

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**REVENUE DEPARTMENT, GNCT OF DELHI**  
**(GENERAL ADMINISTRATION BRANCH)**  
**5-SHAM NATH MARG, CIVIL LINES, DELHI-110054**

No. F.1(121)/GA/Estt./DC/2011/ 7280

Dated:- 08/12/14

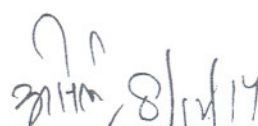
**CORRIGENDUM**

In partial modification of this Office Order No. 7225 dated 03.12.2014, following 12 DANICS Officers trainees, who will report to the Office of Divisional Commissioner, GNCT of Delhi on 08/12/2014 for the District Training w.e.f. 08/12/2014 to 13/02/2015 are deputed as per schedule attached:-

| S. No. | Name of the DANICS Officer Trainees | Independent charge        | Duration                 | Attached with SDM                                  |
|--------|-------------------------------------|---------------------------|--------------------------|--|
| 1.     | Sh. Rakesh Kumar                    | Tehsildar (Narela)        | 13/01/2015 to 28/01/2015 | Ms. Nitika Pawar, IAS, SDM (Narela)                |
|        |                                     | SDM (Narela)              | 29/01/2015 to 13/02/2015 |  |
| 2.     | Sh. S. K. Chauranya                 | Tehsildar (Karawal Nagar) | 13/01/2015 to 28/01/2015 | Sh. Pankesh Sharma, SDM (Karawal Nagar)            |
|        |                                     | SDM (Karawal Nagar)       | 29/01/2015 to 13/02/2015 |  |
| 3.     | Sh. G.N. Nishikant                  | Tehsildar (Najafgarh)     | 13/01/2015 to 28/01/2015 | Sh. Himanshu Gupta, IAS, SDM (Najafgarh)           |
|        |                                     | SDM (Najafgarh)           | 29/01/2015 to 13/02/2015 |  |
| 4.     | Sh. Rahul Aggarwal                  | Tehsildar (Alipur)        | 13/01/2015 to 28/01/2015 | Sh. S.C. Meena, SDM (Alipur)                       |
|        |                                     | SDM (Alipur)              | 29/01/2015 to 13/02/2015 |  |
| 5.     | Sh. Jatin Goyal                     | Tehsildar (Punjabi Bagh)  | 13/01/2015 to 28/01/2015 | Sh. Satyendra S. Dursawat, IAS, SDM (Punjabi Bagh) |
|        |                                     | SDM (Punjabi Bagh)        | 29/01/2015 to 13/02/2015 |  |
| 6.     | Sh. Puneet Kumar                    | Tehsildar (Civil Lines)   | 13/01/2015 to 28/01/2015 | Sh. Manish Jain, SDM (Civil Lines)                 |
|        |                                     | SDM (Civil Lines)         | 29/01/2015 to 13/02/2015 |  |
| 7.     | Sh. Mohd. Rehan Raza                | Tehsildar (Dwarka)        | 13/01/2015 to 28/01/2015 | Sh. Jai Bhagwan, SDM (Dwarka)                      |
|        |                                     | SDM (Dwarka)              | 29/01/2015 to 13/02/2015 |  |
| 8.     | Sh. Shailendra Kumar Singh          | Tehsildar (Vasant Vihar)  | 13/01/2015 to 28/01/2015 | Dr. Sonal Swaroop, IAS, SDM (Vasant Vihar)         |
|        |                                     | SDM (Vasant Vihar)        | 29/01/2015 to 13/02/2015 |  |
| 9.     | Sh. Shivam Teotia                   | Tehsildar (Sarita Vihar)  | 13/01/2015 to 28/01/2015 | Sh. P.S. Dhariwal, SDM (Sarita Vihar)              |
|        |                                     | SDM (Sarita Vihar)        | 29/01/2015 to 13/02/2015 |  |
| 10.    | Sh. Kushalpal Singh                 | Tehsildar (Kanjhawala)    | 13/01/2015 to 28/01/2015 | Sh. Anoop Thakur, SDM (Kanjhawala)                 |
|        |                                     | SDM (Kanjhawala)          | 29/01/2015 to 13/02/2015 |  |
| 11.    | Ms. Mitali Goel                     | Tehsildar (Kapashera)     | 13/01/2015 to 28/01/2015 | Ms. Harleen Kaur, IAS, SDM (Kapashera)             |
|        |                                     | SDM (Kapashera)           | 29/01/2015 to 13/02/2015 |  |
| 12.    | Sh. Krishan Kumar                   | Tehsildar (Kalkaji)       | 13/01/2015 to 28/01/2015 | Ms. Priyanka Kumari, SDM (Kalkaji)                 |
|        |                                     | SDM (Kalkaji)             | 29/01/2015 to 13/02/2015 |  |

