

ANDAMAN AND NICOBAR ADMINISTRATION
REVENUE SECTION
SECRETARIAT

RIGHT TO INFORMATION ACT 2005 17 POINT MANUAL SUO MOTO
DISCLOSURE OF INFORMATION UNDER VARIOUS HEADING LISTED IN
SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT 2005

I. INTRODUCTION

The Revenue Section of the Secretariat functions under the supervision, guidance & Administrative control of Commissioner-cum-Secretary (Rev) assisted by the Assistant Secretary (Revenue) as Branch Officer, the Section Office Superintendent and supporting staff.

The mandate/functions of Revenue Section has been defined in the Allocation of Business Rules, 2009 and Manual of Office Procedure. Important functions of this Section consists:-

1. Revenue Administration of all 03 Districts of Andaman and Nicobar Islands.
2. Matters relating to revenue appeal case.
3. Matters relating to Change of place-Names.
4. Matters relating to Updating of Land Records.
5. Matters relating to According Administrative Approval and Expenditure sanction of proposals.
6. Matters relating to Allotment of land to Defence/Govt. Departments/Individuals.
7. Matters relating to Land Revenue and Land Reforms Regulation and Rules.
8. Matters relating to Renewal of Grants in respect of Government Plantation.
9. Matters relating to Land Acquisition for Public purposes.
10. Matters relating to Award of Compensation and Rehabilitation affected person.
11. Matter relating to Marriage License.
12. Matters relating to Allotment of Quarry permit etc.
13. Matters relating to Disaster Management.
14. Matters relating to Defence Exercise and Firing Practices.
15. Matters relating to Rent Control Act/Rules.
16. Matters relating to Grant of Sale Permission.

17. Establishment matters relating to Deputy Commissioner, Andaman & Nicobar.
18. Matters relating to Islands Identify Card.
19. Matters relating to Census
20. Matters relating to Revenue and Forest interaction.
21. Matters relating to Encroachment regularization and Eviction.
22. Matters relating to Stamp Act and Rules
23. Matters relating to Survey and Settlement of Revenue and Forest Areas.
24. Matters relating to Issuance of Local Certificate.
25. Matters relating to Low Income Group Housing Scheme.
26. Matters relating to General Election.
27. Matters relating to Rajya Sainik Board.
 1. Recruitment Rallies (Army)
 2. All Ex-servicemen matters
28. Matters relating to Wakf Board.

Chapter -1

[Section 4 (1) (b) (i)]

PARTICULARS OF ITS ORGANIZATIONAL FUNCTIONS:

(As incorporated in the Manual of Office Procedure, 2009)

1. Revenue Administration of all 03 Districts of Andaman and Nicobar Islands.
2. Matters relating to revenue appeal case.
3. Matters relating to Change of place-Names.
4. Matters relating to Updating of Land Records.
5. Matters relating to According Administrative Approval and Expenditure sanction of proposals.
6. Matters relating to Allotment of land to Defence/Govt. Departments/Individuals.
7. Matters relating to Land Revenue and Land Reforms Regulation and Rules.
8. Matters relating to Renewal of Grants in respect of Government Plantation.
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10. Matters relating to Award of Compensation and Rehabilitation affected person.
11. Matter relating to Marriage License.
12. Matters relating to Allotment of Quarry permit etc.

13. Matters relating to Disaster Management.
14. Matters relating to Defence Exercise and Firing Practices.
15. Matters relating to Rent Control Act/Rules.
16. Matters relating to Grant of Sale Permission.
17. Establishment matters relating to Deputy Commissioner, Andaman & Nicobar.
18. Matters relating to Islands Identify Card.
19. Matters relating to Election Identify Card
20. Matter relating to issue of Local Certificate
21. Matter relating to issue of OBC Certificate
22. Matter relating to issue of National Population Register
23. Matters relating to Census
24. Matters relating to Revenue and Forest interaction.
25. Matters relating to Encroachment regularization and Eviction.
26. Matters relating to Stamp Act and Rules
27. Matters relating to Survey and Settlement of Revenue and Forest Areas.
28. Matters relating to Low Income Group Housing Scheme.
29. Matters relating to General Election.
30. Matters relating to Rajya Sainik Board.
 1. Recruitment Rallies (Army)
 2. All Ex-servicemen matters
31. Matters relating to Wakf Board
32. Furnishing of monthly report
33. Correspondence regarding Revival of deemed abolished categories of posts.
34. Correspondence on various demands resolution etc received from MP / Political Parties/ various Associations.
35. Monitoring of UPSC pending cases pertaining to Revenue Department & Consultation with UPSC related correspondence.
36. Recruitment Rules of all posts in Revenue Department.
37. Implementation of Central Pay Commission report and allied matters.
38. Parliament Questions.
39. Correspondence regarding conversion of temporary posts into permanent one of Revenue Department.
40. Correspondence on IDA meeting.
41. Service matter including filling up the post, Promotion, Confirmation, transfer & Posting.
42. Visit of Parliamentary Committee.
43. Matters related to Service Associations and allied correspondences.
44. Implementation of ACP / MACP Scheme.

