

**DIRECTORATE OF LAND RECORDS HARYANA, PANCHKULA**  
**BAYS NO. 25-26, SECTOR-4, PANCHKULA (HARYANA)**

**PARTICULARS OF ORGANISATIONAL SETUP OF THE DIRECTORATE**

The Director, Land Records who is also the Inspector General of Registration is assisted by the Joint Director and the subordinate staff in the discharge of his functions. The following is the organizational set up at the State Headquarters:-

1. Joint Director (AC)	1
2. Deputy Director	1
3. Superintendent	1
4. System Analyst	1
5. Assistant Director	1
6. Deputy Superintendent	1
7. Inspector Registration	2
8. Naib-Tehsildar	1
9. Assistant Research Officer	5
10. Statistical Assistant	1
11. Assistant	5
12. Draftsman	1
13. Stenographer	1
14. Kanungo	3
15. Steno-typist	1
16. Clerk	9
17. Driver	1
18. Peon	5
19. Chowkidar	1
<b>Total</b>	<b>42</b>

**FUNCTIONS AND DUTIES OF DIRECTOR, LAND RECORDS**

The main functions of the Director are to assist the Deputy Commissioners and Commissioners in the maintenance of record of rights and revenue registers and to advice the Financial Commissioner, Revenue and the Government on these matters. He has no administrative functions; his

business is to inspect advice, record and report. Among the principal duties of the Director Land Records are:-

- (a) Land Records, the Kanungo and Patwari establishment and Patwari Revenue Training and its establishment.
- (b) Crops and price reports, weather report, returns of agricultural statistics.
- (c) Rain gauges.

**The Director is the Head of the Department as regards income from:-**

- (1) Mutation fees;
- (2) Copying and Inspection fees of Patwari's records;
- (3) Copying fee for the preparation of produce statement and five yearly abstracts of yields; and
- (4) All expenditure on contingencies connected with the Kanungo and Patwari establishment and with the revenue records.

Besides the above, the Director, Land Records holds the following Departmental Examination:-

- 1. Naib Tehsildars;
- 2. Kanungos;
- 3. Patwaris

The Director of Land Records is also Inspector General of Registration. As Inspector General of Registration he is the Head of Registration Department. He exercise general superintendence over all the Registration offices and has powers to make rules consistent with the Indian Registration Act as defined in section 69 of the Indian Registration Act, 1908. Inspector General Registration inspects the offices of the Sub-Registrars and Registrars to point out deficiencies of stamp duty and registration fees and also for the destruction of such books, papers and documents as need no longer be kept. The examination of Documents Writers/Registration Clerks is also conducted by the Inspector General of Registration.

The Director of Land Records also functions as Registrar General of birth, death and marriages. He is custodian of the records of birth, death and marriages under the Indian Christian Marriages XV of 1872 Act. The Director Land Records is also the Special Collector, Haryana. All such cases the lands

of which fall in two or more districts come up for adjudication before the Special Collector under the provision of Ceiling on Land Holdings Act, 1972.

**FOLLOWING SCHEMES ARE ALSO BEING IMPLEMENTED IN THIS DIRECTORATE**

**1. PREPARATIONS AND ISSUANCE OF KISAN PASS BOOKS.**

In order to remove the dependence of the farmers on the Patwari and to facilitate them to get loans from the financial institutions, the Haryana Kisan Pass Book Act, 1994 has been enacted. So far 845947 Kisan Pass Books have been prepared out of which 748871 have been distributed to the farmers in the State.

**2. DIGITAL LAND RECORDS MODERNIZATION PROGRAMME.**

The main objective of the DILRMP (erstwhile 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. The progress is as below:-

- i. Computerization of all land records:** out of 7088 Jamabandis, 7010 have been computerized. Mutation registers are now maintained online. Girdawri is being computerized through mobile tablet based survey method. Pilot testing has been done in some districts with good results. The data of 7088 jamabandis has been put on website <http://Jamabandi.nic.in>. out of 7088 jamabandis, 7010 jamabandis have been computerised, 6556 have been made online, 454 put offline for updation, 42 jamabandis are under consolidation and 36 Jamabandis are found not feasible.
- ii. Computerization of registration process and its integration with land records:** Computer centers in all the Tehsils and Sub Tehsils have already been set up and Records of Right services have been started through computers at all the Tehsils/Sub Tehsils, where HARIS & HALRIS have been integrated. Out of 7088 total number villages, 6460 villages have been integrated with HARIS and HALRIS Software for jamabandis. Process of

issuing copies of land records from the record rooms has also been computerized. The matter is under Arbitration.

