



R F D

Results Framework Document
for
Financial Commissioner (Revenue)

(2011-2012)

Section 1: Vision, Mission, Objectives and Functions

Vision

Land management through effective implementation of Land Reform policy, programme, land regulation acts/rules and introduction of modern technology for comprehensive, transparent land management system to safeguard the interests of common public for economic and social growth of Himachal Pradesh. Also to built up safe disaster resilient and less vulnerable Himachal Pradesh.

Mission

Modernization of Revenue department and process re-engineering to ensure speedy disposal of Revenue cases and providing citizen services at the doorstep of citizen by bringing all citizen related services and information under a single roof, cutting across different tiers of revenue administration and introduction of comprehensive monitoring system. Evolving holistic policy and plans through participatory approach to cope with multiple hazards.

Objective

- 1 Modernization of Revenue Department by laying emphasis on computerisation of records, digitization of Cadastral Maps using latest survey techniques and computerization of registration work.
- 2 Disposal of Revenue Cases
- 3 Conduct of Agriculture Census and Input Survey.
- 4 Initiating the process of an HPRA and KAP Study.
- 5 Monthly monitoring through video-conferenceing.

Functions

- 1 Updation and maintenance of Records of Rigts
- 2 Disposal of Revenue Cases-Regarding Mutation, Partitions and Demarcation.

Section 1: Vision, Mission, Objectives and Functions

- 3 Survey and Settlement Operations.
- 4 Registration of properties.
- 5 Relief and rehabilitation measures.
- 6 Disaster Management-i) Complete the process of commencing Hazard Vulnerable Risk Analysis(HVRA) and Knowledge Aptitude Practices(KAP) studies through expert agencies. ii) Evolving training modules using KAP Assessment.
- 7 Administration of wakf and Evacuee properties.
- 8 Providing of Land Records Statistics for decision making.
- 9 Processing of cases for permission u/s 118 of the HP Tenancy & Land Reforms Act.
- 10 Policy change and new initiative proposed for the year 2011-12 1. Introduction of e-stamping system in Shimla and Solan districts and scaling thereof in other districts in subsequent years.
- 11 Rationalization of Land valuation criteria/land valuation system for progress of stamp duty and registration.
- 12 Stamp duty/Registration fee rationalization.
- 13 Introduction of document based mutation attestation procedure at tehsil/sub tehsil level.
- 14 Holding of monthly Video Conferences with the DCs.
- 15 Initiating the process of an HVRA study for entire State and KAP study so that appropriate capacity building and disaster management and response plan can be prepared.
- 16 Rationalization of procedure for permission u/s 118.
- 17 Rationalization of Lease Rules of Government Land.
- 18 Improvement in the procedure for issue of various certificates by Revenue Authorities. .
- 19 Implementation of the Pilot project for electronic survey of land

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success	Unit	Weight	Target / Criteria Value				
						Excelle	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1] Modernization of Revenue Department by laying emphasis on computerisation of records, digitization of Cadastral Maps using latest survey techniques and computerization of registration work.	70.00	[1.1] Computerisation of Land Records Data entry /re-entry/updating under NLRMP.	[1.1.1] No. of Tehsils	No.	7.00	114	110	100	95	90
		[1.2] Digitization of Cadastral Maps & integration with RoR under NLRMP	[1.2.1] Number of Cadastral Maps	No.	7.00	14000	10000	8000	6000	4000
		[1.3] Computerization of Registration offices under NLRMP	[1.3.1] No. of Tehsils	No.	7.00	114	110	100	95	90
		[1.4] Integration of Land records and registration under NLRMP	[1.4.1] No. of Tehsils	No.	7.00	114	110	100	95	90
		[1.5] Re-Survey with Modern equipments under NLRMP	[1.5.1] No. of Villages	No.	7.00	45	40	35	30	25
		[1.6] Training to Settlement Staff	[1.6.1] No. of Persons	No.	5.60	150	135	115	100	90
		[1.7] Modernization of Records Room under NLRMP	[1.7.1] No. of Tehsils	No.	4.20	33	30	25	20	15
		[1.8] Introduction of e-stamping system.	[1.8.1] No. of Districts	No.	4.20	2	1	1	1	0
		[1.9] Land valuation system (rationalization of land rates/stamp duty & registration fee).	[1.9.1] No. of Tehsils	No.	3.50	114	100	90	80	70
		[1.10] Improvement in procedure of issuance of various kinds of certificates by authorities.	[1.10.1] No. of Tehsils	No.	3.50	0	0	0	0	0
		[1.11] Introduction of document based attestation of mutation	[1.11.1] No. of Tehsils	No.	3.50	114	100	90	80	70

