**UPAZILLA LAND OFFICE**

**RAJNAGAR, MOULVIBAZAR**

1. Designation of the head of the department – Assistant Commissioner (Land)
2. **ORGANOGRAM**

**Assistant Commissioner (Land)**

MLSS

PROCESS SERVER

CHAINMAN

MUTATION ASSISTANT

CERTIFICATE PESHKAR

CERTIFICATE ASSISTANT

OFFICE ASSISTANT CUM COMPUTER TYPIST

HEAD ASSISTANT

SURVEYOR

KANUNGO

**3.VACANT POST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Serial no | Name and designation of employees | Sanctioned post | Working post | Vacant post |
| 1 | ASSISTANT COMMISSIONER (LAND) | 1 | 1 | -- |
| 2 |  KANUNGO | 1 | 1 | -- |
| 3 | SURVEYOR | 1 | 1 | -- |
| 4 | 1. OFFICE ASSISTANT CUM COMPUTER TYPIST | 1 | 1 | -- |
| 5 | 2. MUTATION ASSISTANT | 1 | 1 | -- |
| 6 | 3. CERTIFICATE PHESKAR | 1 | 1 | -- |
| 7 | 4. CERTIFICATE ASSISTANT | 1 | 1 | -- |
| 8 | 5. NAJIR CUM CASHIER | 1 | -- | 1 |
| 9 | PROCESS SERVER | 2 | 2 | -- |
| 10 | UNION LAND ASSISTANT OFFICER | 4 | 4 | -- |
| 11 | UNION LAND SUB ASSISTANT OFFICER | 8 | 6 | 2 |
| 12 | CHAINMAN | 2 | 1 | 1 |
| 13 | MLSS | 14 | 8 | 6 |
|  | TOTAL | 38 | 28 | 10 |

**4. INTRODUCTION**

Upazilla land office, Rajnagar, Moulvibazar is the prime land revenue related office of the Rajnagar Upazilla. Under the supervision of this office four union land office (Rajnagar sadar, Indeshwar, Monsurnagar, Kamarchak) are in this upazilla though the upazilla consists of eight unions. Union land office or Tahshil office is at the bottom tier of the land administration in Bangladesh. Union Land office performs number of activities like determining and collecting the Land Development Tax and issuing receipt. Other important activity of tahshil is updating the records according the order of the mutation cases.

**5. DEPARTMENTAL INFORMATION**

* **PROVIDED SERVICE**
1. Mutation ( transfer of the ownership of land)
2. Distribution of khas land according to priority and sending recommendation to the Deputy Collector about the distribution.
3. Supervising the collection process of Land Development Tax (LD tax).
4. Recovering of the grabbed government land.
5. Campaigning for collection of Land Development Tax.
6. Renewing the lease of vested property.
7. Management of sairat mahal.
8. Management of vested property.
* **STATICTICS**

|  |  |  |
| --- | --- | --- |
| **Name of sources** | **2016-2017 (financial year)** | **2017-2018 (july-february)** |
| LD tax collection (TK) | 66,77,571/- | 36,52,740/- |
| Mutation( 1st & 2nd) (number) | 4,310 | 3,265 |
| Khas land distribution | 1.23 acres  | 4.45 acres |
| Lease money collection from VP (TK) | 2,02,568/- | 83,264/- |
| Lease money collection from tea garden (TK) | 1,02,22,441/- | 2,25,19,684/- |
| Collection from miscellaneous (TK) | 26,36,950/- | 20,71,520/- |

**6.SUCCESS**

1. According to government circular the specific time limit for mutation, that we provide the service within 30 working days.
2. Easy access of mass people.
3. Active participation of people by hearing with AC (L) in any working time (for any kind of land related problem).
4. Training session for stuffs in every month.
5. Organized a people friendly help desk and complaint box for people.
6. Well organized record room.
* **PHOTO GALLERY**

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**Distribution of khas land among landless people**

**7.CHALLENGES**

1. Don’t have own and equipped office building.
2. Lack of adequate administrative and transportation capacity.
3. Lack of skilled and competent manpower.
4. For gathering information and service ignorant people pay their time and money to the frauds (dalal and touts).
5. Peoples unawareness.
6. Corruption.
7. Conflicting rules and regulations.

**8.FUTURE PLAN**

1. Introduction of E-mutation process ( A digital and electronic service delivery process of mutation)
2. Digitalization of existing land records.

**9.CONTACT INFORMATION**

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**10.CONCLUSION**

Land administration and management are mostly run by institutional mechanisms of three ministries- Ministry of Land, Ministry of Public Administration, Ministry of Justice and Parliamentary Affairs. The three core ministries are mostly responsible to conduct periodic land survey, maintain Records of Rights, do registration of land transfers, manage and lease khas land, water bodies, hat bazaar, vested property, abandoned properties. However, coordination gaps among these institutions become quite prevalent in running of these operations and formulating relevant policies. So the better option is to establish a single department under the Ministry of Land to operate administrative and management operations of land sectors smoothly.

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