

मेरी जमीन मेरे नाम

पटना जिला में दाखिल-खारिज महाशिविर का आयोजन

दाखिल-खारिज का अर्थ- बिक्री, स्थानांतरण, दान, उत्तराधिकार, बंटवारा इत्यादि से प्राप्त भूमि को क्रेता/प्राप्तकर्ता द्वारा अपने नाम पर दाखिल कराना तथा बिक्रेता, दानकर्ता पूर्वज इत्यादि के नाम से चल रहे भूमि को उसके नाम से खारिज करना है। इस प्रक्रिया को दाखिल-खारिज कहा जाता है। इसमें रयती पंजी या पंजी-2 में ऐसे भूमिधारियों की सूची के लेखा को अद्यतन किया जाता है। यह बैंक लेखा के समान जमीन के लेखा का विवरण है तथा अगर कोई क्रेता के नाम से लेखा अथवा जमाबंदी संख्या पूर्व से कायम नहीं है तो इसमें नई जमाबंदी संख्या कायम की जाती है तथा कय किए गए भूमि का विवरण उसमें अंकित कर दिया जाता है। दाखिल-खारिज सरकारी आदेश/बिहार टीनेन्ट्स होल्डिंग (मेनटेनेन्स ऑफ रिकार्ड एक्ट) 1973 की धारा-14 के तहत किया जाता है। इस आदेश को शुद्धि-पत्र में तीन प्रतियों में निर्गत किया जाता है, जिसकी एक प्रति आवेदक को तथा एक प्रति संबंधित कर्मचारी तथा एक प्रति कार्यालय में रखी जाती है।

क्षेत्र भ्रमण के दौरान तथा जनता दरबार में बड़ी संख्या में व्यक्तियों द्वारा यह शिकायत की जाती रही है कि उनके कय की गयी भूमि/निबंधित दस्तावेजों का दाखिल-खारिज नहीं हो पा रहा है। इसे कराने में राजस्व प्रशासन द्वारा कोई संवेदनशीलता नहीं दिखायी जा रही है तथा वर्षों से लोग इधर-उधर दौड़ रहे हैं। इसके साथ ही इसमें भ्रष्टाचार की आम शिकायत थी। दाखिल खारिज महाशिविर दाखिल-खारिज प्रक्रिया में फँसे भ्रष्टाचार एवं निबंधित दस्तावेजों एवं दाखिल-खारिज किए गए मामलों में व्यापक अन्तर रहने के कारण प्रारंभ की गयी।

उदाहरण के लिए वर्ष 2001 में निबंधित दस्तावेजों की संख्या 43954 थी जबकि उस वर्ष कुल दाखिल-खारिज के निष्पादित मामले 3888 ही थे। इसी प्रकार वर्ष 2002 में कुल निबंधन की संख्या जहाँ 47133 थी वहीं कुल निष्पादित मामले 1335 थे। विगत 20 साल के आंकड़ों को देखने से यह स्पष्ट है कि जहाँ कुल 918759 दस्तावेजों का निबंधन हुआ वहीं इसके अनुपात में विगत 20 वर्षों में 1 लाख से आस-पास ही दाखिल-खारिज का निष्पादन हो सका। बिहार निबंधन नियमावली के तहत निबंधित हुए दस्तावेजों के संबंध में निबंधन कार्यालय द्वारा इसकी सूचना एल0एल0एफ0 के माध्यम से संबंधित अंचल कार्यालय को प्रेषित की जाती है तथा इसी के आधार पर अंचल कार्यालय द्वारा दाखिल-खारिज की प्रक्रिया प्रारंभ किया जाना है परन्तु इस प्रक्रिया का कहीं भी अनुपालन नहीं हो रहा है तथा एल0एल0एफ0 के माध्यम से भेजी गयी सूचना पर कोई कार्रवाई नहीं होती है।

क्र०	वर्ष का नाम	निबंधन कार्यालयों द्वारा निबंधित दस्तावेजों की संख्या	पूरे जिले में दाखिल-खारिज के निष्पादित बादों की संख्या
01	2001	43954	3888
02	2002	47133	1335
03	2003	45801	9096
04	2004	45666	5221
05	2005	45112	7861

पटना जिला में कुल भूधारियों की संख्या 4.19 लाख है तथा मृत्यु दर की प्रतिशत के अनुसार विगत 20 वर्षों में संभावित अनुमान के अनुसार हजारों व्यक्तियों की मृत्यु हुई होगी, जिनके उत्तराधिकारियों के नाम से दाखिल-खारिज किया जाना है। विगत 20 वर्षों में इस जिले में हजारों की संख्या में विभिन्न प्रकार के पर्चे निर्गत किए गए। इन पर्चाधारियों के नाम जमाबंदी खोलने/दाखिल-खारिज करने के मामले लंबित हैं।

इस प्रकार पटना जिले में दाखिल-खारिज के लाखों लंबित मामले थे, इन लंबित मामलों को निष्पादित करने के उद्देश्य से दाखिल-खारिज महाशिविर प्रारंभ करने का निर्णय लिया गया तथा इस महाशिविर के आयोजन का निम्नांकित उद्देश्य है :-

- निबंधित दस्तावेजों एवं दाखिल-खारिज के बीच के अन्तर को कम करना।
- सर्वकारी राजस्व में वृद्धि करना।
- दाखिल-खारिज की प्रक्रिया को सरल करना।
- दाखिल-खारिज प्रक्रिया में व्याप्त भ्रष्टाचार को रोकना।
- रीयत पंजी/पंजी-2 को अद्यतन करना।
- आमजनो को दाखिल-खारिज मामले के निष्पादन कराने की सुविधा उपलब्ध कराना।
- भू-विवादों का स्थायी समाधान करना।

इस महाशिविर के आयोजन हेतु निम्नांकित कदम उठाये गये।

1- महाशिविर आयोजन का व्यापक प्रचार-प्रसार :- दाखिल-खारिज एवं भू-संगान वसूली महाशिविर के आयोजन हेतु सर्वप्रथम तिथि, स्थल एवं समय निर्धारित करते हुए इसका व्यापक प्रचार-प्रसार किया गया। दैनिक समाचार-पत्रों में इस हेतु प्रेस विज्ञप्ति जारी की गयी तथा स्थानीय स्तर पर इसका प्रचार-प्रसार घनिष्ठ दिस्तारक यंत्र, बैनर, पोस्टर एवं अन्य माध्यमों से किया गया।

2- प्रेस विज्ञप्ति का दिस्तरण :- जितनी भी प्रेस विज्ञप्तियां जारी की गयीं उसमें यह स्पष्ट रूप से अंकित किया गया कि आवेदक आवेदन के साथ निम्न कागजात दें।

- | | |
|-------------------------|----------|
| क. आवेदन | दो प्रति |
| ख. केवाला की छाया प्रति | एक प्रति |

अतः राजस्व कर्मचारी एवं अंचल निरीक्षक की अनुशंसा के आधार पर दाखिल-खारिज.....किया

- जाता है।
- शुद्धि-पत्र निर्गत करें।
- लेखापित

अंचलाधिकारी.....

अंचलाधिकारी.....

3.2

शुद्धि-पत्र

जिला पटना अनुमण्डल

अंचल- पटना सदर

हल्का नं०.....राज्य बिहार सरकार

दाखिल-खारिज केस नं०	मौजा का नाम एवं धाना संख्या	पुराना जमाबंदी संख्या एवं जमाबंदी रैयत का नाम	खाता नं०	खेसरा नं०	एराजी	लगान	नाम रैयत का नाम एवं पता	किसी पदाधिकारी का आदेश एवं तिथि	नया जमाबंदी संख्या	अन्युक्ति
01	02	03	04	05	06	07	08	09	10	11

अंचलाधिकारी.....

3.3

शिविर दाखिल-खारिज जांच प्रतिवेदन एवं अंचलाधिकारी

द्वारा नामांतरण की स्वीकृति

अंचल.....

अनुमण्डल.....

जिला.....

क्रमांक	जमाबंदी सं०	विकेता का नाम एवं पिता का नाम	केता का नाम एवं पिता का नाम	ग्राम का नाम धाना सं०	खाता नं०	खेसरा नं०	रकबा	केवाला सं०	दिनांक	लगान	मन्तव्य
01	02	03	04	05	06	07	08	09	10	11	12
											<p>उपरोक्त</p> <p>क्रमांक..... तक नामांतरण स्वीकृति दी जा सकती है।</p> <p>राजस्व कर्मचारी</p> <p>क्रमांक.....से तक नामांतरणदी जाती है।</p> <p>अंचलाधिकारी</p>

4- महाशिविर आयोजन के पूर्व की जाने वाली आवश्यक तैयारियां प्राप्त हो रहे आवेदन-पत्रों को हल्कावार/मौजावार विखण्डित करते हुए इनकी सूची अलग-अलग बनायी जानी है तथा संबंधित हल्का कर्मचारियों को दिए जाने हैं। हल्का कर्मचारी के साथ स्थानीय जन प्रतिनिधियों, स्वयंसेवकों एवं अन्य सरकारी सेवकों को सम्बद्ध किया जाना है तथा वे एक टीम के रूप में कार्य कर सकें तथा प्राप्त हो रहे आवेदन-पत्रों के संबन्ध में निम्नांकित कार्रवाई पूर्व में पूरा कर लें।

महाशिविर का परिणाम

➤ दाखिल-खारिज के लाखों मामलों का निष्पादन

महाशिविर लगाने की परिकल्पना अक्टूबर माह से प्रारंभ की गयी है तथा इसके आशातीत परिणाम सामने आये हैं। दाखिल-खारिज वादों के निष्पादन से संबंधित निम्नांकित आंकड़ों से दाखिल-खारिज महाशिविर से निकले परिणाम का अवलोकन किया जा सकता है।

क्र०	वर्ष का नाम	दायर कुल वादों की संख्या	कुल निष्पादित	लंबित वादों की संख्या
01	2001	4218	3888	332
02	2002	1522	1335	187
03	2003	9411	9098	313
04	2004	5446	5221	225
05	2005	8274	7861	413
कुल योग		28871	27403	1470
क्र०	वर्ष का नाम	दायर कुल वादों की संख्या	कुल निष्पादित	लंबित वादों की संख्या
01	2006	56706	54209	497
02	अप्रैल 2006	3301	2771	530
03	मई 2006	2910	2445	465
04	जून 2006	1615	1495	120
05	जुलाई 2006	6402	6390	12
06	अगस्त 2006	6154	5658	496
07	सितम्बर 2006	6154	5658	496
08	अक्टूबर 2006	28074	22823	5251
09	नवम्बर 2006	70630	63552	7078
10	दिसम्बर 14.12.06 तक	78738	78426	312
वर्ष 2008 का कुल योग		280684	243427	15257

