

Right to Information Act, 2005

Manual-1

Particulars of organization, Functions & Duties

1. Objective / Purpose of the Department:

After Independence the major thrust of the Government was to establish a welfare state. To achieve this the Constitution makers have put in details direction in the Constitution and one of them is Land Reforms. Accordingly, many steps were taken in the field of Land Reforms for socio-economic upliftment of the people like- abolition of Jamindari System. Revenue and Land Reform Department is the executing Department at the Government level responsible for the implementation and monitoring of all the Laws and Acts relating to the collection of Land Rents, Agrarian structure and Land Reforms.

At present the main objectives of this Department, is implementation of the Land Ceiling Act, Distribution of Surplus Land, Consolidation of Land Holdings, Preparation and Computerization of Land records and fixation of land rent & its collection. Acquisition of land for major Government projects is another important work of the Department.

2. Mission/ vision Statement of the Department.

As a part of a welfare state, this Department has a mission to provide Homestead land to each & every family of the State and to connect every Tolla & Muhalla of the village with Link Road/ Approach Road. In the next Decade no body will be without home & approach or link road.

We have a clear policy for fixation of land rent and collection of Revenue which is an important source of income for the Government.

3. Brief History of the Department & Context of its formation:

In the pre independence period the collection of land Rent was only major activity of this Department. After independence the main thrust of the Government was to distribute land to the landless people. For this the Government has taken vital decisions in the field of Land Reforms and thus many Land Reforms Acts came into existence such as Bihar Land Reform Act-1950, Consolidation of Holding and Prevention of Fragmentation Act 1956, Bhudan Yagna Act 1954, Bihar Privileged Persons Home Stead Tenancy Act- 1947, Bihar Land Reforms (Fixation of Ceiling and Acquisition of Surplus Land) Act, 1961, etc.

4. Duties of the Department: -

According to the Rules of Executives Business the Revenue and Land Reforms Department have been allotted these functions: -

- 1 The survey of India, Botanical and Zoological surveys.
- 2 Gazetteers and Statistical Memories relating to union subjects.
- 3 Ecclesiastical affairs including European countries.
- 4 Census.
5. Gazetteer and statistical information concerning state subjects.
6. Land Revenue administration as described under the following heads.
 - (a) Assessment and collection of land Revenue.
 - (b) Maintenance of land record, survey for revenue purposes, records of rights.
 - (c) Laws regarding land tenures taxations of landlords and tenures relations of landlords and tenants, collection of rents.
 - (d) Courts of wards encumbered and attached estates.
 - (e) Colonization of alienation of land revenue.
 - (f) Disposal of lands vested in or in the possession of Government of India for the purpose of the state.
 - (g) Transfer, for alienation and devolution of agricultural land and
 - (h) Management of Government estates.

It Includes Jurisdiction of revenue officers, partition of estates, collection and assessment of cesses (including embankment cesses) Land registration, administration of the Bihar and orissa public Demands Recovery Act-1914 (B. & O. Act IV of 1914) and petition against the orders of the commissioner under the Santhal Pargana Regulations.

7. Compulsory acquisition of land, the Land Acquisition (mines) Act 1885 (XVII of 1885)
8. Treasure Trove.
9. Languages & Linguistic survey.
10. Ethnology and Ethnography.
- 11 Burials and burial grounds, cremation and cremation grounds.
- 12 Control of clerical and menial establishments of the Board of Revenue, commissioners of Divisions and District and sub divisional officers.
- 13 Control of all officers employed under the Director of Land Records and survey, save in so far as the control of officers of the Indian civil service is vested in the personal and Administrative Reforms Department.
14. Administrative charge of all building other than residences in the occupation of the Board of revenue, commissioners of Divisions and District and Sub divisional officers and Dak Bungalow which belong to Government except building in the new capital area at Patna and Ranchi
- 15 Administrative charge of residences, other than those in the new capital area at Patna of Revenue officers except those specified in item 4 under the Personnel and Administration Reforms Department.

- 16 Regulation of the supply of Government publication other than Indian law Reports series to the Government of India and other State Govt. and to the public.
- 17 Administrative charge of circuit houses.
- 18 Libraries maintained for official use only in the office of the Board of Revenue, Commissioners of Divisions, District Officers and Sub Divisional Officers.
- 19 Collection of bones of unclaimed cattle in rural areas and its settlements.
- 20 Land Reforms.
- 21 Administration of Bihar Public Land Encroachment Act.
- 22 Certificate.
- 23 Market & Fairs.
- 24 Administration of Gold Control order.
- 25 Money lending and moneylender.

5. **Main function of the Department**

The main function of the Department is to implement different Land Reforms Acts and collection of land rent under different Revenue laws. Important functions of the Revenue & Land reforms Department is summarized under following sub-heads:

- (a) Administrative
- (b) Adjudicative
- (c) Reformative

(a) Administrative:-

(i) Surveys and settlement operation preparation of Records of right:

After independence and abolition of Jamindari system conducting the land surveys is the constitutional responsibility of the Government. The Directorate of Land Records & Survey control and direct the survey settlement operation under section 102 to 108 of the Bihar Tenancy Act 1885 .The first land survey known as cadastral survey was done during the British rule. It started in 1905 A.D. & concluded in 1915. A.D. Due to abolition of jamindari system the ownerships of the land were shifted and the State Govt. it self become owner of the Land Records prepared by cadastral survey are no longer relevant. Hence the revisional survey started in 1959 But till now it is not complete. It is prime responsibility of this Department to complete survey work and prepare new land records. Survey Work is going on in different districts through the Directorate of Land Records and Survey.

(ii) Computerization of Record of right & Digitization of records:

Computerization of land records is going on in the State. This project is completely dependent on 100% financing by Central Government.

Digitization of maps of the village & town for better management of Land Records is another important work of the Revenue Administration.

(iii) *Distribution of "Khata- Pustika":*

A booklet containing ownership records with other Details on the basis of Register II and the records of right prepared by the survey and settlement operation supported by spot verification is called "Khata-Pustika". It is one of the major works of the Revenue Administration to hand over "Khata-Pustika" to the raiyats as early as possible.

(iv) Fixation of land Rents: -

Fixation of land rent and collection of land revenue is important work under fair and equitable the Revenue & L.R. Department.

(v) Settlement of Land: -

Settlement of Government Land and distribution of ceiling surplus Land to the land less poor people of the State is most important administration function of the Department.

(vi) Land Acquisition"-

For establishing Industries, Central & State Government Offices, etc. in the interest of the public at large. The Government has power to acquire any plot of land under the provisions of the Land Acquisition Act, 1894. Specially for this purpose Directorate of Land Acquisition is working under the Department.

(b) Adjudicative functions: -

Each and Every office of the revenue administration has judicial power in some extent under different Land Reforms Acts. The officials adjudicate in certain matters which are brought to their notice. Revenue courts are hierarchical and each court has the appellate jurisdiction over the lower one. The Revenue Courts decide upon mainly the disputes related with:-

- (1) Mutation of Land.
- (2) Fixation of land rent.
- (3) Encroachment of public land.
- (4) Fixation of commercial rent.
- (5) implementation of ceiling laws.
- (6) Bataidari cases.
- (7) Settlement of Land.
- (8) Rectification of Record of Rights.
- (9) Rectification and up to dating the Jamabandi Register II.

(c) Reformative function: -

Another objective of the Revenue & Land Reforms Department is to implement different Land Reforms Acts related to ceiling on possession of

agricultural land, distribution of Bhoodan land and consolidation of holding and prevention of Fragmentation.

