Application Software</b></p> <p>i) <b>Him Bhumi &amp; HIMRIS Software</b>  <b>Demonstration of Himbhoomi SW in</b> general Module, Feeding of Shajra Nasab, Jamabandi Module, Queries/  <b>clarification on mutation Module.</b> Recording &amp; Clubbing of Khewat &amp; Khatoni. Creation of New Jamabandi after Mutation. NakaI.  <b>Data porting Module</b> integration of Land records with Himris software.</p> <p><b>iii E-Parman</b> issuance of various kinds of certificates through e-parman software.</p>	<p>2 days</p> <p>4 days</p>	<p><b>2 Batches</b> in each distritt.</p>	<p>450</p>	<p>District HQ/ Himachal Pradesh Institute of Public Administration (HIPA) Regional Centers.</p>
<p>E) <b>Revenue/Service matter</b></p> <p>i) Importance, up-dation and maintenance of Land Records;</p> <p>ii) Preparation of jamabandi, khasrn Girdawari, Tatima Shajra, partition papers.</p> <p><b>iii) Agricultural, Minor Irrigation &amp; Human Censuses.</b></p> <p>iv) All types of Agriculture Statistics and returns.</p>	<p>2 weeks</p>	<p><b>11 batches</b> (At least <b>one batch</b> in a month)</p>	<p>400</p>	<p>RTI Jogindarnagar.</p>

<p>v) Law of Mutations.</p> <p>vi) Various Acts relating to revenue matters like H.P. Land Revenue Act and Rules, HP. Tenancy and Land Reforms Act and Rules; H.P. Village Common Lands vesting and Utilization Act and rules, Ceiling on Land Holdings Act etc.</p> <p>vii) H.P. Land Laws.</p> <p>viii) Relevant chapters of HP. Land Records Manual, Settlement Manual and Land Administration Manual.</p> <p>ix) Important standing orders of H.P. Financial Commissioner (Revenue)</p> <p>x) Leave Rules, Conduct Rules, TA Rules, LTC Rules, GPF Rules and Pension Rules.</p> <p>xii) Public Dealing, motivation, courtesy and role of patwaris and Kanungos III maintenance of land Records.</p> <p>xiii) Any other Revenue matter which may be deemed necessary by the Deputy Commissioner or Training Co-coordinator.</p>					
	Total		2923		

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## TRAINING MODULES FOR MINISTERIAL FUNCTIONARIES

Training Course	Aims & Objective	Participation level
<p>Office Procedure Financial Administration</p> <ul style="list-style-type: none"> <li>• Noting &amp; Drafting</li> <li>• Disciplinary Proceedings / Conduct Rules / Departmental Enquiry</li> </ul>	<p>To make the participant aware of Financial Administration System, Centre State Financial Relations and Resource Sharing, Budgeting and Accounting in Govt., Stores Management in Govt., Audit, its importance and role of CAG with respect to audit, Financial Control system in Government, Parliamentary Financial Control and to equip the participants with CCS (CCA) Rules and PWD (People With Disability) Act.</p>	Class-I & II
<ul style="list-style-type: none"> <li>• Communication and presentation skill</li> </ul>	<ul style="list-style-type: none"> <li>• To improve performance and understanding human behaviour.</li> <li>• To understand the communication process; identifying communication problems and outlining ways to improve.</li> <li>• To know more about inter personal communication, its goals, outcomes, problems and strategies for improvement. To acquaint them with the PWD (Persons With Disability) Act.</li> </ul>	Class I & II
Protection of Consumers Rights	<ul style="list-style-type: none"> <li>• To generate awareness of Consumer Rights among participants.</li> <li>• To acquaint participants with the provisions of consumer protection laws including the duties and obligations of civil servants especially those dealing with the provisions of public service.</li> <li>• To acquaint them with the PWD (People With Disability) Act.</li> </ul>	Senior and Middle level officers.



Good Governance.	<ul style="list-style-type: none"> <li>To apprise the participants with the concept and emerging trends in <b>Good Governance</b></li> <li>To highlight the need for improved Governance in the changing economic and social circumstances.</li> <li>To acquaint them with the PWD (People With Disability) Act.</li> </ul>	Senior and Middle level officers
Right to Information Act, 2005  Gender Sensitization and women employment	<p>To equip the participants with the concept of Right to Information <b>Act, 2005.</b></p> <ul style="list-style-type: none"> <li>To expose the participants to the concept of "Gender" and its importance in development</li> <li>To sensitize participants towards gender concerns with a view to <b>strengthening</b> their competency to promote gender equality and sharing of space in development</li> </ul> <p>To acquaint them with the PWD (People With Disability) Act.</p>	Class-! & II PIO's / APIO's Appellate Authority.  Class-! & II
Stress Management	<p>To acquaint participants with the work oriented stress.</p> <p>To acquaint the officers with the techniques of relief from Stress.</p> <ul style="list-style-type: none"> <li>To mentally prepare participants in coping with stress.</li> </ul>	Senior & Middle level officers
Training on effective leadership and clarity.	<ul style="list-style-type: none"> <li>To analyze the process of decision making in government and in corporate organizations.</li> <li>To make decision more rational and acceptable to those who are affected by them.</li> <li>To look at the obstacles that comes- in way in solving organizational problems.</li> <li>To acquaint them with the PWD (People With Disability) Act.</li> </ul>	Class-! & II

<ul style="list-style-type: none"> <li>• Training on Importance of ethics and value! personal re-engeenng.</li> <li>• Citizen charter and responsive administration</li> </ul>	<p>To make participants understand importance of ethical conduct behavior at work place.</p> <ul style="list-style-type: none"> <li>• To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> <li>• To change one's existing habits &amp; bring <b>change</b> in the way we want ourselves to be in order to be more fruitful to society.</li> <li>• To explain concept of the Citizen Charter.</li> <li>• To list out salient features and principles of Citizen Charter.</li> <li>• To identify areas and applicability of Citizen Charter. (With Practical Exercises)</li> </ul>	<p>Class-I &amp; II</p>
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E-Govenance and Infonnation Technology

<p>Advance Computer training Programme (Power Point. Internet and applications)</p>	<p>To apprise the officers with the potential of ICT Tools and Technology for effective and efficient utilization in E-led Govenance.</p>	<p>Class-I, II &amp; III</p>
<p>Basic Computer training programme on MS word / MS Excel &amp; Internet.</p>	<p>To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation. tools available under Windows. Special emphasis to web based programme handling &amp; re atdin e-tenderin</p>	<p>Class-I, II &amp; III</p>

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