

# RIGHT TO INFORMATION ACT,2005

## Manual of Revenue Branch

### Under Section 4 (1) (b)

#### Chapter – 1

##### Introduction:

- (1) Revenue Branch is one of the Administrative Organizations in the administrative set up of the Deputy Commissioner "s Office. The Formation of the Branch is mainly of regulatory and statutory in nature. All matters relating to land within the jurisdiction of the District are directly under the control of the Deputy Commissioner (Revenue) Jaintia Hills District. who is also the public authority. It may be noted that the District collector is also known as Deputy Commissioner (Revenue) in Jaintia Hills District.
- (2) The objective of having this manual for the Deputy Commissioner (Revenue) Branch is to provide first hand information and knowledge on the role and functions of the D.C (Rev) by intended users and information seekers.The district does not have proper land records as no cadastral survey has been done. As such uniform and systematic maintenance of land record is wanting. Moreover, the presence of the J.H.A.D.C, Revenue Deptt. lightens the burden.

#### Chapter – 2 (Manual 1)

##### Organization, Functions and Objectives: –

- (1) The Organization of the Revenue Branch consists of the Deputy Commissioner (Revenue) who controls, directs and supervises all matters relating to land and Acquisition of land within his jurisdiction. He is assisted by the Addl. Deputy Commissioner in charge Revenue Branch/E.A.C. (Revenue) a Upper Division Assistant who processes all works relating to the Branch and puts up the relevant files to the E.A.C. (Revenue) and Addl. Deputy Commissioner (Revenue). There are two Lower Division Assistants who assist the U.D.A. in addition to receipt, despatch and typing of correspondences and one office Peon. The Revenue Enforcement Staff are entrusted with collection of data/information relating to land in the field.

(2) The function and objective of Revenue Branch is to carry out the Administration relating to land and land Revenue and allied subjects. The Branch administers controls and regulates the activities and functions relating to land acquisition and land Revenue within the District as laid down in the Land Revenue Code and other related laws and enactments.

### (3) Function

The Revenue Branch deals with land acquisition matters. It conducts survey of the land to be acquired by a requiring Government Department / Organizations /Agency and help preparation of land acquisitions papers. It also advices other departments in land acquisition matters and in matters relating to disposal of land. The other function of the Revenue Branch is to provide relief to the people affected by Natural Calamities. It maintains and administers the District calamity Relief Fund out of which financial assistance and relief is granted to persons affected by natural calamities, like floods, Earthquakes, Cyclones, Fire incident and storms and the new subject of the Disaster Risk Management Programme also falls under the Revenue Relief Branch . The branch also performs the duties of fixation of House rent and land valuation.

## Chapter 3(Manual 2.)

The Powers and duties of its Officers and employees:

Designation	1.Deputy Commissioner (Rev) Jowai. 2. Addl. Deputy Commissioner (Rev) Jowai 3.E.A.C (Revenue)	Implementation and enforcement of land acquisition as per the land acquisition act and Rules framed their in, Land Acquisition Manual
Designation	Upper Division Assistant	To supervise and to carry out the works allotted as per distribution of works issued by the Branch.
Designation	Two Lower Divisions Assistants	To assist the UDA in addition to receipt despatch, typing of correspondences.etc
Designation	Recorder	Measurement of the Land during joint inspection and to prepare valuation statement
Designation	Peon	To attend to the office requirements and act accordingly.

## Chapter 4 (Manual 3)

RULES, REGULATION, INSTRUCTION, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS.

1. The Assam Land and Revenue Regulation 1886.
2. The Land Acquisition Act, 1894 (Central Act 1. Of 1894)
3. The Meghalaya Transfer of Land (Regulation Act of 1971)
4. Meghalaya Land Survey and Records preparation Act, 1980.
5. The Meghalaya National Calamity Relief Fund Act, 1980.
6. The Meghalaya Urban Area Rent Control Act, 1972.
7. The Land Acquisition Manual

## Chapter 5 (Manual 4)

PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

No particular arrangement exists as of now, however if any public representation is received it is duly considered and disposed off with due approval of Deputy Commissioner (Revenue).

## Chapter 6 (Manual 5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

1. The Assam Land and Revenue Regulation 1886.
2. The Land Acquisition Act, 1894 (Central Act 1. Of 1894)
3. The Meghalaya Transfer of Land (Regulation Act of 1971)
4. Meghalaya Land Survey and Records preparation Act,1980.
5. The Meghalaya National Calamity Relief Fund Act,1980.
6. The Meghalaya Urban Area Rent Control Act,1972.
7. The Land Acquisition Manual

## Chapter 7( Manual 6)

### A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART.

There are no boards, councils, committees and other bodies at present.

