

File No.5(1)8/12-UTCS(TS-I)/ 20038-20204

Date 26-06-12

### 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 Functional Efficiency in Land Revenue Matters**” is an important course in the list. The Course shall be held from 27<sup>th</sup> August, 2012 to 29<sup>th</sup> August, 2012 (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.

#### 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 may also be included in some sessions. The Course would be interactive and participants encouraged to raise questions and get the doubts cleared.

#### NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of **40** Participants.
2. Nominations shall 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> August, 2012**.
4. Nominations received after **20<sup>th</sup> August, 2012** 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 Tel. Fax No. **22308552**, email address **adtrglutcs.delhi@nic.in**.

*(Signature)*  
**(ANITA DAYAL)**  
Assistant Director (Training)

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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.

*(Signature)*  
**(ANITA DAYAL)**  
Assistant Director (Training)