6. List of Services being provided by the Department with a brief write-up on them.

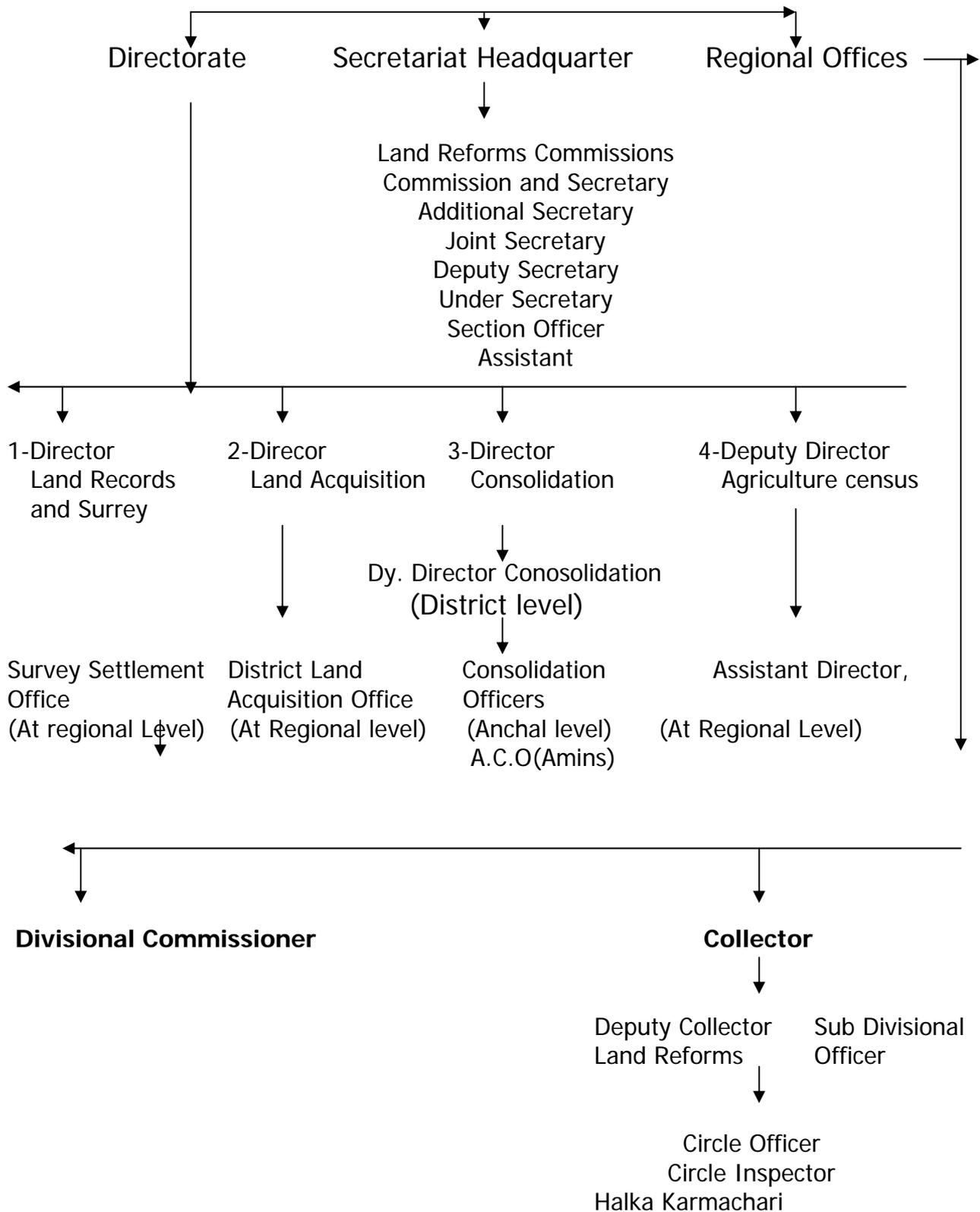
The Revenue and Land Reforms Department has posted officers from Anchals to Divisions. Department issues guidelines to the officers for implementation of different Acts regarding,

- (i) Mutation of lands
- (ii) Distribution of lands acquired under the Land Ceiling Act to land less persons.
- (iii) Issuing of Residential Certificate,
- (iv) Issuing of Caste Certificate.
- (v) Issuing of Income Certificate.
- (vi) Distribution of Home stead land parch.
- (vii) Purchasing of Lands for home stead purposes.
- (viii) Purchasing of land for Approach road for Tola-Muhalla of the village.
- (ix) Vesting of judicial power at different level for speedy disposal of cases relating to different Acts.
- (x) Settlement of Government land.
- (xi) Collection of rent etc.

7. Organizational structure Diagram at various levels namely, state, directorate, region, district, block etc.

Revenue and Land Reforms Department





8 Expectation of the Department from the public for Enhancing its effectiveness & efficiency.

(i) For enhancing the effectiveness & efficiency of this Department firstly the proposal to reconstitute the land Commission under B.L.R Act is under

consideration. This statutory Commission will have public representatives and specialized persons related to land reforms as members.

(ii) A Bhoodan yagna committee is also in existence. For distribution of Bhoodan land this Committee is fully empowered. Committee with the help of its field officials identifies and prepares list of suitable persons and allot the piece of Bhoodan land to them.

(iii) At village level settlement of G.M. Am land is done with the consent of Gram Sabha.

(iv) A large number of subjects of the department have been transferred to the Panchayati Raj institution. Some are in process of transfer. An active Participation, impartial approach and honest effort by the public will certainly fulfil the expectation of the Government and the poor gentry.

9 Arrangements & method made for seeking public participation / Contribution.

Departments trying to seek suggestions from the people with the help of Revenue Camps organized by its officials at village level.

10 Mechanism available for monitoring the service delivery and public grievance.

To consider and solve public grievances and problems at Department level and also at mufassil level Public Grievance Cells are set-up. This cell is working at all Revenue offices. The people may go and enlist their grievances there. Department and its officials will solve them in the shortest possible time in accordance with law.

11 Address of the main office and other offices at different levels.

Head Office (Secretariat)

Revenue & Land Reforms Department, Main Secretariat, Bihar, Patna

Directorate

- | | | |
|--|---|--|
| 1- Land Records and Survey, Bihar, Patna
Main Secretariat | 2- Land Acquisition
Bihar, Patna
Main Secretariat | 3- Cousolidation, Bihar, Patna
L.D. Bank Building
Budha Marg, Patna. |
|--|---|--|

Divisional & District Offices: -

- Patna Division -** Commissioner, Patna Division.
Ashok Rajpath, Near Gandhi Maiden Patna.
(i) Patna District- Collector-cum- District Magistrate, Patna,

- Near Gandhi Maidan, Patna.
(ii) Nalanda - Collector, Nalanda.
(iii) Bhojpur- Collector, Bhojpur (Ara)
(iv) Buxur- Collector, Buxur.
(v) Rohtas- Collector, Rohtas (Sasaram)
(vi) Kaimur- Collector, Kaimur (Bhabhua)

2. Magadh Division – Commissioner, Magadh Division, Gaya.

- (i) Gaya District- Collector, Gaya.
(ii) Jahanabad - Collector, Jahanabad.
(iii) Aurangabad - Collector, Aurangabad.
(iv) Nawadah - Collector, Nawadah.
(v) Arwal - Collector, Arwal.

