



# R F D

(Results-Framework Document)

for

Revenue

(2012-2013)

## Section 1: Vision, Mission, Objectives and Functions

### Vision

To have an effective, efficient and robust system of land records and administration that minimizes dispute and litigation and creates a socially just and economically viable system of land management.

### Mission

Modernization of Revenue department's functioning process re-engineering to ensure speedy disposal of cases and providing citizen centric services by bringing all citizen related services and information under a single roof. Evolving holistic policy and plans through participatory approach to cope with multiple hazards

### Objective

- 1 Modernization of Revenue Department by laying emphasis on computerization of records, digitization of Cadastral Maps using latest survey techniques and computerization of registration work.
- 2 Speedy Disposal of Revenue Cases pending as on 31-03-2012.
- 3 Ensuring availability of relevant data for better land and agriculture management.
- 4 Improving preparedness for disaster management.
- 5 Improving citizen focus in provision of services using IT for making available Record of Rights (RoR), certificates/copies, undertaking registration attestations mutations, etc.

### Functions

- 1 Updating, maintenance and modernization of land records.
- 2 Survey and Settlement Operations.
- 3 Relief and rehabilitation measures.
- 4 Administration of Wakf and Evacuee properties.
- 5 Processing of cases for permission u/s 118 of the HP Tenancy & Land Reforms Act.
- 6 Rationalization of Land valuation criteria/land valuation system for progress of stamp duty and registration.
- 7 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.
- 8 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
- 9 Disposal of Revenue Cases-Regarding Mutation, Partitions and Demarcation.
- 10 Registration of properties.

## Section 1: Vision, Mission, Objectives and Functions

- 11 Disaster Management- i) Complete the process of commencing Hazard Vulnerable Risk Areas(HVRA) and Knowledge Aptitude Practices( KAP) studies through expert agencies. ii) Evolving training modules using KAP Assessment.
- 12 Providing of Land Records Statistics for decision making.
- 13 Improving citizen focus in provision of services using IT for making available land records, certificates/copies, undertaking registration, attestation of mutations, etc.
- 14 Holding of monthly Video Conferences with the DCs.
- 15 Implementation of the Pilot project for electronic survey of land
- 16 Expanding of Project to digitize mussavis in the State.

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
[1] Modernization of Revenue Department by laying emphasis on computerization of records, digitization of Cadastral Maps using latest survey techniques and computerization of registration work.	50.00	[1.1] Computerization of Land Records Data entry/re-entry/updating under NLRMP.	[1.1.1] No. of Tehsil/Sub-Tehsil covered.	Nos.	5.00	7	6	5	4	3
		[1.2] Digitization of Cadastral Maps under NLRMP in Sirmour, Hamirpur and Mandi Districts.	[1.2.1] No. of Cadastral Maps digitized.	Nos	5.00	14000	12000	10000	9000	8000
		[1.3] Computerization of Registration offices under NLRMP in Sirmour, Mandi and Hamirpur Distts	[1.3.1] No. of SRO/Tehsils.	Nos.	5.00	33	30	25	20	15
		[1.4] Integration of Land records and registration under NLRMP.	[1.4.1] No. of Tehsils	Nos.	5.00	114	110	100	95	90
		[1.5] Re-Survey with Modern equipments under NLRMP Sirmour, Mandi and Hamirpur Districts.	[1.5.1] NO. of Villages	Nos.	5.00	45	40	35	30	25
		[1.6] Training to Settlement Staff.	[1.6.1] No. of Person trained.	Nos.	5.00	150	135	115	100	90
		[1.7] Modernization of Records Room under NLRMP.	[1.7.1] No. of Tehsils	Nos.	5.00	33	30	25	20	15
		[1.8] Introduction of e-stamping system in Hamirpur, Kullu and Una Districts.	[1.8.1] No. of Tehsils	Nos.	5.00	15	12	10	9	8
		[1.9] Land valuation system (rationalization of land rates/stamp duty & registration fee).	[1.9.1] No. of Tehsils	Nos.	5.00	81	75	70	65	60
		[1.10] Introduction of document based	[1.10.1] No. of Tehsils	Nos.	5.00	114	100	90	80	70

