

GOVERNMENT OF ASSAM
REVENUE & DISASTER MANAGEMENT DEPARTMENT
ASSAM SECRETARIAT (CIVIL) : DISPUR
GUWAHATI-6

No.RRG.49/2006/24

Dated Dispur, the 24th January, 2018

From : Shri M.P. Sharma, ACS
Secretary to the Govt. of Assam,
Revenue & Disaster Management Department

To : 1) All Deputy Commissioners(Except Hills & BTAD Districts),
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2) All Sub-Divisional Officer(Civil),
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Sub : **Guidelines for the Sub-Divisional Land Advisory Committee**

Sir,

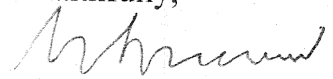
With reference to the subject cited above, I am directed to inform you that in the context of present day challenges being faced while administering land matters and also keeping in mind the changing scenario, it is felt that the Sub-Divisional Land Advisory Committee(SDLAC) should have much bigger role to play in the matter of land resource management and administration. For convenience of the SDLAC, a guideline has been placed below highlighting upon which the committee can act and guide the District/Sub-Divisional administration in dealing with matters relating to land revenue administration.

1. The Deputy Commissioners/ Sub-Divisional Officers (Civil) should hold SDLAC meeting at least once in every month.
2. Presence of two-third majority of the members shall form the quorum of the SDLAC meeting.
3. The agenda of the SDLAC meeting should be prepared well in advance of the scheduled date of the meeting and circulated to all the members of the Committee 7-days ahead of the meeting.
4. The allotment/settlement proposals which are thoroughly checked and found to be complete in all respect as per standing Government Circulars, provisions of Acts/Rules/Land Policy etc. should only be included in the agenda of the meeting for discussion.
5. It is to be ensured before including any proposal of allotment/settlement in the agenda that the particulars of the land proposed are updated in land records and relevant entries are made in the Village Land Bank through the online MIS portal of the Department.
6. The agenda should include in addition to allotment/settlement matters, other major issues on land revenue administration like encroachment over all types of Government land and eviction, preparation and updation of Village Land Use Plan and Village Land Bank, protection and preservation of important and crucial land masses like water bodies/ecological sites/archaeological and historical sites etc, reclassification of agricultural land, land acquisition issues, matter related with land erosion in the District and other such important issues on land which deserves attention.
7. In each SDLAC meeting, the action taken report on the action points of the previous meetings should also be discussed/reviewed.
8. The Chairman shall also place before the Committee for appraisal, the list of allotment/settlement cases against which orders for allotment/settlement were previously issued but the allotted/settled lands have been found unutilized for 3 years or more by the allottee from the date of issue of such orders before

- reverting back the land to the Government and correcting land records accordingly.
9. The Chairman of the Committee should also place before the Committee the Circle wise lists of land less people regularly updated at the Circle level for the purpose of scrutiny and approval from the Committee.
 10. The Member Secretary of the SDLAC should be personally responsible for placing all the previously approved proposals lying in the Branch before the Deputy Commissioner for taking further follow up actions as per existing procedures laid down in Government Land Policy, Act/Rule and different Circulars.
 11. A copy of the minutes of the SDLAC meeting should be sent to all the members of the Committee and also to the Government within 7-days from the date of holding such meeting.

You are requested to ensure necessary action for compliance of the above guidelines.

Yours faithfully,



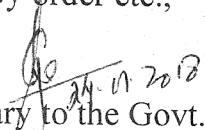
(M.P. Sharma, ACS)
Secretary to the Govt. of Assam,
Revenue & D. M. Department.

Memo No. RRG.49/2006/24-A
Copy to :

Dated Dispur, the 24th January, 2018

- 1) Director of Land Records & Surveys etc, Rupnagar, Guwahati-32 for information and necessary action.
- 2) PS to Minister of State, Revenue & DM Department, Dispur for kind appraisal of the Hon'ble Minister.
- 3) PS to Commissioner & Secretary to the Govt. of Assam, Revenue & DM Department, Dispur.

By order etc.,



Joint Secretary to the Govt. of Assam,
Revenue & D.M. Department.