3. Bhagalpur Division – Commissioner, Bhagalpur Division, Bhagalpur.

- (i) Bhagalpur District- Collector, Bhagalpur
(ii) Banka District- Collector, Banka

4. Munger Division- Commissioner, Munger Division, Munger.

- (i) Munger District - Collector, Munger.
(ii) Jamui District- Collector, Jamui.
(ii) Lakhisarai District- Collector, Lakhisarai.
(iv) Khagaria District- Collector, Khagaria.
(v) Begusarai District- Collector, Begusarai
(vi) Shekhpura District-Collector, Shekhpura.

5. Koshi Division - Commissioner, Koshi Division, Saharsa.

- (i) Saharsa District - Collector, Saharsa.
(ii) Madhepura - Collector, Madhepura.
(iii) Supaul - Collector, Supaul.

6. Purnea Division- Commissioner, Purnea Division, Purnea.

- (i) Purnea District - Collector, Purnea
(ii) Katihar - Collector, Katihar.
(iii) Kishanganj- Collector, Kishanganj.
(iv) Araria- Collector, Araria.

7. Darbhanga Division-Commissioner, Darbhanga Division, Darbhanga.

- (i) Darbhanga District- Collector, Darbhanga.
(ii) Samastipur- Collector, Samastipur.
(iii) Madhubani- Collector, Madhubani.

8. Tirhut Division- Commissioner, Tirhut Division Muzaffarpur.

- (i) Muzaffarpur District-Collector, Muzaffarpur.
(ii) Vaishali District- Collector, Vaishali (Hajipur)

- (iii) Sitamarhi District - Collector, Sitamarhi.
- (iv) East Champaran - Collector, East Champaran (Motihari)
- (v) West Champaran - Collector, West Champaran (Betiah)

- 9. Saran Division-** Commissioner, Saran Division, (Chapra)
- (i) Saran District- Collector, Saran (Chapra)
 - (ii) Gopalganj District- Collector, Gopalganj.
 - (iii) Siwan District- Collector, Siwan.

- 12 Opening hours of the offices :- 10 A.M.**
Closing hours of the offices :- 5 P.M

MANUAL – 2

Powers & Duties of Officers & Employees

According to clause-"8" of The Rules of Executive Business each Departments or groups of Department of the Secretariat consist of a Principal Secretary/ Secretary to the Government, as may be necessary, who shall be the official head of the Department, and of such other officers and employees, as the State Government may determine.

As an official head of the Department all powers such as financial, administrative & other are vested in Secretary of the Department. All other officers and staff are working under him and assist him in discharge of all constitution duties.

(1) Administrative Powers: -

- (1) Transfer & Posting of Section officer & Assistant within the department.
- (2) Sanctioning of earn leave & leave travel concession.
- (3) Sanctioning of Retiral Benefits.
- (4) Allocation of work to officers posted in the Department.
- (5) Establishment of employees of the Department such as Section Officer/ Personal Assistant/ Assistant/ Typists/ Routine Clerk/ Driver/ Peons/ Treasury Sarkar/ Record-Keeper etc. and sanctioning of Retiral benefits related to these employees.
- (6) Establishment of officers / Employees posted in State Gazetteer.
- (7) Distribution of work to different sections.
- (8) Approval for travel out side the State for officers & employees.
- (9) Delegation of power to Field Officers.
- (10) Transfer-Posting and establishment of District Land Acquisition Officers, Deputy Collectors Land Reforms, Circle Officers and Assistant Settlement Officers.
- (11) Creations of New Circles.(Issuance of the order concerning new circle after the approval of the Government.)
- (12) Inter district boundary dispute.
- (13) Allegation against officers & staff of the department (Inquiry and Punishment)
- (14) Purchase of staff car for District, Sub-division & Circles with approval of Government and concurrence of Finance Department.
- (15) Management of estates.
- (16) Administration and execution of following Acts:-
 - (i) The Bihar Public Land Encroachment Act,
 - (ii) Bihar Land Reforms (fixation of ceiling & acquisition of surplus- land) Act
 - (iii) Bihar Tenancy Act.,
 - (iv) Bihar Bhoodan Yagna Act and Gramdan Act,

- (v) Bihar Land Reforms Act.
- (17) Amendment in different Revenue Acts, if required.
- (18) Enactment of new Acts.
- (19) Management of Sairat.
- (20) Management of Hat, Bazar and Mela.
- (21) Administrative control over following Directorate :-
 - (1) Directorate of Consolidation.
 - (2) Directorate of Land Acquisition.
 - (3) Directorate of Land Records and Survey.
 - (4) Directorate of Agriculture Census.

(2) Financial Powers: -

All financial powers are vested in the Secretary of the Department. Some of the powers are following:

- (1) Drawing and Disbursing Officer of the Department
- (2) Sanctioning of G.P.F. advance of employees of Department.
- (3) Re-imburement of medical expenditure.
- (4) Sanctioning of contingent expenditure of the Department.
- (5) Preparation of plan & non-plan budget.
- (6) Allocation of allotment to Districts and Commissioners.

Duties of the Employees

The employees of the Secretariat discharge their duties according to the provisions of Secretariat Instruction, Rules of Executive Business and instructions given by the Personnel and Administrative Reforms Department and Finance Department from time to time.

MANUAL –3

Rules, Regulations, Instruction, Manual and Records for discharging functions.

S.N.

1. Bihar Tenancy Act -1885
2. Bihar Land Reforms (Fixation of Ceiling & Acquisition of surplus land) Act 1961.
3. Bihar Consolidation of Holding and Prevention of Fragmentation Act, 1956.
4. Urban Land Ceiling Act, 1976.
5. Bihar Government Estates (Khas Mahal) Manual-1953
6. Compendium of Government circulars and orders Regarding payment of compensation to the out-going Intermediaries with respect to the vested estates and tenures (part II) (up to May 1981).
7. Compendium of Government orders and circulars on settlement of land with scheduled casts, scheduled tribes and back ward classes of Annexure-I
8. Bihar Records Manual-1941.
9. Bihar Bhoodan yagna Act, 1954
10. Hand Book of Important circular and orders –1960.
11. Compendium of 1963.
12. Bihar Land Reforms (Fixation of Ceiling Area and Acquisition of Surplus Land) Rules-1979.
13. Compendium of 1955.
14. चकबंदी संबंधी परिपत्रों एवं अनुदेशों का संकलन- भाग II
15. चकबंदी संबंधी परिपत्रों एवं अनुदेशों का संकलन।
16. Bihar Consolidation of Holdings and Prevention of Fragmentation rules-1958-1971
17. Sairat Compendium II – 1966-1981
18. Bihar Tenancy (Amendment) Act, 1970
19. बिहार-भू-लगाव (भुगतान से छूट) अधिनियम-1970
20. Government Circulars and orders regarding payment of compensation to the outgoing Intermediaries in respect of vested estates and tenures-II
21. Technical Rules- Settlement Department Bihar-1959 (Volume-II)
22. बिहार ग्राम दान अधिनियम-1978
23. बिहार भूदान यज्ञ (संशोधन) अधिनियम-1981
24. The Bihar Privileged Person Homestead Tenancy Act, 1947.
25. बिहार भूमि सुधार अधिनियम-1950 (Bihar Land Reforms Act,1950)
26. कार्यपालिका नियमावली 1985 (Rules of Executive Business.)
27. Bihar Land Reforms (Fixation of Ceiling Area and Acquisition of Surplus Land Act-1962-1973
28. भूमि सुधार ऋण अधिनियम (Land Improvement Loan Act,1958 (बिहार गृह हस्तक)

29. भू-अर्जन निदेशालय से संबंधित परिपत्र

30. Compendium of 2002.

Copies of all Acts can be bought from the Bookshops. Photocopies of Compendiums of the Department can be head from the Department through R.T.I. Officer on payment of cost @ Rs.1/- per page.

