



RTI Proactive Disclosure

ON RIGHT TO INFORMATION ACT, 2005



Government of Bihar

Revenue and Land Reforms Department

Chapter-1

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 zamindari 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 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 may 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, commissioner 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 zamindari 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 zamindari system the ownerships of the land were shifted and the State Govt. itself became 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 record. 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 functions:-

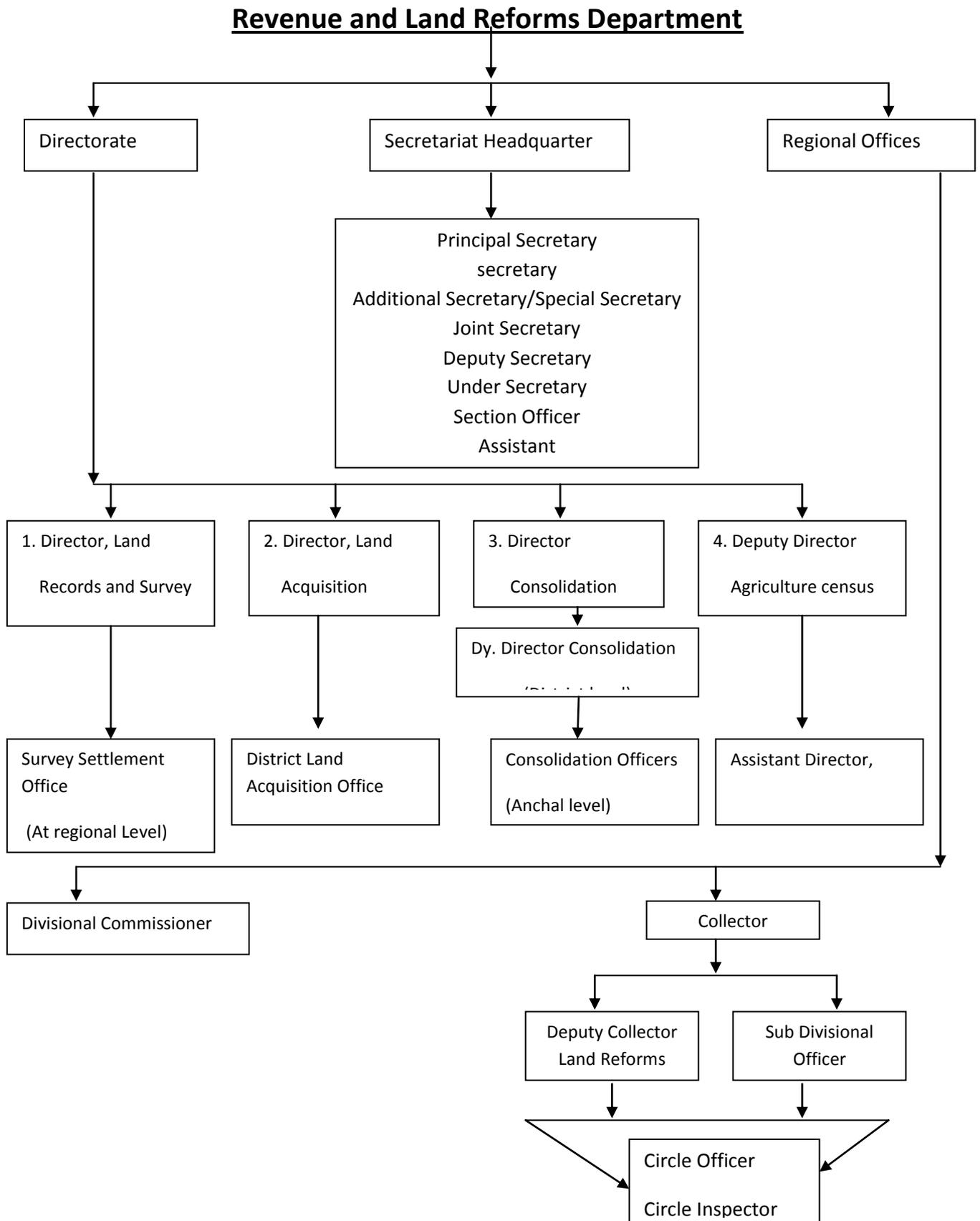
Another objective of the Revenue & Land Reforms Department is to implement different Land Reforms Acts related to ceiling on possession of agricultural land, distribution of Bhoodan land and consolidation of holding and prevention of Fragmentation.

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 parcha.
- (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.



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 prepared 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. Consolidation, Bihar, Patna L.D. Bank Building Budha Marg, Patna.
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Divisional & District Offices:-

- 1. 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 (Biharsarif)
 - (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.
 - (iii) 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, Tirhut
(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 :- 09:30 A.M.**
Closing hours of the offices :- 6:00 P.M.

Chapter-2

MANUAL-2

The Powers & Duties of its 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/ U.D.C./ Driver/ Peons/ Treasury Sarkar/ Record-Keeper etc. and sancioning 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-imbusement of medical expenditure.
- (4) Sanctioning of Contigent expenditure of the Department.
- (5) Preparation of plan & non-plan budget.
- (6) Allocation of allotment to Districts and Commissionaires.

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.

Chapter-3

MANUAL-3

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 Secretariat 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/posting of gazetted officers	Rules of Executive Business	Final decision is taken by the Minister, Revenue On the	Establishment Committee and the Minister, Revenue	Not applicable in this case

			recommendation of the Establishment Committee.		
2.	Allocation of funds	Financial Rules and letter No. 2561 dated -----of Finance Department	After Budget allocation by the Finance Department, Secretary allocates distributes fund on demand from 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,	Secretary/Minister/Chief Minister/council of Ministers.	-do-

			Revenue.		
6.	Disciplinary Action against officers/Staff	Bihar Service Code and Circulars issued by the General Administration Department	After getting a report from the 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	Secretary/Minister	Chief Secretary

Chapter-4

Manual-4

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.