उपरोक्त आंकड़ों से स्पष्ट है कि विगत 20 वर्षों में जितने दाखिल-खारिज किए गए थे, उससे ज्यादा दाखिल-खारिज इसी वर्ष कर लिया गया है तथा अभी भी लाखों की संख्या में दाखिल-खारिज किए जाने बाकी हैं, जिसे महाशिविर के लगातार आयोजन से पूरा करने का प्रयास किया जा रहा है।

- **भ्रष्टाचार में कमी** :- महाशिविर में दाखिल-खारिज के निष्पादन से इसमें फौले भ्रष्टाचार पर काफी हद तक अंकुश पड़ा है तथा इसमें कमी आयी है।
- **भू-विवादों का समाधान** :- दाखिल-खारिज के मामलों के निष्पादन से भूमि विवादों में कमी आयी है तथा बंटवारे के पश्चात् दाखिल-खारिज होने से आपसी मतभेद पर विराम लगा है।

4.1 विकेता की जमाबंदी संख्या को खोजना एवं इसे अंकित करना :- बहुत सारे मामलों में यह निबंधित दस्तावेजों में ही अंकित किया रहता है अन्यथा संबंधित मौजा के पंजी-2 में इसे खोजना।

4.2 भूमि गैर मजरूआ आम/खास/कैशर-ए-हिन्द/अनाबाद/बिहार सरकार/ सर्वसाधारण / भू-हददंदी की सूची में शामिल नहीं है, इसका मिलान करना

4.3 केता की पूर्व से कोई जमाबंदी चल रही है अथवा नहीं, इसका पता करना, अगर चल रही है तो इसे अंकित करना।

5- महाशिविर के पूर्व शिविर में प्रतिनियुक्त किए जाने वाले कर्मियों को प्रशिक्षित करना :- महाशिविर के पूर्व सभी कर्मियों को जिन्हें हल्का कर्मचारी, अंचल निरीक्षक के साथ प्रतिनियुक्त किया जाना है, उन्हें किए जाने वाले कार्यों का विवरण तथा प्रपत्रों जिसमें सूचनाओं को अंकित किया जाना है, इन सबों के संबंध में प्रशिक्षण दिया जाता है ताकि सभी व्यक्ति को पूरी जानकारी हो सके तथा कार्य त्वरित ढंग से सम्पादित हो सके।

6- पंचायत प्रतिनिधि/स्वयं सेवकों/प्रशिक्षित युवकों का सहयोग प्राप्त करना :- महाशिविर की तैयारी एवं आयोजन के लिए काफी बड़ी संख्या में दस्तावेज/सूची का निर्माण एवं इसका सत्यापन/मिलान किया जाना है। किसी भी हल्का कर्मचारी के लिए यह संभव नहीं है कि इतनी बड़ी संख्या में इन मामलों के एक मुस्त निष्पादन कर सकें। इसके लिए स्थायी पंचायत प्रतिनिधियों जो शिक्षित हों, स्वयंसेवकों, स्वयंसेवी संगठनों एवं अन्य कार्यालय के कर्मियों का सहयोग लिया जाना अत्यन्त ही आवश्यक है। इन सभी व्यक्तियों का सहयोग लेकर हल्कावार टीम गठित किए जाने की आवश्यकता है तथा इन्हें प्रशिक्षित कर समन्वयित रूप से कार्य कराया जाना है।

7- महाशिविर स्थल पर की जाने वाली व्यवस्था :- अभी तक ज्यादातर शिविर ऐसे स्थलों पर आयोजित किए गए हैं, जहां खुली जगह हो एवं पर्याप्त संरचना मौजूद हो ताकि हल्कावार अलग-अलग काउन्टर स्थापित किए जा सकें एवं शिविर के दिन किसी प्रकार की अव्यवस्था नहीं हो सके। प्रत्येक काउन्टर पर कर्मियों के बैठने के साथ-साथ आवेदकों के भी बैठने की व्यवस्था की जाती है ताकि किसी आवेदक को बहुत देर तक खड़े नहीं रहना पड़े।

8- महाशिविरों पर वरीय पदाधिकारियों की प्रतिनियुक्ति :- सभी महाशिविरों पर अनुमण्डल/ जिला स्तर से वरीय पदाधिकारियों की प्रतिनियुक्ति की जाती है ताकि पूरे शिविर के दौरान चल रहे कार्यों एवं आवेदकों के दिक्कतों का स्थल पर ही निष्पादन किया जा सके एवं किसी प्रकार के दलाल एवं बिचौलियों को इन केन्द्रों पर आने से रोका जा सके। जिलाधिकारी एवं आयुक्त द्वारा भी इन महाशिविरों का दौरा किया गया तथा वहां पर कार्यरत कर्मियों को प्रेरित किया गया।

- **भू-राजस्व में वृद्धि :-** दाखिल-खारिज महाशिविर के आयोजन मात्र से विगत वित्तीय वर्ष में जितनी राशि वसूल की गयी थी, उतनी राशि की वसूली हो चुकी है तथा इसमें वित्तीय वर्ष के अन्त तक इसमें काफी वृद्धि होने की संभावना है।
- **राजस्व प्रशासन के प्रति लोगों के विश्वास का बढ़ना-** दाखिल-खारिज महाशिविर के आयोजन एवं इसमें मामले के त्वरित निष्पादन से लाखों लोगों का विश्वास राजस्व प्रशासन की प्रति बढ़ा है।

महाशिविर के आयोजन में होने वाली दिक्कते

- **राजस्व कार्यालय में पर्याप्त संरचना का अभाव-** अंचल कार्यालयों की स्थिति काफी जोर्ण-शीर्ण है तथा हल्का कचहरी का अस्तित्व ही खत्म होने के कगार पर है, जिसके कारण अभिलेखों का रख-रखाव अत्यन्त ही पीड़ादायक है।
- **राजस्व कार्यालय में आकस्मिकता की राशि का घोर अभाव -** सरकार द्वारा आकस्मिकता मद में काफी कम राशि दी जा रही है, जिससे कि इस तरह के आयोजन को किया जाना काफी दुष्कर है। चूंकि कार्यालय व्यय में प्राप्त होने वाली राशि से कार्यालय व्यय की ही प्रतिपूर्ति नहीं हो सकती है।
- **पंजी-2, रसीद बही एवं अन्य प्रपत्र का घोर अभाव -** महाशिविर के कारण लाखों की संख्या में वादों के निपटारा हेतु तथा नई जमाबंदी खोलने के लिए प्रपत्रों का घोर अभाव है।
- **खतियान एवं अन्य राजस्व अभिलेखों का उपलब्ध नहीं होना -** कई जगहों पर खतियान की प्रति अथवा पूर्व की पंजी-2 इत्यादि उपलब्ध नहीं रहने के कारण वहां के दाखिल-खारिज के मामलों को निष्पादित करने में काफी दिक्कतों का सामना करना पड़ता है।

सुझाव

- राजस्व कार्यालयों की संरचना का सुदृढीकरण
- संविदा के आधार पर कर्मियों की नियुक्ति
- आकस्मिकता की राशि उपलब्ध कराना
- भू-अभिलेखों का संरक्षण
- कम्प्यूटर एवं कम्प्यूटर ऑपरेटर की व्यवस्था
- हल्का कचहरियों के भवनों का निर्माण
- उपलब्ध अभिलेखों को तत्काल संरक्षित रखने हेतु बाइण्डिंग कराना एवं बक्से उपलब्ध कराना
- राजस्व प्रशासन के कर्मियों/पदाधिकारियों का कैम्पिस्टी बिल्डिंग करना/नियमित प्रशिक्षण देना

OPERATION BHAVISHYANIDHI- MANAGING PROVIDENT FUND IN MADHUBANI DISTRICT

Dr. B. Rajender & Sanjay Kumar

The district Madhubani with five subdivisions and twenty one blocks having a population of 35.7 lacs (2001 census) has about 82 departments and two thousand drawing and disbursing officers with around 15000 government employees, whose general provident fund accounts are maintained by District Provident Fund Office.

The work of the general provident fund was previously performed by Accountant General and in the year 1985 this work was entrusted to the district. Since then this function is being performed by the District Provident Fund Office.

The office of Provident Fund at the District level has one District Provident Fund Officer (DPFO) with ten clerks. An officer of the rank of ADM is authorized as superior in charge of provident fund, who acts under the general control of the District Magistrate. Generally, a person of Bihar Finance Service is posted as District Account Officer, who remains in the charge of DPFO. In the absence of Bihar Finance Service officer, any officer of Bihar Administrative Service discharges the duties of DPFO. The main functions of the District Provident Office are

- Issuance of Account Slips to Subscribers
- Issuance of Final Authority Slips to retired employees
- Issuance of Balance Transfers to other provident offices after transfer of employees.
- Issuance of GPF Account Number to new Subscriber

During *Janta Darbar* in this district, we encountered large number of retired employees coming to us for the payment of retirement benefits including GPF. The complaint regarding payment of the provident fund could broadly be classified into two categories.

- (a) One was related with the callous attitude of the parent department for not sending the requisite documents to the District Provident Fund Office or not making payment after getting the authority slips.
- (b) The other one was about the callousness, delay, prevalence of corruption with no work without money and red-tapism of the District Provident Fund Office.

Apart from the grievances of the retired persons at *Janta Darbar*, we faced large number of high court cases with pending cases for payment of post-retirement benefits ranging from last thirty years to two years from the date of retirement. The situation was grim and there was no data which could fathom the number of cases pending for the disposal at the district level, as these cases could be either pending at the respective department or pending at the provident fund office.

We also came across different pending cases of final payment where withdrawal from GPF was made far excess than the deposit in GPF or the debit was far more than the credit in the provident fund. It was alarming and needed urgent action. Excess and fake withdrawal from GPF seems to be rampant due to the dilapidated condition of records and non-verification/ non-examination of previous records before final authorization and non-updating of employee's accounts yearly.

Whenever a retired person approached us or filed a writ in the high court, then the concerned department or provident fund office was called for an explanation for the disposal of the pending case. This case to case approach could not sustain for long and it was not the remedy of the general ill. The pathetic condition of the retired and aged persons sometimes generated the passion beyond control and the prevailing circumstances led us to ponder over the crux of the problem and thus began the concept of the "Operation Bhavishyanidhi".

AIMS OF OPERATION:

The aims of the Operation Bhavishya Nidhi are

- To assess the number of pending cases for final payment of GPF of retired employees in the district.
- To dispose of the pending cases for final payment of GPF within a fixed time schedule.
- TO issue the final authority slip on the day of retirement
- To computerize all GPF accounts and making it up-to-date after getting deduction schedules from their office heads.
- To issue account slips to all 15000 subscribers in the district
- Making GPF online at the end of the financial year.