- iii. **Survey/re-survey and updation of survey:** 121 primary and 589 secondary control points have been established. The digitization of cadastral maps of entire state was outsourced, through open bidding, with HARSAC as implementing agency. The matter is under Arbitration.
- iv. **Updation of all survey and settlement records:** Target was to scan and index the settlement record mussavis of 7030 villages. There are 64346 mussavis – all have been scanned and indexed by HARSAC. However as per standard Design Document updation of mussavis, meta-data, Geo-reference and linking with RoRs yet to be done.
- v. **Creation of modern record rooms:** Modern Record Rooms are being set up at all the tehsil/sub-tehsil level in the State under the NLRMP scheme @ Rs. 25.00 lakh for each Modern Record Room have been sanctioned. 100 servers, 1160 computers, 274 MFDs, 100 Online UPS, Wi Fi cards sites, 1961 Nos Compactors and Operating system for servers have been procured and supplied to the Tehsils for setting up of Modern record room in the State. During FY 2017-18 it is proposed to issue digitally signed copies of RoR to the citizens.
- vi. **Development of core GIS :** HARSAC which is a nodal agency for Geo-spatial work in the State has been entrusted to accomplish the job under NLRMP. Four companies have been identified by HARSAC for the purposes, who are implementing this project. Currently this component of the project is at a standstill on account legal issues/arbitration.
- vii. **Capacity building:** A capacity building centre has been set up in the premises of Directorate of Land Records, Haryana, Panchkula. The capacity building centre has become operational and so far 1832 Revenue officials have been imparted training of various durations. 1000 Patwaris were provided “one year” training here.
- viii. **Expenditure:**

During Financial year 2016-17 an amt. of Rs.1950.00 lakh (Rs. 1850.00 lakh Centre share and Rs.100.00 lakh state share) has been sanctioned. Out of which an amt. of Rs. 97.41 lakh (Rs. 88.86 lakh Centre share and Rs. 8.55 lakh state share ) has been spent.

ix **PILOT PROJECT - Aadhaar linking of land records:** Revenue Records of all

Land owners in each district will be linked with Aadhar No. during the next 3 years. A pilot project for linking of RoRs with Aadhar nos. in Jind district amounting to Rs. 2.96 crores was prepared and sent to GOI for approval and release of funds. Against the proposal Rs. 1.39 crores was sanctioned and Rs. 80.00 lakhs has been released by GOI for initiating the project in District Jind. So far entire released amount has been utilized for procuring the infrastructure for implementing the project. Further, the project for linking RoRs with Aadhaar number was prepared for districts Karnal and Panipat with an estimate of Rs 8.30 Crores and sent to Ministry of Fertilizers, GOI who also intend to do a pilot project. Furthermore, to cover the whole State, a project for remaining 18 districts was prepared with a cost of Rs. 86.50 crores and sent to DoLR, Dept. of Rural Development, GOI for sanctioning and release of funds. Sanction is awaited from Government of India.

- x. **Budget 2017-18:** An amount of Rs. 1434.73 lakh ( Rs. 884.73 lakh Centre share and Rs. 550.00 lakh State share) has been sanctioned for financial year 2017-18 for smooth functioning of this scheme.

**3. AGRICULTURAL CENSUS**

It is a 100% Centrally Sponsored Scheme. The Govt. of India gets Agricultural Census conducted after every five years. Presently, it has been decided by the Government of India, Ministry of Agriculture, Deptt. of Agriculture & Co-operation, to conduct the 10<sup>th</sup>. Agricultural Census with 2015-16 as the base year. Training has been imparted to the field staff. The work of the 10<sup>th</sup> Agriculture census is in progress at field level. The work of Agriculture Census Phase-1 and

Phase-2 is to be completed during next 3 years. An amount of Rs. 135.00 lakhs has been sanctioned for financial year 2017-18 for the smooth functioning of this scheme.

**4. MINOR IRRIGATION CENSUS**

It is a 100% Centrally Sponsored Scheme. It is being implementing since 1986-87 in Haryana as per the guidelines received from the Ministry of Water Resources (Govt. of India). The purpose of this scheme is to ascertain the extent of irrigation from Minor sources having Cultivable Command Area up to 2000 hectares. It gives information of irrigation potential created and potential utilized which proves very useful for the Planner and Research Scholars in the Irrigation and Agricultural Sector. So far, four census have been conducted in the country taking 1986-87, 1993-94, 2001-02 and 2006-07 as the reference years. The preparatory work of filling up the schedules with base year 2013-14 is in progress at field level in respect of 5th Minor Irrigation Census. The data of 7088 villages have been completed and 100% data of 5<sup>th</sup> Irrigation Census has been received from the field level. The data entry work will be started shortly. An amount of Rs. 123.00 lakh has been sanctioned for financial year 2017-18 for smooth functioning of this scheme.

**THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY.**

On receipt of fresh dak/file, the same are dairies by the receipt clerk and sent to the concerned branches through Head of their branches. The Record keepers of the concerned branches, put up the same to the concerned Assistant/Superintendent and thereafter the files are routed through concerned branch officers and finally disposed of by the Director General being Head of the Department.

**RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-**

The employees of this department are governed by Group A, B, C & D Service Rules relating to Directorate of Land Records, Haryana. Punjab CSR Volume I, Parts, I,II,III, Punjab C.S.R Volume. II, P.F.R, Volume I & II, instructions issued by the Chief Secretary to Government, Haryana from time to time, manual of instruction on service matters, I, II, III and IV and instruction issued by Finance Department from time to time and are used by disposing of the establishment matters. Revenue matters are governed by various Acts/Manuals such as The Punjab Land Revenue Act., 1887, Ceiling of Land Holdings Act, 1972, Haryana Kisan Pass Book Act, 1996 Indian Registration Act/

**DIRECTORY OF ITS OFFICERS ETC. IS AS UNDER:-**

	Telephone Number	
	Office	Residence
1. Director, Land Records, Haryana, Panchkula.	2561526	--
	2580026	--
2. Deputy Director	2560750	--

**THE PAY SCALES EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:-**

Sr. No.	Name of Officer/Employees and Designation Sh. /Smt.	Pay- Scales in Rs.
1.	Joint Director (Vacant )	15600-39100-GP-6400
2.	Krishan Lal Sharma, Deputy Director	9300-34800-GP-5400
3.	Anoop Singh, Superintendent	9300-34800-GP-4200
4.	Ram Chander, Inspector Registration	9300-34800-GP-4000
5.	Ram Pal, Inspector Registration	9300-34800-GP-4000
6.	Usha , Assistant Director	9300-34800-GP-3600
7.	Ravinder Kumar, Assistant Research Officer	9300-34800-GP-3600
8.	Narmail Singh, Assistant Research Officer	9300-34800-GP-3600
9.	Raj Kumar, Assistant Research Officer	9300-34800-GP-3600
10.	Jasbir Kaur, Sr. Scale Stenographer	9300-34800-GP-3600
11.	Amrik Chand, Deputy Superintendent	9300-34800-GP-4000

12.	Varinder Kumar Giri, Assistant	9300-34800-GP-3600
13.	Vijay Kumar, Assistant	9300-34800-GP-3600
14.	Gopal Chand, Assistant	9300-34800-GP-3600
15.	Hardav Singh, Kanungo	9300-34800-GP-3600
16.	Naresh Kumar, Kanungo	9300-34800-GP-3600
17.	Parveen Kumar, Kanungo	9300-34800-GP-3600
18.	Naveen Kumar, Assistant	9300-34800-GP-3600
19.	Uma Kala, Clerk	5200-20500-GP-1900
20.	Kashmiri Lal, Peon	4440-7440-GP-1300
21.	Ramesh Kumar, Peon	4440-7440-GP-1300
22.	Lallan Yadav, Peon	4440-7440-GP-1300
23.	Balbir Singh, Chowkidar	4440-7440-GP-1300

## **COMPENSATION**

Under the Haryana compassionate Assistance to Dependence of Deceased Government Employees Rules, 2006 the following compensation is provided to the family of deceased Government employee:-

1. On the death of any government employee, the family of the employee would continue to received as financial Assistance a sum of equal to the pay and other allowances that was last drawn by the deceased employee in the normal course without raising a specific claim:-
  - a) For the period of fifteen years from the date of death of the employee, if the employee at the time of his death had not attained the age of thirty five years;
  - b) For the period of twelve years of till the date of death of employee would have retired from Government service on attaining the age of superannuation, whichever is less, if the employee at the time of his death had attained the age of thirty five years but had not attained the age of forty five;
  - c) For the period of seven years or till death of employee would have retired from Government service on attaining the age of superannuation, whichever is less if the employee had attained the age of forty eight years.