Name and address of
Office concerned

Shri Mayank Bhushan Pathak.
Deputy Secretary-cum-
R.T.I. Officer,
Revenue & Land Reforms Deptt.
Main Secretariat, Patna, Bihar-800015
Phone-9835281295(M)

Manual-4

Particulars of any arrangement that exists for Consultation with or representation by, the members of the public in relation to the formulation of its policy. Or implementation there of.

Sr. No	Subject/Topic	Is it mandatory to ensure public participation (yes/No)	Arrangement for seeking public participation
1	For policy of Land Reforms	No	Land Reforms Commission can invite Public opinion.

Whether there is any provision to seek Consultation /Participation of public or its representatives for implementation of policies? If there is please details of provisions in following format.

As yet no mechanism developed to ensure Public participation in the implementation of policies.

Manual-5

A statement of the categories of Documents that are held by or under its control.

S.N. Categories of the Documents and its Introduction in one line.	Held by or under its control
1. Village Map - Map related to land Records of the village.	Director, Land Records. Govt. Printing Press, Gulzarbag,
2. Khatiyani - Record of Rights of the Tenants.	Collector of the District & Circle Officer.

Manual-6

A Statement of Board, Council, Committees and other body Constituted as its part.

1. Board of Revenue

- (a) Name :- Board of Revenue.
- (b) It is a Board.
- (c) It's objective is to look after the Revenue administration in the field offices and adjudicate in matters of appeal against the orders passed by the subordinate officers.
- (d) Role of the body:-
 - (i) Managing
 - (ii) Adjudicating.
- (e) Structure and member composition.
 - (i) Member - one
 - (ii) Additional member - two
- (f) Head of the Body
 - (i) Member, Board of Revenue
- (g) Address of main office and its branches:-
 - Board of Revenue,
 - Main Secretariat,
 - Bihar, Patna-800 015.
- (h) It works as quasi-judicial court.

2. Land Commission

- (a) Name:- Land Commission.
- (b) It is a Commission.
 - (i) it is formed by the Bihar Land Reforms Act, 1950
 - (ii) It's main objective is to advise the Government on Land Reforms in the State and other related matters.
- (c) Role of the body:-
Advisory
- (d) Structure and member composition: -
It is a twelve member Commission and Constitutes -
 - (i) Minister, Revenue & Land Reforms - Chairman
 - (ii) Five members of Bihar Legislation Assembly - Member
 - (iii) Three members of Bihar Legislative Council - Member
 - (iv) Two other people nominated by the Govt. - Member
 - (v) An Officer of the Revenue & L.R. Deptt. -Member Secretary
- (e) Chairman - Minister, Revenue and Land Reforms Department.
- (f) Address:-
 - Revenue and Land Reforms Department,
 - Old Secretariat, Patna-800015, Bihar

- (g) Frequency of meetings: -
It meets on the days decided by the Chairman.
- (h) Minutes of the meetings are prepared and follow up action is done by the Government.

3. Bhoodan Yagna Committee.

- (a) Name :- Bhoodan Yagna Committee.
- (b) It is a Committee.
- (c) (1) It is formed in 1954.
(ii) Its main objectives are to get and hold land donated by land owners and distribute it to landless and poor people and to weaker sections of the society
- (d) Role of the body :-
To keep all records related to Bhoodan land and distribute Bhoodan land to the people.
- (d) Structure & member Composition: -
 - (i) State level Bhoodan Yagna Committee.
 - (ii) District level Committee.
- (e) Head of the body - Chairman Bhoodan Yagna Committee.
- (f) Address of main office and its branches.
 - (i) Head office-Bihar Bhoodan Yagna Committee, kadamkuan Patna-800003
 - (ii) Branches office- in all District Head quarters headed by Mantri/ Secretary Bhoodan Yagna Committee in all Districts.
- (g) Frequency of Meetings: - It is an autonomous body. Committee meets in every month.
- (h) All Powers are vested in Chairman, Bhoodan Yagna Committee.

4. Land Reforms Commission

- (a) Name:- Bihar Land Reforms Commission.
- (b) It is a Commission.
- (c) It is formed in 2006. It's objection is to give it's advice on Land Reforms in the State.
- (e) Structure or Member Composition:- It is a three member Commission
 - (i) Shri D.Bandopadhyay
I.A.S. (Rtd.)
 - (ii) Member, Board of Revenue
Bihar.
 - (iii) Land Reforms Commissioner
Revenue and Land Reforms Department, Bihar.

- (e) Shri D. Bandopadhyay, I.A.S. (Rtd.)
Chairman,
- (f) Address of main office:-
Bihar Land Reforms commission,
Revenue and Land Reforms Department,
Patna, Bihar
- (g) Commission's meetings are held on the directive of the chairman.
- (h) People can also participate in the meeting provided they are invited by the Commission.
- (i) Commission has been directed by the state Government to submit its report within one year.

Manual-7

The Names, Designations and other Particulars of the Public Information Officers.

Name of the Public Information Officers.

(a) Public Information Officers: -

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	Shri Mayank Bhushan Pathak	Deputy Secretary.	0612-2228809		0612-2235138		Deputy Secretary, Revenue & Land Reforms Department, Bihar Patna, (Old Secretariat, Patna

Department Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	Sri. O.S.M. VANDE	Additional Secretary	0612-2207793		0612-2235138		Additional Secretary, Revenue & Land Reforms Department, Bihar Patna, (Old Secretariat), Patna

***(b) Director Land Acquisition -
Public Information Officers***

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	Sri. SHAILEN DRA KR. SINHA	Section Officer	2223899				section Officer of the Director land acquisition Patna.

Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	Sri. ANJANI KR. VERMA	Director, Land acquisition	2223899				Director, Land acquisition, Revenue and Land Reforms Deptt. Bihar, Patna.

(C) Director Consolidation
Public Information Officers:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	Sri. RAKESH KR.	Research Officer	2224863				Research Officer, Office of Director consolidation, Bihar, Patna.

Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	Dr. C. ASHOK VARDHAN	Director Consolidation	2224863				Director Consolidation, Revenue and Land Reforms Deptt. Bihar, Patna.

(d) Director Land Records (Survey)

Public Information Officers:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	SMT. SUJATA CHALANA	Asst. Director, Land Records	2228108				Asst. Director, Land Records Revenue and Land Reforms Deptt, Bihar, Patna

Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	Sri. ARUN PRASAD	Director Land Records (Survey)	2228108				Director Land Records (Survey) Revenue and Land Reforms Deptt. Bihar, Patna.

(e) District Level

Public Information Officers:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	ALL DISTRICTS (REVENUE)	Additional Collators (Revenue)					

Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	ALL DISTRICTS (Revenue)	Collators					

(f) SubDivision :-

Public Information Officers:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	All SUB DIVISIONS (REVENUE)	D.C.L.R					

Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	ALL SUB DIVISION (Revenue)	Sub Divisional Officers					

(g) Circle

Public Information Officers:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	Email	Address
1	ALL CIRCLE (REVENUE)	Circle Officer.					

