

No.Rev.B.A.(3)1/2004
Government of Himachal Pradesh
Department of Revenue

From

F.C.-cum-Secretary (Revenue) to the
Government of Himachal Pradesh.

To

1. The Divisional Commissioner,
Shimla/Mandi and Kangra at Dharamshala, H.P.
2. All the Deputy Commissioners,
in H.P.
3. All the S.D.O.(Civil) in H.P.
4. All the Niab Tehsildar/Tehsildars
in Himachal Pradesh.

Dated: Shimla-171002, 31 December, 2007

Subject:- Regarding entry of mutation in Computer – instructions thereof.
Sir,

In suppression of this Department letter No.Rev.C(c)17-2/2002-Loose, dated 27th October, 2006, regarding above cited subject I am directed to say that in order to expedite computerization of land records, following para namely 8.4(c) will be added after existing para 8.4 (b) of the Himachal Pradesh Land Records Manual, 1992:-

"8(c). Revenue Officer after attestation of mutation shall immediately hand-over foil of Register of Mutation to the Office Kanungo for entering the same in the computerized data-base of land records. The Revenue Officer and Office Kanungo shall ensure that the mutations are incorporated in the computerized land records immediately but in any case not later than a period of 7 working days from the date of attestation of mutation.

Notwithstanding anything else contained to the contrary in clauses (a) & (b) above or any other provision of this Manual, the mutation shall be deemed to be complete only after incorporation of mutation in the computerized land record."

The provisions of aforesaid para may be adhered to strictly by concerned revenue officers/officials and Deputy Commissioners shall monitor progress in this regard, periodically. Kindly acknowledge the receipt of this letter.

Yours faithfully,

Deputy Secretary (Revenue) to the
Government of Himachal Pradesh.

Endst. No. As above. Dated: Shimla-2, the 31st December, 2007.

Copy forwarded for information and necessary action to the:

1. Secretary (IT) to the Government of H.P.
2. Director, Land Records, H.P. Shimla, H. P.
3. Tehsildar O.O F.C.(Appeal) H.P. Sectt. Shimla-2

Deputy Secretary (Revenue) to the
Government of Himachal Pradesh.