

LAND REFORMS DEPARTMENT

From,
Tmt.Jayashree Raghunandan, IAS.,
Principal Secretary/
Commissioner of Land Reforms,
Chepauk, Chennai-600 005.

To,
All the Special Deputy Collectors
(Revenue Court)

Ref. No.I1/1772/2016 (L.Ref.), dated 01.04.2016

Sir/Madam,

Sub: Computerisation of Revenue Courts cases –
Programme developed by NIC for Revenue Courts –
Data entry to be completed - Regarding.

Ref: This office Lr. No. I1/1772/2016 (L.Ref.), dated
11.3.2016

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I invite your kind attention to the reference cited, wherein, it has been requested to continue the case entry in the demo site continuously and that all data entered in the demo site will be automatically drawn to the live site and no re-entry need be made of cases already entered in the demo site. It has been requested to complete updation of all pending cases in the website.

2. But, a perusal of the website reveals that after the first few days of entry made by the Special Deputy Collectors in demo site, no continuous entry has been made till date. This is taken adverse note of.

3. All Special Deputy Collectors are requested to strictly adhere to instructions in this regard and ensure that there is no opportunity given for any action to be taken against the Special Deputy Collectors.

4. The following instructions are issued once again for taking further action for completion.

- i) The progress of work done by the Special Deputy Collectors (Revenue Court) had been last reviewed up to 31.1.2016 in review meeting on 29.2.2016. Accordingly, the pending cases as on 31.1.2016 is to be taken for entry and updation of cases in the Revenue Courts website. These may have changed after reconciliation with Hindu Religious & Charitable Endowment department, as well as when actually case by case entry of pending cases as on 31.1.2016 is done.
- ii) Case entry is to be made even of all cases disposed during the month of February 2016 and March 2016 as these were pending as on 31.1.2016.
- iii) The cases filed in 2/2016 & 3/2016 should also be entered in the 'case entry' site.
- iv) All fields provided in case entry must be entered correctly as per record.
- v) Hearing Outcome is to be updated in 'Hearing Process' on same day or in 'Update-Pending Hearing Detail' for all cases as per case record.
- vi) Final Order 'Uploaded' – Orders issued are to be uploaded either from the Word document in the computer or from the scanned image. Only after this is done is it taken into account that the case has been disposed.
- vii) Detail in the orders issued is also to be entered in the fields provided in 'Final Order upload'.
- viii) All stages from Admission stage to Orders stage is taken as pending.

- ix) All dummy entries made in the Demo Site are to be identified and informed to this office and to NIC for enabling deletion.
- x) The Correction of all entries is to be checked by a team formed by the Special Deputy Collector.
- xi) A certificate of correctness and completion of entries of all cases pending as on 31.1.2016 and received during February 2016, March 2016 and April 2016 and to date of certification is to be sent duly signed by the Special Deputy Collector stating

“This is to certify the completion and correctness of all entries pertaining to all pending cases as on 31.1.2016, all cases received during February 2016, March 2016 and till to date of certification viz”
- xii) The cases being filed daily, should also be entered in the ‘Case entry’ site on the same day without fail, enabling the progress of work of the Revenue Court to be updated in the website daily.
- xiii) The progress on cases should also be continuously entered daily to ensure the website remains updated.

5. MIS Reports

- i) The MIS Reports would be automatically generated based on the entries made on the cases and its progress details in the various given fields.
- ii) In the Review Meeting on 29.2.2016, the Special Deputy Collector (Revenue Court) were asked to give on the same day of the meeting, the formats of MIS Reports required by them for their internal monitoring

to enable better performance. These are yet to be given. The Special Deputy Collectors (Revenue Court) are to send their required Format to this office e-mail by 11.04.2016.

6. It is brought to notice of the Special Deputy Collector (Revenue Court) that any fields left not entered or incorrectly entered get reflected both in the case on Details and in the MIS Report. Thus, the cases disposed in 2/2016 & 3/2016 and cases pending as on date would be automatically generated in the web, the year wise pendency would also be automatically generated in the web, etc. Hence it is essential that the Special Deputy Collector (Revenue Court) ensure that entries are correctly made and updated daily.

7. Based on the pendency, it is instructed that the work of data entry should be completed as per the time scheduled below:-

Sl. No	Revenue Court	Data fixed for completion of data entry
1	2	3
1	Cuddalore	05.04.2016
2	Lalgudi	20.04.2016
3	Madurai	07.04.2016
4	Mannargudi	11.04.2016
5	Mayiladuthurai	11.04.2016
6	Nagapattinam	09.04.2016
7	Thanjavur	07.04.2016
8	Tiruchirapalli	07.04.2016
9	Tirunelveli	07.04.2016
10	Tiruvarur	12.04.2016

Hence, the Special Deputy Collectors (Revenue Court) are requested to ensure that the data entry work is completed as per the above scheduled time without any excuses.

Needless to say, that the success of this computerization of Revenue Court cases would be dependent on the interest shown by the Special Deputy Collector (Revenue Count) in ensuring it is correctly and fully done and updated regularly.

Yours faithfully,
Sd/- Jayashree Raghunandan
Principal Secretary/
Commissioner of Land Reforms

Copy to

1. The Commissioner, HR & CE Department, Chennai-34.
2. The Director, Tamil Nadu e-Governance Agency, Chennai.
3. The Joint Commissioner (Land), Land Administration Department, Chennai-5.
4. The District Collectors Concerned.
5. Tvl. Arun Kumar Senior Technical Director & Thiru Shankar, Technical Director, NIC-TNSC.
6. Stock file of I1.

/forwarded by order/

Superintendent