Chapter-5

Manual-5

the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

1. Bihar Tenancy act -1885
2. Bihar Land Reform (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. Compensation of Government circulars and orders Regarding payment of compensation of the out-going Intermediaris 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 manul-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 Ceilin Area and Acquistion 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 Holdings and Prevention of Fragmentation rules-1958-1971.
17. Sairat Compendium II – 1966-1981
18. Bihar Tenancy (Amendment) Act, 1970
19. बिहार –भू–लगान (भुगतान से छूट) अधिनियम –1970
20. Government Circulars and orders regarding payment of compensation ot the outgoing Intermediacies in respect of veted estates and tenures-II)
21. Technical Rules- Settlement Department Bihar -1959 (Volume-II)
22. बिहार ग्राम दान अधिनियम–1978
23. बिहार भूदान यज्ञ (संषोधन) 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 Compendiums of the Department can be head from the Department through R.T.I Officers on payment of cost @ Rs. 2/ per page.
31. The Bihar Land Dispute Resolution Act-2009
32. The Bihar Land Dispute Resolution Rules-2009
33. The Bihar Mela Authority Act-2008
34. The Bihar Agricultural Land (conversion of non-agricultural land)Act-2010
35. The Bihar Agricultural Land (conversion of non-agricultural land)Rules-2010
36. The Bihar Land tribunal Act-2009
37. The Bihar Land tribunal Rules-2009
38. The Bihar Land Mutation Act-2011
39. The Bihar Special Survey and Settlement Act-2011
40. THE BIHAR UNDERGROUND PIPELINES (ACQUISITION OF RIGHT OF USER IN LAND) ACT, 2011
41. THE BIHAR UNDERGROUND PIPELINES (ACQUISITION OF RIGHT OF USER IN LAND) Rules, 2011
42. Policy of Purchase of Raiyati Land Under Mahadalit Yojna-2010
43. Policy of Purchase of Raiyati Land Under Grihsthal Yojna-2010
44. Departmental circulars.

Name and address of
Office concerned

Shri Deep Lal Dipak.
Under Secretary-cum-
R.T.I officer,
Revenue & land Reforms Deptt.
Main Secretariat, Patna, Bihar-800015

Chapter-6

Manual-6

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- related to land Records
of the Village.
- 2- Khatiyani- Record of Rights of the
Tenants.

Director, Land Records.
Govt. Printing Press, Gulzarbag,

Collector of the District
& Circle Officer.

Chapter-7

Manual-7

The 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 thereof;

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	E-mail	Address
1	Shri DEEP LAL DEEPAK	Under Secretary.					Under Secretary, Revenue & Land Reforms Department, Bihar, Patna, (Old Secretariat, Patna)

Department Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri Maheshwar paswan	Special Secretary.	0612-2207793				Special Secretary, Revenue & Land Reforms Department, Bihar, Patna, (Old Secretariat, Patna)

(b) Director Land Acquisition:- Public Information

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri Dinesh kumar chandresh	Section Officer.	0612-2223899				Section Officer of the Directorate of Land Acquisition, Patna.

Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri Hukum singh Meena	Secretary.	2223899				Under Secretary, Revenue & Land Reforms Department, Bihar, Patna, (Old Secretariat, Patna)

**(C) Director Consolidation
Public Information Officers:-**

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri Rajesh Parimal	Research Officer.	0612-2224863				Research Officer, Office of Director Consolidation, Bihar, Patna.

Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Dr. C. Ashok Vardhan	Director Consolidatio.	0612-2224863				Director Consolidation, Revenue & Land Reforms Department, Bihar, Patna, (Old Secretariat, Patna).

**(d) Director Land Records (Survey)
Public Information Officers:-**

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	SMT. Kalpna kumari	Asst, Director, Land Records.	0612-22280108				Asst, Director, Land Records, Revenue & Land Reforms Department, Bihar, Patna, (Old Secretariat, Patna).

Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Shri Hukum singh Meena	Director Land Records (Survey)	2228108				Director Land Records (Survey) Revenue & Land Reforms Department, Bihar, Patna, (Old Secretariat, Patna)

**(e) Director Level
Public Information Officers:-**

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	All Districts (Revenue)	Additional Collators (Revenue).					

Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	All Districts (Revenue)	Collators					

**(f) Sub Division:-
Public Information Officers:-**

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	Additional Collators (Revenue).	D.C.L.R	0612-2228108				

Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	ALL SUB Division (Revenue)	Sub Division Officers	2228108				

**(g) Circle
Public Information Officers:-**

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	ALL Circle (Revenue)	Circle Officer,					

Appellate Authority:-

Sr. No	Name	Designation	Phone Office	Phone Home	Fax	E-mail	Address
1	All Circle (Revenue)	S.D.O					

Chapter-8

MANUAL-8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

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 and Land Reforms Department.-
Member Secretary.
- (e) Chairman- Minister, Revenue and land Reforms Department.
- (f) Address: - Revenue and Land Reforms Department , Old Secretariat,
Patna- 800015, Bhar
- (g) Frequency of meetings:-
- it meets as 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) (i) It is formed in 1954.
(ii) It 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.

Chapter-9

Manual-9

a directory of its officers and employees;

क्रमांक	नाम	पदनाम	कार्यालय टेलीफोन न०
1	डा० सी० अषोक वर्धन	प्रधान सचिव	0612-2215259
2	श्री महेश्वर पासवान	विषेष सचिव	0612-2215259
3	श्री विजय कुमार सिंह	संयुक्त सचिव	
4	श्री सुरेश पासवान	विशेष कार्य पदा०	
5	श्री नरोत्तम प्रसाद सिंह	अवर सचिव	
6	श्री मिथिलेष कुमार शुक्ला	अवर सचिव	
7	श्री दीप लाल दीपक	अवर सचिव	
8	श्री अवध प्रसाद	प्रधान आप्त सचिव	
9	श्री संजय कुमार	प्रशाखा पदाधिकारी	
10	श्रीमति प्रेमलता कुमारी	प्रशाखा पदाधिकारी	
11	श्री दिनेश कुमार चन्द्रेष	प्रशाखा पदाधिकारी	
12	श्री रमेश कुमार सिन्हा	प्रशाखा पदाधिकारी	
13	श्री गोपाल प्रसाद सिंह	प्रशाखा पदाधिकारी	
14	श्री गणेष शंकर ओझा	प्रशाखा पदाधिकारी	
15	श्री ज्योतिष चन्द्र शर्मा	प्रशाखा पदाधिकारी	
16	श्री शिवधनी पाण्डेय	प्रशाखा पदाधिकारी	
17	श्री श्री वंश सहाय	प्रशाखा पदाधिकारी	
18	श्री मनमोहन आनन्द	प्रशाखा पदाधिकारी	
19	श्री विनोद कुमार गुप्ता	प्रशाखा पदाधिकारी	

