1	Validity of Income and
2	Circular dated 09-03
	issue any declara
	presumption under S
	1872
3	Implementation of Se
4	Miscellaneous
	2 - ACTION AGAI
1	Constitution of a Sub
2	Orders regarding un
	agricultural land
3	Orders under section
4	Strategy and Plan
	dangerous constructi
5	Miscellaneous
1	Regarding Mutation
1 2	Regarding Mutation of Standing instructions Matters
	Standing instructions Matters
2	Standing instructions Matters
2	Standing instructions Matters Procedure for allotr various departments Delhi Order Dated 28-01-2 India in the Matter S
2	Standing instructions Matters Procedure for allotr various departments Delhi Order Dated 28-01-2 India in the Matter S Punjab & Others
2 1 2 3	Standing instructions Matters Procedure for allotr various departments Delhi Order Dated 28-01-2 India in the Matter S Punjab & Others Allocation of Panchay

## <u>CONTENTS</u>

# <u>1 - SUB DIVISIONS</u>

01
02
03
07

## INST UNAUTHORISED CONSTRUCTION

b Division Level Special Task Force	17
inauthorised colonies constructed in	26
on 133 CrPC	29
n of action against all illegal and ction in Delhi	35
	41

# 3 - LAND ACQUISITION

n of revenue records	45
ns and guidelines for Land acquisition	47

### <u>4 – GRAM SABHA MATTERS</u>

	64
tment of gram sabha land to the ts/agencies of Government of NCT of	61
-2011 of Hon'ble Supreme Court of Sh.Jagpal Singh & Others Vs State of	73
ayat Raj to Revenue Department	75
otment of Gaon Sabha Land to Govt.	77
t of plots under 20 Point Programme	78

## 5 - SUB REGISTRAR'S OFFICE

1	ADMs are authorised to conduct regular and surprise inspections of the Offices of the Sub Registrars in their respective Districts	103
2	Minimum circle rates for valuation of lands and immovable properties – Notification dated 04-02-2011	104
3	Registration of instruments situated in unauthorized regularised colonies	107
4	Note – Registration of instruments on the basis of notarised documents have no effect	108
5	Prescribed Proforma for submission of Monthly report	109
6	Notification dated 23-02-2011 regarding minimum rates for valuation of lands and immovable properties under Land acquisition Act, 1894	113
7	Minutes of the Meeting with Sub Registrars held on March 08, 2011	116
8	Orders regarding requirement of Structural Safety Certificate for registration of instruments	120
9	Clarification in respect of Section 31 of Registration Act, 1908 and impounded documents	122
10	Clarification in regarding registration of Sale Deed of acquired land	126
11	Registration of instruments of immovable properties for the purpose of duty on transfer	129
12	Revised Orders regarding requirement of Structural Safety Certificate for registration of instruments	130
13	Order dated 12/05/2011 regarding allowing the registration of instruments pertaining to sale of land and properties situated in urbanized village in Category H.	132
14	Notification regarding amendments in the Table for Registration Fee and Miscellaneous Fee for Registration of documents.	133

## 6 - UNAUTHORISED COLONIES

1	Deletion of	Khasra	Nos/Vacant	land	of	unauthorized	139
	colonies in R	ohini Zo	ne				

## 7 – SEALING/DE-SEALING OF INDUSTRIAL UNITS

1	Closing of Nodal Cell (complaints) in the Office of Pr.Secretary (Revenue)-cum-Divisional Commissioner, Delhi	153
2	Revised Guidelines for implementation of the Order of Hon'ble Supreme Court of India in the matter of closure/shifting of unauthorized industrial activities in Delhi in residential/non-confirming areas	
3	Office Memorandum – De-sealing of sealed industrial areas	159

1	Registration of Marriages under Special Act, 1954 and	173
	Hindu Marriage Act, 1955 at Sub-Divisional level	
2	Direction of Hon'ble High Court of Delhi in Special	175
	Marriage Act, 1954	
3.	Administrative instructions/documents required for the	183
	registration of Marriage under the section 8 of Hindu	
	Marriage act, 1955	

1	On	line	monitoring	С
-	· · · ·			-

1	Directions of the Hon'ble High Court of Delhi regarding	201
	Water Bodies	
2	Notification regarding appointment of Govt. Pleaders,	205
	Additional Standing Counsels, Panel Advocates & Govt.	
	Counsels	
3	Issuance of BTF & Procedure for processing of bills of	216
	Government counsels	
4	Standard operating procedures of filing appeal before	218
	the High Court in Land Acquisition Matter	
5	Decision of Hon'ble High Court of Delhi regarding	219

## **8 - REGISTRATION OF MARRIAGE**

# <u>9 - VIR REFERENCES</u>

of VIR	& SFU cases of Raj Niwas	187

## <u> 10 - COURT MATTERS</u>

	jurisdiction of Hon'ble Lokayukta over complaints	
	against civil servants	
6	Change of Government Counsel	223
7	Orders of Hon'ble High Court of Delhi regarding Child Labour	228
8	Order of Hon'ble Supreme Court of India regarding summoning of senior officers in the High Court	248
9	Gist of orders dated 11/03/11 of SCJ, RC (Central) regarding appearance of Govt. Officials in the court.	255

#### **11 - INFORMATION TECHNOLOGY**

1	Content Management System (CMS) – updating the contents of the Website regularly	263
2	Providing connectivity to Departments under GNCTD for usage 3D GIS System	264
3	Monitoring of the progress of implementation of e-SLA system as well as penalty cases- review by the Prime Minister's Office	267
4	Performance audit of e-Governance, Govt. Of NCT of Delhi	270
5	E-governance Programme for middle & senior level officers	271
6	e-procurement system of NIC in GNCT of Delhi	273