Appellate Authority: -

Sr. No	Name	Designation	Ph. Office	Ph. Home	Fax	Email	Address
1	ALL CIRCLE (REVENUE)	S.D.O.					

MANUAL – 8

Procedure followed in Decision Making Process

- (1) Provisions of Secretariat Manual and Rules of executive Business are taken into account before taking a decision on any matter.
- (2) Matters are placed for decision at the Secretary level on the subjects for which he is authorised by Rules of Executive Business and Secretariate Manual. On all other matters the Minister takes the decision. A matter starts from the section concerned and before being put up for decision to the Secretary it moves through two different levels of Officers. Two different levels of Officers could be any of the two from under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary or Special Secretary.
- (3) Any Government decision which is required to be Communicated to the public is notified in the official gazette of Bihar.
- (4) Following employees & officer's opinions are sought before arriving at a decision by the competent authority
 - (i) Assistant,
 - (ii) Section Officer,
 - (iii) Under Secretary/ Deputy Secretary,
 - (iv) Joint Secretary/ Additional Secretary,
 - (v) Secretary
- (5) Following authorities are competent to take decision as per provisions of Rules of Executive Business:-
 - (i) Secretary,
 - (ii) Minister,
 - (iii) Chief Minister,
 - (iv) Council of Ministers.

(6)

Sl. NO.	Subject on which decision is to be taken	Guideline/Directive if any	Process of Executive	Designation of officers involved in D.M	If not satisfied by decision when and how to appeal.
1	Transfer/posted of gazetted officers	Rules of Executive Business	Final decision is taken by the Minister, Revenue on the recommendation of the Establishment Committee.	Establishment Committee and the Minister, Revenue	Not applicable in this case

2	Allocation of funds	Financial Rules and letter No. 2561 datedof Finance Department	After Budget allocation by the Finance Department, Secretary allocates distributes fund on demand from Districts and other Administration units.	Secretary	-do-
3	Disposal of Public Grievance		On receipt of public complain a report is sought from the Collectors/ Commissioners and finally Secretary disposes it in accordance with Law.	Secretary/ Minister	-do-
4	Transfer/ Posting of Staff	Secretariat Instructions	Secretary decides on the matter keeping in mind welfare of the Department	Secretary	-do-
5	Rule/Regulation/Circulars for field Administration		(i) Circulars are issued with the approval of the Secretary, Minister, Revenue. (ii) Act/Rules are made with the approval of Council of Minister and being passed by the both houses of the Legislature and with final approval of the Hon'ble Governor.	Secretary/ Minister/ Chief Minister/ Council of Ministers.	-do-
6	Disciplinary Action	Bihar Service Code and	After getting a report from the	Secretary/ Minister	Chief Secretary

	against officers/Staff	Circulars issued by the personnel and Administrative Reform Department	conducting officer of a Departmental proceeding, the Secretary/Minister , Revenue takes decision in accordance with the provision of Bihar Service Code and other related Rules		
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Directory of Revenue & Land Reforms Deptt., Govt. of Bihar, Patna

List of Telephone Numbers			Off.	Res.	Mobile
1	Minister, Revenue	Shri Ram Nath Thakur	2225355	2222988	9431480504
2	P.S. to Minister, Revenue	Shri Ramnarayan Mandal		2223719	9431247865
3	LRC-cum-Commissioner & Secretary	Shri B.B. Srivastava	2222259		
4	Additional Secretary	Shri O.S.M. Vande	2207793		
5	Joint Secretary	Shri R.B. Shukla			
6	Joint Secretary	Shri Dayakant Mishra			9430283835
7	Deptt. Secretary	Shri R.N. Shaya			
8	Deputy Secretary	Shri Vishwanath Jha			9934264089
9	-do-	Shri Mayank Bhusan Pathak		2296419	9835637372
10	Under Secretary	Shri Umesh Prasad Singh			
11	Under Secretary	Shri Madan Mohan Bhartiya		2258233	
12	Director, Consolidation	Dr. C. Ashok Vardhan	2224863		
13	Director, Land Records & Surveys	Shri Arun Prasad	2228108		
14	Director, Land Acquisition	Dr. Anjani Kumar Verma	2223899		
15	Dy. Director, Agriculture Census	Shri Ranjeet Kr. Singh		2203387	9431648380
16	Dy. Director, Gulzarbagh Press		2632352		
17	Assistant Director, DLRS	Smt. Sujata Chalana	Assistant Director, DLRS		
18					
19					
20					
21					
22					
23					

TELEPHONE DIRECTORY OF COMMISSIONERS

SL.NO.	NAME OF DIVISIONS	STD CODE	FAX NOS.	OFFICE	RESIDENCE
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1	BHAGALPUR	0641	2400501	2401001	2401201
2	DARBHANGA	06272	240357	240356	240357
3	KOSHI, SAHARSA	06478	223604	224984	224987
4	MAGADH, GAYA	0631	2423003	2423001	2423002
5	MUNGER	06344	222465	222386	222571
6	PATNA	0612	2230788	2222205	2222772
7	PURNEA	06454	244142	243199	242246
8	SARAN, CHAPRA	06152	222833	222875	232715
9	TIRHUT, MUZ.PUR	0621	2212202	2212103	2212104

TELEPHONE DIRECTORY OF COLLECTORS

SL.NO	NAME OF DISTRICT	STD CODE	FAX NOS.	OFFICE	RESIDENCE
1	Araria	06453	222124	222001	222102
2	Arwal	06337	228988	228994	228985
3	Aurangabad	06186	223211	223167	223168
4	Banka	06424	232289	232304	232303
5	Begusarai	06243	200571	212285	200584
6	Bhagalpur	0641	2400918	2400012	2401202
7	Bhojpur, Ara	06182	233474	231312	233311
8	Buxer	06183	222231	222336	222335
9	Darbhanga	06272	240360	240335	240359
10	E.Champaran, Motihari	06252	242711	232695	242800
11	Gaya	0631	2420430	2420005	2420008
12	Gopalganj	06156	224680	224661	224662
13	Jahanabad	06114	223142	223072	223001
14	Jamui	06345	222277	222002	222001
15	Kaimur, Bhabhua	06189	223301	223241	223250
16	Katihar	06452	222880	222581	222583
17	Khagaria	06244	227006	222135	222134
18	Kishanganj	06456	222626	222530	222535
19	Lakhisarai	06346	232767	232124	232767
20	Madhepura	06476	222005	222741	222742
21	Madhubani	06276	222209	222217	222218

22	Munger	06344	222254	222402	222401
23	Muzaffarpur	0621	2217285	2212101	2212105
24	Nalanda, Biharsarif	06112	235203	235288	235204
25	Nawadah	06324	212904	212253	212240
26	Patna	0612	2222900	2222545	2222097
27	Purnea	06454	222599	222503	222501
28	Rohtas, Sasaram	06184	221224	222226	222224
29	Saharsa	06478	224986	224102	223601
30	Samastipur	06274	222216	222300	222301
31	Saran, Chapra	06152	234895	232301	232302
32	Seikhpura	06341	223001	223041	223100
33	Sheohar	06222	257288	257288	257360
34	Sitamarhi	06226	254516	250439	250405
35	Siwan	06154	242160	242099	242098
36	Supaul	06473	223041	223112	223311
37	Vaishali, Hajipur	06224	272002	272201	272503
38	W.Champaran, Betiah	06254	242576	232534	232535

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राजस्व एवं भूमि सुधार विभाग में पदस्थापित पदाधिकारियों/ कर्मचारियों से संबंधित सूचनाएँ

