Abstract

Announcement – 2021-2022 – Announcement made by Honble Minister for Revenue and Disaster Management in the Legislative Assembly on 31.08.2021 – Guidelines for organising special camps in every villages to redress the issues related to Patta - Orders - Issued.

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

G.O.(Ms) No.644 **Dated: 11.10.2021**
பிலவ வருடம்
புரட்டாசி 25
திருவள்ளுவர் ஆண்டு 2052

Read:

From the Director of Survey and Settlement, Letter No.K12/6780/2021, dated 17.9.2021.

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ORDER:

The Honourable Minister for Revenue and Disaster Management has made the following announcement 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. In the letter read above, the Director of Survey and Settlement has stated that 'A' Register and Chitta of rural areas were computerised during the years 1991 to 2002 and subsequently, the computerised data was put into usage in Taluk offices using Tamil Nilam (offline) software in standalone mode under client – server architecture. This set up was in usage till 2014. During the years 2014 to 2016, data(computerised land records) in Taluk servers were converted into Unicode font and ported to Web-based Tamil Nilam – Rural database (i.e., to the central server at the State Data Centre in Chennai) and completely online workflow-based maintenance and processing of land records were commenced. Currently, applications for Patta transfers (Involving Sub-Division (ISD) cases and Not Involving

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Sub Division (NISD) cases are received through Common Service Centres (CSCs) under district e-service architecture (user mapping).

3. The Director of Survey and Settlement has also stated that the Petitions are received from landowners across the State alleging that errors are found in the computerized (online) data. Hence, a special drive for cleansing the data is warranted. The Director of Survey and Settlement has further stated that the giving due consideration to the requests of landowners – especially farmers, the Honourable Minister for Revenue and Disaster Management has announced that with an objective of bringing Government's services to the door-step of the people, special camps would be organized in every village to redress the issues related to Patta and also that such issues would be resolved before the Pongal festival in the year 2022. The Director of Survey and Settlement has therefore sent the draft guidelines for implementing the above scheme in rural areas for approval of Government.

4. To implement the announcement made by Hon'ble Minister for Revenue and Disaster Management, the Government hereby approve the Guidelines as detailed in the Annexure for organising special camps in every villages to redress the issues related to Patta.

5. The Director of Survey and Settlement is directed to pursue necessary further action with reference to the orders issued in para 4 above.

(By Order of the Governor)

KUMAR JAYANT,
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Director of Survey and Settlement, Chepauk, Chennai-5.
The Additional Chief Secretary/
Commissioner of Revenue Administration, Chepauk, Chennai-5.
The Commissioner of Land Administration,
Chepauk, Chennai-5.
All District Collectors.

Copy To
The Special Personal Assistant to Minister for
Revenue and Disaster Management, Chennai-9.
The Principal Private Secretary to Principal Secretary to
Government, Revenue and Disaster Management,
Secretariat, Chennai -9.
Stock File/Spare Copy.

// Forwarded by Order //

Section Officer.

(P.T.O. for Annexure)

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Annexure

(G.O.(Ms) No.644, Revenue and Disaster Management Department, dated 11.10.2021)

Guidelines for conducting special camps in villages for rectifying simple errors in land records

1. Genesis:

'A' Register and Chitta of rural areas were computerised during the years 1991 to 2002 and subsequently, the computerised data was put into usage in Taluk offices using Tamil Nilam (offline) software in standalone mode under client – server architecture. This set up was in usage till 2014. During the years 2014 to 2016, data (computerised land records) in Taluk servers were converted into Unicode font and ported to Web-based Tamil Nilam – Rural database (i.e., to the central server at the State Data Centre in Chennai) and completely online workflow-based maintenance and processing of land records were commenced. Currently, applications for Patta transfers (Involving Sub-Division (ISD) cases and Not Involving Sub Division (NISD) cases are received through Common Service Centres (CSCs) under district e-service architecture (user mapping).

Petitions are received from landowners across the State for correction of errors that are found in the computerized (online) data. Hence, a special drive for cleansing the data is warranted.

Giving due consideration to the requests of landowners – especially farmers, the Honourable Minister for Revenue and Disaster Management has announced that with an objective of bringing Government's services to the door-step of the people, special camps would be organized in every village to redress the issues related to Patta and also that such issues would be resolved before the Pongal festival in the year 2022.

Accordingly, the guidelines to be followed for implementing the above scheme are issued as follows.