## **12 - VISA INSTRUCTIONS/CITIZENSHIP**

Guidelines for Grant of Employment Visa	277
Introduction of new procedure for applying online for	282
Indian Citizenship	
Re-notification of citizenship Rules, 1956 as Citizenship	299
Rules, 2009	
Process being followed by the various district in the	303
State of Delhi on Citizenship Rules, 2009	
Revised Chapters of the Visa Manual	307
Chapter 9 Conference Visa in Visa Manual- Modifications	317
Delay in processing of Citizenship applications of	321
Hindu/Sikh Afghan Nationals	
Grant of Indian Citizenship to Minor Children under	327
	Introduction of new procedure for applying online for Indian Citizenship Re-notification of citizenship Rules, 1956 as Citizenship Rules, 2009 Process being followed by the various district in the State of Delhi on Citizenship Rules, 2009 Revised Chapters of the Visa Manual Chapter 9 Conference Visa in Visa Manual- Modifications Delay in processing of Citizenship applications of Hindu/Sikh Afghan Nationals

	section 4(1) of Citizenship Act, 1955- clarification regarding 4 (1-A)	
9	Grant of OCI registration to foreigners of Indian origin born in India between 1950 and 1987- clarification regarding	331
10	Problems faced by Afghan (Hindu) Nationals in getting Citizenship at the District Levels	333
11	New procedure for applying online for Indian Citizenship- orientation programme for officers of State Government	338

1	Preventive and punitive action against people who	345
	hinder the smooth functioning of RTI Act, 2005	
2	Non-supply of information in time, Non-availability of	347
	record and non-reply to applicants	
3	Payment of fee under RTI Act 2005	349
4	Implementation of Section 4 of RTI Act, Roles of PIO and	352
	Transparency Officer & Roles of PIO and Transparency	
	Officer, Level and Job chart of Transparency Officer.	
5	Uploading and updating of RTI applications in RTI	366
	Website of Delhi Government	
6	Order regarding appointment of Transparency Officer	367
7	Order regarding appointment of PIO as Record Officer	368

1	Minutes of the I Meeting of the Joint Working Group for	371
	North West District	
2	Memorandum of understanding	386

1	Circular regarding Foreign visits by Ministers & Officers	395
2	Hindi Diwas	396
4	Regarding 'Standing guard file'	399
5	Regarding Public Private Partnership capacity building Programme (NPCBP)	403
6	Sexual Harassment Committee of Revenue Department	408
7	Correspondence with Services Department for filling up	410

## 13 RTI MATTERS

# **14- UNIQUE INDENTIFICATION (AADHAR)**

## 15 - MISCELLANEOUS

	the vacancies of the District	
8	Regarding Handing and taking over of records	411
9	Camp Office facilities to Senior Officers	412
10	Implementation of ban on use of Plastic Bags	413
11	Implementation of Metric System in Land Records Computerization Software by Sh.S.L.Batra, DANICS (Retd), Consultant, Revenue Department	422
12	'A Birds Eye view of Indian Stamp Act, 1899' by Sh.S.L.Batra, DANICS (Retd), Consultant, Revenue Department	429
13	Implementation of "The Delhi Official Lanugages Act-2000)	443
14	Notification of "The Delhi Disaster Management Authority"	445
15	Constitution of District Disaster Management Authority	447
16	Appointment of ADM as Appellate Authority under Section 127 of Electicity Act, 2003	449
17	Orders regarding constitution of District Level Committee in Outer District, Delhi to promote inter- action between the Police and leader of public opinion	453
18	Gazette Notification of the Court Fees (Delhi Amendment) Act, 2010	455
19	Enhancement/revision the scale for grant of ex-gratia relief in various eventualities	461
20	Circular Dated 21-04-2011 regarding forwarding of files to Finance Department seeking their concurrence/approval	463
21	Old orders – Office order dated 19-01-2009 issued by Commissioner (MCD) regarding Building regulations within Lal Dora/Extended Lal Dora	464
22	Old orders – Notification dated 08-03-1991 notifying all the SDMs as Collector (Mines & Quarries) under the Mines & Minerals (Regulation & Development) Act, 1957	471
23	Old Orders – Mutation of Agriculture land in favour of women after the death of her husband under the provisions of Delhi Land Reforms Act.	473

**D.M. SPOLIA,** IAS PR. SECRETARY REVENUE CUM - DIVISIONAL COMMISSIONER

> I am delighted to know that North-West District has come out with the first "Compendium of important instructions 2010-11". This is an important step towards a "proactive disclosures" under the Right to Information Act, 2005 and will increase transparency.

> It has been seen that Election Department had come up with a similar Compendium of Instructions. It is a very good practice and worth emulating, since it provides a consolidated data base of all instructions issued at least during the year 2010-11 in a book form, relieving officers of the need to search for such instructions and orders in various locations.

> I wish the District administration the best and hope they will keep up the good work in subsequent years also.



jk"V<sup>a</sup>h; jkt/kuh {ks=k] fnYyh ljdkj Govt. of National Capital Territory of Delhi 5] 'kke ukFk ekxZ] fnYyh&110054 5, Sham Nath Marg, Delhi-110054 Phone : 2396 2825 Fax : 2393 1269 E-mail : divcom@nic.in D.O. No.....

Dated.....

#### **MESSAGE**

(D.M. Spolia)