**Proposed Work Flow of the RTI Application Monitoring System for LA Cases, South 24 Paraganas**

Spl. LAO

Asst. LAO

Surveyor

CITIZEN

**For Approval of RTI reply in pre defined format**

**Fina**l **Approval of RTI**

**Apply under RTI for LA case**  **send to surveyor for verification**

SPIO FOR LA Cases

**Generation of RTI reply if no acquisition case / torn page**

**details of Land acquisition information as per office record**

If more than one sector involved in the plot

Asst. LAO

**Work flow for the proposed RTI Monitoring Systems for LA cases : -**

1. **Citizen registers himself in the portal.**
2. **Citizen applied for RTI with details along with grips challan and signed application in pre defined format.**
3. **If the application is complete on all respect then forward the same to Surveyor from dropdown combo otherwise rejected with proper remarks.**
4. **Surveyor check the LA status of the plot mentioned in the application and forwarded the same asst. LAO for verification with his remarks. If the application is not related to that surveyor he may return the same with remarks to SPIO. In case no LA case attached / torn page found send back with remarks to SPIO.**
5. **Asst LAO may verify the LA status and following scenario may arise –**
6. **In case there is multiple sector attached to the LA case, he may forward the same to another Asst LAO selecting from combo box with proper remarks.**
7. **In case there is only one sector attached to that LA case, he may forward the same to ADDL LAO from combo box with proper remarks.**
8. **In case it is not related to him, he may send back the same to surveyor from combo box with proper remarks**
9. **SPIO will prepare RTI reply application forwarded from Surveyor (in case no LA case / torn page) or Asst. LAO (in case LA acquit ion involved ) and send to SPL LAO for approval.**
10. **SPL LAO will approve the RTI reply or he may sent back to SPIO for modification of the RTI reply for resend. In case of Approval of the RTI reply same may be forwarded to SPIO for generation of Final RTI reply to citizen.**
11. **SPIO will generate final RTI reply for LA case for citizen if the same is reply approved by SPL LAO.**

**Stakeholders : (LogIn ID needs to be created)**

1. **Citizen (Applicant)**
2. **SPL. LAO**
3. **SPIO**
4. **Surveyors**
5. **Asst. LAO**

**User Credentials:**

All the offices as mentioned from Sl. No. 2 to 6 have separate user id for giving permission/ NOC

Citizen may apply directly to the proposed portal after necessary registration and obtaining userid.

**Application for RTI for LA Cases :-**

Basic Entry Details

1. Name of The Applicant
2. Fathers/Husband Name
3. Mobile No
4. Email Id (optional)
5. Address
6. Purpose / Reason for RTI Query
7. Police Station
8. GRIPS challan and Signed Proforma as document to be attached with application.

Applicant may either provide RS or CS Plot No or both in during RTI application for LA cases.

After Submit an acknowledgement with Registration no for the RTI application will be generated. The RTI application will be forwarded to SPIO for the LA cases of South 24 Parganas for further processing.

Role of SPIO

1. SPIO will forward the RTI query to Surveyor tagged for the police station for the verification.
2. SPIO will generate the RTI reply from Surveyor in case no LA case involved to the Plot concerned to SPL LAO for approval
3. SPIO will generate the RTI reply from ASST. LAO in case LA case involved to the Plot concerned to SPL LAO for approval
4. SPIO will generate RTI reply to applicant once the RTI reply approved from SPL LAO.

Role of Surveyor

1. Surveyor of the concerned Police Station will check the acquisition status from OL register and mentioned details of acquisition in remarks and forwarded to ASST. LAO concerned from drop down combo. In case of acquisition for multiple sector attached to the plot, all details will be mentioned by surveyor.
2. Surveyor of the concerned Police Station will check the acquisition status from OL register and in case of NO acquisition forward the same to SPIO.

Role of Asst. LAO

1. Asst LAO will verify the LA details sent from Asst. LAO/ Surveyor and forward the same to SPIO for preparation of RTI reply.
2. In case of acquisition for multiple sector attached to the plot, the same application will be forwarded to concerned Asst. LAO from drop down combo for further verification.

Role of SPL. LAO

1. SPL LAO will create user –
2. Surveyor / SPIO/ Asst LAO
3. Attach one/ multiple police station with Surveyor
4. Activate/Deactivate User
5. Approve the RTI Reply with modification and forward the same to SPIO for final RTI reply generation to applicant.