1. मुख्यालय स्थापना

क्रमांक	नाम	पदनाम	वेतनमान	मूल्य वेतन + मंहगाई वेतन	कुल प्राप्ति
1	2	3	4	5	6
1	श्री बी.बी. श्रीवास्तव	भूमि सुधार आयुक्त -सह-आयुक्त एवं सचिव	24500-26500		
2	श्री ओ.एस.एम.वन्दे	अपर सचिव	14300.18300	12275+6138	25222.00
3	श्री आर.बी.शुक्ला	संयुक्त सचिव			
4	श्री दयाकान्त मिश्रा	संयुक्त सचिव	12750.16500	15900+7950	34232.00
5	श्री विश्वनाथ झा	उप सचिव	12000.16500	12750+6375	27384.00
6	श्री आर.एन. सहाय	उप सचिव	12000.16500		
7	श्री मयंक भूषण पाठक	उप सचिव	12000.16500	14225+7313	30640.00
8					
9	श्री मदन मोहन भारतीय (सचिवालय सं. सम्वर्ग)	अवर सचिव	10000-15200	11300+5650	21998.00
10	श्री उमेश प्रसाद सिंह	अवर सचिव	10000-15200	13250+6625	28606.00
11	श्री निशित्थ वर्मा (वि.प्र.से.)	भूमि सुधार आयोग के सचिव	6500-10500		
12	श्रीमति अनिता सिंह	सहायक निदेशक सांख्यिकी	6500-10500	8100+4050	17444.00
13	श्री कमला प्रसाद शास्त्री	प्रशाखा पदाधिकारी	6500-10500	10300+5150	21956.00
14	श्री यशवन्त कुमार सिंह	प्रशाखा पदाधिकारी	10000-15200	11950+5975	25596.00
15	श्री रमाकान्त दास	प्रशाखा पदाधिकारी	6500-10500	10500+5250	20010.00
16	श्री मुकेश कुमार चखैयार	प्रशाखा पदाधिकारी	6500-10500	10700+5350	20382.00
17	श्री मोहन चौधरी	प्रशाखा पदाधिकारी	10000-15200	10975+5488	23563.00
18	श्री बबन शर्मा	प्रशाखा पदाधिकारी	6500-10500	10500+5250	22373.00
19	श्री सुरेश प्रसाद	प्रशाखा पदाधिकारी	6500-10500	9900+4950	21122.00
20	श्री विजय कुमार दास	प्रशाखा पदाधिकारी	6500-10500		
21	श्री ज्योतिष चन्द्र शर्मा	प्रशाखा पदाधिकारी	10000-15200	10975+5488	23563.00
22	श्री हरि नारायण सिंह	प्रशाखा पदाधिकारी	10000-15200	10975+5488	23563.00
23	श्री जितेन्द्र कुमार सिन्हा	प्रशाखा पदाधिकारी	6500-10500		

24	श्री सुदर्शन राम	प्रशाखा पदाधिकारी	6500-10500	10500+5250	21901.00
25	श्री शैलेन्द्र कुमार सिन्हा	प्रशाखा पदाधिकारी	6500-10500	10500+5250	20010.00
26	श्री सत्य नारायण सिंह	प्रशाखा पदाधिकारी	10000-15200	10975+5488	21094.00
27	श्री मो. खलिकुज्जयॉ	प्रशाखा पदाधिकारी	6500-10500		
28	श्री सरोज कुमार वर्मा	सहायक	6500-10500	9100+4550	19454.00
29	श्री शेष नारायण सिंह	सहायक	6500-10500	9300+4650	19871.00
30	श्री अशोक कुमार साह	सहायक	5500-9000	7775+3888	16556.00
31	श्री मगन मोहन मेहरा	निम्न वर्गीय लिपिक	3050-4590	3125+1563	6791.00
32	श्री अजीत नारायण सिन्हा	सहायक	6500-10500	9300+4650	19871.00
33	श्री जितेन्द्र भूषण वर्मा	सहायक	6500-10500	7900+3950	15424.00
34	श्री वीरेन्द्र कुमार	सहायक	5500-9000	7250+3625	15471.00
35	श्री रामनाथ प्रसाद	सहायक	5500-9000		
36	श्री जितेन्द्र कुमार सिंह	सहायक	6500-10500	8900+4450	19037.00
37	श्री ओम प्रकाश	सहायक	6500-10500	7600+3800	14491.00
38	श्री तारकेश्वर नाथ	सहायक	6500-10500	9500+4750	20288.00
39	श्री अश्विनी कुमार	सहायक	6500-10500	7700+3850	16535.00
40	श्री अरुण सिंहा	सहायक	5500-9000	7250+3625	15646.00
41	श्री कृष्णदेव प्रसाद	निम्न वर्गीय लिपिक	3050-4590	3125+1563	6791.00
42	श्री दयानन्द प्रसाद	सहायक	6500-10500	9100+4550	17406.00
43	श्री ओम प्रकाश राम	सहायक	6500-10500		
44	श्री राज किशोर शर्मा	सहायक	6500-10500		
45	श्री अनिल कुमार श्रीवास्तव	सहायक	6500-10500	8700+4350	18495.00
46	श्री गौरीशंकर लाल दास	सहायक	6500-10500	8700+4350	18620.00
47	श्री सुदर्शन पाण्डेय	सहायक	6500-10500		
48	श्री ब्रज किशोर प्र. श्रीवास्तव	सहायक	6500-10500	9500+4750	18150.00
49	श्री राम सदन सिंह	सहायक	6500-10500		
50	श्री अरुण कुमार सिन्हा	सहायक	5500-9000	7250+3625	15646.00
51	श्री राजेश कुमार तिवारी	सहायक	5500-9000	7250+3625	15471.00
52	श्री अखिल कुमार झा	निम्न वर्गीय लिपिक	3050-4590	3125+1563	6791.00
53	श्री शिव शरण लाल कर्ण	सहायक	6500-10500	7425+3713	15837.00
54	श्रीमती आशा कुमारी-1	सहायक	6500-10500	7900+3950	16952.00