20	श्री विद्याकान्त ठाकुर	सहायक	
21	श्री विनोद कुमार	सहायक	
22	श्री दिलीप कुमार	सहायक	
23	श्री दिलीप कुमार सिंह	सहायक	
24	श्रीमति कमला कुमारी	सहायक	
25	श्री मुरलीधर प्रसाद सिंह	सहायक	
26	श्री विनोद कुमार	सहायक	
27	श्री राजेन्द्र पासवान	सहायक	
28	श्री उमाशंकर सहनी सुमन	सहायक	
29	श्रीमति अलका रानी	सहायक	
30	श्री मनोज कुमार झा	सहायक	
31	श्री मुकेश कुमार सुमन	सहायक	
32	श्री शैलेन्द्र शंकर	सहायक	
33	श्रीमति संगीता सिन्हा	सहायक	
33	श्री सुधीर कुमार सिन्हा	सहायक	
34	श्रीमति शकुन्तला लामा	सहायक	
35	श्री सुभाष चन्द्र पासवान	सहायक	
36	श्री विजय कुमार	सहायक	
37	श्री कृष्ण देव प्रसाद	सहायक	
38	श्री गोपाल भगत	सहायक	
39	श्री राजेश्वर कुमार शर्मा	सहायक	
40	श्री सतीश कुमार	सहायक	
41	श्री अखिल कुमार झा	सहायक	

42	श्री आदित्य राज	सहायक	
43	श्री राजीव रंजन दास	सहायक	
44	श्री मगन मोहन मेहरा	सहायक	
45	श्री ओम प्रकाश सिन्हा	सहायक	
46	श्रीमति पूनम वर्मा	सहायक	
47	श्रीमति उमा कुमारी	सहायक	
48	श्री अनिल कुमार पाण्डेय	सहायक	
49	श्री अयाजुद्दीन खॉ	सहायक	
50	श्री जगवीर पटेल	सहायक	
51	श्री राजकिशोर यादव	सहायक	
51	श्री शंकर दयाल	सहायक	
52	श्री अजय कुमार	सहायक	
53	श्री अशोक कुमार सिंह	निजी सहायक	
54	श्री कृष्ण मुरारी प्रसाद	निजी सहायक	
55	श्री सुरेश प्रसाद	आप्त सचिव	
56	श्री बिजेन्द्र प्रसाद	निजी सहायक	
57	श्री उपेन्द्र नाथ तिवारी	आप्त सचिव	
58	श्री अजय कुमार	कनीयसांख्यांकी सहायक	
59	श्री कामेश्वर सिंह	सहायक सांख्यांकी पदा0	
60	श्री चिरन्तन कुमार	उच्च वर्गीय लिपिक	
61	श्री राजीव रंजन	उच्च वर्गीय लिपिक	
62	श्री योगेन्द्र नारायण साह	उच्च वर्गीय लिपिक	

63	श्री अर्थर मरमू	उच्च वर्गीय लिपिक	
64	श्री चन्द्र भूषण तिवारी	उच्च वर्गीय लिपिक	
65	श्री इन्द्रदेव प्रसाद	उच्च वर्गीय लिपिक	
66	श्री रामानन्द ठाकुर	उच्च वर्गीय लिपिक	
67	भुनेश्वर यादव	उच्च वर्गीय लिपिक	
68	श्री सौरभ कुमार सिन्हा	निम्नवर्गीय लिपिक	
69	दीपक कुमार ओझा	निम्नवर्गीय लिपिक	
70	श्री प्रषांत कुमार	आशु लिपिक	
71	श्री धर्मनाथ ठाकुर	कार्यालय परिचारी	
72	श्री न्यामुलहक	कार्यालय परिचारी	
73	श्री मो० मकबुल	कार्यालय परिचारी	
74	श्री अमरेश्वर कुमार श्रीवास्तव	कार्यालय परिचारी	
75	राजेन्द्र राय	कार्यालय परिचारी	
76	जगदीश यादव	कार्यालय परिचारी	
77	योगेन्द्र मंडल	कार्यालय परिचारी	
78	प्रेमचन्द्र झा	कार्यालय परिचारी	
79	अभय कुमार राम	कार्यालय परिचारी	
80	निरंजन प्रसाद	कार्यालय परिचारी	
81	अरविन्द कुमार	कार्यालय परिचारी	
82	संजीत कुमार	कार्यालय परिचारी	
83	सोनामति देवी	कार्यालय परिचारी	
84	सुनिल कुमार	कार्यालय परिचारी	
85	विजय कुमार राय	कार्यालय परिचारी	

86	अभिमन्यु सिंह	कार्यालय परिचारी	
87	सुरेन्द्र प्रसाद	कार्यालय परिचारी	
88	श्री अजय कुमार	कार्यालय परिचारी	
89	श्री चन्दन कुमार	कार्यालय परिचारी	
90	श्री लाल बाबू	कार्यालय परिचारी	
91	श्री केषरी नन्दन पासवान	कार्यालय परिचारी	
92	श्रीमति इन्द्रकला देवी	कार्यालय परिचारी	
93	श्री फूल झा	कार्यालय परिचारी	
94	श्री देव नारायण ठाकुर	कार्यालय परिचारी	
95	श्री हजारी राय	कार्यालय परिचारी	
96	श्री फैजुद्दीन	कार्यालय परिचारी	
97	श्री शंकर महतो	कार्यालय परिचारी	
98	सुरेन्द्र प्रसाद	कार्यालय परिचारी	
99	श्री जगदीष प्रसाद यादव	कार्यालय परिचारी	
100	श्री दहाउर सहनी	कार्यालय परिचारी	
101	श्री अशोक कुमार	कार्यालय परिचारी	
102	श्री पुतुल पासवान	कार्यालय परिचारी	
103	श्री बबलू मोची	कार्यालय परिचारी	
104	श्री रमेष कुमार सिंह	कार्यालय परिचारी	
105	श्री सुभाष चन्द्र गौड	कार्यालय परिचारी	
106	श्री कामदेव सिंह	कार्यालय परिचारी	
107	श्री सुजीत कुमार चौधरी	कार्यालय परिचारी	
108	श्री नथुनी चौधरी	कार्यालय परिचारी	

