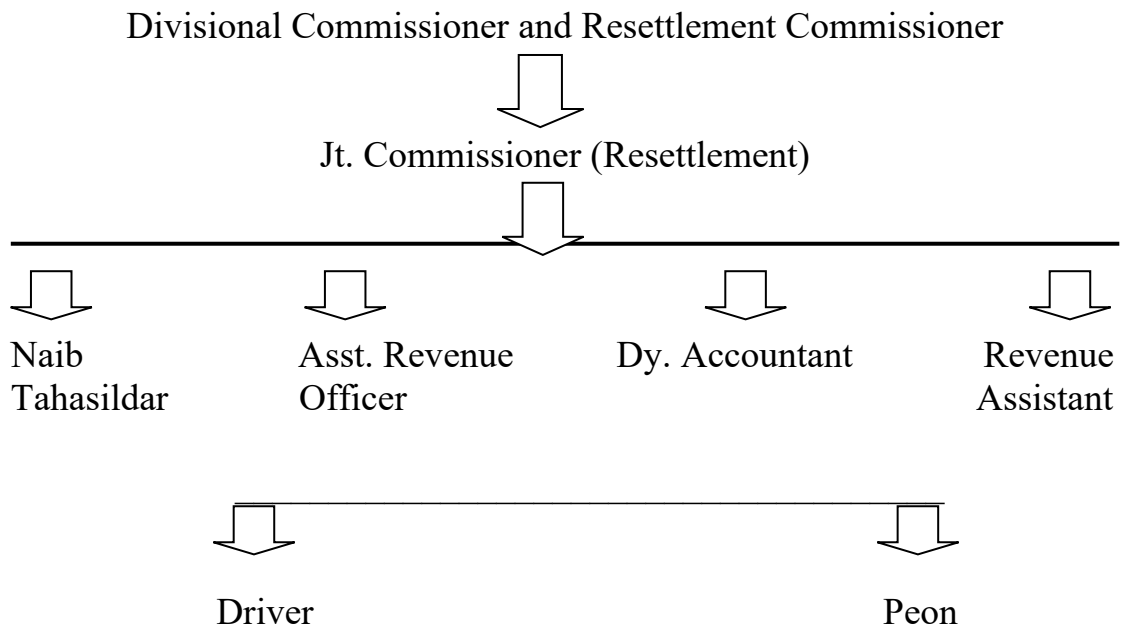


Welcome to Resettlement Branch

1) Information about the structure of Resettlement branch office of Divisional Commissioner Nashik division, Nashik.

1. Name of Branch - Resettlement Branch
2. Address - Office of Divisional Commissioner Office,
Nashik Road
3. Head of Department - Jt. Commissioner (Resettlement)
4. Name of Department - Revenue And forest Department
5. Jurisdiction -Divisional Jurisdiction (Nashik, Ahemednagar,
Dhule, Jalgaon and Nandurbar)

Organization Chart of Resettlement Branch.



Rehabilitation Branch Objectives Policies Scope of Work, Services Available

1. To implement the Maharashtra Project Affected Persons Rehabilitation Act, 1999 effectively and efficiently in the Nashik Revenue Division.
2. To exercise the main control, supervision, direction and control over all matters related to the rehabilitation of persons affected by various projects in the Nashik Revenue Division.
3. To implement the rehabilitation program within the framework of the policy formulated by the State Government regarding the rehabilitation of persons affected in the Nashik Revenue Division.
4. To coordinate and monitor the land acquisition and rehabilitation work related to the rehabilitation of persons affected in the division.
5. To ensure the speedy rehabilitation of the affected persons by seeking information from all the District Collectors about the progress made in the rehabilitation and by providing guidance and assistance as may be necessary in the circumstances of the case.
6. To disburse the grants received from the government for the rehabilitation of the affected persons and for the rehabilitation of the affected persons to the officers and authorities as per their needs and at such time as the authorities deem fit.
7. To propose the budget estimate of the department for rehabilitation to the government.
8. To ensure that the grants received under its jurisdiction are being properly utilized and to conduct trial and error audits.
9. To scrutinize and approve the preliminary notification proposal under section 11(1) of the Maharashtra Project Affected Persons Rehabilitation Act, 1999 and to publish it in the Government Gazette.
10. To scrutinize and approve the final notification proposal under section 13(3) of the Maharashtra Project Affected Persons Rehabilitation Act, 1999 and to publish it in the Government Gazette.
11. To examine the budgets of civic amenities to be provided in the newly resettled village stations and give administrative approval to the civic bodies and budgets.
12. To approve the proposal of the District Collector regarding conversion of alternative Class-2 lands to Class-1 for allocation to the project affected people.
13. To submit a report to the State Government regarding the rehabilitation of project affected people in the division as required.
14. To monitor the rehabilitation of the Sardar Sarovar Project and to emphasize on the completion of rehabilitation works.
15. To coordinate between the District Rehabilitation Administrator's Office, the project machinery and the government.
16. To monitor that the persons affected by the projects under the Rehabilitation Act are rehabilitated and all the benefits due to them are provided. Information on rehabilitation activities