2. Overview and objectives of the scheme:

(1) The main objective of this scheme is to provide immediate redressal to the grievances of landowners with regard to rectification of errors (defined herein under section: 2(4)).

(2) Special camps shall be scheduled on Wednesday and Friday covering one Revenue Village on each day within every Taluk and a schedule shall be drawn by District Collector and publicized widely to cover all the villages in the taluk before 31st December 2021.

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(3) All arrangements viz. infrastructure, manpower, COVID protocol arrangements, IEC activities shall be made in advance for conducting the camps and the Revenue & Survey officials concerned shall be made to arrange for the camps without fail.

(4) Petitions may be received from the public for rectifying simple errors that have crept-in in the computerised land records (i.e., Web-based Tamil Nilam-Rural database). Indicative list of requests may be:

i. wrong entries in Survey Nos / Sub Division Nos of lands,
ii. extent correction,
iii. Correction in Pattadar's name or father's / guardian's name
iv. Correction in relationship status.
v. Some of these columns could be blank.
vi. Area/Name of one pattadar may be interchanged with neighbouring pattadar

(5) Enquiry shall be carried out summarily by using the UDR 'A' Register or any other supporting documents provided by the petitioners and orders shall be passed for rectification of simple errors on the same day and correct entries shall be incorporated in the online land records (Tamil Nilam - Rural) in the camp itself, i.e., on the same day.

(6) Petitions of other nature viz. Old Age Pension, house site Patta, regularization of encroachments, requests for certificates, drinking water, Road facilities etc., received in the camps shall also be accounted for in separate registers and acknowledgements shall be given through the gdp.tn.gov.in website and processed later.

(7) All the grievances shall be redressed before the ensuing Pongal festival viz. 15th January-2022.

3. Detailed guidelines:

(1) Responsibilities of Officials:

(i) <u>District Collectors:</u>

(a) The District Collectors should schedule the camps and is responsible for monitoring the camps.

(b) The District Collector shall issue proceedings in advance, in consultation with the RDOs and Tahsildars, to comprehensively schedule special camps for every revenue village, at the rate of 2 villages per week i.e. one on Wednesday and the other one on Friday.

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(c) Wide publicity on the schedule shall be given by publishing the details of special camps in newspapers, social media and through tom-tom in all villages. The general public, especially farmers, shall be sensitized about the benefits of the scheme, viz. rectification of simple errors in the special camp itself.

(d) 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.

(e) The District Collectors shall regularly inspect the special camps and issue instructions to the officials concerned for the smooth implementation of the scheme.

(f) District Revenue Officers shall supervise the arrangements made for the special camps and closely monitor and review the progress of the work.

(ii) **Revenue Divisional Officers and Deputy Collectors**:

(a) The Deputy Collectors – who are the nodal officers for each Taluk, have to supervise the entire work related to this scheme. They should ensure that required arrangements viz. infrastructure, manpower, sensitization etc. are provided in the special camps.

(b) The Deputy Collectors concerned are responsible for the disposal of the applications received from the public as per the norms specified herein.

(c) The Deputy Collectors have to ensure that the applications received are entered in the appropriate software viz. GDP, Tamil Nilam, etc. (depending upon the nature of request made in the application) and that all the applications received in the special camps are properly accounted for and that those applications with requests to rectify simple errors (defined herein under section: 2(4)) are disposed of in the special camp itself. An acknowledgement shall be issued to each applicant.

(d) The RDOs, in consultation with the concerned Nodal Deputy Collector and Tahsildar concerned, shall ensure that any one of the following Government buildings with adequate space and minimum essential facilities are selected in every Revenue Village for conducting the special camps.

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i. Village Administrative Office / Panchayat Office (if sufficient additional open space is available),
ii. Primary Agriculture Cooperative Credit Society (PACCS),
iii. Revenue Inspector's quarters,
iv. Firka Surveyor's quarters,
v. Village Panchayat Service Centre(VPSC) building,
vi. Union office/Taluk Office(in case of the village falling in Taluk headquarters)
vii. Community Hall
viii. Multi-Purpose Evacuation Shelters/Cyclone shelters

e) They are also responsible for ensuring basic infrastructure like furniture, stationery and internet connectivity to the Laptops / Computers for processing of applications received in the special camps.

(iii) Tahsildars and Taluk officials concerned

(a) The Tahsildars shall ensure that adequate manpower is posted in the special camps for the speedy receipt / disposal of applications.

