प्रेषक,

आयुक्त एवं सचिव, राजस्व परिषद, उ०प्र० लखनऊ।

सेवा में,

1- समस्त मण्डलायुक्त, उत्तर प्रदेश। 2-समस्त जिलाधिकारी, उत्तर प्रदेश।

राजस्व परिषद, अनुभाग-5 संख्याः १-1238 /05-01(अति०)/2017,

दिनांक-07/12/2020

विषय— जनसुनवाई समाधान प्रणाली के अन्तर्गत एण्टी भू—माफिया पोर्टल पर दर्ज शिकायतों के सम्बन्ध में जनपद स्तरीय टास्कफोर्स द्वारा कृत कार्यवाही की आख्या (Action Taken Report) ऑनलाइन दर्ज किये जाने के सम्बन्ध में।

महोदय.

उपर्युक्त विषयक का कृपया सन्दर्भ ग्रहण करें, जो जनसुनवाई समाधान प्रणाली के अन्तर्गत एण्टी भू—माफिया पोर्टल पर दर्ज शिकायतों के सम्बन्ध में जनपद स्तरीय टास्कफोर्स द्वारा कृत कार्यवाही की आख्या (Action Taken Report) ऑनंलाइन दर्ज किये जाने के सम्बन्ध में है।

2— अवगत कराना है कि भूमि के अवैध कब्जे/अतिक्रमण से सम्बन्धित् शिकायतों पर कार्यवाही के लिए शासनादेश संख्या—402/1—2—2017—1(सामान्य)/2017, दिनांक—01.05.2017 जारी किया गया तथा तद्कम में राजस्व परिषद द्वारा परिषदादेश संख्या—आर—1082/जी—5—1 (अति0)/2017, दिनांक 08.05.2017 को जारी किया गया, जिसके द्वारा राज्य स्तर, मण्डल स्तर, जनपद स्तर एवं तहसील स्तर पर एण्टी भू—माफिया टास्क फोर्स का गठन किया गया है।

3— अवैध कब्जों / अतिक्रमण से सम्बन्धित शिकायतों को दर्ज करने एवं उन पर कृत कार्यवाही का विवरण (Action Taken Report) दर्ज करने हेतु राष्ट्रीय सूचना विज्ञान केन्द्र (N.I.C.) द्वारा जनसुनवाई समाधान प्रणाली (आई०जी०आर०एस०) पोर्टल के प्लेटफार्म पर एण्टी भू—माफिया पोर्टल का विकास किया गया है। इसके लिए जनपदों को आई०जी०आर०एस० के सम्बन्धित लॉग—इन एवं पासवर्ड के माध्यम से access प्रदान किया गया है।

4— अवैध कब्जों / अतिक्रमण एवं भू—माफिया सम्बन्धी प्रकरणों की समीक्षा प्रदेश / मण्डल / जनपद स्तर पर एण्टी भू—माफिया पोर्टल पर real time में स्वजनित (Auto-generated) कमशः एस—1 (प्रदेश समेकित), एस—2 (प्रदेश विभागवार), एस—3 (प्रदेश पुलिस), सी—1 (मण्डल समेकित), सी—2 (मण्डल विभागवार), सी—3 (मण्डल पुलिस) एवं डी—1 (जनपद समेकित), डी—2 (जनपद विभागवार), डी—3 (जनपद पुलिस) प्रारूपों पर उपलब्ध सूचना के आधार पर की जाती है।

5— उक्त प्रारूपों में प्रदर्शित सूचना की समय—समय पर शासन एवं परिषद स्तर पर की गयी समीक्षा में यह पाया गया कि ए०बी०एम०पी० एस—3 (प्रदेश—पुलिस), ए०बी०एम०पी० सी—3 (मण्डल—पुलिस), ए०बी०एम०पी० डी—3 (जनपद—पुलिस) रिपोर्ट में प्रदर्शित होने वाली भू—माफियाओं / दबंग अबैध कब्जेदारों की सूचना उच्चतर स्तर की समीक्षा हेतु अपर्याप्त है।

6— एण्डी भू—माफिया पोर्डल पर ए०बी०एम०पी० एस—4 रिपोर्टः भू—माफियाओं के विरूद्ध कृत कार्यवाही प्रारूप पर सूचना जनरेट करने का निर्णय लिया गया है। जिसके अन्तर्गत संलग्न ए०बी०एम०पी० एस—4 प्रारूप के कॉलम—3 लगायत 9 तक की सूचना सम्बन्धित तहसील के उपजिलाधिकारी द्वारा Action Taken Report में दर्ज दिया जायेगा तथा कॉलम—10 ( भू—माफिया

के विरूद्ध दाखिल की गयी एफ0आई0आर0 की स्थिति) की सूचना सम्बन्धित थाने के इंस्पेक्टर/थानाध्यक्ष द्वारा भरा जायेगा। उक्त सूचनाओं को दर्ज किये जाने हेतु Action Taken Report में नवीन प्राविधान करा दिया गया है।

7— अवगत कराना है कि जनसुनवाई समाधान प्रणाली पोर्टल पर दर्ज शिकायतों के सम्बन्ध में कृत कार्यवाही की आख्या (Action Taken Report) ऑनलाइन दर्ज किये जाने हेतु "ABMP References Module-User Guide v1.0" का निर्माण किया गया है, जिसके अनुसार भूमि के अवैध कब्जे/अतिकमण से सम्बन्धित शिकायतों पर कृत कार्यवाही की आख्या (Action Taken Report) को जिलाधिकारी/उप जिलाधिकारी/थाना/नगर आयुक्त के स्तर से पोर्टल पर ऑनलाइन दर्ज किया जायेगा।

8— इस सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि जनसुनवाई समाधान प्रणाली के अन्तर्गत एण्टी भू—माफिया पोर्टल पर दर्ज शिकायतों के सम्बन्ध में जनपद स्तरीय टास्कफोर्स द्वारा कृत कार्यवाही की आख्या (Action Taken Report) ऑनलाइन दर्ज किये जाने हेतु "ABMP References Module-User Guide v1.0" में विहित दिशा—निर्देशों के अनुसार कार्यवाही कराने हेतु सम्बन्धित को निर्देशित करने का कष्ट करें।