45. Monitoring of Court cases pertaining to Revenue Department
46. Policy matter relating to Compassionate appointment
47. Disposal of Applications under RTI Act,2005
48. Disciplinary appeal proceedings against Revenue Officials

Chapter -2

[Section 4 (1) (b) (ii)]

POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES.

I. POWERS OF OFFICERS:

(A) Commissioner-cum-Secretary (Revenue):

The Secretary (Revenue) is the Cadre Controlling Authority in respect of Revenue Officials. Head of Department for Revenue Department (All the three District Administration) and is delegated with the financial powers of Head of Department in terms of provisions contained in the Delegation of Financial Power Rules 1978 and GoI, MHA's letter No. 15039/20/2012-Plg.Cell dated 30th August 2012. All matters being dealt with in the Revenue Section are submitted to him for his consideration/approval.

(B) Assistant Secretary (Revenue):

Assistant Secretary (Revenue) is the Branch Officer for Administrative Branch. All matters being dealt within the Administrative Branch are submitted for his scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

II. DUTIES AND RESPONSIBILITIES OF STAFF:

(As provided in the Manual of Office Procedure, 2009)

1. OFFICE SUPERINTENDENT:-

Office Superintendent is the in-charge of the Section. Office Superintendent supervise the work, ensure discipline and punctuality, monitor the movement of dak/files and check delay. All files/dak of the Section are routed through Office Superintendent and assist the Assistant Secretary in discharging the subject allotted to the Revenue Section as explained below:-

(i) General Duties:

- (a) Distribution of works among the staff as evenly as possible;
- (b) Training, helping and advising the staff;
- (c) Management and co-ordination of the work;
- (d) Maintenance of order and discipline in the section;
- (e) Maintenance of list of residential address of the staff.
- (f) Timely disposal of receipts and maintenance of records thereof;
- (g) Maintenance of records and periodical weeding out of records.
- (h) To go through the receipts;
- (i) To submit receipts to the Branch Officer/higher officer;
- (j) To keep a watch on any hold-up in the movement of dak; and
- (k) To scrutinize the section diary once a week to know that it is being properly maintained.
- (l) To see that all corrections have been made in the draft before it is marked for issue;
- (m) To check whether all enclosures are attached;
- (n) To indicate mode of dispatch.
- (o) Responsibilities of efficient and expeditious disposal of work and checks on delays;
- (p) To keep a note of important receipts with a view to watch the progress of action;
- (q) To ensure timely submission of arrear and other returns;
- (r) To undertake inspection of Assistants table and to ensure that no paper or file has been overlooked;
- (s) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week;
- (t) To submit to the Branch Officer weekly list of pending Court Cases and pending action of Court Orders (to avoid contempt of Court Cases).
- (u) Duties in respect of recording and indexing;
- (v) Ensuring proper maintenance of reference books, office orders, all Manuals, Rules etc and registers required to be maintained in the Section and keep them up-to-date;

- (w) Ensuring neatness and tidiness in the Section;
- (x) Dealing with important and complicated cases himself;
- (y) To see to the proper maintenance of (a) Guard file, (b) File Index, (c) File Movement Register, (d) Receipt Register, (e) Issue Register (f) check list of returns (both inward and outward)
- (z) To see that reports and returns are submitted on due dates;

2. DEALING ASSISTANTS:

Head Clerks/Higher Grade Clerks/Lower Grade Clerks are posted as Dealing Assistants. Their duties when posted as Dealing Assistants are:-

1. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt shown therein within 3 days of the receipt of such receipts;
2. To examine cases in the light of Instructions, if any given or line of action indicated by his Section Officer or Higher Officer;
3. To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him, in case of difficulties;
4. To examine promptly all receipts marked to him and to submit them on the due required dates;
5. To put up cases after examination to the Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases;
6. To submit to the Branch Officer, through the Section Officer, weekly arrear statements along with details of files and papers which remain pending for more than 7 days;
7. To submit to the Branch Officer, through the Section Officer, the list of pending Court Cases or action pending on Court orders to avoid Contempt of Courts;
8. To maintain a Suspense and Reminder Diary for taking action on due dates. It should be checked by the dealing clerk at the beginning of each working day;
 - i) To take prompt action regarding recording of cases;
 - j) To keep papers and files in a tidy condition;
9. To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period;
10. To comply with the instructions of the Section officer or any Higher officer;
11. To maintain properly the Standing Guard File and other registers;
12. To attend to such other work as may be assigned to him by the Section Officer or any Higher Officer.

