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GOVERNMENT OF KARNATAKA

No. RD 28 MRR 2001

Karnataka Government Secretariat,
M.S. Building,
Bangalore, dated: 12th September 2001.

CIRCULAR

**Sub: Instructions to Assistant Commissioners, Tahsildars
and other revenue officials - steps to be taken for
proper functioning of Bhoomi in various taluks -reg.**

The Bhoomi scheme has already been operationalised in about 80 taluks. The Hon'ble Chief Minister in his letter No. RD 38 MRR 2001 dated 26th June 2001 to all the Deputy Commissioners, has desired that Computerisation of Land Records should finish in all taluks by the end of September 2001. Accordingly, Deputy Commissioners are making all efforts to operationalise the scheme in all taluks before the deadline.

Following are the detailed instructions to be followed by the Tahsildars for operationalising Bhoomi in other taluks and further for proper functioning of the scheme after operationalisation.

1. **Site & Kiosk Preparation:** Funds for site preparation for computer centres and kiosk preparation has already been released for all taluks of the State to Deputy Commissioners. Tahsildars should ensure that the kiosks and sites are ready without waiting for data entry work to be over. If the kiosk and computerisation sites are not made ready in advance then there is avoidable delay after data entry is complete and printouts are provided by data entry agency.
2. **Preparation of checklists:** It is very important that Village Accountants should be trained by Assistant Commissioners, Tahsildars and District informatics Officers before they start the checklist correction. Any checklist which has not been corrected properly will result into defective data entry. It will further delay the computerisation process and will also result into escalation in the project cost. As per the D.O. Letter written by the Principal Secretary vide No. RD 28 MRR 2001 dated 29th June 2001 2%, 5%, 20%, 30%, 40% of corrections are to be supervised by the Deputy Commissioner, Assistant Commissioners, Tahsildar, Shirastedar and Revenue Inspector respectively. Similarly in Circular No. RD 28 MRR 2000 dated 1st September 2001 it has been again stressed that correction process has to be supervised by the above officers. In case, the supervision is not done by the officers as mentioned above, disciplinary action will have to be initiated against the concerned. It has been mentioned in the Circular that Revenue Inspector, Tahsildar, Assistant Commissioners will have to sign the RTC which they have randomly checked as per D.O. letter of Principal Secretary read with Circular No. RD 28 MRR 2001 dated 1st September 2001.
3. **Presence of Village Accountants in data entry centres:** Village Accountants should personally sit with data entry operators while the data entry is going on so that any doubts raised by data entry operators can be cleared immediately on the spot thus avoiding any errors in data entry.

4. **Prompt correction of first printout taken after updation:** It has been noticed that many times the first printouts given after updation by data entry agency are not corrected promptly by the Village Accountants. Tahsildars and Assistant Commissioners should make efforts to get the printouts checked promptly, thus avoiding delay in the operationalisation process. Assistant Commissioners shall ensure that within a week of receipt of first printouts, the same are corrected by the Village Accountants.

5. **Training of Village Accountants and Shirastedars** – Enough funds have been released by State Government under head of account 2506-00-800-0-02-Digitisation of Records-Training. However it has been noticed that the Village Accountants who are supposed to work on Bhoomi and RR Shirastedars are not trained on general computerisation by district administration. Any such absence of training to such officers leads to problems while working on Bhoomi. Assistant Commissioners shall be held personally responsible if Village Accountants and RR Shirastedars are not trained on general computerisation.

In respect of already operationalised taluks the following steps will have to be taken by the Assistant Commissioners and Tahsildars:

Obtaining certificates from Village Accountants: Assistant Commissioners ensure that Village Accountants should give certificates regarding correction of computerised RTCs in the form prescribed in Circular No. RD 23 MRR 2000 dated 17th January 2001. As per this Circular Assistant Commissioners/Tahsildars/Shirastedars/Revenue Inspectors have to counter check 2%,3%,5%,30% of the final RTCs randomly. The Assistant Commissioners should collect the certificate from the Village Accountants and all others in respect of operationalised taluks immediately and inform Government about this fact.

Checking of RTCs of Government land by Tahsildars – As per circular No RD 23 MRR 2000 dated 14th February 2001 the Tahsildar should personally check RTCs of all government lands & give certificate prescribed in this circular. This is to ensure that no error creeps into the RTCs of previous Government lands.

Distribution of RTC to farmers: Soon after operationalisation of the scheme in a particular taluk, one unsigned copy of correct RTC is to be distributed to all farmers. Village Accountants should get the acknowledgement from farmers for distribution of such RTCs. Farmers should be encouraged to point out any mistakes in computerised RTC when compared with manual RTC issued earlier to them by Village Accountants. The information about availability of the computerised RTCs should be published on various media, TV etc. as indicated in Circular No. RD 23 MRR 2000 dated 14th February 2001 & RD 62 MRR 2000 dated 11th April 2001.

Marking of RTC – Soon after collection of certificates for Village Accountants wrong or defective RTC should be marked on Bhoomi so that such RTC are not given from the Kiosk by mistake to any farmer.

Banning of handwritten RTCs – Immediately after all defective RTCs are marked, Assistant Commissioners should ensure that Deputy Commissioner issues notification banning handwritten RTCs with immediate effect. Copy of such notifications should be sent to Government urgently for gazetting them at Government level.