109	शेख कमरुद्दीन	कार्यालय परिचारी	
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क्रमांक	नाम	पदनाम	टेलीफोन न०
1	श्री रामदेव प्रसाद	कार्यालय परिचारी	
2	श्री राजा राम प्रसाद	चालक	
3	श्री महेश कुमार सिंह	कार्यालय परिचारी	
4	श्री राजेन्द्र पंडित	चालक	
5	श्री प्रभुनाथ सिंह	चालक	
6	श्री सुनील कुमार सिंह	चालक	
7	श्री सुरेन्द्र प्रसाद सिंह	कार्यालय परिचारी	

Chapter-10

MANUAL-10

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

राजस्व एवं भूमि सुधार विभाग, बिहार, पटना

विभागीय मुख्यालय लेखा शाखा (मुख्यषीर्ष-2052) से वेतन प्राप्त करने वाले पदाधिकारी/कर्मचारी द्वारा प्राप्त मासिक वेतन विवरणी।

(फरवरी, 2012 के वेतन के अनुसार)

क्रमांक	नाम	पदनाम	सकल वेतन	शुद्ध वेतन
1	डा० सी० अशोक वर्धन	प्रधान सचिव	126904	103078
2	श्री महेश्वर पासवान	विषेय सचिव	96244	86124
3	श्री विजय कुमार सिंह	संयुक्त सचिव	85432	85312
4	श्री सुरेश पासवान	विशेष कार्य पदा०	62644	53524
5	श्री नरोत्तम प्रसाद सिंह	अवर सचिव	65513	50393
6	श्री मिथिलेश कुमार शुक्ला	अवर सचिव	63039	42919
7	श्री दीप लाल दीपक	अवर सचिव	54246	43126
8	श्री अवध प्रसाद	प्रधान आप्त सचिव	62361	44741
9	श्री संजय कुमार	प्रशाखा पदाधिकारी	45525	30965
10	श्रीमति प्रेमलता कुमारी	प्रशाखा पदाधिकारी	48352	40792
11	श्री दिनेश कुमार चन्द्रेश	प्रशाखा पदाधिकारी	52357	35797
12	श्री रमेश कुमार सिन्हा	प्रशाखा पदाधिकारी	66838	50998
13	श्री गोपाल प्रसाद सिंह	प्रशाखा पदाधिकारी	48352	44792
14	श्री गणेश शंकर ओझा	प्रशाखा पदाधिकारी	45835	37119
15	श्री ज्योतिष चन्द्र शर्मा	प्रशाखा पदाधिकारी	62396	62276

16	श्री शिवधनी पाण्डेय	प्रशाखा पदाधिकारी	43054	32898
17	श्री श्री वंश सहाय	प्रशाखा पदाधिकारी	41964	30334
18	श्री मनमोहन आनन्द	प्रशाखा पदाधिकारी	41609	37049
19	श्री विनोद कुमार गुप्ता	प्रशाखा पदाधिकारी	41573	38513
20	श्री विद्याकान्त ठाकुर	सहायक	40790	34730
21	श्री विनोद कुमार	सहायक	43317	35257
22	श्री दिलीप कुमार	सहायक	40950	34390
23	श्री दिलीप कुमार सिंह	सहायक	44415	26725
24	श्रीमति कमला कुमारी	सहायक	35272	29712
25	श्री मुरलीधर प्रसाद सिंह	सहायक	40790	37730
26	श्री विनोद कुमार	सहायक	37372	31312
27	श्री राजेन्द्र पासवान	सहायक	35272	26412
28	श्री उमाशंकर सहनी सुमन	सहायक	40147	35007
29	श्रीमति अलका रानी	सहायक	39404	36248
30	श्री मनोज कुमार झा	सहायक	33211	26071
31	श्री मुकेश कुमार सुमन	सहायक	37372	31312
32	श्री शैलेन्द्र शंकर	सहायक	40115	32959
33	श्रीमति संगीता सिन्हा	सहायक	44240	31180
33	श्री सुधीर कुमार सिन्हा	सहायक	40309	30329
34	श्रीमति शकुन्तला लामा	सहायक	33875	28317
35	श्री सुभाष चन्द्र पासवान	सहायक	31410	24310
36	श्री विजय कुमार	सहायक	41964	30356
37	श्री कृष्ण देव प्रसाद	सहायक	37372	26812

38	श्री गोपाल भगत	सहायक	45931	38871
39	श्री राजेश्वर कुमार शर्मा	सहायक	36286	22926
40	श्री सतीश कुमार	सहायक	37372	32312
41	श्री अखिल कुमार झा	सहायक	37372	32312
42	श्री आदित्य राज	सहायक	44240	40180
43	श्री राजीव रंजन दास	सहायक	37822	31462
44	श्री मगन मोहन मेहरा	सहायक	37372	32312
45	श्री ओम प्रकाश सिन्हा	सहायक	40980	36920
46	श्रीमति पूनम वर्मा	सहायक	44741	38681
47	श्रीमति उमा कुमारी	सहायक	35976	26832
48	श्री अनिल कुमार पाण्डेय	सहायक	43335	38775
49	श्री अयाजुद्दीन खॉ	सहायक	43335	31775
50	श्री जगवीर पटेल	सहायक	43211	38151
51	श्री राजकिशोर यादव	सहायक	42623	34563
51	श्री शंकर दयाल	सहायक	40950	29990
52	श्री अजय कुमार	सहायक	46750	41190
53	श्री अशोक कुमार सिंह	निजी सहायक	43976	39916
54	श्री कृष्ण मुरारी प्रसाद	निजी सहायक	39673	36613
55	श्री सुरेश प्रसाद	आप्त सचिव	59602	38482
56	श्री बिजेन्द्र प्रसाद	निजी सहायक	37230	18090
57	श्री उपेन्द्र नाथ तिवारी	आप्त सचिव	46750	32490
58	श्री अजय कुमार	कनीयसांख्यांकी सहायक	39259	36699
59	श्री कामेश्वर सिंह	सहायक सांख्यांकी पदा०	45436	37876

