

34-708/2011-Rev
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair, dated the March 15, 2011

CIRCULAR

Sub:- Allotment and protection of Government properties-reg.

This is in continuation of all previous instructions on the subject.

2. It has come to the notice of the Administration that Departments get the revenue land allotted but do not take steps to protect the same. It has often been seen that the lands remain vacant for a considerable period, the Department Officers are either unaware of it or do not take any action to protect or utilize it, consequently, the same land gets encroached. This is totally unacceptable.

3. Detailed instructions as below are issued for further necessary action at the end of Head of Departments and concerned Officers in the Department dealing with the subject of land:-

- (i) All Departments should maintain property register. This register shall contain details of land and buildings in accordance with the format in Annexures-I & II.
- (ii) All Head of Departments shall obtain from concerned Officers a certificate on quarterly basis that there is no encroachment on the land and building held by it.
- (iii) At the time of making application for allotment of land, the Department shall provide details of the project for which the land is required and the time schedule of completion of the said project. It should be clearly stated whether it is included in the plan/budget and the amount sanctioned for the same. This information shall be taken into consideration by Revenue Authorities recommending allotment of land to the Department.
- (iv) All Head of Departments in their handing over note shall attach a list of properties for information of the successor.
- (v) The Officer who is the custodian of the land in the Department shall also invariably provide all details of the Government property in his custody to his successor.
- (vi) The Departments should also take steps to get the allotted land mutated in its name.

(Contd...2/)