संलग्नक:-यथोक्त।

भवदीय,

(मनींषा त्रिघाटिया) आयुक्त एवं सचिव।

संख्या एवं दिनांक-यथोक्त।

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है—

अपर मुख्य सचिव, राजस्व विभाग, उ०प्र० शासन, राजस्व अनुभाग-2, लखनऊ।

2- अपर मुख्य सचिव, गृह विभाग, उ०प्र० शासन, लखनऊ।

3- पुलिस महानिदेशक, उत्तर प्रदेश, पुलिस मुख्यालय, गोमती नगर, लखनऊ, ।

4— तकनीकी निदेशक, एन०आई०सी०, राजस्व परिषद, उ०प्र०, कम्प्यूटर प्रकोष्ठ, लखनऊ।

अनुभाग अधिकारी, कम्प्यूटर प्रकोष्ठ को इस निर्देश के साथ प्रेषित कि उक्त पत्र को राजस्व परिषद की वेबसाइट पर भी अपलोड करने का कष्ट करें।

> आज्ञा से, (भीष्मलाल वर्मा) । । २ । २ = २ ° उपभूमि व्यवस्था आयुक्त, कृते आयुक्त एवं सचिव।

# Jansunwai-Samadhan

# ABMP References Module

User Guide v1.0

**CM Office, UP Govt. & National Informatics Centre (NIC)** 



#### **Table of Contents**

Table of Contents	Page#
1.0 Introduction	3
2.0 District Magistrate Login Panel	7
3.0 Sub District Magistrate Login Panel	8
4.0 SP Login Panel	14
5.0 Thana Login Panel	15
6.0 Nagar Ayukt Login Panel	19
7.0 Reports	22
8.0 ATR Submission	28
Annexure -A	36

#### 1.0 Introduction

**Jansunwai (SAMADHAN) Portal** is an e-governance initiative of Government of Uttar Pradesh. Its vision is –

"To create an environment where a citizen can freely and conveniently file a grievance and receive speedy response to their satisfaction in terms of quality."

Several types of complaints can be registered by a citizen of Uttar Pradesh through this portal. This module of **user guide** describes about the complaints related to **encroachment of land** belonging to different departments.

Following **features** are provided to manage reference related to Anti-Bhu Mafia module -

- Complaints of illegal occupation of government and private properties by land mafia are
  received at the government and administration level through anti-bhu mafia module of
  Jansunwai-Samadhan portal. This module helps in identification of land mafia and take
  effective action against them, so that a sense of security is generated in the public.
- In cases of illegal occupation of public and private land by land mafia, the public can
  easily register their complaint, get information about the action taken on the complaint,
  give their feedback and continuously monitor the action taken on these complaints by
  officers.
- Action Taken Reports are attached by DM/SDM/Thana/Nagar Ayukt

#### 1.1 Home Page

Jansunwai-Samadhan portal can be accessed using URL - http://jansunwai.up.nic.in/

The home page looks like below screen –



#### 1.2 Registration of a complaint

Complaint regarding Anti Bhu-Mafia can be lodged by a citizen through "Jansunwai-Samadhan" Portal (http://jansunwai.up.nic.in/)



On home page of the portal we get following 4 buttons on "एंटी भू-माफिया" section –

शिकायत पंजीकरण - To register complaint for Anti Bhu-Mafia

शिकायत की स्थिति – To get status of complaint already registered

अनुस्मारक भेजें – To send reminder after 15 days from registration date

आपकी प्रतिक्रिया – To Submit your feedback



#### 1.3 Officer's Login Page

On click of login link available at top-right corner of Home page, login form is invoked in order to authenticate a user. The login form is given below -



### इनपुट फील्ड्स

यूजर आई0 डी0 - Unique login Id assigned by NIC.

पासवर्ड – Security code assigned by user to access Jansunwai-Portal

कैप्चा डिजिट – Random digits generated through server

#### <u>बटन</u>स/<u>लिंक्स</u>

अन्य अंक प्राप्त करें – Link to re-generate new Captcha Digits and display it on screen.

साइन इन - Button to submit user Id, password and captcha digits in order to authenticate user. Logs into IGRS portal in user Id, password and captcha digits are appropriate otherwise following error message is displayed –



पासवर्ड भूल गए – On pressing this link, following input form is displayed -



## इनपुट फील्ड्स

User Name - Login Id assigned to user by NIC

Captcha Digits – Random digits generated through system

#### **Action Buttons**

SUBMIT AND GENERATE OTP –To submit User Id and Captcha digits. If user already exists, OTP is generated and is send to registered mobile no. On entering correct OTP, new password can be set by the user.

RESET – To clear input fields

GO HOME - Go to Login page

Captcha Digits - To regenerate random digits

On successful login, following screen is displayed -



#### 2.0 DM Login Panel

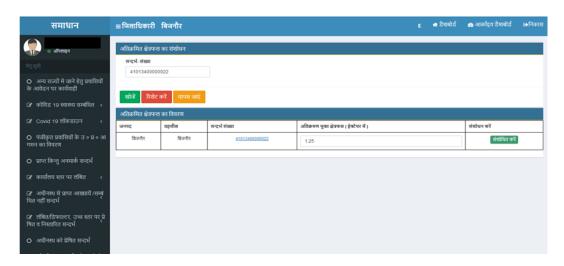
After successful login into "Jansunwai-Samadhan" portal, following options regarding "ABMP" are available on DM login on left side of menu section —

- 1. ABMP शिकायत प्रविष्टि Menu option to register an ABMP complaint at own office level.
- 2. प्राप्त किन्तु अनमार्क संदर्भ To view complaints which are not yet marked.
- 3. कार्यालय स्तर पर लम्बित संदर्भ To view complaints which are pending at office level. Also used to submit Action Taken Report (ATR). Pl. see section <u>ATR Submission</u> of this user guide.
- 4. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.
- 5. ABMP रिपोर्ट D1,D2,D3 and S4 report can be viewed. Details of these reports are available in Reports section of this user guide.
- 6. अतिक्रमित क्षेत्रफल का संशोधन To make corrections in Encroachment Area.