60	श्री चिरन्तन कुमार	उच्च वर्गीय लिपिक	24868	19838
61	श्री राजीव रंजन	उच्च वर्गीय लिपिक	24345	16015
62	श्री योगेन्द्र नारायण साह	उच्च वर्गीय लिपिक	32264	32234
63	श्री अर्थर मरमू	उच्च वर्गीय लिपिक	40147	40009
64	श्री चन्द्र भूषण तिवारी	उच्च वर्गीय लिपिक	27204	24174
65	श्री इन्द्रदेव प्रसाद	उच्च वर्गीय लिपिक	33207	24647
66	श्री रामानन्द ठाकुर	उच्च वर्गीय लिपिक	33812	26752
67	भुनेश्वर यादव	उच्च वर्गीय लिपिक	25216	21186
68	श्री सौरभ कुमार सिन्हा	निम्नवर्गीय लिपिक	15214	13887
69	दीपक कुमार ओझा	निम्नवर्गीय लिपिक	14787	13498
70	श्री प्रषांत कुमार	आशु लिपिक	20483	18688
71	श्री धर्मनाथ ठाकुर	कार्यालय परिचारी	22376	17346
72	श्री न्यामुलहक	कार्यालय परिचारी	16983	15968
73	श्री मो० मकबुल	कार्यालय परिचारी	22501	19471
74	श्री अमरेश्वर कुमार श्रीवास्तव	कार्यालय परिचारी	16983	14668
75	राजेन्द्र राय	कार्यालय परिचारी	20615	19485
76	जगदीश यादव	कार्यालय परिचारी	20543	18513
77	योगेन्द्र मंडल	कार्यालय परिचारी	22020	21790
78	प्रेमचन्द्र झा	कार्यालय परिचारी	20543	15013
79	अभय कुमार राम	कार्यालय परिचारी	22020	14690
80	निरंजन प्रसाद	कार्यालय परिचारी	22020	21790
81	अरविन्द कुमार	कार्यालय परिचारी	16983	13968
82	संजीत कुमार	कार्यालय परिचारी	17374	15359

83	सोनामति देवी	कार्यालय परिचारी	16484	12469
84	सुनिल कुमार	कार्यालय परिचारी	16182	15167
85	विजय कुमार राय	कार्यालय परिचारी	20293	14763
86	अभिमन्यु सिंह	कार्यालय परिचारी	21931	16701
87	सुरेन्द्र प्रसाद	कार्यालय परिचारी	18087	14857
88	श्री अजय कुमार	कार्यालय परिचारी	21931	13701
89	श्री चन्दन कुमार	कार्यालय परिचारी	16182	12867
90	श्री लाल बाबू	कार्यालय परिचारी	22020	18990
91	श्री केषरी नन्दन पासवान	कार्यालय परिचारी	21771	17541
92	श्रीमति इन्द्रकला देवी	कार्यालय परिचारी	19030	18015
93	श्री फूल झा	कार्यालय परिचारी	20827	19797
94	श्री देव नारायण ठाकुर	कार्यालय परिचारी	21700	18070
95	श्री हजारी राय	कार्यालय परिचारी	16983	15968
96	श्री फैजुद्दीन	कार्यालय परिचारी	20293	16763
97	श्री शंकर महतो	कार्यालय परिचारी	21771	15041
98	सुरेन्द्र प्रसाद	कार्यालय परिचारी	18282	17267
99	श्री जगदीष प्रसाद यादव	कार्यालय परिचारी	18816	11501
100	श्री दहाउर सहनी	कार्यालय परिचारी	19101	14786
101	श्री अशोक कुमार	कार्यालय परिचारी	16484	13469
102	श्री पुतुल पासवान	कार्यालय परिचारी	17997	13682
103	श्री बबलू मोची	कार्यालय परिचारी	16182	14667
104	श्री रमेश कुमार सिंह	कार्यालय परिचारी	14311	13279
105	श्री सुभाष चन्द्र गौड	कार्यालय परिचारी	19101	14496

106	श्री कामदेव सिंह	कार्यालय परिचारी	15719	10704
107	श्री सुजीत कुमार चौधरी	कार्यालय परिचारी	11767	10766
108	श्री नथुनी चौधरी	कार्यालय परिचारी	20988	19458
109	शेख कमरुद्दीन	कार्यालय परिचारी	वेतन स्थगित	

राजस्व एवं भूमि सुधार विभाग,बिहार,पटना

विभागीय मुख्यालय लेखा शाखा (मुख्यषीर्ष-2029) से वेतन प्राप्त करने वाले चालक एवं कार्यालय परिचारी द्वारा प्राप्त मासिक वेतन विवरणी।

क्रमांक	नाम	पदनाम	सकल वेतन	शुद्ध वेतन
1	श्री रामदेव प्रसाद	कार्यालय परिचारी	21753	18723
2	श्री राजा राम प्रसाद	चालक	29853	21188
3	श्री महेश कुमार सिंह	कार्यालय परिचारी	19399	13419
4	श्री राजेन्द्र पंडित	चालक	27400	17370
5	श्री प्रभुनाथ सिंह	चालक	29853	24764
6	श्री सुनील कुमार सिंह	चालक	28575	22545
7	श्री सुरेन्द्र प्रसाद सिंह	कार्यालय परिचारी	21512	17997