55	श्री राजीव रंजन दास	निम्न वर्गीय लिपिक	3050.4590	3125+1563	6791.00
56	श्री रवीन्द्र नाथ	सहायक	6500.10500	7900+3950	15174.00
57	श्री विजय कुमार गुप्ता	सहायक	5500.9000		
58	श्री राजेश्वर प्रसाद सिंह	सहायक	6500.10500	8500+4250	18203.00
59	श्री गोपाल पासवान	सहायक	6500.10500	7900+3950	16952.00
60	श्रीमती आशा कुमारी-2	सहायक	6500.10500	8100+4050	17369.00
61	श्री रूपेन्द्र कुमार	सहायक	6500.10500	9100+4550	19454.00
62	श्री बिनोद कुमार	निम्न वर्गीय लिपिक	3050.4590	3125+1563	6791.00
63	श्री अमरेन्द्र कुमार	सहायक	6500.10500	9100+4550	17406.00
64	श्री बिनोद कुमार	सहायक	6500.10500	7700+3850	16535.00
65	श्री विजय कुमार	सहायक	6500.10500		
66	श्री राम कृष्ण चौधरी	सहायक	6500.10500		
67	श्री ललन प्रसाद सिंह	सहायक	10000.15200	10325+5163	19885.00
68	श्री विजय कुमार साव	सहायक	5500.9000	8650+4325	18390.00
69	श्री शंभु नाथ मिश्र	सहायक	5500.9000	7775+3888	16566.00
70	श्री सुभाष प्रसाद	सहायक	10000.15200		
71	श्री दिनेश कुमार चन्द्रेश	सहायक	6500.10500	9100+4550	19454.00
72	श्री माणिक रत्न चटर्जी	सहायक	5500.9000		
73	श्री दिनेश कुमार	सहायक	5500.9000		
74	श्री हेमन्त कुमार सिन्हा	सहायक	6500.10500		
75	श्री रामजी प्रसाद	सहायक	5500.9000	8125+4063	17296.00
76	श्री अंजय कुमार	निम्न वर्गीय लिपिक	3050.4590	3125+1563	
77	श्री रवीन्द्र प्रसाद	सहायक	6500.10500	8500+4250	18203.00
78	श्री पारस नाथ ओझा	सहायक	6500.10500	9500+4750	18150.00
79	श्री सिंधेश्वर मंडल	सहायक	5500.9000		
80	श्री सतीश कुमार	निम्न वर्गीय लिपिक	3050.4590	3125+1563	6791.00
81	श्री राम नागेश्वर सिंह	सहायक	10000.15200		
82	श्री राम नरेश कुमार	सहायक	6500.10500	93004650	19871.00
83	श्री मोहन प्रसाद	सहायक	6500.10500		
84	श्री मुकेश कुमार	निम्न वर्गीय लिपिक	3050.4590	3125+1563	6791.00
85	श्री अशोक कुमार सिंह	निजी सहायक	6500.10500	83000+4150	17786.00

86	श्री सुरेन्द्र प्रसाद न0-1	निजी सहायक	6500.10500	10325+5163	22208.00
87	श्री प्रभात कुमार सिंन्हा	निजी सहायक	6500.10500	8500+4250	18203.00
88	श्री कुष्ण मुरारी प्रसाद	निजी सहायक	6500.10500	8475+4238	16119.00
89	श्री उमेश प्रसाद	निजी सहायक	10000.15200	12275+6138	26274.00
90	श्री गणेश राम	निजी सहायक	6500.10500	8700+4350	18620.00
91	श्री जितेन्द्र कुमार चौबे	निजी सहायक	6500.10500	8300+4150	17786.00
92	श्री राजेन्द्र ठाकुर	निजी सहायक	6500.10500	7775+3888	14817.00
93	श्री सुरेश प्रसाद	निजी सहायक	6500.10500	10325+5163	22208.00
94	श्री अजय कुमार	सांख्यिकी सहायक	5000.8000	7100+3550	15159.00
95	श्री मदन मोहन दास	सहायक सांख्यिकी पदाधिकारी	6500.10500	10500+5250	22373.00
96	श्री कामेश्वर सिंह	सांख्यिकी सहायक	5500.9000	9000+4500	19720.00
97	श्री विष्णु भगवान	टंकण अधीक्षक	6500.10500	10700+5350	22490.00
98	श्री बिनोद मिश्रा	टंकण	6500.10500	7100+3550	13561.00
99	श्री मो. यूनूस	टंकण	6500.10500	7100+3550	13561.00
100	श्री आर्थर मूर्मू	टंकण	6500.10500	7250+3625	13840.00
101	श्री विष्णु दयाल सिंह	टंकण	6500.10500	7250+3625	13840.00
102	श्री सुधीर कुमार सिंन्हा	टंकण	5000.8000	7100+3550	15159.00
103	श्री कमलेश कुमार	टंकण	5000.8000		
104	श्री दिनेश कुमार	टंकण	5000.8000		
105	श्री राजकुमार सिंह	दिनचर्या लिपिक	5000.8000	6650+3325	12724.00
106	श्री सुदिष्ट राय	दिनचर्या लिपिक	5000.8000	6650+3325	12724.00
107	श्रीमती शकुन्तला लामा	दिनचर्या लिपिक	5000.8000	6650+3325	12724.00
108	श्री परशुराम चौधरी	दिनचर्या लिपिक	5000.8000	6550+3025	12969.00
109	श्री योगेन्द्र नारायण साह	दिनचर्या लिपिक	4500.7000	5625+2813	12084.00
110	श्री ललन प्रसाद	दिनचर्या लिपिक	4500.7000	5500+2750	11830.00
111	श्री भुनेश्वर यादव	दिनचर्या लिपिक	4500.7000	5500+2750	10585.00
112	श्री निरंजन प्रसाद	दिनचर्या लिपिक	4500.7000		
113	श्री हरिबंश सिंह	दिनचर्या लिपिक	4500.7000		
114	श्री चन्द्रमोहन राय	आदेश पाल	2750.4400	4025+2013	8698.00
115	श्री भुनेश्वर साह	आदेश पाल	2750.4400	4025+2013	8698.00
116	श्री देव झा	आदेश पाल	2750.4400	4025+2013	8698.00

117	श्री अभय कुमार राय	आदेश पाल	2750.4400	4025+2013	8698.00
118	श्री निरंजन प्रसाद	आदेश पाल	2750.4400	4025+2013	8698.00
119	श्री महेन्द्र राम	आदेश पाल	2750.4400		
120	श्री जगदेव पासवान	आदेश पाल	2750.4400	4025+2013	8698.00
121	श्री योगेन्द्र मंडल	आदेश पाल	2750.4400	4025+2013	8698.00
122	श्री लाल बाबू	आदेश पाल	2750.4400	4025+2013	8698.00
123	श्री बिजली राम	आदेश पाल	2750.4400		
124	श्री रामानन्द चौधरी	आदेश पाल	2750.4400		
125	श्री केशरी नन्दन पासवान	आदेश पाल	2750.4400	4025+2013	8698.00
126	श्री तुलसी चौधरी	आदेश पाल	2750.4400	4025+2013	8698.00
127	श्री कैलाश प्रसाद पासवान	आदेश पाल	2750.4400	4025+2013	8698.00
128	श्री राजेन्द्र राय	आदेश पाल	2750.4400	4025+2013	7792.00
129	श्री सुरेश राम	आदेश पाल	2750.4400	4025+2013	
130	श्री धर्मनाथ ठाकुर	आदेश पाल	2750.4400	4025+2013	8698.00
131	श्री शंकर महतो	आदेश पाल	2750.4400	4025+2013	8698.00
132	श्री महेश कुमार सिंह	आदेश पाल	2750.4400	4025+2013	8698.00
133	श्री शेख मों. कमरुद्दीन	आदेश पाल	2750.4400	4025+2013	8698.00
134	श्री मो. मकबूल	आदेश पाल	2750.4400	4025+2013	8698.00
135	श्री बबन लाल	आदेश पाल	2750.4400		
136	श्री अशोक कुमार प्रसाद	ट्रेजरी सरकार	2750.4400	4670+2325	10092.00
137	श्री मो.फैजुद्दीन	आदेश पाल	2750.4400	3860+1930	8354.00
138	श्री विजय कुमार राय	आदेश पाल	2750.4400	3860+1930	8354.00
139	श्री देव नारायण ठाकुर	आदेश पाल	2750.4400	3860+1930	8354.00
140	श्री अभिमन्यु सिंह	आदेश पाल	2750.4400	3860+1930	8354.00
141	श्री नथुनी चौधरी	आदेश पाल	2750.4400	3860+1930	8354.00
142	श्री फुल झा	आदेश पाल	2750.4400	3860+1930	8354.00
143	श्री राम स्वार्थ सिंह	आदेश पाल	2750.4400	3860+1930	8354.00
144	श्री सुरेन्द्र प्रसाद न.-2	आदेश पाल	2750.4400	3860+1930	8354.00
145	श्री राम प्यारे राम	स्वीपर	2750.4400	4100+2050	8870.00
146	श्री सुनिल कुमार	फरास	2750.4400	2660+1330	5870.00
147	श्री अरविन्द कुमार	आदेश पाल	2750.4400	2720+1360	5941.00

148	श्री चन्दन कुमार	आदेश पाल	2750.4400	2720+1360	5941.00
149	श्री अमरेश्वर कुमार श्रीवास्तव	आदेश पाल	2750.4400	2720+1360	5941.00
150	श्री बबलू कुमार मोची	आदेश पाल	2750.4400	2605+1360	5702.00
151	श्री हजारी राय	आदेश पाल	2750.4400	2715+1358	5932.00
152	श्री रामदेव प्रसाद	आदेश पाल	2750.4400	3860+1930	8354.00

Manual – 11

The Budget Allocation of Each Agency (Particulars of all plans purposed expenditure and reports on the disbursement made.)