- To save the government revenue to the tune of Crores of rupees per year accrued as penal interest due to pendency of these cases.
- To make the process people friendly and transparent thus checking rampant corruption in this process.
- To check the excess withdrawal from the GPF.
- TO stop the process of demanding deduction schedules of GPF from subscribers or the respective departments for calculation of GPF.

MAIN COMPONENTS OF OPERATION:

- I. Location Of Office
- II. Orientation & role of DPFO and Training Of Employees
- III. Reform In Official Procedures
- IV. Periodical Meeting with Drawing and Disbursing Officers of the District.
- V. Computerisation and Networking of GPF Section
- VI. Coordination among different departments, GPF Office, NIC and Treasury.
- VII. Deputation of Employees from other departments for clearance of pending accounts.
- VIII. Motivation and Teamwork
- IX. *POPULARISATION OF SLOGANS "ZERO TOLERANCE TO CORRUPTION" & "ZERO TOLERANCE TO PENDING CASES OF RETIRED EMPLOYEES"*

LOCATION OF GPF OFFICE:

The first thing was to shift this office from the dingy corner of DRDA to the main building of the Collectorate for its easy and close supervision. It was done for better monitoring and to check the corrupt practices, which was too prevalent in this section. This shift facilitated DM's visit to this section at least twice in a day. It also put the wrong doer on high alert and the concerned clerk and officer could be called with file anytime we came across any person coming to me with such grievances.

ORIENTATION & ROLE OF DPFO AND TRAINING OF EMPLOYEES:

The foremost task was to impart training to the employees of GPF section so that accounting could be done through computer only and the data could be stored for future aim of making it online. This was done with the cooperation of NIC and in a short period of time they became proficient in handling the computer. Now any new clerk coming to this section is being trained by the old trained staff and they are used as resource persons. eight terminals are dedicated to the work of the GPF. Initially, clerks were compelled to do the accounting works on the computer themselves. Manual calculation was strictly prohibited.

REFORMS IN OFFICIAL PROCEDURES:

The process of GPF section was closely examined and it was detected that the lengthy process of the file movement was one of the impediments in fast clearance of the pending cases. The file of final payment of GPF was going to the DPFO five times, to the additional collector three times and to the Collector once. This process was shortened. Concerned clerks were instructed to put up the file along with all requisite computerized calculations, before the in charge head clerk and DPFO for checking and before the Additional Collector and Collector, if required. The clerks were provided printed calculation sheets for making monthly account of credit and debit. In case of account slips, the formality of incorporating the yearly credit and debit in the Collateral Evidence (C.E.) Register was done away and the computerized C.E. charts were compiled for the formation of the C.E. register. This saved them from manual entry in the C.E. register. The shortening of the process reduced the number of files before everyone and thus facilitated better check and monitoring.

The assessment of files pending in the section and with each clerk was too difficult to make. It required a device to make it sustainable. In this process, number of steps were taken to make it effective.

- * Four colours of files were earmarked for four types of works. Yellow for final payment, Green for account slips, Blue for balance transfer and Red for high court cases. This facilitated better management and was used for according priority and classification.
- * File Index Register for the entire section was opened to monitor the number of files opened in the year.
- * Clerk wise and department wise file index registers were opened for calculation of ongoing files in charge of a particular clerk.
- * A comprehensive log book was opened for each clerk, which was not being maintained in the section.
- * File Movement Register was opened for each clerk with minute details of the file and the date and signature of the head clerk mentioned upon it. This register was the most important ingredient of the monitoring and cross-verification from log book.
- * Head Clerk register was opened for the indexing of incoming files and its disposal so that the principle of "First Come First Serve" could be enforced.

- * A register for weekly office inspection was opened for DPFO, who assessed the performance of the each clerk and reported it to me on fortnightly basis.
- * Pre-printed order-sheet with minute details was provided to clerks for fast and comprehensive clearance of files.
- * Pre-printed letters and reminders were provided to clerks for better utilization of time and more clearance.

PERIODICAL MEETING OF DDO'S:

A. LISTING OF PENDING CASES:

The detection of exact number of pending cases was a difficult task before us due to haphazard way of record keeping inside the office. Classification of ledger on the basis of GPF account number/department, computerization of index register (which keeps the data regarding date of birth/joining of employees, who have been issued GPF account number from this office) and review of DDOs made it clear that the number of pending cases in this district was around 1800. This was a mammoth task to be accomplished within a targeted period of three months. The average amount of interest accrued to the government due to pendency of these cases was around Rs.36 lakhs per month (calculated on the basis of average two lakh per subscriber and 10% simple interest per annum). Thus, the government exchequer will be burdened by Rs. Three crore sixty lakhs if these cases will linger even for one year.

B. DISPOSAL OF PENDING CASES

The disposal of pending cases required necessary compliance from the concerned drawing and disbursing officer from whose office the subscriber has retired. Mainly the following points came before which required compliance from DDOs:

1. Debit certificate not mentioned in the deduction schedules sent to DPFO office.
2. Final withdrawal Application not sent through head of the department in case of death or advance taken within 12 months from the date of retirement.
3. Deduction Schedules of other offices/places of posting not countersigned by the last DDO or not sent to the DPFO office.
4. Non-availability of AGBT or the BT from other districts, which is required for the period prior to 1984.
5. Even in case of AGBT, the deduction schedules are required for this period due to missing credit debit mentioned in it.
6. Non-availability of death certificate or the certificate of inheritor/successor.
7. Non-availability of service history of the retired employee.

Each pending case was examined and the reason of pending was mentioned against it and the list was categorized DDO wise and department wise. Letters, reminders and demi-official letters were issued and meeting was called with compliance reports from them. All drawing and disbursing officers along with their head clerks were called and each pending case was discussed and a time frame was fixed for its compliance. The detail proceeding report was sent to them for compliance and promises made in the meeting. Subsequent meetings were held to send the message across the district regarding district administration's resolve of "Zero Tolerance To Corruption" and "Zero Tolerance To Pending Cases of Retired Employee". Apart from these pending cases of retired employees, a list of employees was demanded from the concerned DDOs, who will retire in the coming year, so that formalities of final payment could be completed before the date of retirement.

C. TIME PLAN FOR PROCURING THE SCHEDULES OF WORKING EMPLOYEES:

A time plan for different departments was publicized for the submission of deduction schedules of working employees. Any office head failing in complying it was threatened of withholding the salary till the compliance report is received in this regard. This schedule was strictly monitored during the course of field visits and other review meetings as well. The advance from the GPF without the production of the account slips was stopped and treasury also was instructed in this regard to check the excess withdrawal from the GPF account. This move of time plan resulted into timely compliance of the supply of subscriber wise deduction schedules of working employees from the DDOs.

All DDOs were instructed to open a register for maintaining details of retired employees and their retirement benefits.

They were also instructed to furnish the total number of employees under them and their GPF deduction schedules from the date of joining with requisite certificates regarding refundable and non-refundable GPF advance.

Salaries of erring DDOs were held up for non-compliance of above instructions within the prescribed timeframe. Reports were sent to the parent department for any delay and non-clearance. Further, recovery of penal interest from the salaries of erring officer/employees was ordered in case of inordinate delay in final payment of GPF. Even, in some cases the recovery was made from the employees of GPF section.

Instructions were given to the District treasury and sub-treasury for not honouring the bill of GPF advance without computerized account slips.

COMPUTERISATION AND NETWORKING OF THE SECTION:

The clearance of pending cases of final payment was not enough for its systemic change as any change of guard may change the priority of the district administration and the organizational ills may surface after perceiving the diverted attention. The aim was to computerize each subscriber account and to make it up-to-date after getting the deduction schedules from the concerned DDO. A time schedule was publicized in which every department was given a fixed date before which they should submit deduction schedules of all working employees of their offices. Salary was held up for any DDO failing in it. The periodical review meetings of DDOs and other related measures resulted into flux of deduction schedules coming in the DPFO office. The schedules received from the treasury were fed into the computer from the year 1997-98 and it had no relevance until GPF deductions were not made up-to-date for each subscriber. This move has supplemented the effort of the district administration and the ultimate goal is to do away with the process of demanding deduction schedules of GPF contributions from the concerned office. This will also check excess withdrawal from GPF, which is possible in today's circumstances due to absence of any mechanism of cross-checking the credit-debit certificate furnished by the DDOs. The burgeoning workload and its updation was not possible without computerization of entire section.

In this endeavour, firstly master data entry (that is the entry of index registers) was done.

All balance transfers from accountant general were computerized.

RCA (record of closing account) registers were computerized to detect any case of duplicate payment on the same account number.

Entering the GPF schedules furnished by DDOs of all working employees on a massive scale was started and cross-checking it from treasury schedules.

Entering of GPF contribution in the treasury itself was started before sending advice to the bank as per the instruction of the directorate.

Networking of all computers in the collectorate, treasury, NIC, GPF and DRDA is going on with optic fibre and intra district networking has also been started by opening information kiosks at panchayat level. Any subscriber can now get their calculation sheet along with copy of account slips from these kiosks. This intra-district networking has been started with the cooperation from Drishtee dot com and ATMA (Agriculture Technology Management Agency).

The completion of data entry of GPF deduction schedules procured from the DDOs will complete the process of computerization and then it can be made on line. This process will end the work of the GPF office and the work of final authorization, balance transfer and account slip can be done by one clerk with more proficiency and within no time. This move will also save crores of rupees of the government.

COORDINATION AMONG DIFFERENT DEPARTMENTS, GPF OFFICE, NIC AND TREASURY:

A regular meeting of heads of the department of the district, DPFO, DIO of NIC and the Treasury Officer was organized to achieve a perfect coordination among them. It was ensured that the deduction schedules from treasury were sent to the GPF office and from there to the NIC on time. Any communication gaps and misunderstanding among these sections were sorted out through the meeting from time to time.

DEPUTATION OF EMPLOYEES FROM OTHER DEPARTMENTS:

Some employees from other departments were deputed for data entry work/calculation of m/s and log books were opened for them. It was made mandatory for them to return the received m/s calculation sheet on the same day to concerned assistant. Six terminals were dedicated for this purpose and one assistant of GPF section was also deputed for its monitoring and assistance. Assistants were provided printed calculation sheets for preparation of monthly credit-debit chart called m/s. These printed calculation sheets along with the signature of the concerned assistant and head assistant are thereafter sent to computer section for its entry and printing of collateral evidence chart and interest calculation.

Some employees were also deputed for the work of receipt and dispatch so that the principle of *first come first serve* could be enforced in this section. It was also ensured that no assistant should get the new cases till he certifies that all previous cases have been disposed off and there is no pending case left for disposal. This move has also ensured us that the section has been able to dispose off the pending files of this particular month so that subscribers could be told about their turn as per the date of receipt.

