



Abstract

Announcements (2021-2022) – announcements made by Honourable Minister for Revenue and Disaster Management in the Legislative Assembly on 31.08.2021 –For organizing special drive for rectification of errors in computerized land records of urban areas - Orders - Issued.

Revenue and Disaster Management Department, Survey and Settlement Wing, [SS-II(2)] Section

G.O.(Ms.) No.612

Dated: 01.10.2021

பிலவ வருடம், புரட்டாசி 15
திருவள்ளூர் ஆண்டு 2052

Read:

From the Director of Survey and Settlement,
Letter No.Rc.K12/6780/2021 (Sy), Dated
09.09.2021.

ORDER:

The Honourable Minister for Revenue and Disaster Management has announced as follows in the Legislative Assembly on 31.08.2021:-

“விவசாயிகள் மற்றும் வீட்டு உரிமையாளர்களின் பட்டா தொடர்பான பிரச்சனைகளுக்கு தீர்வு காணும் வகையில் கிராம அளவில் சிறப்பு முகாம்கள் நடத்துதல்.

அரசின் சேவைகளை, பொது மக்களின் இருப்பிடங்களுக்கே கொண்டு செல்லும் இவ்வரசின் கொள்கையின் ஒரு அங்கமாக ஒவ்வொரு வருவாய் கிராமத்திலும், விவசாயிகள் மற்றும் வீட்டு உரிமையாளர்களின் பட்டா தொடர்பான பிரச்சனைகளுக்கு தீர்வு காணும் வகையில், சிறப்பு முகாம்கள் நடத்தப்படும். ஒவ்வொரு வருவாய் வட்டத்திலும், இந்த முகாம்கள் நடத்தப்பட்டு 2022 பொங்கல் திருநாளுக்குள் அனைத்து கிராம மக்களும் பயன்பெற வழிவகை செய்யப்படும்.”

2. The Director of Survey and Settlement has stated that petitions are received from landowners across the State alleging that data entry errors have crept in the computerized (online) data. The Director of Survey and Settlement has also stated that unlike rural areas, it is noticed that the errors in computerised land records database in urban areas are more in number. Therefore, it is considered that each and every computerized entry of urban land records [TamilNilam (urban) database] may be compared with the original manuscript Permanent Land Register (PLR – A to H Registers) with respect to 10 old towns of Chennai district and Town Survey Land Registers (TSLR) of rest of the towns in State. Accordingly, he has

enclosing draft guidelines to be followed for implementing the above special drive for rectifying errors in computerized urban land records.

3. The Director of Survey and Settlement has requested to approve the guidelines and to issue orders for implementing the special drive scheme so as to rectify the errors that has crept-in during data entry, and also to make the correct entries/records instantly with approval of the Revenue Divisional Officer concerned.

4. The Director of Survey and Settlement has further requested to authorize the nodal Deputy Collector of the taluk concerned to approve the manual order (proceedings) for rectification of error-correction/missing entries and stated that incorporation of the changes in the TamilNilam (urban) database will be done only by the concerned Revenue Divisional Officers.

5. The Government after careful examination have decided to accept the proposal of the Director of Survey and Settlement and orders for implementing the special drive scheme so as to rectify the errors that has crept-in during data entry process and also to make the correct entries/records, instantly with approval of the Revenue Divisional Officer concerned as per the guidelines detailed in the annexure I to III to this order. The Government also authorize the nodal Deputy Collector of the taluk concerned to approve the manual order (proceedings) for rectification of error-correction/missing entries. However, incorporation of the changes in the TamilNilam (urban) database can be done only by the concerned Revenue Divisional Officers.

6. The Director of Survey and Settlement is directed to pursue necessary further action with reference to the orders issued in para 5 above.

(By Order of the Governor)

**Kumar Jayant,
Principal Secretary to Government.**

To

The Director of Survey and Settlement,
Chepauk, Chennai-5.

The Principal Secretary/CRA, Chepauk, Chennai-5.

The CLA, Chepauk, Chennai-5.

Copy To

The Special Private Assistant to Minister
(Revenue and Disaster Management), Chennai-9.
Stock File/Spare Copy.