Chapter-11

MANUAL-11

the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

उपमुख्य शीर्ष 00
 लघु शीर्ष 789-अनुसूचित जातियों के लिए विशेष घटक योजना ✓
 भाग सं० 40
 उपशीर्ष 0101-भूमि अर्जन हेतु (राजस्व एवं भूमि सुधार विभाग)
 विपत्र कोड P4047007890101
 राज्य योजना स्कीम कोड- REV- 5528

(राशि रुपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्यय अनुमान 2010-2011	पुनरांकित अनुमान 2010-2011	आय-व्यय अनुमान 2011-2012
42 01 एकमुश्त प्रावधान	0	0	0	32,86,00,000
योग-0101-भूमि अर्जन हेतु (राजस्व एवं भूमि सुधार विभाग)	0	0	0	32,86,00,000

उपमुख्य शीर्ष 00 ✓
 लघु शीर्ष 050-भूमि
 भाग सं० 40
 उपशीर्ष 0104-सड़क निर्माण हेतु भूमि का क्रय(राजस्व एवं भूमि सुधार विभाग)
 विपत्र कोड P4047000500104
 राज्य योजना स्कीम कोड- REV- 5539

(राशि रुपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्यय अनुमान 2010-2011	पुनरांकित अनुमान 2010-2011	आय-व्यय अनुमान 2011-2012
27 01 लघु कार्य	0	10,00,00,000	10,00,00,000	24,25,62,000
योग-0104-सड़क निर्माण हेतु भूमि का क्रय(राजस्व एवं भूमि सुधार विभाग)	0	10,00,00,000	10,00,00,000	24,25,62,000
योग-लघु शीर्ष- 050-भूमि	50,95,40,500	62,01,27,000	62,01,27,000	24,25,62,000

आयोजना व्यय (विस्तृत)

STATE PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 4047-अन्य राजकोषीय सेवाओं पर पूंजीगत परिव्यय

उपमुख्य शीर्ष 00
 लघु शीर्ष 789-अनुसूचित जातियों के लिए विशेष घटक योजना
 माप सं० 40
 उपशीर्ष 0103-सड़क निर्माण हेतु भूमि का क्रय (राजस्व एवं भूमि सुधार)
 विषय कोड P4047007890103
 राज्य योजना स्कौम कोड- REV- 5539

(राशि रुपये)

विषय शीर्ष	वास्तविक 2009-2010	आय-व्यय अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्यय 2011-20
27 01 लघु कार्य	0	0	0	7438000
योग-0103-सड़क निर्माण हेतु भूमि का क्रय (राजस्व एवं भूमि सुधार)	0	0	0	7438000
योग-लघु शीर्ष- 789-अनुसूचित जातियों के लिए विशेष घटक योजना	0	0	0	338

आयोजना भिन्न व्यय (विस्तृत)
NON-PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 2029-भू राजस्व

उपमुख्य शीर्ष 00
लघु शीर्ष 104-सरकारी संपदाओं का प्रबंध
भाग सं० 40
उपशीर्ष 0001-राजस्व प्रशासन पर व्यय
विषय कोड N2029001040001

(राशि रुपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
01 01 वेतन	1,66,22,04,967	1,87,11,40,000	1,87,11,40,000	1,62,92,95,000
01 02 विशेष वेतन	0	92,000	92,000	94,000
01 03 जीवन यापन भत्ता	44,93,14,326	65,48,99,000	65,48,99,000	89,67,44,000
01 04 मकान किराया भत्ता	9,10,30,375	16,03,44,000	16,03,44,000	20,71,02,000
01 05 परिवहन भत्ता	74,731	3,72,79,000	3,72,79,000	2,76,38,000
01 06 चिकित्सा भत्ता	1,44,22,951	2,72,00,000	2,72,00,000	2,69,78,000
01 07 अन्य भत्ता	25,49,641	1,32,45,000	1,32,45,000	1,32,99,000
योग- वेतन एवं भत्ते	2,21,95,96,991	2,76,41,99,000	2,76,41,99,000	2,80,10,45,000
06 01 चिकित्सा प्रतिपूर्ति	0	25,00,000	25,00,000	25,00,000
11 01 यात्रा व्यय	71,10,151	85,00,000	1,05,20,000	85,00,000
13 01 कार्यालय व्यय	7,54,16,517	1,33,10,000	16,25,16,000	1,46,45,000
13 02 वाहन का ईंधन एवं रख रखाव	61,90,642	3,88,50,000	4,16,90,000	3,88,50,000
13 03 दूरभाष	25,44,546	34,65,000	34,65,000	34,65,000
13 04 विद्युत प्रभार	3,33,910	22,00,000	22,00,000	23,10,000
13 06 वर्दी/पोशाक	7,32,358	45,00,000	45,00,000	45,00,000
14 01 किराया महसूल एवं कर	40,486	50,000	50,000	50,000
28 01 व्यावसायिक एवं विशेष सेवाएँ	0	1,00,000	1,00,000	1,00,000
31 01 सहायक अनुदान	2,50,07,235	0	0	0
50 01 अन्य प्रभार	92,59,339	0	0	0
51 01 मोटर गाड़ी	0	0	10,50,40,000	0
योग-0001-राजस्व प्रशासन पर व्यय	2,34,62,32,175	2,83,76,74,000	3,09,67,80,000	2,67,59,65,000

आयोजना भिन्न व्यय (विस्तृत)
NON-PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 2029-भू राजस्व

उपमुख्य शीर्ष 00
सू. शीर्ष 104-सरकारी संपदाओं का प्रबंध
भाग सं० 40
उपशीर्ष 0002-हाट, बाजार, कचहरी इत्यादि का सुरक्षण
विपत्र कोड N2029001040002

(राशि रुपये)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
01 01 वेतन	69,920	0	0	0
01 03 जीवन यापन भत्ता	2,97,874	0	0	0
01 04 मकान किराया भत्ता	17,814	0	0	0
01 06 चिकित्सा भत्ता	900	0	0	0
आय वेतन एवं भत्ते	3,86,508	0	0	0
11 01 यात्रा व्यय	3,510	0	0	0
13 01 कार्यालय व्यय	26,10,696	0	0	0
27 01 लघु कार्य	0	1,74,17,000	2,88,63,000	3,03,00,000
30 01 अन्य प्रभार	99,91,058	0	0	0
विषय-0002-हाट, बाजार, कचहरी इत्यादि का सुरक्षण	1,29,91,772	1,74,17,000	2,88,63,000	3,03,00,000

