

Sub:-Process of Alienation-records expeditious disposal of.

## Circular

It is being observed that the Revenue Officers at the lower levels are not attending to alienation records promptly and systematically. It is also pointed out that even the records submitted to this office are not being properly built up. The time limit prescribed by the Government in their order No.RD.460.LGP.72.dated 17-2-73 is also not being followed for the disposal of these records. It appears that the instructions of Government are more in their violation than in their observance. Therefore it is strictly instructed that all the Revenue Officers should follow the following procedure to facilitate unnecessary touring of records.

1/-The applications should only be received in office of the sanctioning authority. -

2/-The applications should be accompanied by sketches in triplicate, layout plans in triplicate, sketch of R.S.maps of the S.No.RTC. copy and other documents showing the ownership rights on the property etc.

3/-Soonafter the receipt of application alongwith the documents noted in para(2) the same may be forwarded to the concerned Tahsildar. The Tahsildar should first issue an endorsement to the concerned party stating not to enter upon the land until alienate is sanctioned. And in the Tahsildar should forward the documents to the following three offices simultaneously

(a)With one copy of sketch layout map L.R.S.map of the S.No. to the Local body such as V.P. or Municipality calling their opinion.

(b)With one copy of sketch and layout map to the town planning authority for locating the correct position in the layout plan and to furnish their opinion.

(c)The third copy of sketch and layout map along with application and all the revenue documents such as R.T.C. and other documents should be forwarded to the Revenue Inspector of concerned hobli for building up of records. The sketch should be prepared correctly by indicating the approach road to the site whether it is an developed area and indicate S.Nos adjoining the plot on all the sides. As far as as possible sketch may be got prepared by Surveyors. Simultaneous action should taken to expedite the disposal of

alienation records seperate Circular instructions have already been issued vide Circular No.ALN.CR.153/79 about building up of records.

sd/-B.K.Viswanathan,  
Special Deputy Commissioner,  
Hassan District.

vks/-

Copy to  
All the Tahsildars in the District for strict guidance.  
Copy to all the Assistant Commissioner, Hassan and Sakleshpur  
Copy to the Assistant Director of Town Planning authority Hassan  
Copy to all the Chief Officers T.M.C.in the District.

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For Special Deputy Commissioner,  
Hassan District. 3.12.79

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