Department of Revenue

Government of Himachal Pradesh

PROCEDURE & CHECKLIST FOR MEGH-DEMARCATION

(Module under e-Governance to Help in Demarcation)

Procedure

- Applicant to submit an online request for demarcation through the web portal: https://ehimbhoomi.nic.in by filling up the required details. Applicant shall get an Acknowledgement Number for application to track its status. The applicant to mention the Acknowledgement Number on the application and submit the same with required annexures to the concerned Tehsil/ Sub Tehsil office.
- Application when received in the concerned Tehsil/ Sub Tehsil for processing, scrutiny of submitted information shall be done. In case of any objection, the application be turned down with reason to the applicant or be forwarded to the concerned Field Kanungo for further action.
- Field Kanungo to fix the date for demarcation of land, if all submitted documents and other requirements as per rules are in order and update the same on the portal for applicant information.
- Field Kanungo will submit the compliance report to the Tehsil/ Sub Tehsil office through the online portal within the stipulated time as defined in the rules.
- Based on the compliance report submitted by the Field Kanungo, final orders shall be passed by the Tehsildar/ Naib Tehsildar regarding the demarcation and updated on the portal.

Checklist

- The applicant needs to provide the following documents alongwith the application form in the concerned Tehsil/ Sub Tehsil office at the earliest

once the online application request has been submitted through the portal:

- Copy of the latest Jamabandi (RoR) of the land.
- Copy of the mutation sheet, if Khasra has been sub-divided.
- Copy of the current Settlement Map (Musabi) of the said land.
- Process fee, as prescribed in the rules.

Timelines

Chapter 10.7 of the Himachal Pradesh Land Records Manual specifies the period within which Demarcation is to be given by Field Kanungo and Revenue Officer which is reproduced below:

"The Field Kanungo shall give demarcation within a period of three months from the receipt of application from Tehsil office. In case the Field Kanungo fails to submit the file of demarcation immediately after 3 months, the Revenue Officer shall call for the original file from the Field Kanungo, on the basis of duplicate copy of application retained in his office, and shall carry out demarcation himself in accordance with the instructions of Financial Commissioner referred to above.

The Revenue Officer shall give demarcation within a period of 3 months from the receipt of original file from the Field Kanungo.

The Field Kanungo shall be liable for disciplinary action if the demarcation is not given by him within 3 months from the date of receipt of original application from the Revenue Officer."

Fee

A proper fee of Rs six has been prescribed under the Second Schedule of the Himachal Pradesh Court Fees Act 1968 for an Application or petition when presented to a Civil, Criminal or Revenue Court, or to Collector or any Revenue Officer having jurisdiction equal or subordinate to a Collector, or to any Magistrate in his executive capacity, and not otherwise provided for by the Act [as per Notification No. Revenue 1-3(Stamp)7/80 dated 21 December 2004].

MEGH-DEMARCATION WORKFLOW

