



Government of Jammu & Kashmir

Office of the Financial Commissioner (Revenue) J&K

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CIRCULAR

It has been observed that Patwaries are not usually available in their Patwar Halqas and general public have been complaining that they [the general public] have to make repeated visits to the concerned Patwar Halqas for getting their official work done like getting copies of revenue records, registration of mutations, copies of revenue extracts, allowing inspection of revenue records, demarcation, etc.

This office has already issued necessary instructions to the Deputy Commissioners vide Notification No. FC(Adm) 298 of 2011 dated 16.12.2011 with a view to ensuring that the Patwaries are available at the specified places in their halqas for **at least two days in a week**, exclusively on **every Monday** and **every Thursday** from **10.00 a.m to 4.00 p.m** throughout the year. It has been further envisaged that during their stay in the halqas, Patwaries will ensure that no work of any applicant remains pending with them.

In order to streamline the functioning of Patwaries, the village Lumbardar and Chowkidar as well as members of the village Panchayat, as far as possible, shall be co-opted for activities like identification of an applicant/beneficiary, getting witnesses, ensuring presence at the time of demarcation/spot inspection, etc.

These instructions be strictly complied with by all Deputy Commissioners with a regular feed back to this office.

This issue with the approval of the Financial Commissioner, Revenue, J&K.

Additional Commissioner (Central)
With Financial Commissioner (Revenue)
J&K, Srinagar

Dated: 11. 08. 2017

No. FC (WG - PTW) 1872-I/2011
Copy to the:-

1. Commissioner, Survey and Land Records, J&K, Srinagar
2. Commr/Secretary to Government, Revenue Department, J&K
3. Divisional Commissioner, Jammu/Kashmir
4. Deputy Commissioner, _____ (All) for strict implementation of above instructions and regular monitoring.
5. Addl. Deputy Commissioner, _____ (All)
6. Assistant Commissioner (Rev)/SDM _____ (All)
7. All **Tehsildars** for information and necessary action. They will circulate these instructions to the field staff under their control and make these instructions clear in their monthly meetings of the field staff.
8. OSD to Hon'ble Revenue Minister for information.
9. OSD to Hon'ble MOS, Revenue for information.
10. I/C Website
11. Circular file.