उपमुख्य शीर्ष 00
सू. शीर्ष 104-सरकारी संपदाओं का प्रबंध
भाग सं० 40
उपशीर्ष 0003-भूदान यज्ञ समिति की सहाय्य अनुदान
विपत्र कोड N2029001040003

(राशि रुपये)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
13 01 कार्यालय व्यय	1,08,20,000	0	0	0
31 01 सहाय्य अनुदान	0	1,43,78,000	1,43,78,000	1,43,78,000
विषय-0003-भूदान यज्ञ समिति की सहाय्य अनुदान	1,08,20,000	1,43,78,000	1,43,78,000	1,43,78,000

उपमुख्य शीर्ष 00
सू. शीर्ष 104-सरकारी संपदाओं का प्रबंध
भाग सं० 40
उपशीर्ष 0004-जमींदारी उन्मूलन बन्धपत्र
विपत्र कोड N2029001040004

(राशि रुपये)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
23 01 व्यावसायिक एवं विशेष सेवाएँ	0	29,40,000	29,40,000	3,79,60,000
30 01 अन्य प्रभार	38,07,692	0	0	0
विषय-0004-जमींदारी उन्मूलन बन्धपत्र	38,07,692	29,40,000	29,40,000	3,79,60,000
सू. शीर्ष 104-सरकारी संपदाओं का प्रबंध	2,37,38,51,639	2,87,24,09,000	3,14,29,61,000	2,924

आयोजना भिन्न व्यय (विस्तृत)
NON-PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 2029-भू राजस्व

उपमुख्य शीर्ष 00
 तृतीय शीर्ष 800-अन्य व्यय
 मांन सं० 40
 उपशीर्ष 0001-बिहार भूमि सुधार अधिनियम, 1950 के अन्तर्गत धार्मिक एवं दातव्य न्यासों की देय शास्वत वार्षिकी
 विपत्र कोड N2029008000001

(राशि रूपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीकित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
01 01 वेतन	10,61,740	0	0	0
01 03 जीवन यापन भत्ता	1,15,830	0	0	0
योग- वेतन एवं भत्ते	11,77,570	0	0	0
31 01 सहायक अनुदान	0	26,00,000	26,00,000	26,00,000
50 01 अन्य प्रभार	8,84,678	0	0	0
योग-0001-बिहार भूमि सुधार अधिनियम, 1950 के अन्तर्गत धार्मिक एवं दातव्य न्यासों की देय शास्वत वार्षिकी	20,62,248	26,00,000	26,00,000	26,00,000

आयोजना भिन्न व्यय (विस्तृत)
NON-PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 2052-सचिवालय-सामान्य सेवाएं

उपमुख्य शीर्ष 00
 लघु शीर्ष 090-सचिवालय
 भाग सं० 40
 उपशीर्ष 0017-राजस्व एवं भूमि-सुधार विभाग
 विपत्र कोड N2052000900017

(राशि रूपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
01 01 वेतन	3,31,27,218	3,71,26,200	3,71,26,200	3,11,80,700
01 02 विशेष वेतन	0	80,400	80,400	62,400
01 03 जीवन यापन भत्ता	48,10,240	1,29,94,500	1,29,94,500	1,62,58,400
01 04 मकान किराया भत्ता	32,56,848	56,17,000	56,17,000	60,48,000
01 05 परिवहन भत्ता	0	4,78,000	4,78,000	8,29,300
01 06 चिकित्सा भत्ता	1,49,192	3,15,000	3,15,000	2,71,200
01 07 अन्य भत्ता	2,24,025	3,17,900	3,17,900	95,000
योग- वेतन एवं भत्ते	4,15,67,523	5,69,29,000	5,69,29,000	5,47,45,000
06 01 चिकित्सा प्रतिपूर्ति	0	4,00,000	4,00,000	5,00,000
11 01 यात्रा व्यय	5,37,585	3,50,000	5,00,000	4,00,000
13 01 कार्यालय व्यय	50,46,036	8,00,000	8,00,000	9,00,000
13 02 वाहन का ईंधन एवं रख रखाव	3,11,358	7,00,000	7,00,000	8,00,000
13 03 दूरभाष	23,406	1,50,000	1,50,000	1,50,000
13 06 वर्दी/पोशाक	0	75,000	75,000	64,000
14 01 किराया महसूल एवं कर	67,896	0	0	0
20 01 आतिथ्य व्यय	0	50,000	50,000	50,000
27 02 अनुरक्षण एवं मरम्मत	24,591	0	0	0
28 01 व्यावसायिक एवं विशेष सेवाएं	0	5,00,000	17,00,000	18,01,000
50 01 अन्य प्रचार	12,28,860	0	0	0
योग-0017-राजस्व एवं भूमि-सुधार विभाग	4,88,07,255	5,99,54,000	6,13,04,000	5,94,10,000

आयोजना भिन्न व्यय (विस्तृत)
NON-PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 2070-अन्य प्रशासनिक सेवाएं

अनुख शीर्ष 00
 अनु शीर्ष 800-अन्य व्यय
 भाग सं० 40
 अनुशीर्ष 0002-गजेटियर्स
 विपत्र कोड N2070008000002

(राशि रुपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
01 01 वेतन	22,27,781	16,73,800	16,73,800	17,65,500
01 03 जीवन यापन भत्ता	2,74,026	5,85,900	5,85,900	9,30,700
01 04 मकान किराया भत्ता	1,73,132	2,60,000	2,60,000	3,53,400
01 05 परिवहन भत्ता	1,84,952	19,000	19,000	38,400
01 06 चिकित्सा भत्ता	32,414	12,000	12,000	12,000
01 07 अन्य भत्ता	3,600	11,300	11,300	0
योग- वेतन एवं भत्ते	28,95,905	25,62,000	25,62,000	31,00,000
06 01 चिकित्सा प्रतिपूर्ति	0	60,000	60,000	60,000
11 01 यात्रा व्यय	43,270	1,10,000	1,10,000	1,10,000
13 01 कार्यालय व्यय	2,57,197	1,25,000	1,25,000	1,50,000
13 02 वाहन का ईंधन एवं रख रखाव	1,497	0	0	0
13 03 दूरभाष	5,305	25,000	25,000	25,000
13 04 विद्युत प्रभार	12,470	0	0	0
योग-0002-गजेटियर्स	32,15,644	28,82,000	28,82,000	34,45,000