Further, during the above mentioned periods, the regular SDMs and Tehsildars are ordered to do works as assigned by the concerned Deputy Commissioners/District Magistrates for smooth functioning.

This issues with the approval of the Competent Authority.

  
 (Dr. ANIL AGARWAL)

Encl. As mentioned above.

ADDITIONAL SECRETARY (REVENUE)

No. F.1(121)/GA/Estt./DC/2011/ 7280

Dated:- 08/12/14

Copy forwarded for information & necessary action to:-

1. The Secretary (Services), Services Department, GNCT of Delhi with reference to letter no. F.No. 2/29/2009/S.I./2273 dated 24/07/2014 (**Training Schedule attached**).
2. Asstt. Director (Training), Union Territory Civil Services, GNCT of Delhi with reference to letter No. F.7(2)/1/2012-13/UTCS/TS-III/DANICS-50/11344-11350 dated 15/07/2014 (**Training Schedule attached**).
3. The Deputy Commissioners, District- North, North-East, South-West, South, New Delhi, East, Shahdra, North-West, Central, West, South-East, Revenue Department, GNCT of Delhi (**Training Schedule attached**).
4. Sh. Som Naidu, Director (Panchayat)/ADM (North), Revenue Department, GNCT of Delhi.
5. Sh. Lalit Mohan, SDM-II, Revenue Department, (H.Q.), Revenue Department, GNCT of Delhi.
6. Sh. J.M. Kalra, Consultant (Revenue) through SDM-II (H.Q.), Revenue Department, GNCT of Delhi.
7. Officer concerned through concerned Deputy Commissioners, Revenue Department, GNCT of Delhi.
8. SDM -Narela, Karawal Nagar, Najafgarh, Alipur, Civil Lines,, Kapashera, Dwarka, Vasant Vihar, Sarita Vihar, Punjabi Bagh, Kanjhawala, Kalkaji.
9. Tehsildar- Narela, Karawal Nagar, Najafgarh, Alipur, Civil Lines,, Kapashera, Dwarka, Vasant Vihar, Sarita Vihar, Punjabi Bagh, Kanjhawala, Kalkaji.
10. System Analyst (H.Q.), Revenue Department, GNCT of Delhi with the request to upload this order on the website of the department & mail to all Deputy Commissioners alongwith training schedule.
11. O.S. (C/T), with the request to make necessary arrangements.
12. Sr. PA to Pr. Secretary (Revenue)/Divisional Commissioner, GNCT of Delhi.
13. PA to Additional Secretary (Revenue), GNCT of Delhi.
14. Guard file/Office Order file.

(Dr. ANIL AGARWAL)

ADDITIONAL SECRETARY (REVENUE)

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**REVENUE DEPARTMENT: DELHI**  
**(GENERAL ADMINISTRATION BRANCH)**  
**5-SHAM NATH MARG, DELHI-54**

**DISTRICT TRAINING OF DANICS (50<sup>TH</sup> BATCH OFFICER TRAINEES)**

|   |                          |
|---|--------------------------|
| <b>Date of Commencement of Training</b> | 08.12.2014               |
| <b>Duration of Training</b>             | 08.12.2014 to 13.02.2015 |
| <b>Training Batch</b>                   | 50th                     |