Chapter -3

[Section 4 (1) (b) (iii)]

THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The Commissioner-cum-Secretary (Rev) functions as Head of Department for Revenue Department and Cadre Controlling Authority in respect of Revenue Officials while Assistant Secretary (Rev) functions as Branch Officer. All files relating to the mandate allocated to Revenue Section are submitted to the Assistant Secretary, who in turn submit the same to Commissioner-cum-Secretary (Rev) wherever necessary for consideration and approval of the competent authority.

Chapter : 4

[Section 4 (1) (b) (iv)]

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

As per the A & N Administration Manual of Office Procedure issued by Administrative Reform Wing, Secretariat.

Chapter -5

[Section 4 (1) (b) (v)]

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

All Acts/Rules/Regulations/Manuals and Guidelines issued by the Government of India relating to Revenue, Wakf, Rajya Sainik Board & other allied matters, A&N Islands land revenue reforms regulation 1966, Amendment to Land Revenue and Land Reform Rules-1968, Land Acquisition Act, 1894, Registration Act-1908, Andama & Nicobar Minor Mineral Rules, 2012 & other applied on case basis subject to its application/availability.

Chapter -6

[Section 4 (1) (b) (vi)]

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY
IT OR UNDER ITS CONTROL.

(A) Following subject files are being maintained in the section:-

1. Correspondence regarding Acquisition of Land
2. Correspondence regarding allotment of land
3. Correspondence regarding Amendment to A&N Islands land revenue reforms regulation 1966
4. Correspondence regarding Amendment to Land Revenue and Land Reform Rules-1968
5. Correspondence regarding Amonium Nitrate Rule 2011
6. Correspondence regarding Appointment of constituents
7. Correspondence regarding Appointment of Inspector General of under registration Act-1908
8. Correspondence regarding issuance of various licenses under different Act
9. Correspondence regarding Charter of Demands from various Union, Association & political parties
10. Correspondence regarding Grievances received from General Public, various union, Association & political parties
11. Correspondence regarding Computerisation of Land Records and land reforms
12. Correspondence regarding Conversion/Diversion of land
13. Coresspondence reagarding Country planning/national Land use policy
14. Coresspondence regarding protection of Child Right
15. Correspondence on Real Estate Registration Circle-Reg.
16. Correspondence regarding allotment of quarry in A&N Islands
17. Correspondence regarding Disabled/Handicapped Persons
18. Correspondence regarding enemy property The A&N Islands LR & RR, 1966
19. Correspondence regarding strikes, agitation etc
20. Correspondence regarding IDA meeting
21. Correspondence regarding land
22. Correspondence regarding Narcotic drugs
23. Correspondence regarding diffuse of explosives
24. Correspondence regarding Revenue Appeal and other court matters
25. Correspondence relating to Monitoring cards of the LG Secretariat
26. Correspondence relating to encroachment of land

27. Correspondence regarding Corruption and Brutalities
28. Correspondence regarding Creation of District, sub-division etc
29. Correspondence regarding Cyclone warning system
30. Correspondence regarding Declaration of de-reserved Forest area as Revenue village
31. Correspondence regarding Development of areas in A&N Islands
32. Correspondence regarding Field firing practice
33. Correspondence regarding Formation and Ammendment of Rules & Regulations of various matter correspondence-Reg
34. Correspondence regarding Formulating of rules for licensing or otherwise controlling place of public amusement or entertainment computerization of land record
35. Correspondence regarding Grant of Bar Licence
36. Correspondence regarding Grant of explosives license
37. Correspondence regarding Grant of Marriage licence Act 1872
38. Correspondence regarding Grant of sale permission
39. Correspondence regarding Grant of Tribal Pass
40. Correspondence regarding Rehabilitation of Sri Lankan repatriate at Katchal
41. Correspondence regarding Guidelines for grant/renewal of quarry permits
42. Correspondence regarding Identification of quarry block
43. Correspondence regarding Improved delivery of Serviced urban land in India
44. Correspondence regarding Issue of Local Certificate
45. Correspondence regarding Land Revenue Premium
46. Correspondence regarding Matter relating to Japanese reign
47. Correspondence regarding Ownership of land in Tribal Areas
48. Correspondence regarding Permission of extraction and removal of commercial and non-commercial timber from allotted land
49. Correspondence regarding Personal accidents/Insurance-Naval Divers
50. Correspondence regarding Petition received from PMO, Office, New Delhi
51. Correspondence regarding Planning for the 2001 Census
52. Correspondence regarding Policy relating to Share & Leasing
53. Correspondence regarding Regulation for felling of trees in non-forest area-recommendation of Shri Shekhar Singh
54. Correspondence regarding Rehabilitation Package on account of Forest encroachment eviction
55. Correspondence regarding Stamp papers and Registration correspondence
56. Correspondence regarding Survey, Demarcation and Revenue Map correspondence
57. Correspondence regarding The Minor & Mineral (Development Regulation) Bill 2011-Reg