Options 1,2,4,5 will be explained on SDM login panel in next chapter of this manual. Option – 6 would be explained over here.

#### 6. अतिक्रमित क्षेत्रफल का संशोधन

First, enter reference number and click "खोजें" button to search a complaint. The list of references are shown in a grid as below -



Click on reference number in order to view details about complaint.

To correct the area of encroachment, enter area and submit button - संशोधन करें

#### 3.0 SDM LOGIN

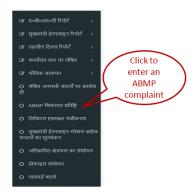
After successful login into "Jansunwai-Samadhan" portal, following options regarding "ABMP" are available on SDM login on left side of menu section –

- 1. ABMP शिकायत प्रविष्टि Menu option to register an ABMP complaint at own office level.
- 2. प्राप्त किन्तु अनमार्क संदर्भ To view complaints which are not yet marked.
- 3. कार्यालय स्तर पर लम्बित संदर्भ To view complaints which are pending at office level. Also used to submit Action Taken report (ATR). Pl. see <u>ATR Submission</u> of this user guide.
- 4. S4 रिपोर्ट डाटा संशोधन To update data on portal related to "S4 report"
- 5. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.

#### 1. ABMP शिकायत प्रविष्टि

#### शिकायत प्रविष्टि on Menu bar

Following option from menu bar is to be selected to enter an ABMP complaint received on paper from complainant.

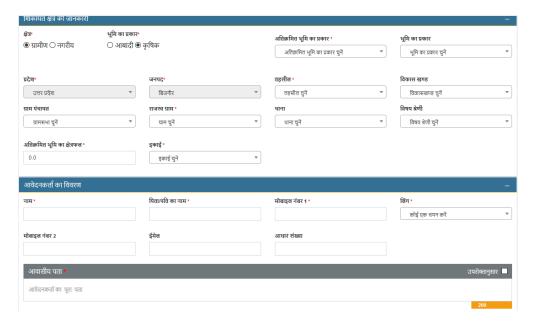


#### **Complaint Entry Form**

When "शिकायत प्रविष्टि" option is selected from menu bar, following sections of input forms are displayed –

- a) Details about area of complaint
- b) Details about complainant
- c) Details about encroachment Person/opponent/Bhu-Mafia

#### a) Details about area of complaint



Following data elements to be filled are displayed -

क्षेत्र (Area) - Select one of radio button options - Rural - ग्रामीण or Urban - नगरीय

भूमि का प्रकार (Type of Land) – Select one of radio button options – Residential or Agriculture

अतिक्रमित भूमि का प्रकार (Type of encroachment area) – To be selected from DDL

भूमि का प्रकार Nature of Land – To be selected from DDL

प्रदेश (State) – Auto selected

जनपद (District) - Auto selected

तहसील (Tehsil) – To be selected from

विकास खण्ड (Block) – To be selected from DDL

ग्राम पंचायत (Village Panchayat) - To be selected from DDL

राजस्व ग्राम ( Revenue Village) - To be selected from DDL

थाना (Thana) - To be selected from DDL

विषय श्रेणी (Subject Category) – To be selected from DDL

अतिक्रमित भूमि का क्षेत्रफल(Area of encroachment) - To be entered here

इकाई (Unit) - To be selected from DDL

Tick on option "उपरोक्तानुसार" to fill the residential address to be same as entered above

आवासीय पता (Residential Address) - Fill if address is not the same as above

#### b) Details about encroachment Person/opponent/Bhu-Mafia



#### c) Details about complainant

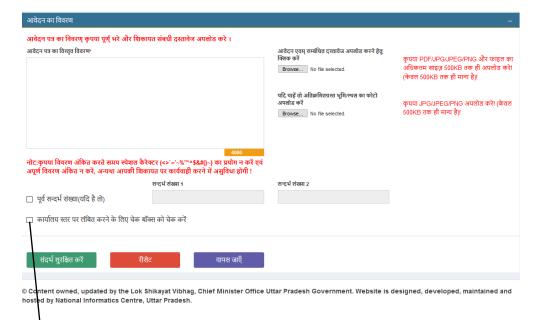


#### आवेदन पत्र का विस्तृत विवरणDetails of complainant is -

- नाम (Name of complainant)
- पिता/पति का नाम (Father/Husband Name)
- लिंग (Sex)
- मोबाइल नंबर 1 (Mobile Number-1)
- मोबाइल नंबर 2 (Mobile Number-2)
- ईमेल (Email)
- आधार संख्या (Aadhar Number)
- आवासीय पता (Residential address)
- आवेदन पत्र का विस्तृत विवरण (Detailed description of application)

Provisions have been made to attach following documents -

- a) documents related to applicant
- b) Photo of enclosed area



Tick check option "पूर्व सन्दर्भ संख्या(यदि है तो)" to enter reference numbers against which complaint is registered earlier.

If not check then complaint will forward to SDM Login respective their complaint 's tehsil and if Type of Land is urban and present in nagar nigam then also forward to Nagar Ayut Login at प्राप्त किन्तु अनमार्क संदर्भ menu.

Tick check option for forward at प्राप्त किन्तु अनमार्क संदर्भ at own office level.

#### **Action buttons**

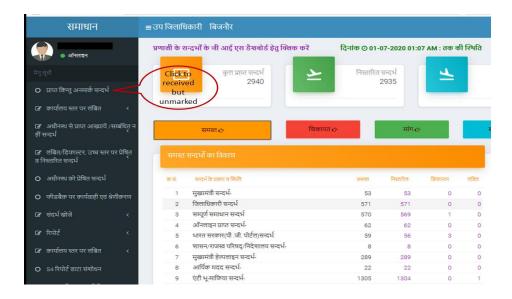
संदर्भ सुरक्षित करें - To save complaint