Further, four deputed employees were tagged with every assistant of GPF section after providing them the necessary training of three days. This enhanced the number of clearance of pending cases to around 125 cases per day.

MOTIVATION - THE GUIDING FACTOR & OUR LIMITATION:

For accomplishment of any mission, the level of motivation among the persons involved is the prime requisite and this was the area where we could not do much due to our limitation in this regard. The service condition like promotion and other inducement are not at all linked with the performance of the employees and this breeds complacency, detachment and sometimes lead to frustration. Thus there is a need to break the tradition of putting the performer and non-performer on the same scale and seniority being the only yardstick for promotion, if it is given. Most of the employees in this section are from different corporations and they have not been permanently absorbed in it. They also have not been given the benefit of increment or revised pay scale. The cloud of uncertainty of their services and their dismal salaries lead them to an easy escape in the pool of corruption and works get speeded up in case of speed money and for others they have no time. The district administration was firm in its resolve to "Zero tolerance To Corruption" and it could not do much for high performers.

The only way left out before the district administration to maintain the minimum level of motivation among employees was to use stick instead of "carrot and stick". This led to the situation where most of them became chiseller discouraging rate-busters. They feared that if they cooperate more, some of them may face retrenchment and their existence and importance are at stake. The average disposal of the account slip by an assistant centered around 50 per month and they made it as their optimum level. The drive of weeding out corruption took its toll in form of slow disposal of cases and there was no incentive as done in Hawthorne experiment.

MONITORING FROM THE HEADQUARTER:

Any move to reform this section could not succeed without the active support from the GPF Directorate. And we must thank Sri Pramod Kumar Tiwary, I.A.S., Joint Commissioner, for his innovative steps and intensive monitoring of all aspects of GPF, which have kept the staffs on toe and slight pressure and support from our side have made it happen. We off and on used the methodology adopted by Sri Tiwary like sending letters on coloured papers, assistant wise monitoring and others. This operation could not have come to this stage without his plenteous support and interest.

PROBLEMS ENCOUNTERED:

After the receipt of the deduction schedules from different departments a time plan was chalked out for its speedy disposal. However, this could not be achieved due to

- *short number of staffs,
 - *non-availability of resources/contingency
 - *lack of infrastructure like computer/terminals
 - *erratic supply of electricity
 - *Large number of DDOs in the district particularly in Education, Health and Irrigation department
 - and *lack of motivation among employees and no incentive to performer
- TO encounter these impediments, several steps were taken like
- *deputation of young & fresh employees to the computer section for the work of data entry
 - *loan from district nazarat was made available to purchase fly leaves, computer papers, cartridges, registers etc.
 - *computer and other infrastructure were made available from different sources like social security/ATMA.
 - *the service of stand-by generator was made available from the collectorate pool
 - *periodical internal review meeting held with DPFO and other staffs to classify them on the basis of their performances. High performers were given patting and low performers were chided.

RESULTS:

1. Disposal Of Final Payment

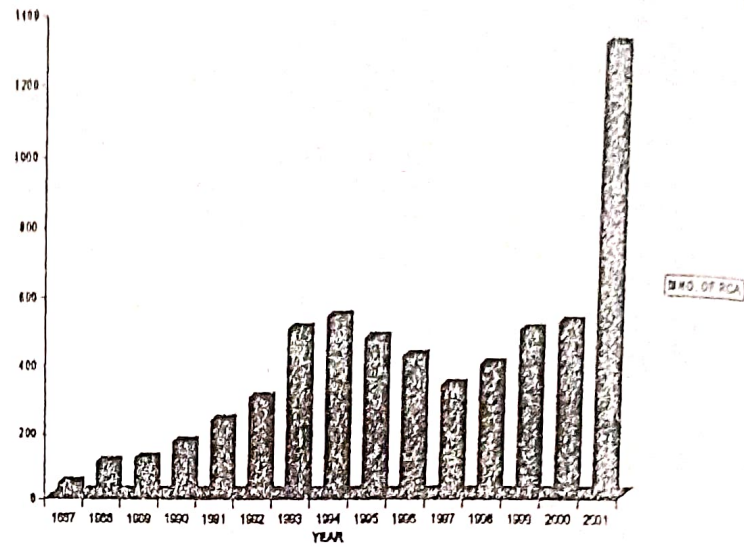
From the details shown below it clearly indicates that after the operation, in the year 2000 and 2001, the number of final payment of GPF are twice that the number of final payment of GPF from year 1987-99. It also shows large number of pending cases and were cleared in 2000 and 2001.

TABLE OF YEARWISE FINAL DISPOSAL OF GPF ACCOUNTS

YEAR	NO. OF RCA	TOTAL AMOUNT	1989	113	2271199
1887	38	536671	1990	162	5412076
1988	101	2874605	1991	227	6459682
			1992	293	11546009

1993	490	24644419
1994	524	31855998
1995	462	35920661
1996	410	34945666
1997	326	35171164
1998	385	44213116
1999	484	65259291
2000	506	82141299
2001	1297	172330384
TOTAL:-	5818	595601230

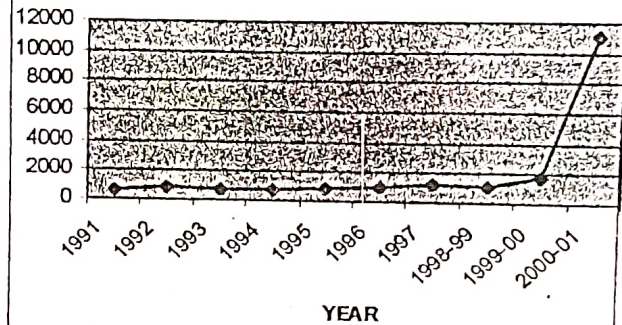
YEARLY NO. OF RCA MADHUBANI



2. ACCOUNT SLIPS:

YEAR	NO. OF ACCOUNT SLIPS ISSUED
1991	625
1992	910
1993	750
1994	820
1995	945
1996	1003
1997	1301
1998-99	1210
1999-00	1845
2000-01	11142

YEARWISE NUMBER OF ACCOUNT SLIPS ISSUED(1991-2001)



From the above table it is clear that the account slips issued in the years 2000, 2001 and 2002 are almost ten times more than the average account slips issued from 1987 to 1999. Out of 82 departments in the district, account slips of 81 departments have been issued. In education department about 75% account slips have been issued and remaining account slips will be issued in a month.

3. High Court Cases:

1999	-	45
2000	-	21
2001	-	7
2002	-	2

From the above trend it is clear that the number of high court cases regarding final payment of GPF has come to two in the year 2002 from 45 in the year 1999.

Suggestions:

1. A regular computer trained District Provident Fund Officer should be posted.
2. The employees working in GPF office (who are on deputation from different corporations) should be permanently absorbed into the department. This will bring a sense of security among the employees so that they should not thwart the process of making the GPF online.
3. Separate computer unit with generator, server and sufficient terminals should be provided by Finance Department.
4. The work of making GPF online should be accorded top priority by the government.
5. Incentives to the performers be given from time to time.
6. Sufficient contingency be given to DPFO office.

7. Regular training and orientation programmes be conducted to make them updated with advanced technology.

"Operation Bhavishyanidhi" was possible only with teamwork and commitment and once the GPF is made online, it can be sustained for ever.

The "Handbook of General Provident Fund" with minute details of procedures, calculations and proformas has been prepared and is available in the district.

Dr. B.Rajender, IAS, District Magistrate, Madhubani,
Sanjay Kumar, The then DPFO, Madhubani and presently Executive Magistrate, Gaya.

One Day One Crore

What is this one day one crore? One may wonder to know. It is the recovery of one crore rupees under certificate cases in one bank in one day in Danapur of Patna district. How it all happened will be explained subsequently.

Under Bihar & Orissa Public Demand Recovery Act 1914, there are provisions to recover the public money which was taken as loan by the loanee or debtor. This area of district administration is generally neglected despite being so important from law and order point of view and recovery of government dues.

In Patna district, it was not known to anyone about the exact number of cases and the amount involved.. It was reported there are about 51,000 cases involving about 194 crores rupees however when it was compiled it came to 311 crores. On perusal of some of the records, it was astonishing to note that records were not put up for the last 15-20 years despite huge amounts involved in these cases. It was difficult to locate the records which were dumped on the racks, and beneath the tables. Generally records were lying unattended in the Anchal offices for over twenty years. No Body warrant (B.W) was issued in the last 20 years. Officers were almost ignorant of the procedure of certificate cases. The situation was grim and the district was getting very low marks in the weekly Chief Secretary's assessment report. The certificate debtors, the defaulters, the law offenders mostly the white collared ones were moving freely violating the rule of law by not paying the government/public dues.

The bankers on the other side were not ready to finance the centrally sponsored schemes on the pretext of non recovery of amount in the certificate cases. In the backdrop of the above, a drive was carried out to streamline the certificate cases with the following objectives.

1. To recover the government dues which was pending for years
2. To facilitate people to procure no due certificate.
3. Revival of certificate cases and regular functioning of certificate courts.
4. Computerisation of certificate cases making it on line (web site)
5. To establish rule of law by making the debtor to repay the govt. dues.

STEPS TAKEN

1. Transfer of all certificate cases from anchal offices to subdivisions was the first step taken for revival of certificate cases. These records were lying pending in Anchal offices without any action upon them.

2. Large number of officers was given powers of certificate officers. In sub divisions, where regular magistrate were not available or few in numbers, other officers like sub divisional accounts officer, sub divisional welfare officers etc. were given powers of certificate officers.

3. After increasing the number of certificate officers in district/ sub divisions, distribution of certificate cases were proportionately done considering the work pressure on the officer.

4. While distributing the certificate cases among certificate officers, proper care was taken to fix the place and days of certificate court. Its information was given to bar association and requisitioning departments.

5. Individual Peshkar was tagged with each certificate court and steno/assistant associated with the certificate officer was given the assignment of Peshkar for easy availability and close monitoring.

6. Maintenance of court diaries and publications of cause list were made mandatory for each certificate court.

7. Service of notices is very crucial for disposal of certificate cases and is generally neglected. Therefore notices under section-7 were given to requisitioning departments in case of certificate creditors being the state government department. In case of banks, notices were served through process peons/ chowkidars/ dafadars and their service reports were closely monitored.

8. Certificate officer's performance report was prepared on weekly basis and weekly comments upon their performance were circulated back to them. Even Chief Secretary & Divisional Commissioner were sending weekly comments and it helped a lot in augmenting our efforts.

9. A small booklet containing main features of Bihar & Orissa Public Demand Recovery Act, 1914 in Hindi was circulated among all certificate officers for ready reference and they were imparted training on the procedural part of certificate proceeding.

10. The following 26-point Proforma for computerisation of certificate cases was circulated to all certificate officers and sub divisional officers for entry of information of each certificate case.