**RTI Reply with No Acquisition**

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| Emblem_of_India.svg.jpg **GOVERNMENT OF WEST BENGAL OFFICE OF THE COLLECTOR, SOUTH 24 PARGANAS** LAND ACQUISITION DEPARTMENT NEW TREASURY BUILDING, 5TH FLOOR, ALIPORE, KOLKATA-700027, WEST BENGAL PHONE NO. 2448-3945/46, FAX NO. 2479-0182 (AN ISO 9001:2008 CERTIFIED ORGANIZATION) |
| |  |  | | --- | --- | | Memo No. LA/<Applicantion Yr>/<Application Reg No.> /P | Dated:<date of RTI Reply> | | To <Applicant name> ,  <Applicant Address> (<Applicant Mobile>) |  | |  |  | |  |  | |  |  | | Sub: Information under R.T.I. Act 2005 | | | Ref. Petition dated: <Application date> | | |  | | | Reference above, this is inform him that upon verification it is found that the plot no. / Nos. RS/CS <applicant Plot No> of Mouza <Applicant Mouza) , J.L. No. <Applicant JL No> , P.S. <Applicant Police Station>> is/are not enlisted in the Overlapping (O/L) Register i.e., initial Register for noting of Acquisition / Requisition. The given information, as above, is subject to change, if any other information relating to the matter is detected further on scrutiny or otherwise. | | |  | SIGNATURE | |  | S.P.I.O  Land Acquisition Department South 24 Parganas | |

**RTI Reply with Acquisition**

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| Emblem_of_India.svg.jpg **GOVERNMENT OF WEST BENGAL OFFICE OF THE COLLECTOR, SOUTH 24 PARGANAS** LAND ACQUISITION DEPARTMENT NEW TREASURY BUILDING, 5TH FLOOR, ALIPORE, KOLKATA-700027, WEST BENGAL PHONE NO. 2448-3945/46, FAX NO. 2479-0182 (AN ISO 9001:2008 CERTIFIED ORGANIZATION) |
| |  |  | | --- | --- | | Memo No. LA/<Applicantion Yr>/<Application Reg No.> /P | Dated:<date of RTI Reply> | | To, |  | | <Applicant Address> (<Applicant Mobile>) |  | |  |  | |  |  | | Sub: Information under R.T.I. Act 2005 | | | Ref. Petition dated: <Application date> | | |  | | | Reference above, this is inform him that upon verification it is found that the plot no. / Nos. RS/CS <applicant Plot No> of Mouza <Applicant Mouza) , J.L. No. <Applicant JL No> , P.S. <Applicant Police Station>> is furnished here under:    <Details of final RTI Reply Approved by SPL LAO>       The given information, as above, is subject to change if any other information relating to the matter is detected in future.      The above information is given out on the basis of present available office records. | | |  | SIGNATURE | |  | S.P.I.O  & Land Acquisition Department South 24 Parganas | |

**RTI Reply with unavailable (Torn Page )**

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| Emblem_of_India.svg.jpg **GOVERNMENT OF WEST BENGAL OFFICE OF THE COLLECTOR, SOUTH 24 PARGANAS** LAND ACQUISITION DEPARTMENT NEW TREASURY BUILDING, 5TH FLOOR, ALIPORE, KOLKATA-700027, WEST BENGAL PHONE NO. 2448-3945/46, FAX NO. 2479-0182 (AN ISO 9001:2008 CERTIFIED ORGANIZATION) |
| |  |  | | --- | --- | | Memo No. LA/<Applicantion Yr>/<Application Reg No.> /P | Dated:<date of RTI Reply> | | To <Applicant name> ,  <Applicant Address> (<Applicant Mobile>) |  | |  |  | |  |  | |  |  | | Sub: Information under R.T.I. Act 2005 | | | Ref. Petition dated: <Application date> | | |  | | | Reference above, this is inform him that upon verification it is found that the plot no. / Nos. RS/CS <applicant Plot No> of Mouza <Applicant Mouza) , J.L. No. <Applicant JL No> , P.S. <Applicant Police Station>> cannot be supplied as the record is not readily available. The given information, as above, is subject to change, if any other information relating to the matter is detected further on scrutiny or otherwise. | | |  | SIGNATURE | |  | S.P.I.O  Land Acquisition Department South 24 Parganas | |

**Input Proforma to be filled up and signed by Applicant for uploading**

From :

* Name of Applicant :

Fathers / Husband Name:

* Mobile No. :

Email address:

* Address :

To

The S.P.I.O

&

Assistant Land Acquisition Officer

South 24-Parganas

Alipore, Kolkata-700027

Sub: Information under RTI Act 2005.

Respected Sir,

With due respect I would State that I want to L.A. Information for the ................................... of my land.

Land particulars are given below:-

|  |  |  |
| --- | --- | --- |
| * Police Station | : |  |
| R.S. Khatian No. | : |  |
| * R.S Plot No. | : |  |
| * C.S Plot No. | : |  |
| * Name of Mouza | : |  |
| * J.L. No. | : |  |

So, I therefore request you to kindly arrange and highly obliged.

Thanking you.

Date: Yours faithfully,