



Office of the Divisional Commissioner, Jammu
(Rail Head Complex, Jammu)

(0191-2478991, 2478999, Fax-2478997, e-mail: divcomjammu@gmail.com)

Subject: Maintaining serialized Fard Registers & other allied matters regarding

CIRCULAR

Whereas, guidelines have been issued by this office, through circular dated 04-12-2009 regarding the issuance of Fard-Intikhab Jamabandi and Tatima Shajras to the owners of land, prospective buyers & other users for purpose of sale / gift / mortgage etc.

For enforcing effective supervision, it is expedient that **serialized Fard Register** shall be maintained-with each page of the Fard register carrying a unique serial number (running number) much similar to the mutation register: as of now, such registers for serialization of Fard-Intikhabs are not been maintained by Patwari / supervisory staff, so as an additional measure of transparency, while issuing Fard-Intikhabs, each official / officer must write his/ her name, designation under the signatures, so that the name of issuing authority / officers could be recognized.

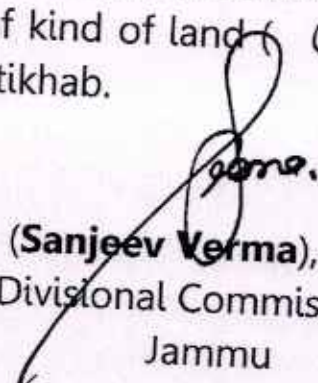
Therefore, it is hereby directed that hence forth all Patwaries shall maintain serialized Farad Registers, & these register be issued by the office of Deputy Commissioner, with a unique serial number on each page of the Fard Register. These registers must also henceforth form part of the inventory of documents maintained by Patwari & shall be handed / taken over by the incumbent(s), during the transfer or posting.

It is also enjoined upon that the supervisory staff i.e. Girdawar, Naib-Tehsildar and Tehsildar, while verifying / Attesting / Counter Signing the Fard-Intikhab, must firmly adhere to the

guidelines of circular dated 04-12-2009 and ensure the authenticity of the papers, as also various certificates to be recorded on the Fard-Intikhab.

Any deviation or drift in this regard shall attract disciplinary action under the provisions of J&K Civil Services & Classification rules and name of such official(s) / officer(s) be recommended for inclusion in the list of non- performers.

Moreover, directions passed by the Jammu & Kashmir Hon'ble High Court from time to time in respect of kind of land (تیس زمین) must also be adhered while issuing Fard-Intikhab.


(Sanjeev Verma), IAS
Divisional Commissioner
Jammu

No: 502/23-Rules/ii/ 2/42

Dated: 09.09.2019

Copy to:

1. Financial Commissioner, Revenue J&K Govt. Srinagar for kind information.
2. Commissioner/ Secretary to Govt. Revenue Department J&K Civil Secretariat Srinagar for information.
3. Deputy Commissioner Kathua / Jammu / Udhampur / Rajouri / Poonch / Doda / Ramban /Samba / Ramban / Kishtwar for information & necessary action.
4. Tehsildar _____ for compliance. Further it shall be the sole responsibility of concerned Tehsildar to implement these circular instructions in letter and spirit within their respective jurisdiction.