रिसेट - To clear the form

वापस जायें - To go to previous screen

#### 2. प्राप्त किन्तु अनमार्क संदर्भ-

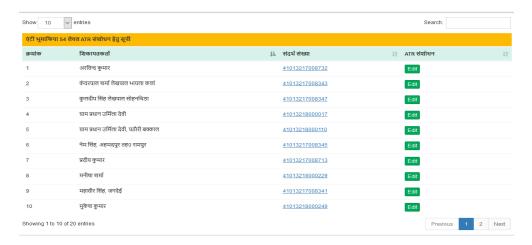
To view complaints which are not yet marked. The references received through online system and entered using option "ABMP शिकायत प्रविष्टि" are displayed on screen -



#### 4. S4 रिपोर्ट डाटा संशोधन

#### Updation of S4 level ATR related to Anti-Bhu Mafia

ATR can be corrected with this option. Already submitted ATRs are shown on the list -



Click EDIT button to update S4 report status. The next screen shown below -



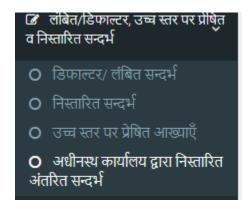
Following details (कृत कार्यवाही का विवरण) can be updated with above form -

- अवशेष भूमि रिक्त नहीं करने का कारण (Reason for no reclaim of remaining area)
- अवशेष भूमि रिक्त नहीं करने के प्रयास(विवरण) Details of required efforts to be done to reclaim remaining area

Click button "संशोधित करें" to save the record.

The updations made on this form are reflected on S4 Report.

5. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.



# 4.0 SP Login Panel

Various monitoring reports are visible on SSP login panel -

- a) ABMP D1 Report
- b) ABMP D2 Report
- c) ABMP D3 Report

The details about above reports are available on **Report section** of this manual.

#### 5.0 Thana Login Panel

After successful login into "Jansunwai-Samadhan" portal, following options regarding "ABMP" are available on Thana login on left side of menu section –

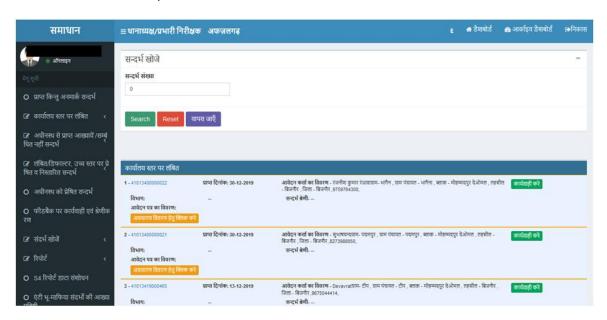
- 1. एंटी भ्-माफिया संदर्भों की आख्या प्रविष्टी To enter ATR for ABMP references
- 2. S4 रिपोर्ट डाटा संशोधन To update data on portal related to "S4 report "
- 3. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.

#### 1. एंटी भू-माफिया संदर्भो की आख्या प्रविष्टी

The ATRs submitted by DM/SDM which are under consideration (विवेचनाधीन) category and sent to respective thana are visible at Thana Login. Above category complaints can be accessed by menu option "एंटी भू-माफिया संदर्भों की आख्या प्रविष्टी" or using menu option "संदर्भ खोजें" of Menu.

The ATRs on this panel are submitted by Thanaadhyaksh/Sub Inspector.

First, search reference by reference number -



The details related ATR can be filled under following sections -

#### a) Details of Task Form for action

Date of meeting on Anti-Bhu Mafia references by Task Force

Details of decision taken in meeting

Upload minutes of meetings on portal



#### b) Details of lodged FIR

FIR can be lodged under Acts - Public Property Act, Punishment Act, Indian Penal Code Act, Gunda Act, Gangester Act, NSA, Other.

Other details to be entered are Act number, No of identified Bhu-Mafia, Status of FIR - a) Submitted application is under consideration b) Final report and Date of submission.

Name of Bhu-Mafia, Father's Name, Mobile No and Address can be entered in Grid.

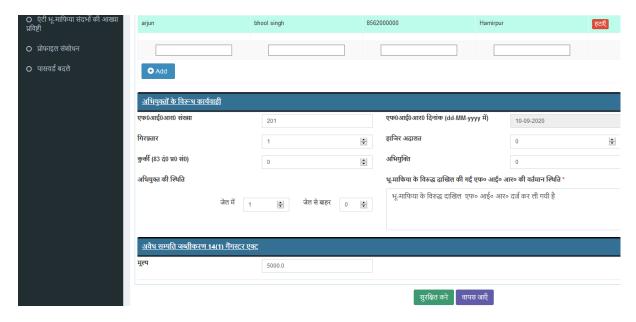
#### **Action buttons**

Add – To enter above grid details

Remove or हटायें - To remove entire row of the grid

#### c) Action Taken against Accused

In this section details regarding Action taken on accused to be entered are FIR number, FIR Date, Detained, Appeared in Court, Kurki (83), Accused, Status of Accused 1) Behind Bar 2) Out, Current Status of FIR against Bhu-Mafia and Reclaim of encroached area against 14(1) gangster act



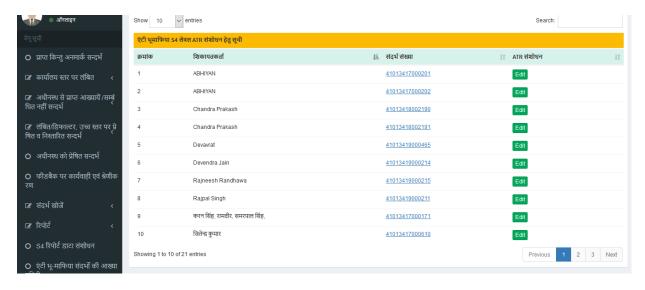
#### d) Reclaim of encroachment against Gangster Act 14(1)

Under this section, the value of reclaim area is to be filled.

After filling details in all above section, the document can be saved with button "सुरक्षित करें". On click of button "वापस जायें" the form switches to previous screen without saving the entered data.

**If report is submitted along with submission of "**आरोपपत्र दाखिल" or "Final Report" the complaint is visible on D3 report.

#### 2. Updation of S4 Report Data



First, select "S4 रिपोर्ट डाटा संशोधन" menu option from left Menu.

#### **Updation of current status of FIR**

Details of current status of FIR (एफ. आई. आर. की वर्तमान स्थिति ) can be update by using this form.



The corrections made in this form are reflected on S4 Report.

3. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.

#### 6.0 Nagar Ayukt Login Panel

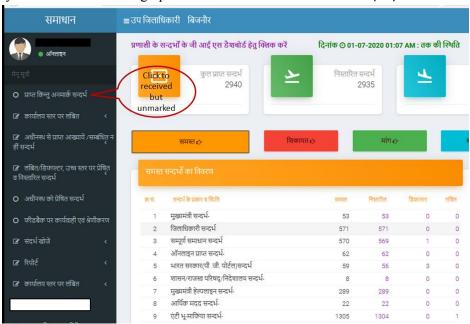
After successful login into "Jansunwai-Samadhan" portal, following options regarding "ABMP" are available on Nagar Ayukt login on left side of menu section –

- 1. प्राप्त किन्तु अनमार्क संदर्भ To view complaints which are not yet marked.
- 2. कार्यालय स्तर पर लिम्बत संदर्भ To view complaints which are pending at office level. Also used to submit Action Taken report (ATR).
- 3. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.
- 4. ABMP शिकायत प्रविष्टि Menu option to register an ABMP complaint at own office level.

  Options 4 will be explained on SDM login panel of this manual.(Page No. 8)

#### 1. प्राप्त किन्त अनमार्क संदर्भ-

To view complaints which are not yet marked. The references received through online system and entered using option "ABMP शिकायत प्रविष्टि" are displayed on screen -



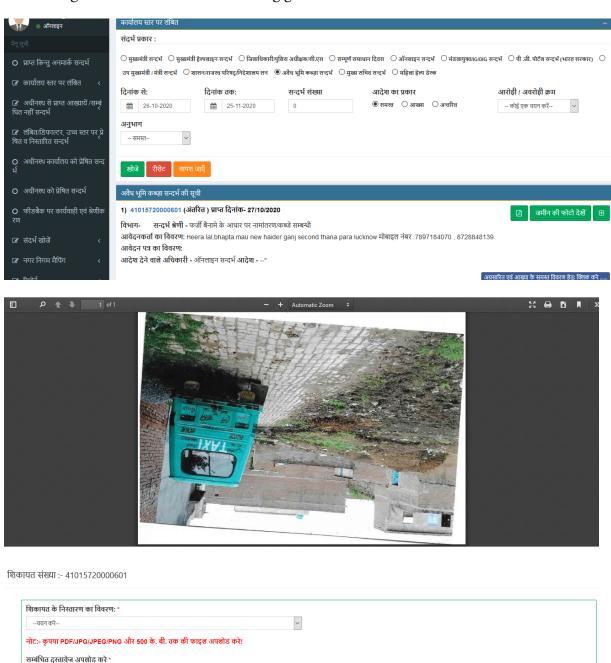
#### 2. कार्यालय स्तर पर लम्बित संदर्भ

The pending references can be find out using this menu option. On click of menu bar "कार्यालय स्तर पर लिम्बत" following form get displayed –



#### On filtering "ABMP" references following grid is shown -

Browse... No file selected.



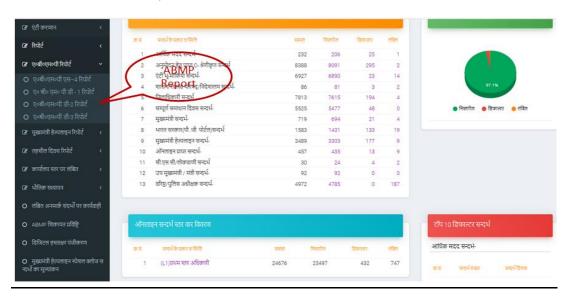
सुरक्षित करें

The ATR process is available at <u>ATR Submission</u> section. 2. लंबित/डिफाल्टर, उच्च स्तर पर प्रेषित व निस्तारित सन्दर्भ To view reference which are pending, defaulter, send to higher level or disposed reference.

# 7.0 Reports

Reports can be generated from portal are

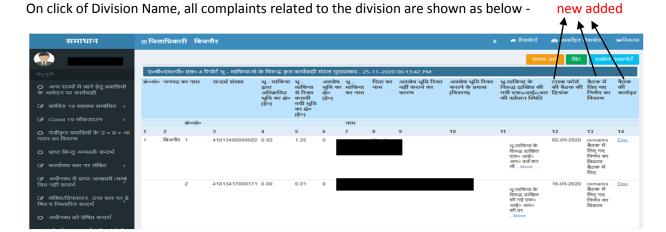
- ABMP S4 Report
- ABMP D1 Report
- ABMP D2 Report
- ABMP D3 Report



ABMP S4 report - Division wise Action taken report against Bhu-Mafia



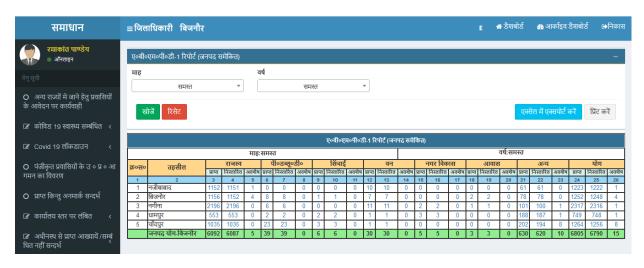
Above report shows Division Name wise Encroached Area (in Hect.) by Bhu-Mafia, Reclaimed area (in Hect.) and Remaining Area (in Hect.)



The details shows columns - serial number, district, reference no, encroached area, reclaimed area, remaining area, name of bhu-mafia, father's name, reason for no reclaim, efforts required to reclaim remaining area, Status of lodged FIR, Date of meeting held by Task Force and details of decision taken in meeting. The attached minutes of meeting can be displayed on click of doc link.

#### **ABMP D1 Report (Tehsil wise)**

This report can be generated by selecting Moth and Year from drop down list. Click "बोजें" button to generate report.



Columns shown in this report are Tehsil Name, Received, disposed and pending references related to Revenue, PWD, Irrigation, Forest, Land Development, Housing Board, Others and Total.

Two more buttons are visible of right side are "एक्सेल में एक्सपोर्ट करें" to export report in MS-EXCEL format and "प्रिंट करें" to print report directly on printer.