प्रपत्र

क्रमांक	अधियाची विभाग का नाम	अधियाची विभाग का मुख्यालय	वाद संख्या	वर्ष	देनदार का नाम	पिता का नाम	ग्राम/ महल्ला	वार्ड/ पंचायत का नाम	धाना
1	2	3	4	5	6	7	8	9	10
प्रखंड	सन्निहित राशि	दायर करने की तिथि	प्रपत्र-7 में नोटिश निर्गत करने की तिथि	डी/ डब्लु निर्गत करने की तिथि	बी0/डब्लु निर्गत करने की तिथि	वसूली की गई राशि। राशि तिथि		अवरोध वसूलनीय राशि	
11	12	13	14	15	16	17	18	19	
लंबित रहने के कारण									
प्रपत्र-7 के नोटिश का तामिला अप्राप्त	देनदार की मृत्यु	गलत पता	तलवाना की राशि जमा नहीं	अन्य न्यायालय द्वारा पारित आदेश	अन्य कारण	अन्युक्ति			
20	21	22	23	24	25	26			

Help of civil defence & other voluntary organisation was taken for preparation of 26-point sheets from the case records.

11. One rupee per entry was fixed for entry of data in MS Excel and certificate officers / sub divisional officers were told to prepare the soft copy of the pending certificate cases. They prepared the soft and hard copy of the pending certificate case records and sent it to the district certificate officer after verification.

12. Requisitioning department wise information was taken out in two copies and these were given to the requisitioning departments for reconciliation. After reconciliation one certified copy was taken back with up to date recovery in each certificate case.

13. Monthly review meeting with certificate officers and sub divisional officers were held regularly with an emphasis on status of pending cases involving more than 5lakhs.

14. Success stories of different certificate officers and their efforts were narrated in the review meeting to motivate others. They were also given appreciation letters for their commendable performances.

15. After collection of verified soft copies from certificate officers and sub divisional officers, a district database of certificate cases was created in Hindi & published it to web-site in MS-Access.

16. Inspection of Certificate section was done to revamp the maintenance of records and to ensure timely put up of records and regular functioning of certificate courts, even Divisional Commissioner had inspected this section which helped a lot in streamlining the functioning of this section.

17. After regular functioning of courts and its close monitoring resulted into issuance of large number of D.W./B.W. for recovery of loans. District Control Room was utilised for execution of Body Warrants in case of big defaulters of Patna town.

18. The name of big defaulters was published in newspaper for wide circulation and to create an atmosphere, where the loanee/defaulters should voluntarily repay the loans.

IMPACT

1. In a short span of 6-7 months around 24 crores of rupees was recovered and around 6000 certificate cases were disposed off. The table given below shows the disposal of the recovery.

Pending cases before this drive	Amount involved	Pending cases (till today)	Amount involved
50427	311.01 crore (after exact calculation)	44013	287 crore

2. There was an instant spurt in bank finance due to recovery of loans, bad debt and NPAs.

3. There was an instant increase in number of people clearing their dues to bank and other public sector/government agencies due to the pressure mounted by the District Administration. The pressure mounted by S.D.M. Danapur in Certificate Cases forced the people to repay the government dues and in one bank of S.B.I more than one crore rupees was deposited on 25.3.2006. This incident was also highlighted by the bankers in the Union Finance Minister's Meeting at Patna.

4. This district started getting high score in the weekly assessment report of the Chief Secretary due to better performance in the disposal of certificate cases.

5. In 30 cases of accident claim (in which the requisitioning officers are A.D.Js.) 56 lacs of rupees were paid to widows or next kin of deceased persons. These claims were pending in certificate cases for last 15 years. Issue of Body Warrants against Divisional Managers of Insurance Company forced them to make payment to widows of deceased persons.

PROBLEMS

1. In many Certificate Cases requisitioning department/Banks do not furnish the exact/full address of the loanee/ debtor for example address is being given as Sushil Sinha, Kankarbagh, Patna. In these cases notices in Form-7 could not be served and it hampers the progress of certificate cases and unnecessary delay is caused due to correspondence between certificate court and requisitioning department.
2. There is no contingency provided for conduct of certificate courts , printing of forms, maintenance of diaries or for computersation etc.
3. As the certificate officers hold the additional responsibility of conducting certificate courts in addition to their works and there is no incentive for better performance.
4. Execution of warrants at Police Stations is given very low priority and here also their is no incentive attached with it so always difficult to get its execution reports.

SUGGESTIONS

1. Incentives should be given to the certificate officers and the police officers for recovery of loan and for execution of warrants respectively as prevalent in other states.
2. Sufficient contingency for office expenditure, printing of forms, computerisation, stamp etc. should be provided for better and efficient functioning of Certificate Section/Courts.

CONCLUSSION

Streamlining Certificate cases in the district was looking as unsurmountable in the beginning ultimately came to a stage where any person or official can have the glimpse of status of any certificate cases pending in the district on a mouse click. This district database is being updated on weekly basis upon the reports of all certificate officers/ courts. All certificate courts send their weekly reports along with case wise detail of recovery or disposal. This could happen due to the collective and systematic effort made as illustrated in the steps taken above.

(Dr. B. Rajender)
District Magistrate, Patna.

जिलाधिकारी का कार्यालय, पटना।

(गोपनीय शाखा)

पत्रांक 605 /गो०, पटना, दिनांक 22/1/06

प्रेषक,

डॉ० बी० राजेन्द्र, भा०प्र०से०
जिलाधिकारी, पटना।

सेवा में,

सभी वरीय प्रभारी पदाधिकारी, पटना समाहरणालय।
सभी प्रभारी पदाधिकारी,
पटना समाहरणालय स्थित सभी शाखा।

विषय :-
महाशय,

शाखा से संबंधित साप्ताहिक प्रतिवेदन अधोहस्ताक्षरी को उपलब्ध कराने के संबंध में।

उपर्युक्त विषय के संबंध में अधोहस्ताक्षरी द्वारा शाखा की समीक्षात्मक बैठक के क्रम में यह बात प्रकाश में आयी कि शाखाओं द्वारा समुचित ढंग से प्राप्त पत्रों का निष्पादन नहीं किया जा रहा है तथा इसकी जानकारी अधोहस्ताक्षरी के समक्ष नहीं रखी जा रही है कि उस शाखा में विषयवार कितने लंबित पत्र हैं तथा ये किन लिपिकों के पास कितने दिनों से लंबित हैं। इसके साथ ही इनके लंबित रहने के क्या कारण हैं।

इस क्रम में यह निदेश दिया जाता है कि प्रत्येक सप्ताह के शनिवार को अपने शाखा से संबंधित लंबित पत्रों की विवरणी संलग्न प्रपत्र-I एवं II में अधोहस्ताक्षरी के समक्ष अनिवार्य रूप से भेजा जाय। प्रभारी पदाधिकारी/वरीय प्रभारी पदाधिकारी यह सुनिश्चित करेंगे कि यह प्रतिवेदन शनिवार के अपराह्न 6.00 बजे तक अधोहस्ताक्षरी के गोपनीय-शाखामें प्राप्त करा दी जाय।

विशेष कार्य पदाधिकारी, गोपनीय शाखा, पटना प्राप्त प्रतिवेदनों को शाखावार संकलित कर अधोहस्ताक्षरी के समक्ष उपस्थापित करेंगे ताकि अधोहस्ताक्षरी द्वारा इसकी समीक्षा कर टिप्पणी अंकित की जा सके तथा ऐसे शाखाओं का जहाँ पर कार्य का निष्पादन समुचित ढंग से नहीं हो रहा है, का विस्तृत पर्यवेक्षण अधोहस्ताक्षरी के स्तर से किया जा सके।

अनुलग्नक—यथोक्त।

विश्वासभाजन,


21-1-2006

जिलाधिकारी, पटना।

प्रपत्र-1

लिपिकवार लंबित पत्रों का विवरण

शाखा का नाम-.....

सप्ताह (दिनांक).....

से.....

तक)

क्र०	लिपिक का नाम	पूर्व से लंबित पत्र	इस सप्ताह में प्राप्त पत्र	इस सप्ताह निष्पादित पत्र	कुल लंबित पत्र	एक सप्ताह से लंबित पत्रों की सं०	एक माह से लंबित पत्रों की सं०	तीन माह से लंबित पत्रों की सं०	छः माह से लंबित पत्रों की सं०	अप्रशुद्ध
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प्रधान लिपिक

प्रभासी पदाधिकारी

प्रभासी पदाधिकारी का मंतव्य

वरीय प्रभासी पदाधिकारी

प्रपत्र-II

लंबित पत्रों का विवरण (विषयवार)

तक)

से

. सप्ताह (दिनांक

शाखा का नाम-

क्र०	विषय (इन्डेक्स के अनुसार)	पूर्व से लंबित पत्र	इस सप्ताह में प्राप्त पत्र	इस सप्ताह निष्पादित पत्र	कुल लंबित पत्र	एक सप्ताह से लंबित पत्रों की सं०	एक माह से लंबित पत्रों की सं०	तीन माह से लंबित पत्रों की सं०	छः माह से लंबित पत्रों की सं०	अभ्युक्ति
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प्रधान लिपिक

प्रमारी पदाधिकारी का मंतव्य

प्रमारी पदाधिकारी

NEW INITIATIVES**PARIWAHAN SHIVIR**
[An Experiment in Madhubani]

— Dr. B. Rajender

District Transport Office is one of the most important part of the delivery system in the district administration, which has got public interface. The functions of the transport office in the districts are to issue temporary/permanent driving license, registration of vehicles, renewal of licenses and collection of transport taxes.

Even after the IT revolution in the country, its benefit has not reached to the common people and his experience of the interaction with this sector remains painful. During recently concluded panchayat elections, large numbers of vehicles (particularly tractors) were used for transportation of polling personnel. Out of these vehicles, eighty percent of vehicles were not registered. During search operation it was found that almost sixty percent of motorcycle drivers were not possessing driving licenses. In one of the subdivisions of this district alone, namely phulparas, more than 375 motorcycles were seized for not possessing driving licenses and 125 vehicles were seized for not having registration documents. One person, whose vehicle was seized, Sri Varun Yadav of Khopa village of Phulparas block remarked: "HAM ANUGYAPTI LENA CHAHE HAI LEKIN ISKI KOI SUBIDHA NAHI HAI. BAHUT KHARCHA LAGTA HAI. BICHAULIO KO 500 SE 1000 DENA PARTA HAI. APKE OFFICE WALE BHI TANG KARTE HAIN AUR POLICE WALA BHI TANG KARTA HAI. BANK MEIN CHALLAN JAMA KARNE KE LIYA BHI GHOOSH DENA PARTA HAI. MADHUBANI ANE JANE MAEIN DO DIN BARBAD HO JATA HAI." (WE WOULD LIKE TO HAVE LICENSE BUT THERE IS NO FACILITY, WE HAVE TO SPEND A LOT, WE HAVE TO PAY FIVE HUNDRED TO ONE THOUSAND TO MIDDLEMEN. YOUR OFFICE PEOPLE EXPLOIT US, POLICE EXPLOIT US. WE HAVE TO PAY EXTRA MONEY TO BANK PEOPLE EVEN TO DEPOSIT CHALLAN. WE HAVE TO WASTE TWO DAYS TIME IN GOING TO MADHUBANI AND THEN ALSO WE ARE NOT SURE OF GETTING THE LICENSE.)"