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success	Unit	Weight	Target / Criteria Value				
						Excelle	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
		procedure.								
		[1.12] Rationalisation of procedure of permission u/s 118.	[1.12.1] -	No.	3.50	0	0	0	0	0
		[1.13] Rationalisation of lease Rules of Govt. land.	[1.13.1] -	No.	3.50	0	0	0	0	0
		[1.14] Funds utilized under NLRMP.	[1.14.1] Rs. in lakh	No.	3.50	1760	1000	800	600	400
[2] Disposal of Revenue Cases	8.00	[2.1] Mmutataions	[2.1.1] Percentage	No.	2.72	--	--	--	--	--
		[2.2] Demarcation.	[2.2.1] Percentage	No.	2.64	--	--	--	--	--
		[2.3] Partition.	[2.3.1] Percentage	No.	2.64	--	--	--	--	--
[3] Conduct of Agriculture Census and Input Survey.	8.00	[3.1] Collection of Data on Number and Area of operational Holdings & village information under the scheme of Agriculture Census.	[3.1.1] No. of Districts	No.	2.64	--	--	--	--	--
		[3.2] 2nd Phase Census –Enumeration of each operational holder in 20% sample villages.	[3.2.1] No. of villages	No.	2.64	--	--	--	--	--
		[3.3] Input survey in 7% of sample villages.	[3.3.1] No. of Districts	--	2.64	--	--	--	--	--
		[3.4] Study of hazard vulnerable area in the State.	[3.4.1] No. of Districts	--	0.08	--	--	--	--	--
[4] Initiating the process of an HPRA and KAP Study.	2.00	[4.1] Study of hazard vulnerable areas in the State.	[4.1.1] Districts	No.	2.00	--	--	--	--	--
[5] Monthly monitoring through video-conferencing.	1.00	[5.1] Video-Conferencing with the DCs.	[5.1.1] No. of conferences	No.	1.00	--	--	--	--	--

Section 2: Inter se Priorities among Key Objectives, Success indicators and Targets

Objective	Weight	Action	Success	Unit	Weight	Target / Criteria Value				
						Excelle	VeryGoo	Good	Fair	Poor
						100%	90%	80%	70%	60%
* Efficient Functioning of the RFD System	5.00	Timely submission of Draft for Approval	On-time submission	Date	2.0	12/08/2011	16/08/2011	17/08/2011	18/08/2011	19/08/2011
		Timely submission of Results	On-time submission	Date	1.0	01/05/2012	02/05/2012	03/05/2012	04/05/2012	07/05/2012
		Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years	Date	2.0	20/02/2012	24/02/2012	29/02/2012	05/03/2012	09/03/2012
* Improving Internal Efficiency / responsiveness /service delivery of Department	4.00	Develop RFDs for all Responsibility Centers (Subordinate Offices, Attached Offices, Autonomous Bodies,	Percentage of RCs covered	%	2.0	100	95	90	85	80
		Implementation of Sevottam	Create a compliant system to implement, monitor and review Citizen's / Client's Charter	Date	1.0	20/02/2012	24/02/2012	29/02/2012	05/03/2012	09/03/2012
			Create a Compliant system to redress and monitor public Grievances	Date	1.0	20/02/2012	24/02/2012	29/02/2012	05/03/2012	09/03/2012
* Administrative Reforms	2.00	Identify potential areas of corruption related to departmental activities and develop an action plan to mitigate them	Finalize an action plan to mitigate potential areas of corruption.	Date	2.0	10/12/2011	15/12/2011	20/12/2011	24/12/2011	31/12/2011