अनुख शीर्ष 00
 अनु शीर्ष 800-अन्य व्यय
 भाग सं० 40
 अनुशीर्ष 0022-बिहार राज्य मेला प्राधिकार
 विपत्र कोड N2070008000022

(राशि रुपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्ययक अनुमान 2010-2011	पुनरीक्षित अनुमान 2010-2011	आय-व्ययक अनुमान 2011-2012
01 01 वेतन	3,80,896	0	24,04,700	17,74,000
01 03 जीवन यापन भत्ता	0	0	7,88,200	8,77,000
01 07 अन्य भत्ता	0	0	7,27,000	3,65,000
योग- वेतन एवं भत्ते	3,80,896	0	39,19,900	30,16,000
13 01 कार्यालय व्यय	0	0	3,60,000	4,32,000
13 02 वाहन का ईंधन एवं रख रखाव	0	0	4,88,100	4,20,000
13 03 दूरभाष	0	0	60,000	72,000
20 01 आतिथ्य व्यय	0	0	1,92,000	1,92,000
27 02 अनुरक्षण एवं मरम्मत	1,49,525	0	0	0
योग-0022-बिहार राज्य मेला प्राधिकार	5,30,421	0	50,00,000	41,32,000
योग-लघु शीर्ष- 800-अन्य व्यय	12,60,58,024	8,57,66,000	9,07,66,000	6,35,77,000

आयोजना भिन्न व्यय (विस्तृत)
NON-PLAN EXPENDITURE (DETAIL)

मुख्य शीर्ष 2075-विविध सामान्य सेवाएं

उपमुख्य शीर्ष 00
 तृतीय शीर्ष 101-पुनःगृहीत जागीरों, भूमि, क्षेत्र आदि के स्थान पर पेंशन
 भाग सं० 40
 उपशीर्ष 0002-उपवर्जित मालिकों को मालिकाना या भत्ते
 विपत्र कोड N2075001010002

(राशि रुपये में)

विषय शीर्ष	वास्तविकी 2009-2010	आय-व्यय अनुमान 2010-2011	पुनर्नीत अनुमान 2010-2011	आय-व्यय अनुमान 2011-2012
42 01 एकमुश्त प्रावधान	0	1,000	1,000	15,000
योग-0002-उपवर्जित मालिकों को मालिकाना या भत्ते	0	1,000	1,000	15,000
योग-तृतीय शीर्ष- 101-पुनःगृहीत जागीरों, भूमि, क्षेत्र आदि के स्थान पर पेंशन	0	1,000	1,000	15,000
मतदेय-	0	1,000	1,000	15,000
प्रभृत-	0	0	0	0
कुल योग- 2075-विविध सामान्य सेवाएं	0	1,000	1,000	15,000

2011-2012 के प्रथम अनुपूरक आगणन के विवरण

आयोजना भिन्न		Non Plan					
शीर्षक (प्रश्न) जिनके अन्तर्गत अनुदान नियोजन लेखा होता		मतदेय Voted		आय-व्यय	वर्तमान अनुमान	संशोधित अनुमान	अनुपूरक आगणन
		चरम परिव्यय		2011-2012	2011-2012	2011-2012	2011-2012
		आवर्तक	अनावर्तक				
भाग सं०- 40		2	3	4	5	6 = 5+7	7
मुख्य शीर्ष- 3454 - जनगणना सर्वेक्षण तथा सांख्यिकी							
01 - जनगणना							
101 - जनगणना आंकड़ों का कम्प्यूटरीकरण							
0002 - जनगणना स्थापना, 2011							
विषय शीर्ष		रुपये में	रुपये में	रुपये में	रुपये में	रुपये में	रुपये में
1301	कार्यालय व्यय	0	24,18,000	0	0	24,18,000	24,18,000
2003	प्रशिक्षण व्यय	0	10,25,000	0	0	10,25,000	10,25,000
2801	व्यावसायिक एवं विशेष सेवाएँ	0	1,74,95,84,000	0	0	1,74,95,84,000	1,74,95,84,000
योग-		0	1,75,30,27,000	0	0	1,75,30,27,000	1,75,30,27,000
विपत्र कोड- N3454011010002							

अभ्युक्ति (कैफियत) :

जनगणना 2011 के प्रथम एवं द्वितीय चरण के मानदेय, प्रशिक्षण, लिपिकीय सहायता एवं कार्यालय व्यय हेतु राशि की आवश्यकता है। प्रथम अनुपूरक आगणन में इस अनुसूची से निधि के उपबंध का प्रस्ताव है। इसमें विधायिका का मत प्रार्थित है।

Chapter-12

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.

Chapter-13

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.

Chapter-14

MANUAL-14

Details in respect of the information, available to or held by it, reduced in an electronic form;

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

Chapter-15

MANUAL-15

the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Such information is not available in the department.

Chapter-16

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 Deep Lal Deepak
Under Secretary-cum- Public Information Officer,
Revenue and Land Reforms Department,
Main Secretariat, Patna, Bihar
- (2) Director Land Acquisition.
Sri Dinesh kumar Chandrssh
Section Officer,
Director Land Acquisition Office.
(Revenue and Land Reforms Deptt.)
Main Secretariat, Patna.
- (3) Director Land Records (Survey)
Smt. Kalpna kumari
Asst. Director
Land Records (Survey)
Main Secretariat, Patna.
- (4) Director Donsolidation
Sre Rajesh Perimal
Research Officer
Director Consolidation
Patna.

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

Chapter-17

MANUAL-17

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 or 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 :-As given.
- (4) If information is not given to the public in the prescribed time, they can appeal to the Department Appellate Authority.