

DIRECTORATE OF LAND RECORDS & SETTLEMENT
GOVERNMENT OF TRIPURA

E-Governance [Land Records] Project

Guidelines for operationalisation

1. **The following steps shall be followed prior to operationalisation :**

- Governemnt shall issue administartive order **banning** manual maintenance of RORs in a revenue circle from a particular date. All records of rights shall be maintained in computerized format only in the computer database and prints of these computerized RORs shall only be issued
- all Manual RoRs of a revenue circle shall be kept in safe custody with the DCM in his office. Tehsils shall not have any copies of the original handwritten RORs.
[Thus, the Tdr cannot physically verify / compare the particulars in mutation application with the manual RoR.]
- **prior to issue of the computerized RoRs , these shall be checked and verified with the original copies of the handwritten RoRs kept in the DCM office. This procedure shall be followed for a period of one Month till the new system is stabilized.**
- The Draft copies of Khatians printed in the DMP during the Namjari operation shall be kept with the Tehsildar of the concerned TK. Thus over a period of time, all the TKs will have the copies of all RoRs.
- From the effective date of going operational in a particular Revenue Circle :
 - **ONLY** the RoRs printed through the Computerised Land Records system should be issued against request for Certified RoR and mutation.
 - No Manual Correction on any RoR would be allowed.
 - RoRs in possession of the citizens will be valid as far as the Rights, Liabilities and Ownership is concerned.
 - For any transactions with the Government, **ONLY** the RoRs printed through the Computerised Land Records system would be valid and requires to be obtained against a fresh application by the interested person.
- A Public Notice shall be issued that from the effective date of going operational in a particular Revenue Circle, Certified copies of RoR obtained from the Computer Center of the DCM offices through the Computerised Land Records System shall **ONLY** be valid for any Transaction with the Government (State / Central), Public Institutions, Banks, Government

Undertakings and any such other organisations where such RoR has to be produced for availing of any services or getting any benefits (financial or otherwise).

From the effective date no handwritten copy of ROR shall be valid for any transaction

2. Synchronization of computerized system with manual activities

It is to be noted that

- there is no change in roles and responsibilities of revenue officers as regards the field work, inspite of computerization of the Land Records.
- there will be an efficient linkage of the computerized system with the manual system.
- the Computerization of land records software, 'Jami', developed by NIC, Tripura State Unit for the Revenue Department, Government of Tripura is an ONLINE system with built in workflow automation and Bengali user interface.
- All the pending cases of Mutations where the Mutation Order has been passed but No mutation has been effected in the Khatian Register would be entered into the CLRS through the 'Post Facto' option in the Jami *Namjari* module.
- **General features of 'Jami'**
 - 'Namjari' module helps to effect mutations against specific application in the prescribed form by the interested person/s
 - 'certified copy' module helps in getting the certified copy of any particular Khatian to be printed against specific application in the prescribed form by the interested person/s.
 - 'administration' module helps in managing the users and roles as well as managing the application.

3. Computer Center Layout

- Each Computer Center has been supplied with the following hardware:

- ✓ One Server

To be used only for database storage with required security features. **Should not be used for any other operation.** May be used by DCM, only for executing mutation orders and for Administrator functions.

All backups [on DAT/CDs] to be taken on server

- ✓ Two client machines numbered PC 1 and PC 2