Information on rehabilitation work

1. According to section 11 sub-section (1) and sub-section 3 of section 13 of the Maharashtra Project Affected Persons Rehabilitation Act 1999, the notification is published in the Maharashtra Gazette by specifying the preliminary notification in the affected village thane area gazette.
2. Administrative approval is given to the work and budget of civil facilities to be provided in newly resettled villages.
3. Allocation of resettlement to project affected persons as an alternative under rehabilitation The new condition is approved in the proposal of Collector and Rehabilitation Administrator regarding the conversion of Occupancy Class-2 land into Occupancy Class-1.
4. Supervise and control the day-to-day work of the Rehabilitation Wing.
5. Meetings are held as required by the District Rehabilitation Officer.
6. Follow-up to obtain necessary information regarding rehabilitation/ information requested by the Government, compilation of received reports.
7. Check the civil constitution budgets to be provided in the newly resettled village and submit/propose to the superiors for giving administrative approval to civil facilities and budgets.
8. Annual expenditure budgets are prepared and submitted to the government as per the requirements of the main account heading 2235, 2049, 4235, 4801, 6235.

Details of function and duties of officers/employees

Sr No.	Designation	(Administrative Financial and Quasi-judicial Powers and Duties) as per available Act/Rule/Government Decision/Circular
1.	Divisional and Rehabilitation Commissioner Nashik Division Nashik	<p>(a) To implement the rehabilitation program within the framework of the policy framed by the State Government regarding the rehabilitation of the affected persons in the department.</p> <p>(b) Coordinating and monitoring the rehabilitation work of the affected persons in the department.</p> <p>(c) Asking the concerned Collector and Rehabilitation Administrator or Project Officer to take up the rehabilitation work along with the project work and seeking information from them on the progress made in relation to the affected person. and to ensure speedy rehabilitation of the affected persons by providing such guidance and assistance as may be necessary in the circumstances of the case.</p>
2.	Joint Commissioner (Rehabilitation) Nashik Division	<p>(d) Submitting reports to the State Government regarding rehabilitation of affected persons in the department.</p> <p>(e) Prepare or arrange for preparation of annual budget for provision of funds for carrying out rehabilitation of affected persons in the department.</p> <p>(f) Disbursement of grants received under its jurisdiction for the rehabilitation of affected persons to the authorities and authorities as may be deemed fit for their needs and at such intervals as may be deemed fit.</p> <p>(g) To ensure proper utilization of grants received under its jurisdiction and to carry out non-trial audits</p> <p>(h) To perform such other functions as the State Government may from time to time assign in writing.</p> <ol style="list-style-type: none"> 1. To grant 30 days earned leave to class-3 and class-4 employees 2. To grant pay increment to class-3 and class-4 employees.