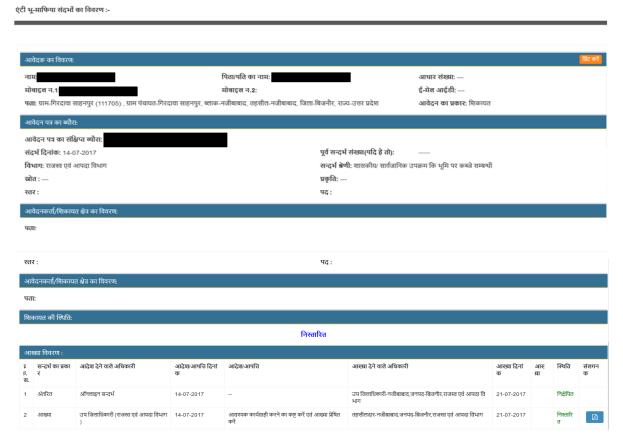
#### **Details of Anti-bhu Mafia references**

On click on any of links (figures) further list related to that link is displayed -



#### **Details of Anti-Bhu Mafia references**

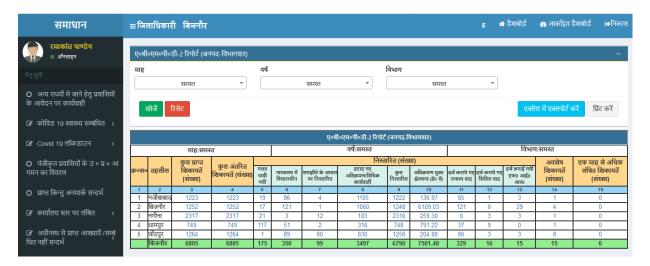
On click of reference number, the related complaints is displayed as below -



The attached document is displayed on click of the button available in the grid below right of above screen.

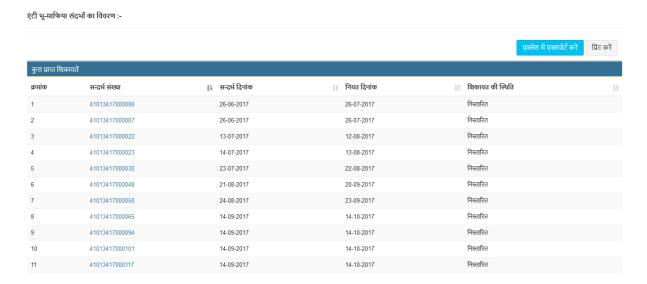
#### ABMP D2 Report (Tehsil Wise- Department Wise)

This report can be generated by selecting Month, Year and Department from drop down list. Click "खोजें" button to generate the report.



The above report shows columns — Serial no, Tehsil, Received complaints, No.of Antarik Complaints, disposed, pending and pending from more than one months. The disposed reports are shown on the basis of their categories such as गलत पायी गयी, न्यायालय में विचाराधीन, समझौते के आधार पर निस्तारित, हटाए गए अतिक्रमण/विधिक कार्यवाही, कुल निस्तारित, अतिक्रमण मुक्त क्षेत्रफल (हे0 में), दर्ज कराये गए राजस्व वाद, दर्ज कराये गए सिविल वाद and दर्ज कराई गयी एफ0 आई0 आर0

On click of any link (figures), further detail about that link is show as below -



The list contains columns - Applicant Detail, Application Detail, Details of belonging area of applicant, Status of application and Details of Akhya. On click of reference number further details about complaint is displayed -

अंतरित

अंतरित

आख्या

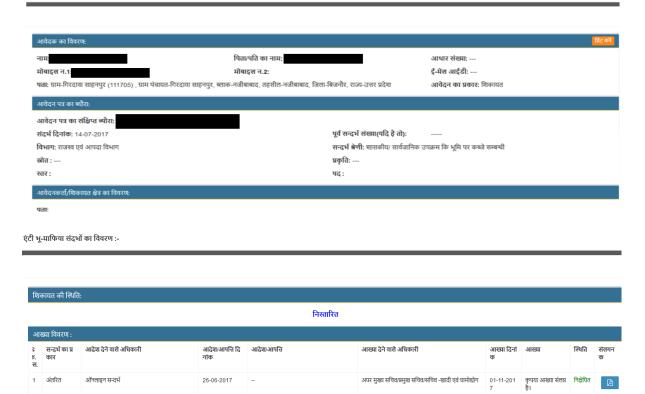
अपर मुख्य सचिव/प्रमुख सचिव/सचिव (खादी एवं ग्रामो 29-06-2017

उप जिलाधिकारी (राजस्व एवं आपदा विभाग )

उप जिलाधिकारी (राजस्व एवं आपदा विभाग )

26-06-2017

17-10-2017



Akhya for disposed complaints are listed in above grid. The columns are – serial no. reference type, Ordered by, Order Date, Date of application, Order/Application detail, Akhya officer, Akhya date, Akhya detail, Status and button to show attachment.

मुख्य कार्यपालक अधिकारी -उत्तरप्रदेश खादी ग्रामोद्योग परि

तहसीलदार-नजीबाबाद,जनपद-बिजनौर,राजस्व एवं आपदा

01-11-201

31-10-201

निस्तारि

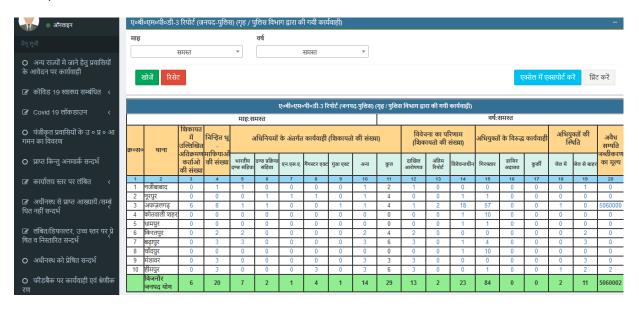
**A** 

नियमनसार आवश्यक कार्यवाही करें

आवश्यक कार्यवाही करने का कष्ट करें एवं आख्या

#### ABMP D3 Report ( District - Police) (Home/ Action taken by Police department )

This report can be generated on the basis of selected month and year. Click "बोजें" button to generate the report.