| <b>Administrative Machinery at District level (Revenue Attachment Programme – Briefing Familiarization &amp; Study of records/ case files)</b> |   |   |  |  |
|--|---|---|--|--|
|  | <b>Session – I</b>  | <b>Session – II</b>   | <b>Session – III</b>   |  |
|  | (10:45 am to 12:45am)   | (02:00 pm to 03:00pm)                                       | (03:15pm to 04:45pm)   |  |
| 08.12.2014 (Monday)  | Additional Secretary (Revenue) Briefing on district set-up and main functions of Revenue Department   | SDM-II (HQ) General Discussion on Land, Revenue Matters.    | 1.Sh. Som Naidu, Director (Panchayat)/ADM (North) briefing on Gram Sabha Land.<br>2. Sh. J.M.Kalia, Consultant (Revenue) Discussion on the Revenue Records maintenance and preservation by revenue officials and the Delhi |  |
| <b>Session – I (10:00 am to 4:30 with lunch break 1:00 to 2:00 pm)</b>   |   |   |  |  |
| 09.12.2014 (Tuesday)   | Sh. J.M. Kalia, Consultant (Revenue) Discussion on Indian Stamp Act, 1899 and Registration Act, 1908. Punjab Land Revenue Act, 1887, Panchayat Raj Act, East Punjab Holding (Prevention of Fragmentation and consolidation) Act, 1948.                |   |  |  |
| <b>Attachment with Deputy Commissioner's Offices</b>   |   |   |  |  |
|  | <b>Session I</b>  |   | <b>Session II</b>  |  |
|  | (10:00 am to 1:00 pm)   |   | (02:00pm to 04:30pm)   |  |
| 10.12.2014(Wednesday)  | Briefing by DC on rural scenario in the District and Study of district map along with whole map of Delhi Briefing on land related issues – ownership pattern, land use and its change, encroachment and unauthorized construction on agriculture land |   | Briefing by DC on Integrated District Health Society, Rehabilitation and relief, District Development Committee, Unique identification and Number System and role of District Election officer.                            |  |
| <b>Attachment with Patwari and Kanoongo</b>  |   |   |  |  |
|  | <b>Session I</b>  | <b>Session II</b>   | <b>Session III</b>   | <b>Session IV</b>  |
|  | (10:00am to 11:15pm)  | (11:30am to 12:45pm)  | (01:45pm to 03:00pm)   | (03:15pm to 04:30pm)   |
| 11.12.2014 (Thursday)  | Handing over and taking over of Awarded Land  | Briefing on references to the court & de-notification       | Study of important court judgments on land acquisition cases   |  |
| 12.12.2014 (Friday)<br>15.12.2014 (Monday)   | Consolidation of Land – Briefing on purpose and need  | Consolidation of land – Briefing on Scheme of Consolidation | Consolidation of Land – Case Study   | Study of cases emanating from consolidation – disposal and appeals |
| 16.12.2014 (Tuesday)   | Understanding relevance of each column of Khatuni/ Khasra records, Land record terminology (at Patwar Khana)  |   | Understanding Patwari's/ Kanungo system of maintenance of land records and listing problems (at Patwar Khana) and demarcation of land  |  |

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|--|---|---|--|--|
| 17.12.2014<br>(Wednesday)                        | Familiarization with types of soil and Land   | Familiarization with crop patterns  | Familiarization with other non-crop terms  | Familiarization with systems of land revenue collection and entry in records |
| 18.12.2014<br>(Thursday)                         | Visit to any important revenue estate and understand concepts of Lal dora, extended Lal dora, phirni etc.   | Visit to any village and understand importance of wells and other irrigation sources  | Visit to any village and understand importance of village raasta and traditional structures  |  |
| <b>Attachment with Tehsildar/ Naib Tehsildar</b> |   |   |  |  |
| 19.12.2014<br>(Friday)                           | Understanding basic concepts of field book and measurement of land including use of total station machine   | Understanding village map and importance of Aks-sizra and its use   | Field visit and learning demarcation of fields and problems of encroachment on public land   |  |
| 22.12.2014<br>(Monday)                           | Briefing on role of Tehsildar/ Naib-Tehsildar in land matters – listing of duties   | Preparation, updation, corrections and management of land records   |  |  |
| 23.12.2014<br>(Tuesday)                          | Briefing on role of Tehsildar/ Naib-Tehsildar in the matter of recoveries as arrears of land revenue – procedures and processes as per Punjab Land Revenue Act applicable to Delhi, Briefing on proceedings leading to attachment of assets and further action – case studies, issuance of various types of certificates – listing procedural steps and understanding instructions on the subject | Briefing on Verification and field enquiries and attestation of documents and Field visit along with the Tehsildar to understand his Role and Functions |  |  |
| 24.12.2014<br>(Wednesday)                        | Briefing on misc. functions of Tehsildar – coordination, Relief and Rehabilitation etc.   | Preparation of analytical report on functioning of Patwar Khana and Tehsil giving appropriate observations  |  |  |
| <b>Attachment with Sub-Registrar</b>             |   |   |  |  |
| 26.12.2014<br>(Friday)                           | Briefing on role and responsibilities of Sub-Registrar, Role, Powers and function of IG (Stamps), Types of WILLS and procedures of making WILL  | GPA and its registration, Studying types of documents and process of their registration   | Studying various instruction and circulars and recapitulate provisions of the Stamp Act and Registration Act                           |  |
| 29.12.2014<br>(Monday)                           | Studying process of cancellation of registered documents, Studying process of withdrawal of   | Importance of circle rate and revision of rates   | Studying systems of e-stamping, Preparation of analytical report on working of office of Sub-Registrar giving appropriate observation. |  |

