

DIRECTORATE OF TRAINING : UNION TERRITORIES CIVIL SERVICES  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
Inspector, Land Revenue, Land Building Department, 3/10, Shahjahan Delhi 31

File No.5(1)8/11-UTCS(TS 1)/

Date

CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for functional efficiency. A three days training course on "Basic Function & Efficiency in Land Revenue Matters" is an important course in the list. The Course shall commence on 27<sup>th</sup> June, 2011 to 29<sup>th</sup> June, 2011 (Monday - Wednesday).

IMPORTANCE OF THE COURSE

Land reforms and land management is a primary function of the Government. Issues related to land are variegated and so also the responsibilities of the revenue authorities. The course is intended to refresh background and knowledge of revenue administration and revenue laws.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in Divisional Commissioner's office, Land & Building Department and Delhi Development Authority. The course would be useful to functionaries both at the lower/middle Level officers of aforesaid departments and to others also who may be posted in these departments. Training Module/Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to :

1. Explain the background about land ownership and land policy.
2. Explain basic revenue terms and provisions of revenue laws.
3. Explain process and procedure of consolidation and acquisition of land.
4. Explain the problems associated with land management and land record management.
5. Describe and list various responsibilities of revenue authorities/functionaries.

CONTENTS OF THE COURSE

1. Land Ownership and Land Policy
2. Land Revenue, Basic - Land Record and Basic terms
3. Land Reforms
4. Land Ceiling
5. Land Consolidation
6. Land Acquisition
7. Land Transaction
8. Land use and Land Management.
9. Land Scenario in Delhi-Problems & Challenges.
10. Misc. duties performed by Revenue Authorities.

Contd./-

#### METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Land Revenue Matters. While lecture method would be generally followed case studies and practical exercises will also be included in some session. The Course would be interactive and participative, encouraging to raise questions and get the doubts cleared.

#### NOMINATION SCHEME OF THE COURSE

1. The Course will be of class strength of **40** Participants.
2. Nomination letters will be accepted on first-come, first-serve basis.
3. Nomination letter along with bio-data form of the participants in the format prescribed (enclosed) may be sent by **20<sup>th</sup> June, 2011**.
4. Nominations received after **20<sup>th</sup> June, 2011** may not be entertained.
5. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

#### OTHER INSTRUCTIONS

1. Participants are expected to come prepared with basic information on the course subject.
2. Participants may bring copies of the latest departmental/Government circulars/orders/reports etc., relating to the course subject, if any available. This would benefit other participants, the Directorate and also the faculty.
3. Participants are expected to observe punctuality and regularity.
4. Participants are expected to keep their mobile phones on silent mode during the training sessions.
5. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
6. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
7. Participants may contact the undersigned for any information/clarification on training course.
8. Contact/correspondence may be made on phone nos. **22308552**, fax no. **22307822**, **22308556** email address **[dutcs@nic.in](mailto:dutcs@nic.in)** & **[adtrg1utcs.delhi@nic.in](mailto:adtrg1utcs.delhi@nic.in)**.

  
(NEEL KAMAL)

Assistant Director (Training)

Date 5-6-11

File No.5(1)8/11-UTCS(TS-I)/ 12725-892

Copy forwarded to:

1. All HODs/Local/Autonomous Bodies and State Undertakings/Corporations.
2. S.O. to the Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, N.D.-2
3. E.O. for updating on the website of the Department.

  
(NEEL KAMAL)

Assistant Director (Training)

**INSTITUTE OF TRAINING : UNION TERRITORIES CIVIL SERVICES**  
**DEPARTMENT OF NATIONAL APPEAL TERRITORIES**  
 Institutional Area, Behind K. J. Somaiya Courts, Chandigarh 160032

**TRAINING MODULE ON BASIC FUNCTIONAL EFFICIENCY IN LAND REVENUE MATTERS**

Name of the Package of Courses		BASIC FUNCTIONAL EFFICIENCY	
Duration of the Course		Three Days (27.06.2011 to 29.06.2011)	
Number of Sessions		Monday – Wednesday	
Training Branch		Twelve (12)	
Name of Course Coordinator		I	
Name of Course Coordinator		Sh. Neel Kamal, Asstt. Director	
Sessions	Duration	Topics	Proposed Speaker
<u>27.06.2011</u> Session – I 10.00 am- 11.15am	75 Min.	Land Ownership and Land Policy	
Tea			
Session – II 11.30 am- 12.45pm	75 Min.	Land Revenue, Basic – Land Record and Basic terms	
Lunch			
Session – III 01.45 pm- 03.00pm	75 Min.	Land Revenue, Basic – Land Record and Basic Terms (contd....)	
Tea			
Session – IV 03.15 pm- 04.30pm	75 Min.	Land Reforms	
<u>28.06.2011</u> Session – V 10.00 am- 11.15am	75 Min.	Land Reforms (Contd...)	
Tea			
Session – VI 11.30 am- 12.45pm	75 Min.	Land Ceiling	
Lunch			
Session – VII 01.45 pm- 03.00pm	75 Min.	Land Consolidation	
Tea			
Session – VIII 03.15 pm- 04.30pm	75 Min.	Land Acquisition	

<b>29.05.2023</b> Session - IX 10.00 am- 11.15am		<b>Land Transaction</b>	
Tea			
Session - X 11.30 am- 12.45pm	75 Min.	Land use and Land Management	
Lunch			
Session - XI 01.45 pm- 03.00pm	75 Min.	Land Scenario in Delhi-Problems & Challenge	
Tea			
Session - XII 03.15 pm- 04.30pm	75 Min.	Misc. duties performed by Revenue Authorities	
04.30 pm - 04.45pm	15 Min.	Validation and Distribution of Certificates	