- d) The family shall be eligible to receive family pension as per the family pension rules only after the period during which the family receives the financial assistance as above is completed.
- e) The family of deceased Government employee who was in occupation of a Government residence would continue to retain the residence on payment of normal rent/license fee for a period of one year from the date of death of the employee.
- f) Ex-gratia amount of Rs. 25000/- is paid within fifteen days from the date of death of Government employee, to the family of the deceased employee to meet the immediate needs on the loss of the bread earner.

**THE BUDGET ALLOCATED TO IMPROVEMENT INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-**

Sanctioned head wise budget for the year 2017-2018(Director General of Land Records Haryana) is a under:-

Sr. No.	Head of Account	Budget (Rs.)	
1	2029-land Revenue-103-Land Records-103 (i) Headquarter Staff	Pay	51,40,000
		DA	5,00,000
		MC	10,00,000
		TE	28,000
		OE	7,00,000
		RRT	-
		Wages	3,00,000
		Ex-gratia	30,00,000
		Scholarships and Stipend's	50,00,000
		Profesnal and special services	2,50,000
		POL	10,000
		Contractual services	52,00,000
		LTC	3,00,000
		Training	10,000
		Energy charges	7,00,000
Furniture	-		
	<b>Total</b>	<b>2,21,38,000</b>	
2	2029-land Revenue-103-Land Records-103 (i) District Staff	Pay	159,00,00,000
		DA	11,90,00,000
		MC	2,70,00,000

		TE	1,00,000
		OE	6,00,000
		TAD nonoff	-
		Wages	3,00,000
		Interest	1,00,000
		Other charges	-
		Exgratia	8,50,00,000
		Contractual services	90,00,000
		LTC	2,50,00,000
		Training	-
		Honorarium	27,20,00,000
		Computerization(IT)	10,00,000
		<b>Total</b>	<b>222,93,00,000</b>
3	2030 Stamps and Registration-03-Regn-001- Direction and Administration honorarium to Tehsildars and Naib Tehsildars (N.P.)	Pay	13,82,000
		DA	1,31,000
		TA	30,000
		OE	1,00,000
		Medical	1,47,000
		LTC	90,000
		Honorarium	1,00,000
		<b>Total</b>	<b>19,80,000</b>
4	2052-Sectt. General Servces-099-Board of Revenue-Conduct of Examination for for various Department (Revenue)(NP)	OE	75,000
		Honorarium	5,00,000
		<b>Total</b>	<b>5,75,000</b>
5	2506-Land Reforms-012-Staticstics and Evaluation-Strengthening of Statistical Setup in Revenue Department-HQ-(NP)	Pay	10,00,000
		DA	1,00,000
		TE	20,000
		OE	1,00,000
		Medical	1,00,000
		LTC	35,000
		<b>Total</b>	<b>13,55,000</b>
6	3475-Other General Economics Services-201-Land Ceilling (Agri. Reforms)-Land Records (NP)	Pay	4,00,000
		DA	50,000
		TE	5,000
		OE	10,000
		Medical	50,000
		LTC	--
		<b>Total</b>	<b>5,15,000</b>
7	2029-land Revenue-103-Land Records-103 (i) Headquarter Staff (RMIS)	Pay	40,00,000
		DA	3,20,000
		TE	30,000
		OE	3,00,000
		Medical	5,00,000
		LTC	1,50,000
		Honorarium	60,00,000

		<b>Total</b>	<b>1,13,00,000</b>
8	2029-land Revenue-103-Land Records-103 (i) Headquarter Staff (Agricultural Census )	Pay	64,40,000
		DA	5,10,000
		TE	30,000
		OE	3,00,000
		POL	2,00,000
		Medical	5,20,000
		Contractual Services	2,00,000
		LTC	3,00,000
		Honorarium	50,00,000
		<b>Total</b>	<b>1,35,00,000</b>

**THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED, FOR PUBLIC USE:-**

The citizens can obtain information in the prescribed Performa after depositing requisite fee from 9.00 a.m. to 5.00 p.m. on all working days.

**THE NAME AND DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**

1. Sh. Krishan Lal Sharma, Deputy Director, First Appellate Authority
2. Smt. Usha, Assistant Director, State Public Information Officer

**APPELLATE AUTHORITY**

Rest of the information can be had from the Haryana Right to Information Rules, 2005, published in Haryana Government Gazette (Extraordinary), dated the 28<sup>th</sup> October, 2005 vide Haryana Government, Administrative Reforms Department, Notification No. 5-4-2002-1 AR, dated 28<sup>th</sup> October, 2005.