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|   | documents, Studying the system of management of records, retrieval of records and issuing certified copies.   |  |  |
| <b>Attachment with Sub-Divisional Magistrate</b>      |   |  |  |
| 30.12.2014<br>(Tuesday)                               | Attachment with the SDM and watching court proceedings and procedures relating to Delhi Land revenue Act cases  | Familiarization with important case relating to the Delhi land Reforms Act – Study, discussion and clarification of doubts | Attachment with the SDM and watching court proceeding sand procedures relating to the Delhi Land Reforms Act cases   |
| 31.12.2014<br>(Wednesday)                             | Briefing on Role, Functions and powers of SDM in land matters, briefing on RTI and misc. matters by SDM as PIO, Briefing on role, functions and powers of SDM under Cr.P.C. and other Acts, Briefing on cases relating to mutation of land-study of case file, Briefing on verification and attestations of certificates of various nature and Service level Agreements |  | Briefing on cases relating to demarcation, ejection and removal of unauthorized construction – Study of case file, Briefing on cases relating to Bhumidars rights- Study of case files, Briefing on inspections, field visits and coordination |
| 01.01.2015<br>(Thursday)                              | Briefing on powers under Cr.P.C. and liaison with Police, Briefing on conducting raids (participation in raid, if possible), Briefing on other cases under Cr.P.C. – Study of case file   |  | Death Report, Dying Declaration post mortem etc. and inquest proceedings. Visit with SDM in inquest cases, Drafting inquest report – study of case file and court judgment, if any   |
| <b>Attachment with Additional District Magistrate</b> |   |  |  |
| 02.01.2015<br>(Friday)                                | Briefing on Land Records and their management. Briefing on survey of land, units and tools of measurement of land and study of village map  | New initiatives by GNCTD for record management   | Visit to village and fields along with ADM/SDM/Tehsildar   |
| 05.01.2015<br>(Monday)                                | Briefing on Survey, identification of Land proposed for acquisition, Briefing on drawing notification and procedures for publication and service of notice under land acquisition Act   | Briefing on procedure for calculation, payment of compensation for land and allotment of alternative plots                 | Studying recent cases of land acquisition – discussion and clarification of doubts   |
| 06.01.2015<br>(Tuesday)                               | Briefing on role responsibilities and function of ADM (Administrative-Land related and others)  | Briefing on process and procedure on Marriage Solemnization and Registration – Role of ADM                                 |  |
| 07/01/2015<br>(Wednesday)                             | Witnessing Court Proceeding Appeal cases taken by A.M   | ADM's Responsibility under Public Premises Act, as Chairman, Senior Citizen Tribunal                                       |  |

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|--------------------------|---|--|
| 08/01/2015<br>(Thursday) | Attending appeal proceedings under RTI Act-2005 headed by the ADM being appellant authority | Briefing by ADM on Disaster Management                                   |
| 09/01/2015<br>(Friday)   | General discussion with Deputy Commissioner at District Level                               |  |
| 12/01/2015<br>(Monday)   | Visit with SDM-II (HQ) to Record Room, and Treasury Branch, Tis Hazari, Delhi               | General discussion with Pr. Secretary (Revenue)/ Divisional Commissioner |

13.01.2015 to  
28.01.2015

Independent charge of Tehsildars

29.01.2015 to  
13.02.2015

Independent charge of SDMs