

Government of West Bengal
Land and Land Reforms Department
Sec. LR(A1)-1, Branch - IS.

No. 4281/195/2001-IS

Dated, Kolkata, the 25th June, 2001.

C I R C U L A R

It has been observed that the inspection of offices of BLLROs and Revenue Inspectors is not taking place very regularly. The Minister - in - Charge, Land and Land Reforms desires that the District Land and Land Reforms Officer and Sub-divisional Land and Land Reforms Officers should inspect the Block offices and the offices of Revenue Inspectors on the basis of a well designed programme and invariably note the observation of inspection in the inspection book maintained in such field offices. It is needless to mention that regular inspection provides the life-blood for both quantitative and qualitative achievements in various items of work. It is also essential that officers from the Directorate of Land Records and Surveys regularly and from the Secretariat occasionally should inspect the problem Blocks and also the Blocks saddled with enormous volume of work and monitor the progress. Accordingly, it is directed that the DLLROs, the Deputy DLLROs, SDLLROs and the officers of the Directorate of Land Records and Surveys shall visit Blocks and R.I. Offices in the following frequently.

Every BLLRO and his authorised R.O. must inspect each of the R.I. Offices under his control at least twice in every months. The other Revenue officers posted in the Block should also visit R.I. offices as and when necessary and possible.

Every SDLLRO must visit each of the Block offices under his control at least once a month and each R.I. offices once in a 4 months.

Every DLLRO must inspect at least 4 BLLRO offices in every month and a few R.I. offices.

Every Deputy DLLROs should also inspect at least 4 Blocks and 4 R.I. offices a month.

Every Directorate officials upto the rank of Assistant Director shall visit at least one Block in every month. The Directorate officials during their visit of the District should be enquire into one / two public complains / petitions filed before the Government as openly as possible so as to convey the message of seriousness of the Govt. towards public complaints.

The DLLROs will obtain report from Deputy DLLROs / SDLLROs about the Blocks inspected by them and along with his own inspection details he shall furnish a full report in Format-I to the DLR&S by the 15th of each month. His report should accompany the copy of detailed inspection repots carried out by the DLR&S. Obviously, for this purpose the DLLRO shall obtain report from SDLLROs and Deputy DLLROs by the 2nd of each month.

The DLR&S will then compile the report at the Directorate and furnish the same to the

Department positively by 25th of each month so that the same can be placed before the Minister-in-Charge, Land and Land Reforms immediately thereafter. The DLR&S shall furnish report in Format-II and Format-III. Format-II being compilation of district reports and Format-III being report of inspection carried out by the Directorate officials.

Sd/- Illegible
Principal Secretary &
Land Reforms Commissioner,
Land and Land Reforms Department.

No. 4281/1(22)/195/2001-IS

Dated, 25/27.06.2001.

Copy forwarded to
Shri S. Suresh Kumar, IAS, Director of Land Records & Surveys & Jt. Land Reforms
Commissioner, West Bengal. 35, Gopalnagar Road, Alipur, Calcutta - 27.

Sd/- Illegible
Special Secretary
Land and Land Reforms Department

FORMAT - I

District :

Month :

Year :

Name of the Officer	No. of Blocks	No. of R.I. Offices	No. of Blocks Inspected	No. of R.I. Offices Inspected	No. of Public complaints enquired	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
District Land & Land Reforms Officer						
Dy. District Land & Land Reforms Officer						
sub-Divisional Land & Land Reforms Officer.						

Signature of the
District Land & Land Reforms Officer