(b) They are responsible for receiving the applications, processing and disposing all the applications received in the special camp.

(c) They shall ensure that all the applications are properly numbered, properly examined by competent authority with reference to the records and needy documents as per rules.

(d) They shall ensure that all the simple errors shall be rectified in the camp itself. **Unless there is a need for physical inspection on the request, applications requesting correction of simple errors shall not be deferred.**

(2) Infrastructure requirements:

(i) The special camps shall be conducted in any of the Government buildings as indicated in 3(1) (ii) (d) depending upon the availability of basic facilities.

(ii) Laptops / Computers and accessories shall be brought from the Taluk Office concerned. For internet connectivity, broadband connection, if available or Datacard / Modem may be used.

(iii) Furnitures required for the special camps may be locally arranged through Village Administrative Officers. Availability of basic amenities viz. drinking water/Toilet facilities in the building (where the special camp is held) shall also be ensured.

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(iv) There shall be proper arrangements for the following:

(a) **Separate table for reception and entry of all types of applications in the website.** (preferably Revenue Inspector, who has knowledge in land matters): To receive applications from the public; provide system generated acknowledgement, examine their request and direct them to the table in which such requests will be processed.

(b) **Separate table for applications for simple corrections:** To receive and process the applications related to requests for rectification of simple errors in land records. VAOs, ZDTs, Survey staff shall be made available here to do summary enquiry and recommend for corrections.

In this table itself, the applications for patta transfer not involving subdivision will be processed and orders are to be issued.

(c) **Separate table for applications of other requests**: To receive and enter the applications related to Old Age Pension, house site Patta, regularization of encroachments, etc. and to give acknowledgement.

(3) Manpower requirements:

(i) The Revenue Divisional Officers shall ensure that, the Revenue and Survey officials of the Taluks concerned – who are currently performing the works related to maintenance of land records in the online workflow using Web-based Tamil Nilam (Rural) software, viz. Village Administrative Officer, Zonal Deputy Tahsildar, Field Surveyor / Firka Surveyor, Sub Inspector of Survey, Draftsman / Land Records Draftsman, etc. shall be deputed to work in the special camps (within the Taluk).

(ii) The Tahsildars concerned are responsible for mobilizing the manpower to the special camps.

(iii) In case of shortage of manpower in a Taluk, additional manpower may be temporarily mobilized for this purpose from nearby Taluks by the RDO concerned.

(4) Receipt and processing of applications:

(i) In the computerised data (i.e., in the online web-based Tamil Nilam database), there could be simple errors or wrong entries in Survey Nos / Sub Division Nos of lands, extent, Pattadhar's name, father's / guardian's name and relationship. Area/Name of one pattadar may be interchanged

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with neighbouring pattadar. Some of these columns could even be blank. However, it should be noted that Classifications of the lands already entered in the web-based Tamil Nilam database shall not be changed in this exercise. Also any change in UDR will not be entertained.

(ii) In the special camp, when a landowner (Pattadar: in case of single-holding or all Pattadars: in case of joint-holdings) applies for rectification of one or more of the types of simple errors mentioned in 2(4) above, the following procedure shall be adopted in the special camp itself. [User Manual for carrying out error-corrections in Web-based Tamil Nilam (Rural) is enclosed for ready reference.]

(a) The application shall be processed by VAO / Firka Surveyor / Field Surveyor / Sub Inspector of Survey in comparison with the entries in the online records and documents produced by the applicant (in proof of his / her claim).

(b) If it is found that error has crept-in in the online land record, a note with draft proceeding for correcting the error in the online land record shall be submitted to the Nodal officer/RDO/Deputy Collector through the Tahsildar concerned. If the claim of the applicant is found to be baseless, a note and draft proceeding for rejecting the claim shall be submitted to the RDO / Deputy Collector through the Tahsildar concerned. Printouts of standardized formats for the note and proceeding shall be kept ready while preparing for the camp.

(c) The Nodal officer/RDO/Deputy Collector shall carefully examine the applicant's request and the supporting documents / records submitted by the Tahsildar and shall pass orders in the note and approve the draft proceeding.

(d) Incase of doubts, the Nodal officer/RDO/Deputy Collector may intimate the applicant to submit additional documents / records and may also give him / her time to bring & submit such additional documents before winding up of the special camp. If the applicant submits the documents / records called for, the Nodal officer/RDO/Deputy Collector shall examine them and pass appropriate order on the claim of the applicant.