The columns shown in this report are Serial No., Name of Thana, No. of encroachers referred in complain, No of Bhu-Maphia, Action taken under different acts, Result of Inspection, Action against accused, Status of accused and Value of encroached Land.

On click of any link(figure), further details about that link is shown in a grid where on click of reference no. individual details about complain is displayed.

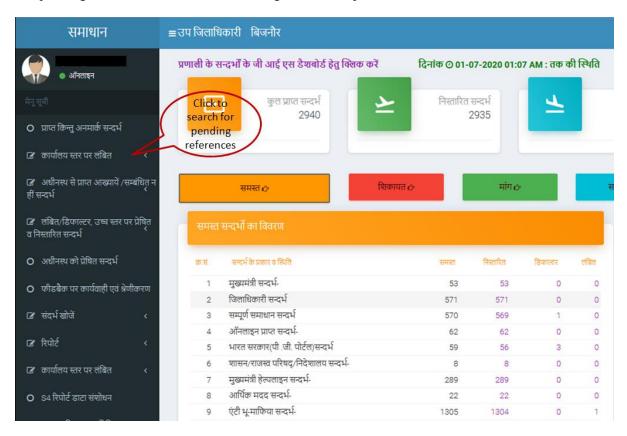


#### 8.0 ATR Submission

The process of submission of ATR is described as below -

#### कार्यालय स्तर पर लम्बित संदर्भ

The pending references can be find out using this menu option.



On click of menu bar "कार्यालय स्तर पर लम्बित" following form get displayed -



Filters – Complaints can be filtered on the basis of following parameters -

अबैध भूमि कब्जा संदर्भ - In order to view all complaints related to "अबैध भूमि कब्जा संदर्भ", select this radio button.

**From Date and To Date** - You may also filter complaints by selecting from date and to date to select all complaints within selected period.

Reference Number - If reference number of a complaint is available, you may search on the basis of it.

Type of Order - Options are -

"समस्त" – For all complaints either "Akhya" or "Antarit"

"आख्या"- Action taken report (ATR) has to be submitted by self

"अंतरित" – Forwarded to subordinate officer to submit ATR

अनुभाग – Select from Drop drown list

After selection of above parameters, press button "खोजें". All complaints matching with parameters are displayed in a grid with following details of a complaint –

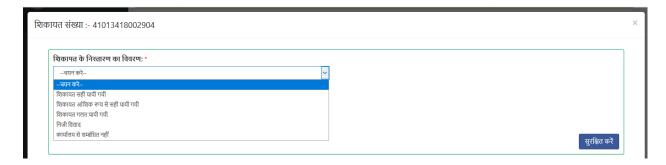
Serial Number, reference number, Order type, Received date, Department, Reference category, details of applicant, Details of application, Ordered by

Two green coloured buttons are visible on right side along with each complaint. Left button is to view attached document and right button is to "Submit ATR".

On click of "Submit ATR" button following screen get displayed -



शिकायत के निस्तारण का विवरण - You may select details regarding disposal of complaint from drop-down list. Available options for drop down list is shown as below -



You may also attach document related to the minutes of meeting of Task Force.

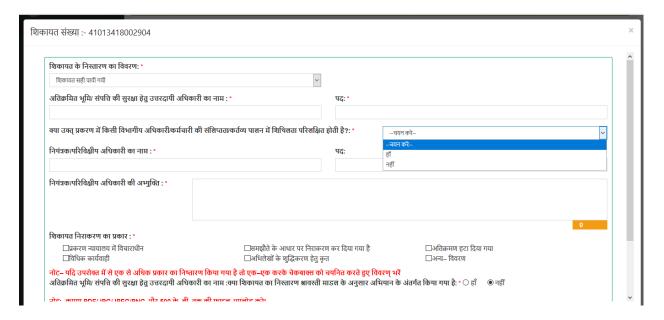
The next form is displayed in order to submit ATR -

Details of disposal of a complaint as selected in previous screen is also displayed on this screen. Other data elements to be filled are –

- अतिक्रमित भूमि/ संपत्ति की सुरक्षा हेतु उत्तरदायी अधिकारी का नाम -Name of the officer who is responsible for encroached land/asset responsible for its safety is to be entered here.
- पद Designation of officer
- क्या उक्त् प्रकरण में किसी विभागीय अधिकारी∕कर्मचारी की संलिप्तता∕कर्तव्य पालन में शिथिलता परिलक्षित होती है? Whether involvement of a departmental officer – select Yes or No from the drop down list.
- नियंत्रक/परिविक्षीय अधिकारी का नाम Name of controlling officer
- पद Designation of controlling officer
- नियंत्रक/परिविक्षीय अधिकारी की अभ्युक्ति Remarks of controlling officer
- शिकायत निराकरण का प्रकार Following check boxes are available to check it –

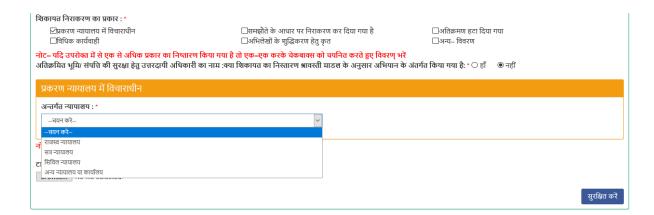
प्रकरण न्यायालय में विचाराधीन - Check it if matter is in court समझौते के आधार पर निराकरण कर दिया गया है – Case is disposed as per agreement अतिक्रमण हटा दिया गया – Encroachment is removed विधिक कार्यवाही – Legal action अभिलेखों के शुद्धिकरण हेतु कृत – Corrections of records अन्य– विवरण – Other Details

- अतिक्रमित भूमि/ संपत्ति की सुरक्षा हेतु उत्तरदायी अधिकारी का नाम :क्या शिकायत का निस्तारण श्रावस्ती माडल के अनुसार अभियान के अंतर्गत किया गया है – Select **Yes** or **No** radio options
- टास्क फाॅर्स की बैठक की कार्यवृत्त अपलोड करें Upload minutes of meeting of Task Force. The attached files may be of PDF/JPG/JPEG/PNG formats with size of 500 KB.