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		attestation of mutation procedure								
[2] Speedy Disposal of Revenue Cases pending as on 31-03-2012.	6.00	[2.1] Disposal of mutation cases pending as on 31-03-2012.	[2.1.1] Percentage of Disposed Cases	%	2.00	75	65	55	45	35
		[2.2] Disposal of demarcation cases pending as on 31-03-2012	[2.2.1] Percentage of Disposed Cases	%	2.00	75	65	55	45	35
		[2.3] Disposal of partition cases pending as on 31-03-2012	[2.3.1] Percentage of Disposed Cases	%	2.00	75	65	65	45	35
[3] Ensuring availability of relevant data for better land and agriculture management.	4.00	[3.1] Compilation and tabulation of data collected under Agriculture Census	[3.1.1] Date of completion.	Date	4.00	31/12/2012	31/01/2013	28/02/2013	15/03/2013	31/03/2013
[4] Improving preparedness for disaster management.	5.00	[4.1] Complete the process of commencing Hazard Vulnerable Risk Areas(HVRA) and Knowledge Aptitude Practices(KAP) studies through expert agencies.	[4.1.1] No. of Districts	No.	5.00	12	11	10	8	7
[5] Improving citizen focus in provision of services using IT for making available Record of Rights (RoR), certificates/copies, undertaking registration attestations mutations, etc.	15.00	[5.1] Issuance of land record, certificates/copies, under taking registration attestation of mutations at SRO/Tehsil and availability of copies from Sugam Centres/ Lok Mitra Kendras.	[5.1.1] No. of SRO/Tehsil	No.	15.00	114	110	100	95	90
* Annual Plan Performace	3.00	Submission of qtlly. Plan Expenditure Report	No of Reports submitted on time (By 10th of July, Oct,Jan and April)	No	3.0	4	3	2	1	--
* Performance of Flagship Programmes, ACA and EAPs	3.00	Submission of monthly progress report of Flagship Programmes/ACA releases/ Expen. & reimbursement of	No of reports submitted on time (by 10th of every month)	No	0	12	11	10	8	--

\* Mandatory Objective(s)

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

Objective	Weight	Action	Success Indicator	Unit	Weight	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		EAPs (if any)								
* Twenty Point Programme	2.00	Submission of monthly progress report	No of reports submitted on time (By 10th of every month)	No	2.0	12	11	10	8	--
* Budget Assurances	2.00		No of reports submitted on time (By 10th of every month)	No	2.0	12	11	10	8	--
* Efficient Functioning of the RFD System	5.00	Timely submission of Draft for Approval	On-time submission (May 10, 2012)	Date	2.0	10/05/2012	17/05/2012	24/05/2012	30/05/2012	--
		Timely submission of Results	On-time submission (May 15, 2013)	Date	2.0	15/05/2013	22/05/2013	29/05/2013	07/06/2013	--
		Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years (June 30, 2012)	Date	1.0	30/06/2012	31/07/2012	31/08/2012	30/09/2012	--
* Improving Internal Efficiency / responsiveness /service delivery of Department	5.00	Develop RFDs for all Subordinate Offices	Percentage of offices covered	%	1.0	100	75	50	25	--
		Implementation of RTI	Percentage of cases disposed off in time	%	2.0	100	90	80	70	--
		Redress of public Grievances( E. Samadhan)	Create a Compliant system to redress and monitor public Grievances (by May 31, 2012)	Date	2.0	31/05/2012	30/06/2012	31/07/2012	31/08/2012	--

\* Mandatory Objective(s)

### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value	Actual Value	Target Value	Projected Value for	Projected Value for
				FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
[1] Modernization of Revenue Department by laying emphasis on computerization of records, digitization of Cadastral Maps using latest survey techniques and computerization of registration work.	[1.1] Computerization of Land Records Data entry/re-entry/updating under NLRMP.	[1.1.1] No. of Tehsil/Sub-Tehsil covered.	Nos.	--	109	7	--	--
	[1.2] Digitization of Cadastral Maps under NLRMP in Sirmour, Hamirpur and Mandi Districts.	[1.2.1] No. of Cadastral Maps digitized.	Nos	--	12835	14000	--	--
	[1.3] Computerization of Registration offices under NLRMP in Sirmour, Mandi and Hamirpur Distts	[1.3.1] No. of SRO/Tehsils.	Nos.	--	32	30	--	--
	[1.4] Integration of Land records and registration under NLRMP.	[1.4.1] No. of Tehsils	Nos.	--	32	110	--	--
	[1.5] Re-Survey with Modern equipments under NLRMP Sirmour, Mandi and Hamirpur Districts.	[1.5.1] NO. of Villages	Nos.	--	30	40	--	--
	[1.6] Training to Settlement Staff.	[1.6.1] No. of Person trained.	Nos.	--	121	135	--	--
	[1.7] Modernization of Records Room under NLRMP.	[1.7.1] No. of Tehsils	Nos.	--	17	30	--	--
	[1.8] Introduction of e-stamping system in Hamirpur, Kullu and Una Districts.	[1.8.1] No. of Tehsils	Nos.	--	19	17	--	--
	[1.9] Land valuation system	[1.9.1] No. of Tehsils	Nos.	--	33	73	--	--

### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 10/11	Actual Value FY 11/12	Target Value FY 12/13	Projected Value for FY 13/14	Projected Value for FY 14/15
	(rationalization of land rates/stamp duty & registration fee).							
	[1.10]Introduction of document based attestation of mutation procedure	[1.10.1] No. of Tehsils	Nos.	--	--	100	--	--
[2] Speedy Disposal of Revenue Cases pending as on 31-03-2012.	[2.1] Disposal of mutation cases pending as on 31-03-2012.	[2.1.1] Percentage of Disposed Cases	%	--	80	65	--	--
	[2.2] Disposal of demarcation cases pending as on 31-03-2012	[2.2.1] Percentage of Disposed Cases	%	--	5.3	65	--	--
	[2.3] Disposal of partition cases pending as on 31-03-2012	[2.3.1] Percentage of Disposed Cases	%	--	25.29	65	--	--
[3] Ensuring availability of relevant data for better land and agriculture management.	[3.1] Compilation and tabulation of data collected under Agriculture Census	[3.1.1] Date of completion.	Date	--	31/01/2012	31/01/2013	--	--
[4] Improving preparedness for disaster management.	[4.1] Complete the process of commencing Hazard Vulnerable Risk Areas(HVRA) and Knowledge Aptitude Practices(KAP) studies through expert agencies.	[4.1.1] No. of Districts	No.	--	9	3	--	--
[5] Improving citizen focus in provision of services using IT for making available Record of Rights (RoR), certificates/copies, undertaking registration attestations mutations, etc.	[5.1] Issuance of land record, certificates/copies, under taking registration attestation of mutations at SRO/Tehsil and	[5.1.1] No. of SRO/Tehsil	No.	--	109	116	--	--



### Section 3: Trend Values of the Success Indicators

Objective	Action	Success Indicator	Unit	Actual Value FY 10/11	Actual Value FY 11/12	Target Value FY 12/13	Projected Value for FY 13/14	Projected Value for FY 14/15
	availability of copies from Sugam Centres/ Lok Mitra Kendras.							
* Annual Plan Performace	Submission of qtl. Plan Expenditure Report	No of Reports submitted on time (By 10th of July, Oct,Jan and April)	No	--	--	3	--	--
* Twenty Point Programme	Submission of monthly progress report	No of reports submitted on time (By 10th of every month)	No	--	--	11	--	--
* Budget Assurances		No of reports submitted on time (By 10th of every month)	No	--	--	11	--	--
* Efficient Functioning of the RFD System	Timely submission of Draft for Approval	On-time submission (May 10, 2012)	Date	--	--	17/05/2012	--	--
	Timely submission of Results	On-time submission (May 15, 2013)	Date	--	--	22/05/2013	--	--
	Finalize a Strategic Plan	Finalize the Strategic Plan for next 5 years (June 30, 2012)	Date	--	--	31/07/2012	--	--
* Improving Internal Efficiency / responsiveness /service delivery of Department	Develop RFDs for all Subordinate Offices	Percentage of offices covered	%	--	--	75	--	--
	Implementation of RTI	Percentage of cases disposed off in time	%	--	--	90	--	--
	Redress of public Grievances( E. Samadhan)	Create a Compliant system to redress and monitor public Grievances (by May 31, 2012)	Date	--	--	30/06/2012	--	--