It is clear from the above statement of Sri Varun Yadav that there was an immediate need to improve the delivery system in the transport sector of this district. Thus, the idea of the transport camps or Pariwahan Shivir emerged.

AIMS AND OBJECTIVES OF PARIWAHAN SHIVIR :

- (a) To bring transport office to the doorstep of the common people.
- (b) To have a transparent, efficient and people friendly delivery system.
- (c) To check illegal use of vehicles.
- (d) To weed out corruption and role of the middlemen.
- (e) To improve the credibility of the administration.
- (f) To enhance the revenue of the government.

PROCEDURE :

(1) A program for organizing transport camps at different blocks and subdivisions on different dates was publicized one month in advance through newspapers, local chowkidars, thanas, elected representatives of panchayats.

(2) On the scheduled date District Transport Office/Dy. S.P./Doctors/Clerks were deputed with sufficient number of forms of licenses, registration of vehicles to the camp.

(3) Different counters were opened in the camp for facilitating the process of above-mentioned works.

FUNCTIONS

The main functions of the transport office are :—

- (a) To issue Learner Driving License
- (b) To issue Permanent Driving License
- (c) Renewal of Driving License
- (d) Registration of Vehicles
- (e) Collection of Transport Taxes

ARRANGEMENTS OF COUNTERS :

These camps were organized in open places with schools or some community buildings constructed upon it. It was chosen on availability of free space and proximity from road/rail heads. Six counters were opened for disposal of cases coming to the camp.

Counter No.-1: For procuring forms of registration/license etc.

Counter No.-2 : For depositing the license/registration fee.

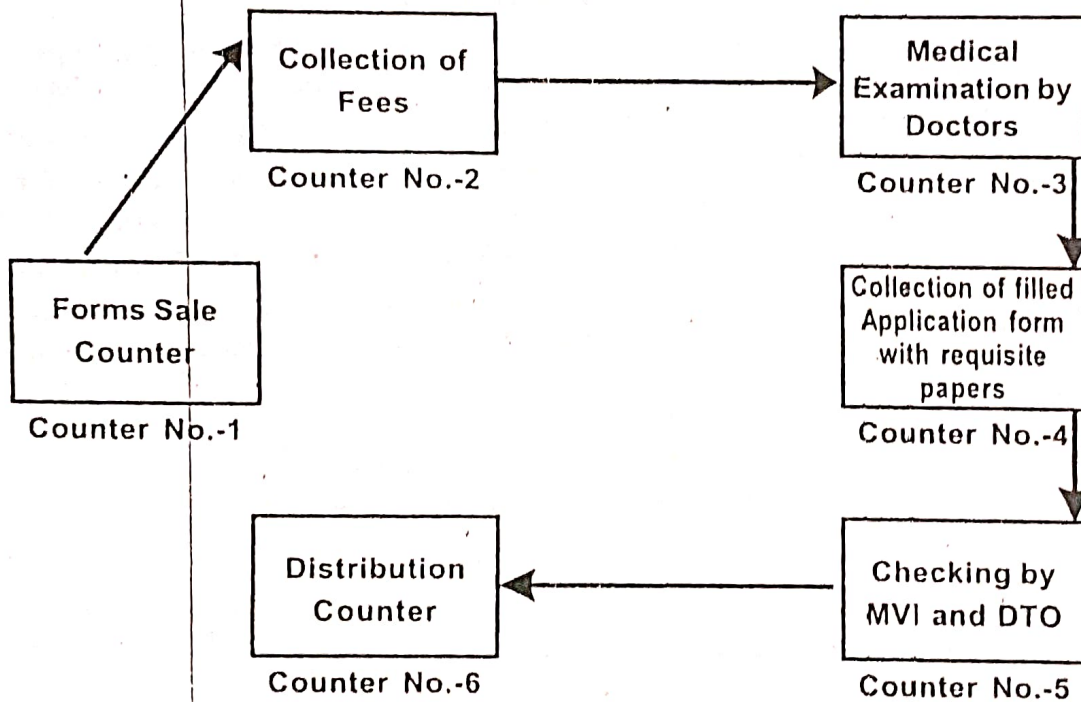
Counter No.-3 : For medical examination by doctors.

Counter No.-4 For collection of application forms with license fee and challan.

Counter No.-5 Checking by Motor Vehicle Inspector and District Transport Officer.

Counter No.-6 Distribution of license/registration papers/tax tokens.

Description of Counters in the PARIWAHAN SHIVIR



FUNCTIONING OF CAMPS :

Information regarding arrangements, requisite fees etc. are pasted on the notice board and on important places.

A person who wants to take the license comes to counter no.1 and procure forms and other materials.

4 (5)

Vehicle registration fee/license fee are deposited in bank through challan according to different types of vehicle and application forms along with challan are deposited directly in the counter no. 4 for registration of vehicle and for issuance of license.

In case the person does not have the challan deposited in the bank then he deposits the requisite amount as displayed in various places in counter no.-2. The concerned clerk initials with stamp regarding the payment made on the application itself.

After depositing the license fee, he moves to the counter no. 3 for medical examination. The team of doctors examines the person, who is trying to get the license in the prescribed Performa given in the application form.

Then he moves to counter no.4 along with fitness certificate, birth certificate, residential certificate and other papers. Clerks are deputed on this counter to check the entries and to enroll the name in the registers meant for the purpose.

After checking of these papers he sends it to the counter no. 5 for verification by MVI & DTO. Form counter no. 6 the license/registration documents/tax token etc. are distributed to them.

ACHIEVEMENT :

The numbers of licenses issued in the previous years are as under :

Year	Learner License	Driving License	Renewal of License
1998	1941	1638	280
1999	2398	2207	168
2000	2047	1481	99
2001	6838	2200	469

Above data clearly indicates that in the year 2001 no. of licenses issued are ten times more than the average of previous years.

ADVANTAGES OF TRANSPORT CAMPS :

- (a) The licenses were issued at the door of the common man within 1 to 2 hours.
- (b) There was complete transparency in the functioning of this office.
- (c) It completely eliminated the chances of corruption and the role of the middlemen and thus checked the exploitation of the people.
- (d) It improved the credibility of the administration.
- (e) There was great relief to the people who wanted to get the work done in this office and it was evident from the response it got in the camps.
- (f) It has enormously increased the revenue of the government as many vehicle owners were not registering their vehicles or getting license due to cumbersome process and exploitation by the middlemen. These camps have been able to obliterate the orthodox image of this office. Easy and quick disposal at their doorstep has induced them to pay the taxes and get the requisite papers like license, registration, tax tokens etc.

PROBLEMS ENCOUNTERED IN THE CAMPS :

The following problems were encountered in organizing :-

- (1) The huge gathering in the camps created law and order problems.
- (2) Impersonation in getting/the licenses occurred.
- (3) Fake residential certificate, birth certificate were produced.

(4) The whole administrative machinery becomes busy and routine work hampers. There was a lot of pressure upon the administration due to huge crowd.

PRECAUTIONS :

- (1) Barricading of open site should be done for smooth functioning of the camp.
- (2) Loudspeaker should be used for making announcements and for regulation of mob form time-to-time.
- (3) Proper lighting arrangements, drinking water should be provided.
- (4) Adequate number of civil & police staffs should be deployed.

SUSTAINABILITY :

- (1) If these camps are organized for three months continuously, the rush can be minimized and afterwards one monthly camp in every subdivision can be sustainable.
- (2) The person who gets learner license in one camp will get permanent license in the next month's camp, which should be held on fixed day like second or third Saturday.

SUGGESTIONS :

Computerization of the D.T.O. offices should immediately be taken up and it should be made online for getting information and for online deposit.

Motor Vehicle Inspector should be posted in each district or else the District Magistrate should be given the power to depute any mechanical engineer within the district to function as Motor Vehicle Inspector.

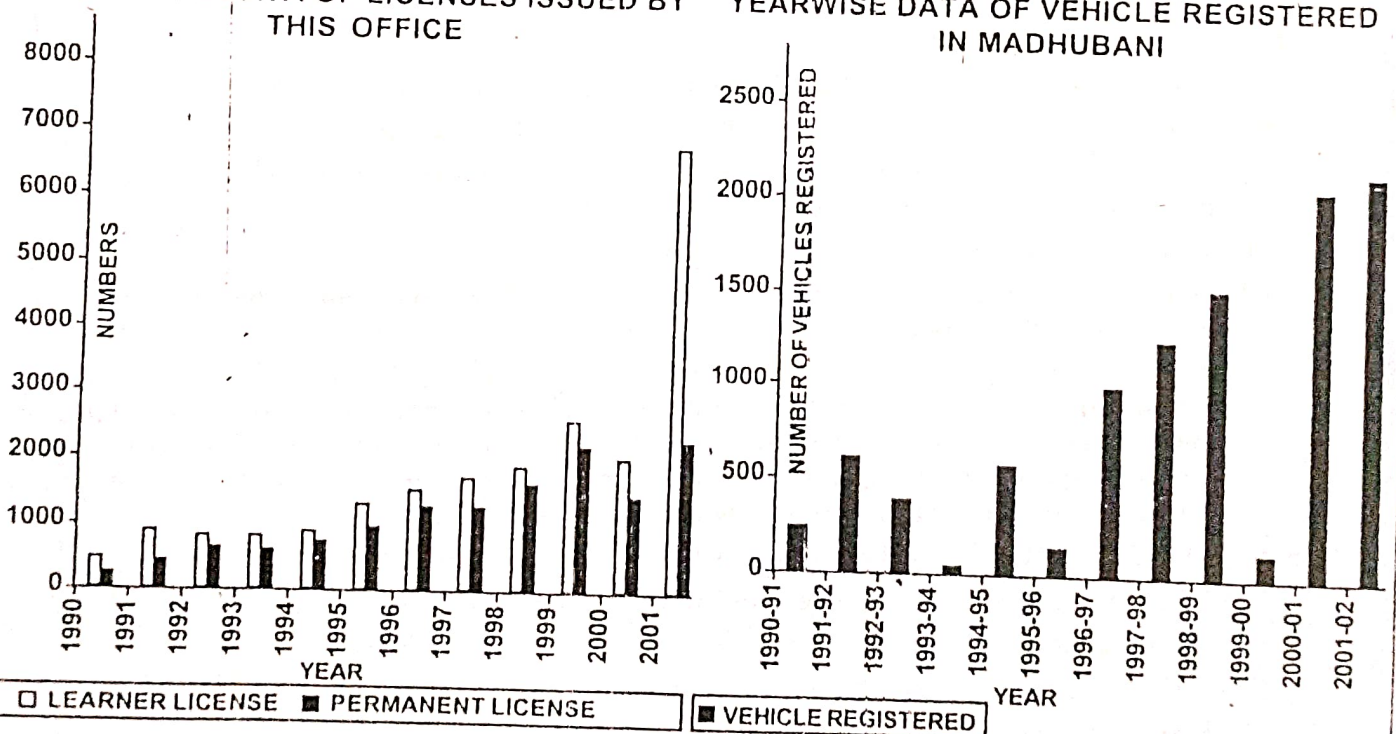
District Transport Officer should be provided as vehicle for better monitoring and easy movement.