* Mandatory Objective(s)

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
[1] Modernization of Revenue Department by laying emphasis on computerisation of records, digitization of Cadastral Maps using latest survey techniques and computerization of registration work.	[1.1] Computerisation of Land Records Data entry /re-entry/updating under NLRMP.	[1.1.1] No. of Tehsils	No.	106	106	114	114	114
	[1.2] Digitization of Cadastral Maps & integration with RoR under NLRMP	[1.2.1] Number of Cadastral Maps	No.	0	0	114249	14000	14000
	[1.3] Computerization of Registration offices under NLRMP	[1.3.1] No. of Tehsils	No.	40	46	28	0	0
	[1.4] Integration of Land records and registration under NLRMP	[1.4.1] No. of Tehsils	No.	40	46	28	0	0
	[1.5] Re-Survey with Modern equipments under NLRMP	[1.5.1] No. of Villages	No.	0	0	45	1000	1000
	[1.6] Training to Settlement Staff	[1.6.1] No. of Persons	No.	0	0	150	150	150
	[1.7] Modernization of Records Room under NLRMP	[1.7.1] No. of Tehsils	No.	0	0	33	35	36
	[1.8] Introduction of e-stamping system.	[1.8.1] No. of Districts	No.	106	106	114	114	114
	[1.9] Land valuation system (rationalization of land rates/stamp duty & registration fee).	[1.9.1] No. of Tehsils	No.	0	0	0	0	0
	[1.10]Improvement in procedure of issuance of various kinds of	[1.10.1] No. of Tehsils	No.	0	0	0	0	0

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
	certificates by authorities.							
	[1.11]Introduction of document based attestation of mutation procedure.	[1.11.1] No. of Tehsils	No.	0	0	0	0	0
	[1.12]Rationalisation of procedure of permission u/s 118.	[1.12.1] -	No.	0	0	0	0	0
	[1.13]Rationalisation of lease Rules of Govt. land.	[1.13.1] -	No.	0	0	0	0	0
	[1.14]Funds utilized under NLRMP.	[1.14.1] Rs. in lakh	No.	0	120.60	1640.00	0	0
2 Disposal of Revenue Cases	[2.1] Mmutataions	[2.1.1] Percentage	No.	--	--	--	--	--
	[2.2] Demarcation.	[2.2.1] Percentage	No.	--	--	--	--	--
	[2.3] Partition.	[2.3.1] Percentage	No.	--	--	--	--	--
3 Conduct of Agriculture Census and Input Survey.	[3.1] Collection of Data on Number and Area of operational Holdings & village information under the scheme of Agriculture Census.	[3.1.1] No. of Districts	No.	0	0	12	0	0
	[3.2] 2nd Phase Census –Enumeration of each operational holder in 20% sample villages.	[3.2.1] No. of villages	No.	0	0	4174	0	0
	[3.3] Input survey in 7% of sample villages.	[3.3.1] No. of Districts	--	0	0	0	1461	0
	[3.4] Study of hazard vulnerable area in the State.	[3.4.1] No. of Districts	--	0	0	0	12	0