		<p>3. Allocation of sanctioned grant for rehabilitation in the division is proposed to the Divisional Commissioner and approved and distributed to the Collector Rehabilitation.</p> <p>4. Compile the information about the cost of subsidy received and submit it to the government.</p> <p>5. Checking the budget estimate prepared by the staff of the department and approving it and proposing it to the government.</p> <p>6. Submitting proposals for extension of temporary posts of rehabilitation in the department and obtaining extension from Govt.</p> <p>7. To examine the cases/proposals submitted by the staff in the branch under the Maharashtra Project Affected Persons Rehabilitation Act, 1999 and submit them to the Divisional Commissioner and Rehabilitation Commissioner for approval with feedback.</p>
3.	Rehabilitation Revenue Assistant/Assistant Revenue Officer	<p>1. To scrutinize and note the proposal for breach of condition of rehabilitation land.</p> <p>2. Rehabilitation works related to Sardar Sarovar project.</p> <p>3. Preparation and submission of information to be sent to the Government.</p> <p>4. Coordinating between District Rehabilitation Office and Govt.</p> <p>5. Conducting visits/office inspections to District Rehabilitation Offices.</p> <p>6. Visits to projects/rehabilitated villages and preparation of tour details.</p> <p>7. Computerization of information regarding rehabilitation.</p> <p>8. All rehabilitation works of projects under the Rehabilitation Act.</p> <p>9. Recording/maintaining work record books.</p> <p>10. Recording/updating A.R. (Awaiting Register).</p> <p>11. Maintaining PRA/PRB Register.</p> <p>12. Recording/updating S.R. (Estimate Register).</p> <p>13. Recording/updating N.R. (Notification Register).</p> <p>14. Recording and updating entries in the service book.</p>

		<ol style="list-style-type: none"> 15. Maintaining all types of leave orders and records. 16. Preparing information for meetings of ward officers. 17. Establishment of rehabilitation branch. 18. Preparing notes of meetings. 19. DRO Meetings and preparations for them. 20. Notes of all meetings related to rehabilitation and preparation of meetings. 21. Preparation of meetings of Divisional Commissioners related to rehabilitation /preparation of minutes of meetings. 22. Preparation of information regarding Right to Information and sending/publishing/updating it as required. 23. Preparation of Transfer of Charge Certificate. 24. Keeping the files of government decisions and circulars updated. 25. Performing all other related works related to rehabilitation. 26. Carrying out the tasks assigned/as instructed by the Hon. Divisional Commissioner/Deputy Commissioner.
4.	Assistant Accountant Rehabilitation	<ol style="list-style-type: none"> 1. Record/maintain the work record book. 2. Prepare budgets under the account heads 2235,2049,6235,4235,4701,4702,4801 and propose them for submission to the government. 3. Distribute grants for all the above account heads. 4. Prepare eight-monthly budgets for all the above account heads. 5. Prepare progress reports for all the above account heads. 6. Prepare appropriation accounts for all the above account heads and submit them to the government. 7. Make payments of salaries, travel allowances, festival advances, provident fund, medical bills and office expenses of the officers/employees of the Rehabilitation Branch. 8. Coordinate the office and department under the above account heads of the Rehabilitation Branch.

		<p>9. Collect information regarding housing loans from the district office and submit it to the government.</p> <p>10. 6235 and 0049 (interest accrued) and coordinate with the Accountant General.</p> <p>11. Maintaining Class-4 Provident Fund accounts.</p> <p>12. Issuing accounting orders regarding petrol, telephone, office expenses in the Rehabilitation Branch.</p> <p>13. Preparing monthly expense statement of rehabilitation and submitting it to the government.</p> <p>14. Preparing a proposal for extension of temporary posts.</p> <p>15. Preparing and submitting issues regarding external audit report and its information.</p> <p>16. Submitting information on the Accountant General's civil report.</p> <p>17. Preparing a statement regarding income tax in the Rehabilitation Branch and issuing Form No. 16.</p> <p>18. Preparing a program budget of the Rehabilitation Branch and submitting a consolidated report to the government.</p> <p>19. Preparing final salary certificate, salary certificate.</p> <p>20. Issuing annual salary increment certificates of rehabilitation employees.</p> <p>21. Maintaining up-to-date records of travel allowance, salary increment and provident fund, grants and expenses.</p> <p>22. Submitting the DC bill of AC bill to the Accountant General.</p> <p>23. Controlling and coordinating the accounting work of the District Rehabilitation Offices.</p> <p>24. All the accounting related work of the Rehabilitation Branch.</p>
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The time taken for the work to be done through the rehabilitation branch.

Regarding determining the responsibility and accountability
for supervision in the decision-making process.