(e) If the Nodal officer/RDO/Deputy Collector approves the claim of the applicant, action should be initiated immediately (in the special camp itself) to incorporate the changes in the online land records using the correction module in Web-based Tamil Nilam (Rural) software, in case of corrections in extent, Pattadar's name, father's name/Guardian's name and relationship.

(f) In cases where correction has to be incorporated in Survey No. / Sub Division No, the existing sub division shall be deleted and new

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sub division record should be entered (pl. refer the user manual enclosed).

(g) For Corrections in online Tamil nilam: The Patta Assistant shall forward the entry made by him / her through Firka Surveyor, Zonal Deputy Tahsildar (ZDT) and Tahsildar to the RDO along with the approved note and proceeding (i.e., already approved by the Nodal officer/RDO/Deputy Collector physically).

(h) The RDO shall carefully examine the entries made by Patta Assistant and the recommendations of the other officials in the workflow, with reference to the physically approved note and proceeding and, he / she shall approve the entries in the web-based Tamil Nilam (Rural) software using his / her Digital Signature.

(i) A copy of the RDO's order (in both the cases – either rejected or approved) shall be served to the applicant and acknowledgement shall be obtained.

(iii) Even though this special camp is organized for expeditiously rectifying simple errors which have crept-in during the data entry stage while computerizing land records, it is expected that people with various other requests may also turn up with applications. Such requests may include, regular Patta transfer, house site Patta, regularization of encroachments, OAP, etc. Hence, without turning them away, applications shall be received from them along with the prescribed fees(wherever necessary) and entered in the appropriate software and directed to regular online workflow.

(iv) For instance, (1) Patta transfer applications shall be entered in the Tamil Nilam portal and transferred to Web-based Tamil Nilam's dashboard for being processed in routine workflow, (2) OAP and other petitions shall be entered in GDP portal and transferred to regular processing.

(v) Acknowledgement shall be given immediately to applicants for the receipt of all applications.

(vi) However, the applications for Patta Transfers of full-fields (i.e., which do not require creation of sub divisions (NISD)) shall be disposed of (by examining the required documents viz. death certificate, legal heir certificate, etc.) at the special camps itself.

Unless there is a need for physical inspection on the application, applications requesting correction of simple errors and OPT-NISD shall <u>not</u> be deferred.

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(5) IEC activities :

(i) The main objective of this scheme is to rectify the errors that have crept-in in the land records in an expeditious manner, i.e., on the same day in the special camp. This is a demand-driven exercise. Therefore, the benefit of availing this opportunity should be widely publicized.

(ii) Advertisements regarding the special camps shall be published in local news channels through TACTV, social media, etc.

(iii) Tom-tom shall be made in the villages through VAOs concerned, a week or two days before the camp date.

(iv) The District Collectors shall issue press release in all the locally circulated papers a day before the camp.

(v) Schedule shall also be pasted in the concerned Taluk office and Panchayat Union office. RI's office, VAO's office and the Village Panchayat office.

(6) Observation of COVID Protocols:

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

i. No crowding in the premises and proper social distancing is maintained.
ii. Wearing of mask is compulsory for all officials/staff and the petitioners
iii. Availability of Hand sanitizers.

(7) Monitoring and reporting:

(a) The progress of the scheme shall be closely monitored and reviewed on a daily basis by the District Collectors and the District Revenue officers.

(b) 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.

(c) Standard formats for district / State level monitoring and reviewing will be sent separately.

(d) Online provisions will also be created for generating the progress reports in various reviewing formats and user credentials will be shared with District Collectors.

4. Expected outcomes:

(i) 100% of the simple errors in the chitta in the TamilNilam database will have to be corrected.

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This exercise is a demand driven exercise. Hence, adequate awareness & publicity has to be generated before the camps.

(ii) Significant number of NISD patta transfers have to be updated thereby updating the land revenue records.

5. General Instructions:

(i) After the completion of special camp, all the physical records viz. applications received, copies of documents furnished by applicants, office notes and proceedings approved by RDO, etc. shall be brought without omission from the special camps to the Taluk office by the Tahsildar and shall be kept in his / her safe custody.

(ii) Also, the laptops, computers & accessories, Data card, etc. used in the special camp shall be brought back to Taluk office without fail.

(iii) All the officials shall endeavor to make this scheme successful and useful to the public, especially farmers.

Kumar Jayant,
Principal Secretary to Government.

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11/10/21

Section Officer

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