Revenue and Land Reforms Department receives budget allocation under two major heads, which are Plan and Non-plan. Following is the list of the headwise allotment received by the Revenue and Land Reforms Department.

वित्तीय वर्ष 2006-2007

क्रम संख्या	शीर्ष का नाम	उपबन्ध	व्यय	उपबन्ध
1	2	3	4	5

XkSj;kstuk

1	2052 सचिवालय सामान्य सेवाएँ	2,74,39,000	2,61,16,506.99	2,93,20,000
2	2029 भू-राजस्व-104 सरकारी सम्पदाओं का प्रबन्ध-001 राजस्व प्रशासन पर व्यय।	1,43,71,69,000	1,16,16,10,046.18	1,43,03,18,000
3	0002 हाट बाजार कचहरी की सुरक्षा।	50,00,000	42,19,659	50,00,000
4	0003 भूदान यज्ञ समिति को सहाय्य अनुदान।	23,82,000	23,82,000	12,00,000
5	0004 जमीनदारी उन्मूलन बन्ध पत्र।	2,48,35,000	2,48,00,000	10,000
6	800 अन्य व्यय बिहार भूमि सुधार अधिनियम 1950 के अन्तर्गत धार्मिक एवं दातव्य प्रयासों की देय शास्वत वार्षिकी।	50,000	35,540.45	50,000
7	2049 व्याज अदायगियाँ।	35,00,000	22,41,858.65	35,00,000
8	2075 विविध सामान्य सेवाएँ।	15,000	15,000	15,000
9	2070 अन्य प्रशासनिक सेवाएँ -115 - अतिथिगृह।	15,658,000		1,74,59,000
10	2070-अन्य प्रशासनिक सेवाएँ -800 - गजेटियर्स।	17,08,000	15,19,302.04	16,79,000
11	3475 अन्य सामान्य आर्थिक सेवाएँ।	38,19,000	3,19,842	16,64,000
12	5475 अन्य सामान्य आर्थिक सेवाएँ पूंजीगत परिव्यय।	17,50,000	शून्य	1,00,000

13	6003 राज्य सरकार का आन्तरिक ऋण।	3,50,000	3,50,000	85,00,000
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राज्य योजना

14	2029-भू राजस्व -102- सर्वेक्षण और वन्दोवस्त कार्य।	9,52,00,000	8,77,91,000	9,58,51,000
15	2029-भू राजस्व-800- अन्य व्यय जोतों की चकवन्दी।	5,11,04,000	3,50,77,000	6,21,27,000
16	4047-अन्य राजकोषीय सेवाओं पर पूंजीगत परिव्यय -051- निर्माण -0102- परिसदनों का निर्माण एवं संधारण।	3,00,00,000	3,00,00,000	1,52,00,000
17	4047-अन्य राजकोषीय सेवाओं पर पूंजीगत परिव्यय -050- भूमि- 1439 - गृह विहीनों के लिए वासगीत मुख्य सड़क से सम्पर्क सड़क निर्माण हेतु भूमि का क्रय।			1,04,22,000
18	3454-जनगणना सर्वेक्षण तथा सांख्यिकी-0402-कृषिगणना।	13,70,000	11,36,800	1,19,77,000

MANUAL 12

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

1	Name of Programme	Distribution of ceiling surplus land.
2	Objective of the programme	Objective of the programme is to uplift the living standard of poor people in the rural areas through cultivation.
3	Physical and financial target of the programme (For the last year)	2005-06 : 750 acre
4	Eligibility of Beneficiary	Landless poor people belonging to Scheduled Caste, Scheduled Tribe and other Backward Castes.
5	Pre-requisites for the benefit	Landless people belonging to the same village where land is situated.
6	Procedure to avail the benefits of the programme	Circle Officer of the circle selects landless people of the village and send it to the collector through Sub-divisional officer. Finally Collector decides upon the people to whom ceiling surplus land is to be distributed.
7	Criteria for deciding eligibility	All landless poor people of Schedule Caste, Schedule Tribe and Other Backward Class community of a village are eligible to get land of the same village.
8	Details of the Benefits given in the programme.	Up to 200 acres of land including beneficiaries own land is given and a sum of Rs.1000/- is also given as a subsidy to start cultivation.
9	Procedure for distribution of subsidy	The State Government after getting Budget allocation gives subsidy amount to the Collector at the rate of Rs. 1000/- per beneficiary. The Collector distributes the amount to the beneficiary.
10	Where to apply	No application is required for this purpose.

MANUAL-13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS AND
AUTHORIZATION GRANTED BY IT

No concessions, permits and authorization are granted by the Department at the State level.

MANUAL-14

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

The Department works in accordance with the provisions of Rules of Executive Business and Secretariat Manuals/Instructions.

MANUAL-15

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

No information of the Department is available in an Electronic form.

MANUAL-16

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Citizens can obtain information of the Department by contacting following officer: -

- (1) Revenue and Land Reforms Deptt. (Head Quarter)
Sri Mayank Bhushan Pathak.
Deputy secretary-cum-Public Information Officer,
Revenue and Land Reforms Department,
Main Secretariat, Patna, Bihar
- (2) Director Land Acquisition.
Sri Shailendra Kumar Singha.
Section Officer.
Director Land Acquisition Office.
(Revenue and Land Reforms Deptt.)
Main Secretariat, Patna.
- (3) Director Land Records (Survey)
Smt. Sujata Chalana
Asst. Director
Land Records (Survey)
Main Secretariat, Patna.
- (4) Director Consolidation
Sri Rakesh Kumar
Research Officer
Director Consolidation
Patna.

The people can get information through inspection of Records in the office and by getting copies of documents.

OTHER USEFUL INFORMATIONS

- (1) Public frequently ask questions on the following matters: -
 - 1 Mutation
 - 2 Settlement of land
 - 3 Rent
 - 4 Sairat
 - 5 Distribution of land
 - 6 Compensation for land acquired
 - 7 Encroachment of public land
 - 8 Dispossession from land
 - 9 Record Entries in record of Rights.
- (2) Application Form (Format): -
 - 1 Name of applicant
 - 2 Full address of applicant
 - 3 Subject of the matter on which information is sought
 - 4 Information required
 - 5 Details of fee
 - 6 Signature of the applicant
- (3) Fee required: -
- (4) If information is not given to the public in the prescribed time, they can appeal to the Department Appellate Authority.