## Chapter 8 (Manual 7)

### THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Name of the Public Authority: Office of the Deputy Commissioner (Revenue) Jaintia Hills District.

#### Assistant Public Information Officers:

Sl No	Name	Designation	S.T.D	Phone No		Fax	Email	Address
				Office	Home			
1	Smt P.L. Lawai, MCS	E .A.C	03652	220814				Chutwakhu.

#### Public Information Officer:

Sl No	Name	Designation	S.T.D code	Phone No. Office	Home	Fax	Email	Address
1	Shri W.Nongsiej, M.C.S	Addl. D.C.	03652	220713	-	-		New-Hill Jowai

#### Department Appellate Authority:

Sl No	Name	Designation	S.T.D Code	Phone. No Office	Home	Fax	Email	Address.
1.	Shri F.R.Kharkongor, IAS	D.C	03652	220721 / 220865				Mynthong.

## Chapter 9 (Manual 8)

### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS.

The procedure of decision-making starts with a matter being put up by the assistants of the Branch to the next higher authority. The controlling officer who is the Deputy commissioner takes the final decision. Procedurally the process of decision starts with the perusal of dak by the Deputy commissioner and his endorsement therein. The case is proceeded further by the staff of the branch and putting it up hierarchically to the higher authority for final orders.

Channel of supervision and accountability are as per the Meghalaya Secretariat manual of office procedure

Subject on which decision is to be taken:

1. Land Acquisition proceedings
2. To follow-up the instructions contained in the Land Acquisition Act.
3. To implementation and enforcement of the guidelines of the Revenue manual.
4. If there is any dis-satisfaction on the part of the concerned parties the matter will be dealt as a reference case.

Procedure for Land acquisition: – Procedure starts with receipt of information from any requiring department/agency for acquisition of any land for public purposes. The decision process moves as follows :

- (i) A joint inspection is made by enquiring officer (EAC Revenue) Secretary JHADC, DFO (T), DAO, etc... with the landowner.
- (ii) Simultaneously assessment of the rate of the land crops etc is made by the enquiring officer (E.A.C. Revenue) as per prevailing market rate.
- (iii) This is followed by approval of the rate by the D.C. (Revenue)
- (iv) Notification Under Section 4 of the Land Act is issued along with the particulars, documents to the said land. (Like map, Site plan & estimate). Awaiting period of 30 (thirty) days from the date of issue of the said notification is provided for any interested parties to file objection under Section- 5A. After that declaration under Section - 6 is published giving a period of another 30 (Thirty) days again.
- (v) In the event of no objection being filed the date for hearing under section - 9 is fixed to ensure the concerned party are satisfied with the rate fixed by the collector and the measurement of the land. This is followed by intimation to the government. The draft award is also being prepared by the district Collector and is further sent to the Government for approval after which compensation is made to the concerned parties.

## Chapter 10 (Manual 9)

## Directory of Officers and Employee

Sl No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Office	Home			
1	Shri. F. R. Kharkongor, IAS	Deputy Commissioner	03652	220721 220860	-	-	-	D.C. Office, Jowai.
2	Shri. W. Nongsiej, MCS	Addl. Deputy Commissioner	03652	220713	-	-	-	D.C. Office, Jowai
3	Shri. J.D. Suchiang, MCS	Extra Assistant Commissioner	-	-	-	-	-	D.C. Office, Jowai
4	Smt. N. Shullai	U.D.A. (Rev)	-	-	-	-	-	D.C. Office, Jowai
5	Smt. W. Sumer	L.D.A. (Rev)	-	-	-	-	-	D.C. Office, Jowai
6	Smt. D. Kma	L.D.A. (Rev)	-	-	-	-	-	D.C. Office, Jowai
7	Shri. D. Dkhar	Recorder (Rev)	-	-	-	-	-	D.C. Office, Jowai
8	Shri. T. Sutong	Peon (Rev)	-	-	-	-	-	D.C. Office, Jowai

Chapter 11 (Manual 10)

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.

Sl No.	Name	Designation	Monthly Remuneration	Compensation / Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	Shri. F. R. Kharkongor, IAS	Deputy Commissioner	Rs. 22,420/-		
2	Shri. W. Nongsiej, MCS	Addl. Deputy Commissioner	Rs.18,609/-		
3	Shri. J.D. Suchiang, MCS	Extra Assistant Commissioner	Rs.16,182/-		
4	Smt. N. Shullai	U.D.A. (Rev)	Rs.6,825/-		
5	Smt. W. Sumer	L.D.A. (Rev)	Rs.4,850/-		
6	Smt. D. Kma	L.D.A. (Rev)	Rs.3,840/-		
7	Shri. D. Dkhar	Recorder (Rev)	Rs.3,260/-		
8	Shri. T. Sutong	Peon (Rev)	Rs.3,550/-		