Section 3: Trend Values of the Success Indicators

Objective	Action	Success	Unit	Actual Value FY 09/10	Actual Value FY 10/11	Target Value FY 11/12	Projected Value for FY 12/13	Projected Value for FY 13/14
[4] Initiating the process of an HPRA and KAP Study.	[4.1] Study of hazard vulnerable areas in the State.	[4.1.1] Districts	No.	--	--	--	--	--
[5] Monthly monitoring through video-conferencing.	[5.1] Video-Conferencing with the DCs.	[5.1.1] No. of conferences	No.	--	--	--	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission	Date	--	--	16/08/2011	--	--
	Timely submission of Results	On-time submission	Date	--	--	02/05/2012	--	--
	Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years	Date	--	--	24/02/2012	--	--
* Improving Internal Efficiency / responsiveness /service delivery of Department	Develop RFDs for all Responsibility Centers (Subordinate Offices, Attached Offices, Autonomous Bodies,	Percentage of RCs covered	%	--	--	95	--	--
	Implementation of Sevottam	Create a compliant system to implement, monitor and review Citizen's / Client's Charter	Date	--	--	24/02/2012	--	--
		Create a Compliant system to redress and monitor public Grievances	Date	--	--	24/02/2012	--	--
* Administrative Reforms	Identify potential areas of corruption related to departmental activities and develop an action plan to mitigate them	Finalize an action plan to mitigate potential areas of corruption.	Date	--	--	15/12/2011	--	--

* Mandatory Objective(s)

**Section 4:
Description and Definition of Success Indicators
and Proposed Measurement Methodology**

Items	Success Indicator
1.1 Computerization of Land Records Data entry/re-entry/updating under NLRMP	All textual data including the records of rights (RoRs), mutation data and other land attributes data to be updated and computerized. All pending mutations shall be updated .
1.2 Digitization of Cadastral Maps under NLRMP	To convert the existing paper maps into GIS-ready digital form in order to facilitate updating of cadastral maps in sync with the changes made in the RoRs.
1.3 Computerization of Registration offices under NLRMP	the SROs are to be fully computerized with adequate hardware, software, process re-engineering, staff training and connectivity with the revenue records maintenance system, banks, treasuries, etc.
1.4 Integration of Land records and registration under NLRMP	Use of Land records data base for registration process and generation of Management Information System (MIS).
1.5 Re- Survey with Modern equipments under NLRMP	Survey/resurvey and updating of the survey & settlement records (including ground control network and ground trusting) using DGPS and ETS.

<p>1.6 Modernization of Records Room under NLRMP</p>	<p>Upgrading modern record rooms/land records management centers with:-</p> <ul style="list-style-type: none"> a) a storage area with compactors/storage devices for physical storage of records and maps, b) an operational area with computers/servers, storage area network (SAN), printers, etc., and c) a public services area for waiting/reception, etc. <p>The land records details to be indexed and stored. A document management system, i.e., scanning of old records, digital storage and retrieval system should be introduced for online storage and retrieval of the records, indexing of data and images, etc. so as to move towards cyber record rooms/maintenance of land records.</p>
<p>1.7 Issuance of Records of Rights through Tehsil centers /CSC under NLRMP.</p>	<p>Availability of Records of Rights at Tehsil Computer Centers and Lokmitra Kendra's.</p>
<p>1.8 Funds utilized under NLRMP</p>	<p>% age of funds utilization</p>
<p>1.9 Disposal of Revenue cases</p>	<p>% age of settled/disposed off revenue cases.</p>
<p>1.10 Conduct of Agricultural Census</p>	<p>% age of availability of computerized record.</p>
<p>1.11 Disaster Management</p>	<p>% age of minimize the impact of disaster on people.</p>

Section 5: Specific Performance Requirements from

Section 5

Specific Performance Requirements from other Departments

1. Central Government

- a. Release of funds
- b. Approval of proposals
- c. Clarification on Programme

2. Finance/Planning Department

- a. Timely release of funds

3. Information and Technology Department

- a) Technical guidance
- b) Help in providing citizen Services through Common service Centres

4. H.P. National Informatics Centre (NIC)

- a. Development of application software

5. Deputy Commissioners

- a. Execution of Programme
- b. Training of Staff.

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Section 6: OutCome/Impact of Department/Ministry

OutCome/Impact of Department/Minist	Jointly responsible for influencing this outcome / impact with the following department (s) /	Success Indicator	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
1 National Land records Modernization Programme- Transparent land records Management system	null	Availability of Computerized copies of land records to land owner and speedy disposal of citizen services in all Tehsils	106	106	114	114	114
2 Disposal of Revenue Court Cases	Null	Disposal of All mutation , Demarcation & Partition cases in all Tehsil offices.	109	109	114	114	114