

**Government of Jammu and Kashmir
Revenue Department
Civil Secretariat, J&K Jammu/Srinagar**

Subject: Institutionalization of the office of Patwari.

**Circular No. 03 JK-(Rev.) of 2022
Dated: 28.03.2022**

Refer to circular No. 01-Rev. of 2022 dated 10.03.2022, for the convenience of the citizens, office of Patwari is to be represented with following sign conspicuously with clarity.

Office of the Patwari, Patwar Halqa _____
Name of Patwari: _____
Mobile No.: _____
Helpline No. of Revenue Department : 0191-2456100 & 9419372000 (whatsapp)

The details of the revenue hierarchy (DCs, ADCs, ACRs, Tehsildars, NTs, Girdawars, Patwaris) shall be updated on the websites of the district as per the format below with regular updation:

S. No.	Name of the office	Name of the officer /official	Location of office	Contact Details

Deputy Commissioners shall ensure that offices of Patwaris are made functional by or before 31.03.2022 and report thereof submitted to the Administrative Department with documentary evidence.

Further, the Patwaris shall remain physically available at their respective Patwar Halqa offices as per the time table below:

Day	Time
Monday	10:00 a.m. to 12:00 Noon
Tuesday	10:00 a.m. to 12:00 Noon
Thursday	10:00 a.m. to 12:00 Noon
Friday	10:00 a.m. to 12:00 Noon

Deputy Commissioners shall ensure strict adherence to the time table.

Jurisdictional SDMs/Tehsildars shall conduct surprise inspections of at least 10 Patwar Halqas on weekly basis for first hand assessment of the working of the Patwar Halqas and compliance to the time table issued.

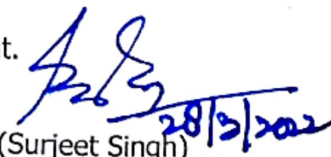
Issued for immediate compliance

No: REV-Genl/99/2022 (163831)

Copy for information to the:-

1. Financial Commissioner, Revenue, J&K.
2. Additional Secretary (JKL), Ministry of Home Affairs, GoI.
3. Divisional Commissioner, Kashmir/Jammu with the request to monitor the instructions issued.
4. Deputy Commissioner, (All) for immediate necessary action.
5. Additional Secretary to Chief Secretary for information of the Chief Secretary.
6. Pvt. Secretary to Commissioner Secretary to Government Revenue Department.
7. I/C Website Revenue Department.

Sd/-
(Vijay Kumar Bidhuri) IAS
Commissioner Secretary to Government
Dated: 28.03.2022


(Surjeet Singh)
Under Secretary to the Government