The transport office should be provided with sufficient amount of contingency for holding these camps and other works related with computerization and up keeping of records.

The power to issue driving licenses should be delegated to Sub-Divisional Officers.

YEAR WISE DATA OF LICENSES ISSUED BY THIS OFFICE

YEARWISE DATA OF VEHICLE REGISTERED IN MADHUBANI



[Dr. B. Rajender, IAS, 1995, is DM, Madhubani]

कार्यालय, जिला पदाधिकारी एवं समाहर्ता, कैमूर (मधुआ) (जिला परिवहन शाखा)

जिला परिवहन कार्यालय वितरण के तहत जिला प्रशासन की एक अतिमहत्वपूर्ण इकाई है जिसमें आम नागरिकों की सीधी सहभागिता है। जिला परिवहन कार्यालय द्वारा अस्थायी/स्थायी चालक अनुज्ञप्ति, वाहन निबंधन, अनुज्ञप्ति नवीकरण तथा परिवहन कर संग्रहण सहित अन्य संबंधित कार्यों का निष्पादन किया जाता है।

देश में सूचना विज्ञान क्रांति के प्रभाव से अभी भी साधारण जन मानस वंचित हैं तथा विभिन्न क्षेत्रों में व्यापक सुधार एवं परिवर्तन की जानकारी से अनभिज्ञ भी है। समाज के हर क्षेत्र में आम नागरिक की सहभागिता एवं अंतः क्रिया के इस युग में कतिपय अवांछनीय तत्वों के द्वारा सुगमता से उपलब्ध होने वाली सरकारी सुविधाओं में अनावश्यक व्यवधान उत्पन्न किया जा रहा है। ऐसे तत्वों की पहचान 'बिचौलिए' के रूप में की गई है जो नाजायज राशि लेकर कार्यों की पारदर्शिता को बाधित करते हैं तथा आम नागरिक एवं सरकारी तंत्र के स्वस्थ समन्वय को प्रदूषित कर रहे हैं।

विगत लोक समा निर्वाचन 2004 के अवसर पर एक बड़ी संख्या में वाहनों का उपयोग चुनाव कर्मियों के संचलन हेतु किया गया था एवं यह तथ्य प्रकाश में आया कि इनमें अधिकांश वाहन (विशेषकर ट्रैक्टर/ट्रेलर) निबंधित नहीं है। यदि वे निबंधित हैं भी तो निबंधन संख्या राज्य के बाहर का है। यह स्पष्ट रूप से राजस्व की क्षति एवं करवंचना का मामला है क्योंकि राज्य के बाहर के निबंधित वाहन यदि राज्य में परिचालित हो रहे हैं तो वे एक निर्धारित अवधि तक ही परिचालित होंगे। व्यवसायिक रूप से निबंधित ऐसे वाहनों के लिए राज्य में वर्तमान पता (ए0 पी0) कराके करों का भुगतान करना है।

इस परिदृश्य में परिवहन शाखा के कार्यों को आम नागरिकों को सहज एवं सुगम रूप से उपलब्ध कराने हेतु अनुमंडल एवं प्रखण्ड मुख्यालयों में परिवहन शिविर लगाने की व्यवस्था की जा रही है। इन शिविरों में निम्नांकित कार्यों का निष्पादन किया जायेगा।

- ❖ अस्थायी चालक अनुज्ञप्ति
- ❖ स्थायी चालक अनुज्ञप्ति
- ❖ चालक अनुज्ञप्ति नवीकरण
- ❖ वाहन निबंधन
- ❖ परिवहन राजस्व करों का संग्रहण

इन कार्यों के निमित्त परिवहन शिविर में सभी आवश्यक व्यवस्था एवं प्रबंधन के लिए काउंटरों का प्रतिस्थापन किया जायेगा।

परिवहन शिविर: क्रियान्वयन व्यवस्था

परिवहन शिविरों में 18 काउंटर कार्यरत रहेंगे, जिनपर प्रतिनियुक्त लिपिकों / पदाधिकारियों के द्वारा विनिर्दिष्ट कार्यों का संपादन किया जायेगा। इन काउंटरों के द्वारा भिन्नांकित कार्यों का संचालन होगा:-

- काउंटर सं० 1 : चालक अनुज्ञप्ति/निबंधन हेतु निर्धारित प्रपत्रों का उपलब्ध कराया जाना।
 काउंटर सं० 2 : अनुज्ञप्ति/निबंधन के लिए निर्धारित राशि का चालान (स्टेट बैंक ऑफ इंडिया, भमुआ में शीर्ष 0041 के तहत जमा) अथवा निर्धारित राशि (नकद) पावती कार्य
 काउंटर सं० 3 : चिकित्सक द्वारा जॉच एवं प्रमाण पत्र निर्गत करने हेतु
 काउंटर सं० 4 : सभी आवश्यक कागजातों के साथ पूर्ण रूप से भरा हुआ विहित प्रपत्र में आवेदन पत्र जमा करने हेतु।
 काउंटर सं० 5 : प्राप्त आवेदनों (विहित प्रपत्र में) की जॉच M.V.I / D.T.O. / C.O, एवं अन्य प्राधिकृत पदाधिकारी के द्वारा
 काउंटर सं० 6 : वितरण (अनुज्ञप्ति / निबंधन) कार्य

चालक अनुज्ञप्ति/वाहन निबंधन कराने के लिए संबंधित व्यक्ति विनिर्दिष्ट काउंटर एवं निर्धारित शुल्क देकर विहित प्रपत्र में आवेदन प्राप्त कर सकेंगे, तथा सभी आवश्यक प्रविष्टियों के साथ निर्धारित राशि का चालान (मुगतेय भारतीय स्टेट बैंक, भमुआ के शीर्ष संख्या 041 में) लगाकर काउंटर संख्या 2 पर जमा करेंगे। जिनके द्वारा राशि चालान से जमा नहीं किया गया है, वे उतनी राशि का चालान भर कर उसी काउंटर पर प्रतिनियुक्त लिपिक को देंगे, एवं पावती ले लेंगे। इसी तरह आवश्यकता अनुसार काउंटर संख्या 3 पर चिकित्सीय जॉच के उपरान्त काउंटर संख्या 4 में वे आवेदन जमा करेंगे। यहाँ सभी प्रविष्टियों एवं अनुलग्नकों (प्रमाण पत्र) की जॉच की जायेगी तथा काउंटर संख्या 5 पर M.V.I / D.T.O. / अन्य प्राधिकृत पदाधिकारी के सत्यापन के उपरान्त काउंटर संख्या 6 से आवेदक को वांछित कागजात (अनुज्ञप्ति / निबंधन) निर्गत किया जायेगा। शिविर में संबंधित व्यक्ति / वाहन स्वामी को स्वयं उपस्थित रहना है। अपूर्ण आवेदन स्वीकार नहीं किये जायेंगे।

आवेदन/कागजातो की आवश्यकता

शिविर में चालक अनुज्ञप्ति/वाहन निबंधन के लिए निम्नांकित कागजात/आवेदन (विहित प्रपत्र में) समर्पित करने होंगे।

वाहन निबंधन	अस्थायी चालक अनुज्ञप्ति	स्थायी चालक अनुज्ञप्ति
प्रपत्र 20 में आवेदन पत्र	डाईविंग लाइसेंस फॉर्म 1,2,3	अस्थायी चालक अनुज्ञप्ति मूल में
फिटनेस फॉर्म	चिकित्सक का प्रतिवेदन (फॉर्म संख्या 1 पर)	फॉर्म 4 पर मोटर यान निरीक्षक का जॉच प्रतिवेदन
नोटरी का दिया गया शपथ पत्र	निवास प्रमाण पत्र	फोटो 4
विक्रय पत्र (सेल लेटर)	जन्म तिथि प्रमाण पत्र	डाईविंग लाइसेंस के लिए
जमा किए गए टैक्स चालान की प्रति /नाजीर रसीद	डाईविंग लाइसेंस के लिए निर्धारित शुल्क का चालान /नाजीर रसीद	निर्धारित शुल्क का बैंक चालान
आवास/निवास प्रमाण पत्र (प्रखण्ड द्वारा निर्गत)	ब्लड ग्रुप प्रमाण पत्र	
बैंक खाता संख्या	फोटो 4	
पैन नं. (व्यावसायिक वाहनों के लिए)		
वाहन चेचिस नं० का पेंसिल प्रिंट		
बीमा		

परिवहन शिविर कार्यक्रम

भमुआ अनुमंडल

समय:—9.00 बजे पूर्वा. से 4.00 बजे अप. तक

क्रं. सं.	शिविर की तिथि	प्रखण्ड मुख्यालय का नाम
1	15.07.2004	भमुआ
2.	26.07.2004	चौद
3.	08.09.2004	चैनपुर
4.	04.10.2004	भगवानपुर

मोहनियाँ अनुमंडल

समय:—9.00 बजे पूर्वा. से 4.00 बजे अप. तक

1.	09.08.2004	मोहनियाँ
2.	25.08.2004	कुदरा
3.	29.09.2004	रामगढ़
4.	18.10.2004	दुर्गावती

हेलमेट लगायें - सुरक्षा पायें

निर्धारित प्रखण्ड मुख्यालयों (जहाँ शिविर कार्यरत रहेंगे) के प्रखण्ड विकास पदाधिकारी का यह दायित्व होगा कि वे निर्धारित कार्टेजों पर छः लिपिकों की प्रतिनियुक्ति प्रखण्ड, अंचल एवं बाल विकास परियोजना कार्यालय से करें, तथा चालान / राशि प्राप्त वाले कार्टेज पर नाजिर एवं एक पर्यवेक्षक को प्रतिनियुक्त करें। शिविर में पेयजलापूर्ति की व्यवस्था भी वे सुनिश्चित करेंगे।