\* Mandatory Objective(s)

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

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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 in all 12 districts.
1.2 Digitization of Cadastral Maps under NLRMP	To convert the 14000 Cadastral Maps out of 46000 maps of Distt., Sirmour, Hamirpur and Mandi 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	All 12 districts, 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) in all 12 districts.
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 GPS and ETS in three districts(Sirmour Mandi Hamirpur).

<p>1.6 Modernization of Records Room under NLRMP</p>	<p>Upgrading modern record rooms/land records management centers in three pilot districts with:-</p> <p>a) a storage area with compactors/storage devices for physical storage of records and maps,</p> <p>b) an operational area with computers/servers, storage area network (SAN), printers, etc., and</p> <p>c) a public services area for waiting/reception, etc.</p> <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 in all 12 districts.</p>
<p>1.8 Disposal of Revenue cases</p>	<p>% age of settled/disposed off revenue cases.</p>
<p>1.9 Ensuring availability of relevant data for better land and agriculture management.</p>	<p>Census operation is of two years-</p> <p>1) In the first phase data on number and area of all operational holdings and village level land use information will be collected by 31-12-2012.</p> <p>2) In second phase, 20 % villages will be covered for collection of detailed data of all the resident cultivators and input survey work will be completed by 2012-13.</p>
<p>1.10 Disaster Management</p>	<p>% age of minimizing the impact of disaster on people.</p>

**Section 5:**  
**Specific Performance Requirements from other Departments**

Department /Ministries	Relevant success Indicator	What do you need ?	Why do you need ?	How much you need?	What happens if you do not get it.
Ministry of Rural Dev. Govt. of India	10%	Funds, approval, clarification for implementation of NLRMP	For implementation of NLRMP.	As per requirement of Programme (NLRMP)	Modernization of department may suffer
HP. Finance/ Planning Deptt.	10%	Release of Central and State Share under NLRMP	For implementation of NLRMP	<b>-do-</b>	Modernization of department may suffer
Information Technology	20%	IT help related to implementation of NLRMP	For technical support	-do-	Citizen centre services may suffer
NIC Himachal Pradesh	20%	Development of application software	Due to non availability of software development manpower	<b>-do</b>	Citizen centre services may suffer
Deputy Commissioners	40%	Execution of NLRMP	Being incharge of Distt. Administration	-do-	Citizen centre services may suffer

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## Section 6: Outcome/Impact of Department/Ministry

Outcome/Impact of Department/Ministry	Jointly responsible for influencing this outcome / impact with the following department (s) / ministry(ies)	Success Indicator	Unit	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15
1 National Land records Modernization Programme/Transparent land records Management system	Null	<ul style="list-style-type: none"> <li>• Availability of Computerized copies of land records, various certificates to land owner and speedy disposal of citizen services in all Tehsil headquarter.</li> <li>• Preparation of settlement records in more transparent form through modern survey equipments</li> </ul>	No. of Tehsils		109	110		
2 Ensuring availability of relevant data for better land and agriculture	Economic & Satatical and Argiculture Deptt.	To frame better land reform policies for the small and marginal farmers	Districts		11	12		
3 Improving citizen focus in provision of serives	IT Deptt.	To achieve transparent and public friendly system to provide various services in a time bound manner	All Sugam Centres/L MKs					
4 Disposal of Revenue Court Cases	Null	Speedy disposal of all Mutation, Demarcation & partition cases in all Tehsil offices and minimizing revenue related disputes.	percentage					
5 Improving preparedness for Disaster management.	Distt. Administration, PWD, IPH, Health, Panchayati Raj, Home, I&PR Tourism Departments.	<ul style="list-style-type: none"> <li>• Improved public awareness about hazard.</li> <li>• Capacity building in disaster management.</li> <li>• Reduced impact of disaster</li> </ul>	Distts.		9	12		