// Forwarded by Order //


Section Officer.

(P.T.O. for Annexure)

Annexure-1

**[G.O.(Ms.) No.612, Revenue and Disaster Management Department,
dated 01.10.2021]**

**Guidelines for conducting Special Drive for error-correction in online land
records of urban areas**

(in Tamil Nilam – Urban land records database)

1. Objectives of the Special Drive:

Land records of urban areas were computerized during the years 2014 to 2016 by engaging data entry operators through outsourcing (private agencies) by the District Collectors concerned. The computerized data (land records) were converted into Unicode font and ported to Web-based Tamil Nilam – urban database (i.e., to the central server at the State Data Centre in Chennai) and completely online workflow-based maintenance and processing of the urban land records were commenced on various dates for various Towns/Corporations. Currently, applications for Patta transfers [(Involving Sub-Divisions (ISD) and Not Involving Sub Divisions (NISD))] are received through Common Service Centres (CSCs) RTR applications under district e-service architecture (user mapping). Also STR applications are received through online mode from the Sub-registrar offices.

Of late, petitions are received from landowners across the State alleging that data entry errors have crept-in in the computerized (online) data. Hence, a special drive for cleansing the data is warranted.

Giving due consideration to the requests of public, the Honourable Minister for Revenue and Disaster Management has made an announcement in the Tamil Nadu Legislative Assembly that the issues related to Patta would be resolved before the Pongal festival in the year 2022.

Unlike rural areas, it is noticed that the errors in computerised land records database in urban areas are more in number. Therefore, each and every computerized entry of urban land records [TamilNILAM (urban) database] has to be compared with the original manuscript Permanent Land Register (PLR – A to H Registers) with respect to 10 old towns of Chennai district and Town Survey Land Registers (TSLR) of rest of the towns in State and the errors crept-in have to be rectified by conducting Special Drive in all Taluk offices through dedicated teams consisting of revenue and survey officials.

2. Guidelines to carry out error-corrections :

(I) Preparation of records and formation of teams:

- i. By logging into the user account of Sub Inspector of Survey in Tamil Nilam (Urban) software, printout of Permanent Land Register (PLR) in

case of 10 old villages (towns) of Chennai district and Town Survey Land Register (TSLR) for the other urban areas across the State has to be taken and bound into separate volumes. Also, manuscript registers of PLR, TSLR and A to H Registers should be kept ready for comparison work.

- ii. The error-correction work of every Town within every Taluk has to be completed within 3months. It has been observed through a pilot work that a team comprising 2 officials can compare the records of a minimum of around 750 sub-divisions per day and list out (write down) errors and missing entries.
- iii. Hence, depending upon the total number of sub-divisions in a Town / Taluk, adequate number of teams (comprising 2 officials each) of Revenue as well as Survey department have to be formed and mobilized in order to complete the work within 3months.
- iv. The District Collector has to constitute adequate number of teams by mobilizing officials of Revenue and Survey departments. The District Collectors should closely monitor the timely commencement and successful completion of the special drive.

(II) Identifying and listing of errors:

(i) This exercise (special drive) contemplates the following steps:

- a. Compare every TS No. / Sub-division Nos. mentioned in the computerised PLR / TSLR of Tamil Nilam (Urban) or Rural wherever applicable with that of manuscript PLR / TSLR. Wherever necessary relevant A- H Register, Sub-division Register (sub-division files), etc. have to be compared. One of the team member should read out loudly the contents of each TS No. / Sub-division record from manuscript PLR / TSLR and the other member of the team should check whether any error has crept-in or entry is missing in the T.S. No. / Sub-division record in the computerised PLR / TSLR of Tamil Nilam (Urban).
- b. The incorrect entries in the computerised PLR / TSLR of Tamil Nilam (Urban) has to be circled with red ink pen (and also the correct entry should be written over the incorrect entry) and the correct entries of the sub-divisions should be written next to it and also in the space in the bottom of each page of the computerised PLR / TSLR of Tamil Nilam (Urban). Also, the missing entries in the computerised PLR / TSLR of Tamil Nilam (Urban) (i.e., the entries / sub-division records that are found in the manuscript PLR / TSLR, but not found in the computerised PLR / TSLR of Tamil Nilam (Urban) should also be written using red ink pen) in the white space in the bottom of

each page of the computerised PLR / TSLR of Tamil Nilam (Urban) and an arrow should be put-in where the missing sub-division entry should have appeared. A sample list of columns in which simple errors that could have crept-in in computerized land records of TamilNILAM (urban) database is enclosed [Annexure-1].