When check option "प्रकरण न्यायालय में विचाराधीन" is ticked, following section of ATR form is visible -

अन्तर्गत न्यायालय – Select the value from drop down list. This option is mandatory.



When check option - "समझौते के आधार पर निराकरण कर दिया गया है" is ticked, following details is mandatory to fill -



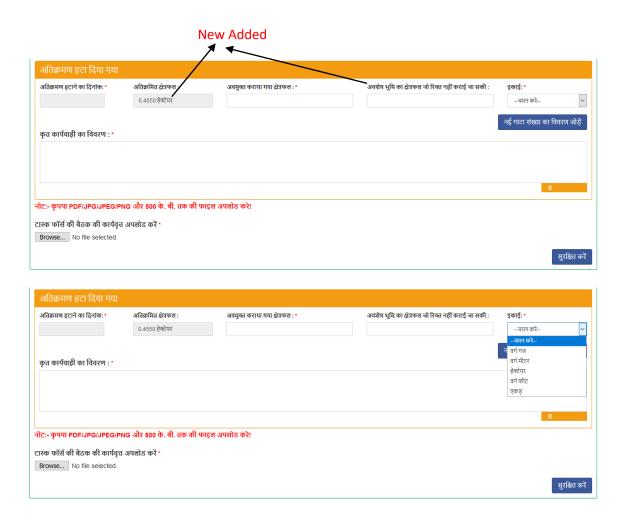
Following details to be filled here - Name of the parties - 1<sup>st</sup> Party and 2<sup>nd</sup> Party, Name of witnesses, Date of disposal and Brief description of agreement.

Click "Save" button after entering above details.

When check option - "अतिक्रमण हटा दिया गया" is ticked, following details is to be filled -

- अतिक्रमण हटाने का दिनांक (Date on which encroachment removed)
- अतिक्रमित क्षेत्रफल (Encroachment area in hectare)
- अवमुक्त कराया गया क्षेत्रफल (Reclaimed area in hectare)
- अवशेष भूमि का क्षेत्रफल जो रिक्त नहीं कराई जा सकी (Remaining area which could not get reclaimed)
- इकाई (Unit of remaining area) select it from DDL (sq Gaz, sq meters, sq feets, hectare, acers)
- कृत कार्यवाही का विवरण (Details of action taken)

Click "सुरक्षित करें" button to save this details.



You may also add following details regarding new Gata Number. Select District, Tehsil, Village, Gata Number and select - Details of Khatauni then click such as unit no, name, Gata number, Khasra No, Khata No and Area.



Click "सुरक्षित करें " button to save this details.



When check option "विधिक कार्यवाही" ticked, select the judiciary name from the drop-down list. This option is mandatory.



Other details about FIR regarding disposal of complaint is -



When check option - "अतिक्रमण हटा दिया गया" is ticked, following details is to fill -

When check option - "अभिलेखों के शुद्धिकरण हेतु कृत" is ticked, following section is displayed -



In above form, select Judiciary Name, select date of case submission and enter details of action.

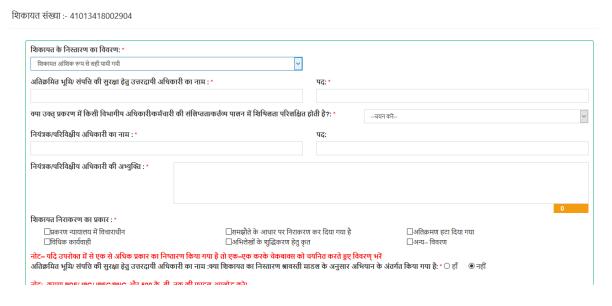
Click "सुरक्षित करें" button to save this details.

When check option - "अन्य- विवरण" is ticked, the new section is shown to get other detail such as details of action taken and date of disposal.

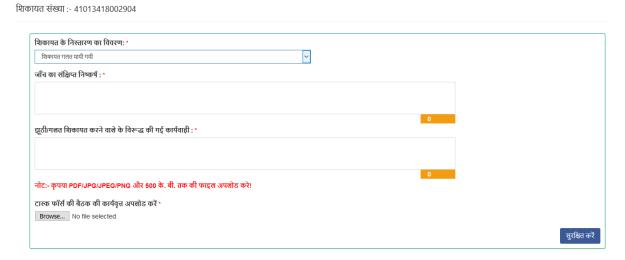


Click "सुरक्षित करें" button to save this details.

When option "शिकायत आंशिक रूप से सही पायी गयीं is selected from DDL, following form is shown -



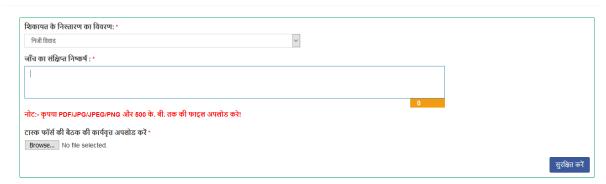
When "शिकायत गलत पायी गयी" option is selected from DDL, following Input form is displayed -



The data elements to be filled are -

#### When "निजी विवाद" option is selected from DDL, following Input form is displayed -

शिकायत संख्या :- 41013418002904



When "कार्यालय से सम्बन्धित नहीं" option is selected from DDL, following Input form is displayed –

शिकायत संख्या :- 41013418002904

शिकायत के निस्तारण का विवरण: \*

कार्यावय से सर्वियत नहीं

जाँच का संक्षिप्त निष्कर्ष : \*

नोट:- कृपया PDF/JPG/JPEG/PNG और 500 के. बी. तक की फाइल अपलोड करे!

टास्क फॉर्स की बैठक की कार्यवृत्त अपलोड करें \*

Browse... No file selected.

# Annexure-A

# Definitions, Acronyms and Abbreviations

Sr. No	Term	Explanation
1.	ABMP	Anti-Bhu Mafia Portal
2.	ATR	Action Taken Report
3.	DDL	Drop Down List
4.	JPG/JPEG	Joint Photographic Experts Group
5.	PDF	Portable Data Format
6.	PNG	Portable Network Graphics
7.		