58. Correspondence regarding Unique Identification Authority of India (UIDAI)
59. Correspondences related to Revenue Officials
60. Correspondences on Service Matter in respect of Revenue Officials
61. Correspondences related to sanction of funds for National Function
62. Correspondence regarding Customary address on Republic Day, Independence Day & other national Festival/ ceremonies
63. Correspondence regarding census and updating administrative maps and India and UTs
64. Correspondence regarding parliament question& Parliamentary standing committee
65. Correspondence regarding Recruitment Rules for various category of posts of Revenue Department and filling up of vacant post
66. Correspondence regarding Creation of post/ filled up/ confirmation of vacant post in the Revenue Deptt.
67. Correspondence regarding delegation of powers to the Deputy Commissioners/ Tehsildars & Other revenue Officials
68. Correspondence regarding Visit of Parliamentary committee/ VVIP
69. Correspondence regarding Hindi language
70. Correspondence regarding Renewal of temporary posts
71. Correspondence regarding freedom fighters
72. Correspondence regarding Awarding of commendation certificate to be given away by Hon'ble Lt. Governor in republic / independence day celebration and other report to be submitted to Hon'ble Lt. Governor
73. Correspondence regarding Annual Report of Ministry of Home Affairs.
74. Correspondence regarding Plan Budget , fund and expenditure
75. Correspondence regarding Enhancement of property rights including Land rights of women
76. Correspondence regarding various accident
77. Correspondence regarding Integrated Tribal Development project in the A & N Islands
78. Correspondence regarding Matters relating to 20 point programme
79. Correspondence regarding Administrative Set up of District Administration of A & N Islands
80. Correspondence regarding Labour problem by the contractors working in the Southern Group of Islands
81. Correspondence regarding cyclone and earthquake
82. Correspondence regarding National Perspective plan for women (1998-2000)
83. Correspondence regarding National Commission on Population (Census)
84. Correspondence regarding various taxes
85. Correspondence regarding Representation of MP Lok Sabha

86. Correspondence related to the New District of North & Middle Andaman and delegation of power
87. Correspondence regarding BPL census
88. Correspondence regarding Finance Commission
89. Correspondence regarding Appeal case under RTI Act, 2005
90. Correspondence regarding providing employment to Tribal Candidate of A & N Islands.
91. Correspondence regarding revival of pradesh council and setting up of Legislative Assembly in A & N Islands
92. Correspondence regarding Draft regulation for Disaster Management
93. Correspondence regarding Law Commission report in various subject matters
94. All Correspondence regarding Rajya Sainik Board.
95. All Correspondence regarding Wakf Board.
96. All Correspondence regarding Hajj Committee.

The following Registers are maintained in the Sections:

- Attendance register
- Casual leave register
- File movement register
- File Index register
- Diary register
- Dispatch register
- Bill register for publication and other contingencies
- Expenditure register

Chapter -7

[Section 4 (1) (b) (vii)]

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:

No arrangement exists for consultation with the Public in relation to the formulation of any policy or administration in respect of the Revenue Section except in the case of Formulation/Amendment of various Acts/Rules.

Chapter -8

[Section 4 (1) (b) (viii)]

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;

The following Committees have been constituted for the smooth functioning of the Section:-

1. Committee for Identification of Quarry Blocks
2. Committee in respect of Wakf Property
3. Departmental Promotion Committees
4. Screening Committees to consider cases for financial up-gradations under ACP/MACP Schemes

Chapter - 9

[Section 4 (1) (b) (ix)]

DIRECTORY OF ITS OFFICERS AND STAFF

E.mail: secyfin.and@nic.in

Designation	Name	Telephone No.
Commissioner-cum-Secretary (Rev)	Shri. Mohan Jeet Singh, IAS	03192-233377
Officer on Special Duty (Rev.)	Shri. Satyapal Kalaria	03192-233672
Assistant Secretary (Rev)	Shri. Abdul Latif	03192-232324
Office Superintendent	Shri. Shiv Narayan	
Head Clerk	Shri. K.Hassan	
Higher Grade Clerk	1. Shri. C.B.Nachappa 2. Shri. P. Zakir Hussain 3. Shri. Mrinmoy Biswas	
Lower Grade Clerk	Shri. Sanjay Prasad	