c. Wherever necessary A to H Registers, relevant files and other old records have to be verified for identifying / ensuring correctness of the entries. The Tahsildar concerned is responsible for providing all relevant records / registers required for hassle-free implementation of this special drive.

d. For all the T.S. Nos / Sub-division records of every Town / Corporation, the above exercise should be done and both the team members should affix their full signature and write down their name and designation in capital letters below their signature, in every page of the computerised PLR / TSLR of Tamil Nilam (Urban) (herein after called 'the errors-marked copy').

e. The errors and missing entries should be listed out in the excel format enclosed [Annexure-2].

f. The teams should handover the "errors-marked copy" of printed PLR / TSLR of Tamil Nilam (Urban) along with all the relevant manuscript records / registers and data in excel format to the Tahsildar concerned.

g. The Tahsildar along with Zonal Deputy Tahsildar (of the Taluk concerned) should 100 % verify the "errors-marked copy of computerised PLR / TSLR of Tamil Nilam (Urban)" by comparing it with the relevant manuscript records / registers and ensure that all the errors and missing entries have been incorporated in the "errors-marked copy of computerised PLR / TSLR of Tamil Nilam (Urban)" and also listed out in the excel format without omission. After completing the exercise, they should affix their full signature and write their name in capital letters and put their official rubber stamp below their signature.

h. The Tahsildar should hand over all the above records to the Nodal Deputy Collector designated for this purpose.

i. The Deputy Collector specially designated for this purpose, should thoroughly verify the above records and approve the corrections on file. He / she should issue proceedings for incorporating the corrections in online Tamil Nilam (Urban) database through error correction module and should return the proceeding and the excel format containing the list of errors to be corrected / missing entries to be incorporated, and the original manuscript records to the Tahsildar concerned. The Tahsildar concerned should keep the "errors-marked copy of printed PLR / TSLR of Tamil Nilam (Urban) in his / her safe custody".

(III) Incorporating the corrections in online Tamil Nilam (Urban)

- a. On receipt of the proceeding and data in excel format from the Deputy Collector concerned, the Tahsildar should take necessary action to incorporate the changes (i.e., only the changes that have been approved in the proceeding of the Deputy Collector) in the login of Sub Inspector of Survey (using error-correction module) in Tamil Nilam (Urban). The Tahsildar should verify and forward the entries regarding changes to the RDO / Sub Collector.
- b. The RDO / Sub Collector should approve the correction in the Tamil Nilam (Urban) software using his / her Digital Signature.

(IV) Special Instructions:

- a. The corrections related to classification changes like Govt. to private and private to Govt. shall not be done during this special drive. However, they are to be enumerated and entered in a separate format and will have to be verified subsequently and necessary action on the same.
- b. Errors related to classification changes from Govt. To private (ryotwari) shall be noted down in the error-marked copy computerized PLR/TSLR, but proceeding for error correction shall not be issued.

3. Responsibilities of various Officials:

(i) District Collectors

- a. The District Collector shall issue proceedings with detailed instructions in advance for deputing Revenue and Survey officials to the special drive in advance in consultation with the Tahsildars and RDOs concerned, to schedule the Special Drive for error-corrections from the 15th September 2021 and to complete entire exercise in every Taluk within 3 months' time.
- b. The District Collectors shall issue proceedings.
- c. The District Collectors shall closely monitor the implementation of the scheme; review the progress of this work on daily basis; send reports on weekly basis to the Commissioner of Land Administration and Director of Survey and Settlement on the progress of this work.
- d. The District Collectors shall conduct inspection in the special camps and issue instructions to the officials concerned for the smooth implementation of the scheme.
- e. District Revenue Officers shall be made to supervise the arrangements made for the special drive and to closely monitor and review the progress of the work.