Sr No	Name of the work/decision process	Duration	Primary job responsibility	Chain of responsibility and accountability
1.	To approve the preliminary notification of rehabilitation under Section 11, Sub-section 1 of the Maharashtra Project Affected Persons Rehabilitation Act, 1999 and publish it in the Government Gazette.	30 days	1.Revenue Assistant 2.Assistant Revenue Officer	1. Revenue Assistant 2. Assistant Revenue Officer 3. Naib Tahasildar 4. Joint Commissioner (Rehabilitation) 5. Divisional Commissioner and Rehabilitation Administrator
2.	To approve the final notification of rehabilitation under Section 13, Sub-section 3 of the Maharashtra Project Affected Persons Rehabilitation Act, 1999 and publish it in the Government Gazette.	30 days	1.Revenue Assistant 2.Assistant Revenue Officer	1. Revenue Assistant 2. Assistant Revenue Officer 3. Naib Tahasildar 4. Joint Commissioner (Rehabilitation) 5. Divisional Commissioner and Rehabilitation Administrator
3.	To give administrative approval to the budgets of civic amenities to be provided in the resettled villages under Section 10(3) of the Maharashtra Project Affected Persons Rehabilitation Act, 1999.	30 days	1.Revenue Assistant 2.Assistant Revenue Officer	1. Revenue Assistant 2. Assistant Revenue Officer 3. Naib Tahasildar 4. Joint Commissioner (Rehabilitation) 5. Divisional Commissioner and Rehabilitation Administrator
4.	To examine and approve the proposals of the District Collector and Rehabilitation Administrator regarding conversion of land allotted as Occupancy Class-2 under the Rehabilitation Act into Occupancy Class-1.	21 days	1.Revenue Assistant 2.Assistant Revenue Officer	As per demand

5.	Sending a proposal to the government for extension of the temporary posts created for rehabilitation work in the department. (In the department)	30 days	Deputy Accountant	1. Deputy Accountant 2. Naib Tahasildar 3. Joint Commissioner (Rehabilitation)
6.	Regarding grants for rehabilitation, prepare a budget under M.L.S.2235-Sa.S.V. K., 2049-Interest Grant, 4701-Mo.V M. Irrigation Project 6235-Sa.S.V. K. as well as 4235,4702,4801 and submit it to the government.	30 days	Deputy Accountant	1. Deputy Accountant 2. Naib Tahasildar 3. Joint Commissioner (Rehabilitation)
7.	To perform all accounting related tasks in the Rehabilitation Branch of the Commissioner's Office (e.g. salary payment, travel allowance payment, as well as) pension case, G.V.Y. Insurance payment, housing loan, income tax return, etc. as required.	15 days	Deputy Accountant	1. Deputy Accountant 2. Naib Tahasildar 3. Joint Commissioner (Rehabilitation)
8.	To prepare a budget for the rehabilitation program in Nashik division and submit it to the government.	30 days	Deputy Accountant	1. Deputy Accountant 2. Naib Tahasildar 3. Joint Commissioner (Rehabilitation)
9.	Maintaining coordination between various rehabilitation mechanisms and rehabilitation officers, conducting working correspondence and checking progress reports.	21 days	1. Revenue Assistant 2. Assistant Revenue Officer 3. Deputy Accountant	1. Revenue Assistant 2. Assistant Revenue Officer 3. Deputy Accountant 4. Naib Tahasildar 5. Joint Commissioner (Rehabilitation)

5) Resettlement Act/Rules

Sr.no	Act/Rules
1.	Right of fair Compensation and Transpency and Land Requisition Rehabriliton and Resettlement Act 2013 (Published 27 August 2014)
2.	Bombay Divisional Commissioners Act 1957
3.	Maharashtra Relegious Endowments (Reconstruction on Resettlement Sites) Act 1970
4.	Maharashtra Project Affected Persons Rehabilitation Act, 1999
5.	Booklet of Resettlement Rules
6.	Maharashtra Land Aquisition Rules 1894
7.	Maharashtra Land Revenue Rules 1966
8.	Budgetary booklet and programme budget booklet
9	Financial Powers Regulations
10	Maharashtra Civil Services Rule Book
11	Contingency Expense Regulations
12	Maharashtra Treasury Regulations

**Public Information Officer/Asstt.Public Information
Officer/Appellate Authority in Resettlement Brach**

Sr.no	Name of officer and Designation	Name of officer and Designation	Phone No.
2.	Information Officer	Naib Tahasildar (Resettlement)	0253-2462401
3.	Assist.Public. Information Officer	Assistant Revenue Officer (Resettlement)	0253-2462401
4.	Appellate Authority	Jt. Commissioner (Resettlement)	0253-2462401