सभी संबंधित प्रखण्ड विकास पदा० अपने क्षेत्र में शिविर एवं इसमें निष्पादित किए जाने वाले कार्यों के निमित्त व्यापक प्रचार प्रसार भी करना सुनिश्चित करेंगे। अंचल पदाधिकारी भी इस शिविरों में उपस्थित रहेंगे।

सिविल सर्जन, कैमूर (भमुआ) सभी शिविरों में प्रखण्ड मुख्यालय के प्रमारी चिकित्सा पदाधिकारी एवं एक अन्य चिकित्सा पदाधिकारी को निर्धारित तिथियों को निर्धारित समय पर प्रतिनियुक्त करते हुए इसकी सूचना संबंधित प्रखण्ड कार्यालय एवं जिला परिवहन कार्यालय को देना सुनिश्चित करेंगे।

आरक्षी अधीक्षक, कैमूर भी कृपया निर्धारित प्रखण्ड शिविरों में विधि-व्यवस्था के संधारण हेतु एक सेक्शन नियमित आरक्षी दल, आरक्षी पदाधिकारी के साथ प्रतिनियुक्त करेंगे। संबंधित थाना प्रमारी अपने-अपने क्षेत्र में निरंतर गतिशील रहकर शिविर के क्रियाकलाप पर निगरानी रखेंगे।

अनुमंडल पदाधिकारी भमुआ/मोहनियाँ शिविरों की सफलता हेतु सभी आवश्यक कार्रवाई अपने स्तर से सुनिश्चित करेंगे।

जिला पदाधिकारी,
कैमूर (भमुआ)

ज्ञापांक XVII-7/2004/296 / परिवहन, दिनांक 01.07.2004

- प्रतिलिपि:- सभी संबंधित प्रखण्ड विकास पदाधिकारी, कैमूर को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- सभी अंचलाधिकारी, कैमूर को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- सभी थाना प्रमारी (प्रखण्ड मुख्यालय) को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- अनुमंडल पदाधिकारी, भमुआ /मोहनियाँ को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- मुख्य चिकित्सा पदाधिकारी, भमुआ को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- उप विकास आयुक्त/ अपर समाहर्ता को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- आरक्षी अधीक्षक को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।
- प्रतिलिपि:- राज्य परिवहन आयुक्त, बिहार, पटना/ प्रमंडलीय आयुक्त, पटना को सादर सूचनार्थ प्रेषित।

जिला पदाधिकारी,
कैमूर (भमुआ)

जिला दंडाधिकारी का कार्यालय,
(जिला शस्त्र शाखा)

आदेश

विविध शस्त्र वाद संख्या के
आदेशानुसार श्री पिता.....
साकिन थाना
..... जिला पटना को उनकी शस्त्र अनुज्ञप्ति संख्या
(थाना) पर शस्त्र क्रय करने एवं उसे अधोहस्ताक्षरी के कार्यालय
में निरीक्षण करने हेतु दिनांक तक अवधि विस्तार की अनुमति शस्त्र
नियमावली 1962 के नियम 52 (2) के अन्तर्गत प्रदान की गई है।

श्री को निदेश दिया जाता है कि उक्त शस्त्र
अनुज्ञप्ति अधोहस्ताक्षरी के कार्यालय में प्रस्तुत कर इसकी प्रविष्टि करा लेंगे।

जिला शस्त्र दंडाधिकारी,
पटना।

ज्ञापांक / शस्त्र पटना, दिनांक /

प्रतिलिपि:- श्री पिता
साकिन थाना

जिला - पटना को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

जिला शस्त्र दंडाधिकारी,
पटना।

पत्रक- ता० से तक

जिला सं० तक

देश का प्रकार-

शस्त्र अनुज्ञप्ति वाद संख्या- / 200

आदेश की कम संख्या और तारीख	आदेश और पदाधिकारी का हस्ताक्षर	आदेश पर की गई कार्रवाई के बारे में टिप्पणी, तारीख के साथ।
1	2	3
	<p>वरीय आरक्षी अधीक्षक, पटना के ज्ञापक-..... दिनांक</p> <p>..... द्वारा श्री/श्रीमती/सुश्री..... पित्त/पति का</p> <p>नाम ग्राम/मुहल्ला धाना-</p> <p>..... जिला- का शस्त्र अनुज्ञप्ति</p> <p>आवेदन पत्र अनुशंसित/अग्रसारित किया है।</p> <p>वरीय आरक्षी अधीक्षक, पटना के पत्र के साथ अनुमंडल पदाधिकारी,..... एवं धाना-प्रभारी..... का प्रतिवेदन संलग्न है।</p> <p>आग्नेयाशस्त्र की अनुज्ञप्ति की स्वीकृति के संबंध में धाना की विस्तृत जाँच प्रतिवेदन, जो विहित प्रपत्र में प्राप्त है, के अवलोकन यह स्पष्ट है कि</p> <ul style="list-style-type: none"> ➤ आवेदक का स्थाई पता में अंकित जिला है, ➤ आवेदक के नाम में पूर्व में शस्त्र अनुज्ञप्ति निर्गत है/निर्गत नहीं है। ➤ आवेदक के परिवार में पूर्व से शस्त्र धारित करते हैं/शस्त्र अनुज्ञप्ति प्राप्त है/प्राप्त नहीं है। ➤ आवेदक को किसी उग्रवादी संगठन/कुख्यात अपराधी/अन्य संगठन से विशेष सुरक्षा का भय है/भय नहीं है। ➤ आवेदक के साथ पूर्व में कोई आपराधिक घटना नहीं घटी है/घटी है। ➤ अनुज्ञप्तिधारी श्री अनुज्ञप्ति संख्या - द्वारा अपने वृद्धावस्था को देखते हुए अपनी अनुज्ञप्ति रद्द करते हुए आवेदक को अनुज्ञप्ति देने का अनुरोध किया है। <p>अतः उपरोक्त परिस्थिति में अनुज्ञप्ति आवेदन पत्र स्वीकृत/अस्वीकृत किया जा सकता है।</p> <p>जाँचा एवं सही पाया।</p> <p>प्रभारी लिपिक प्रधान लिपिक जिला शस्त्र दण्डा० अपर जि० दण्डा० शस्त्र शाखा शस्त्र शाखा पटना पटना</p> <p>अनुज्ञप्ति आवेदन किया जाता है, जिसके क्षेत्राधिकार होगा।</p> <p style="text-align: right;">जिला दण्डाधिकारी, पटना</p>	

जिला दंडाधिकारी का कार्यालय, "शस्त्र शाखा" पटना, बिहार
पत्रांक/श०,

प्रेषक:-

अपर जिला दंडाधिकारी,
पटना।

सेवा नं.

.....
.....
.....

विषय:-

पटना, दिनांक/
शस्त्र अनुज्ञप्ति का सत्यापन प्रतिवेदन भेजने के संबंध में।

प्रसंग:-

आपका पत्र संख्या.....दिनांक

महाशय,

उपर्युक्त विषयक आपके उपरोक्त प्रसांगिक पत्र के संदर्भ में सूचित
करना है कि श्री पिता

ग्राम/मुहल्ला.....

थाना.....

से एक.....

जिला.....

के नाम पटना जिला

अनुज्ञप्ति संख्या.....

वर्ष.....

(थाना.....) निर्गत है। शस्त्र अनुज्ञप्ति पंजी के अधार पर उपरोक्त
शस्त्र अनुज्ञप्ति के संबंध में यांचित सूचनाएँ निम्न प्रकार हैं :-

1. उपरोक्त शस्त्र अनुज्ञप्ति पटना जिला से निर्गत है।
2. उपरोक्त शस्त्र अनुज्ञप्ति का क्षेत्राधिकार..... तक के
लिये मान्य है।
3. यह अनुज्ञप्ति पटना जिला में वर्ष तक नवीकृत है।
4. अनुज्ञप्ति पर शस्त्र धारित है।
5. अनुज्ञप्ति पर एक समय में (.....) एवं एक वर्ष में अधिकतम (.....)
कारतूस क्रय करने की क्षमता निर्धारित है।
6. उपरोक्त शस्त्र अनुज्ञप्ति को आपके जिला में नियमानुसार नवीकरण
करने/शस्त्र निरीक्षण करने में इस कार्यालय को कोई आपत्ति नहीं है।

विश्वासभाजन,

अपर जिला दंडाधिकारी,
पटना।

OFFICE OF THE DISTRICT MAGISTRATE, PATNA (BIHAR)

GENERAL (ARMS) SECTION

NO OBJECTION CERTIFICATE

(As per the provisions of Rule 50 of Arms Rules, 1962)

This office has no objection in allowing Mr./Ms
Son/Daughter/Wife of of Village/Mohalla
..... P.S. District to purchase and bring
the arms entered on licence number P.S. District
from any authorised ordnance factory/authorised arms and ammunition shop from,
within the period specified in the above mentioned licence.

Mr./Ms. is directed to obtain a travelling licence
from the licencing authority of the district from where the Arms is purchased.

By the order of the District Magistrate, Patna.

Addl. District Magistrate
Patna

Phone No. 0612-2222545

Fax No. - 0612-2222900

Memo No...../Gen. (Arms) Dated.....

Copy to :

01- Mr./Ms Son/Daughter/Wife of of
Village/Mohalla P.S.
..... District-Patna for information and necessary action.

Copy to :

02- Concerned Ordnance Factory/Arms and Ammunition shop for information & necessary
action.

03- Concerned Licencing Authority for information & necessary action.

Addl. District Magistrate
Patna

Phone No. 0612-2222545

Fax No. - 0612-2222900

OFFICE OF THE DISTRICT MAGISTRATE, PATNA (BIHAR)
GENERAL (ARMS) SECTION

Letter No. / Gen (Arms)

Dated

Form,

Addl. District Magistrate

Patna (Bihar)

To,

.....
.....
.....

Subject: Verification of arms license no P.S.
Distt.

Sir,

With reference the to subject noted above Sri

S/o Village

P.S. Distt. has applied for entry/renewa

of his S.B.B.L./DBBL Gun/Revolver/Rifle/Pistol/License no. P.S.

..... District State in the district of Patna (Bihar).

Please Confirm and inform this office by return post or by fax.

01. Whether the above-mentioned license is issued from your district or not.
02. Arms license number of above noted license
03. Jurisdiction of above noted arms licence
04. Last renewal position at your office
05. Full description (No & Make) of arms, if held on licence.
06. If arms has not been acquired on the licence, then time extension given for purchase & production of the arms
07. Capacity to purchase ammunition at a time and in one year.
08. Whether your office has any objection for registration/renewal of the licence at Patna District.
09. Any other relevant remarks.

Yours faithfully,

Addl. District Magistrate,
Patna (Bihar)
Phone No. 0612-2222545
Fax No. 0612-2222545