(ii) Revenue Divisional Officers and Deputy Collectors:

- a. The Nodal Deputy Collectors concerned assigned for each taluk who are the nodal officers for taluk offices, are responsible for approving the physical

file prepared for error-corrections by the dedicated teams and submitted through the Tahsildar.

b. The Revenue Divisional Officer / Sub Collector concerned is responsible for verifying and approving the corrections (initiated by Patta Assistant based on the proceedings issued by the Nodal Deputy Collectors, and forwarded in workflow) in Web-based Tamil Nilam (Urban) software) using his / her Digital Signature.

(iii) Tahsildars:

- a. The Tahsildars are responsible for arranging basic infrastructure like furniture, stationery and internet connectivity to the Laptops / Computers for being used in the special drive.
- b. They shall ensure that adequate manpower is posted in the special drive in order to completed the exercised within 3 months.
- c. They shall ensure that all the entries in the Tamil Nilam (Urban) database are properly examined by the teams with reference to the records and needy documents as per rules.
- d. They shall ensure that all the simple errors are rectified in the special drive itself.

4. Monitoring and reporting:

- 1) The progress of the scheme shall be closely monitored and reviewed on a daily basis by the District Collectors and the District Revenue officers.
- 2) At the State level, the progress of the schemes will be reviewed by the Commissioner of Land Administration and the Director of Survey and Settlement.
- 3) Standard formats for State / District level monitoring and reviewing will be sent separately.
- 4) Online provisions will also be created for generating the progress reports in various reviewing formats and user credentials will be shared with District Collectors.

5. Duration of the work:

The entire process of identification and rectification of errors with reference to the above guidelines should be completed for all Towns within 3 months from the date of G.O.

6. Observation of COVID Protocols:

The District Collector shall issue instructions to all the officers concerned to scrupulously follow the following COVID protocols:

- 1) No crowding in the premises and proper social distancing is maintained.
- 2) Wearing of mask is compulsory for all officials/staff.
- 3) Availability of Hand sanitizers.

7. Outcomes:

Through this special drive, it is intended to update 100% all the errors, missing entries which have crept-in in the urban Tamil Nilam land records database, thereby preventing the inconvenience and hardships faced by the public in getting the errors corrected in their land records.

**Kumar Jayant,
Principal Secretary to Government.**

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Section Officer

Annexure - 2**List of columns in which simple data entry errors could have crept-in**

- Town survey number - missing/correction
- Subdivision number - missing/correction
- Old survey number - missing/correction
- Land Classification - missing/correction
- Area - wrongly entered
- Name/relative name/relationship status - correction/missing
- Land usage - wrongly entered
- Street name - correction/missing
- Others

Kumar Jayant,
Principal Secretary to Government.

// True Copy //


Section Officer

Annexure-3

தமிழ்நிலம்(நகரம்) மென்பொருளில் உள்ள பிழைகளை சரிசெய்வதற்கான சிறப்பு நடவடிக்கை

மாவட்டம்	வட்டம்	நகரம்	வார்டு	பிளாக்	நகர புல எண்	உட்பிரிவு எண்	சந்தேகத்திற்குரிய சரிபார்க்க இயலாத பதிவா? ஆம்/இல்லை. ஆம் எனில் தகுந்தகாரணம் குறிப்பிட வேண்டும்	பிழையின் தன்மை (பிழையான பதிவு / சேர்க்கப்பட வேண்டிய பதிவு / நீக்கப்பட வேண்டிய பதிவு)	கணினி அ-பதிவேட்டில் பிழையுள்ள கலத்தின் (Column) பெயர்	பிழையான பதிவின் விவரம்	சரியான பதிவு	வருவாய் கோட்டாட்சியர் / சார் ஆட்சியர் / துணை ஆட்சியரால் பிழை திருத்த உத்தரவு வழங்கப்பட்ட நாள்	தமிழ்நிலம் மென்பொருளில் பிழைத்திருத்தம் அங்கீகரிக்கப்பட்ட நாள்

Kumar Jayant,
Principal Secretary to Government.

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Section Officer