

GOVERNMENT OF ASSAM  
REVENUE & DISASTER MANAGEMENT DEPARTMENT  
JANATA BHAWAN: DISPUR  
GUWAHATI-06

No.RRG.154/2015/62

Date Dispur, the 23<sup>rd</sup> July 2018

**OFFICE MEMORANDUM**

1. Citizen-centric of the system of governance and active citizen engagement in the functioning of the government are critical to the quality of governance. Revenue administration and management of land resources are no exception to it. Acknowledging the importance of citizen engagement in bringing about efficiency and transparency in the functioning of Revenue & Disaster Management Department and conservation of precious land resources, it has been decided to constitute Village Land Management and Conservation Committee(VLMCC) in every revenue village of the State as per the norms laid in the paragraphs below:

2. **Composition of the VLMCC:**

The VLMCC shall consist of following persons:

i.	Ward member of the Gram Panchayat from the Village, or One of the resident of the village elected by Gram Sabha, if the ward member representing the Revenue village is not from the village or there are more than one ward member in the village	Chairperson
ii	Ward member/ members representing the village (if he/she .is not the Chairperson/ Chairpersons of the Committee)	Member,
iii	Lot Mandal in whose Lot the Village falls	Member
iv	Village level Extension Worker of Agriculture Department in Charge of the Village	Member
v	Village level Extension Worker of Veterinary & Animal Husbandry in Charge of the Village	Member
vi	Field level staff of Forest Department.	Member
vii	Head Teachers of the Government Elementary & Secondary School	Member
viii	10 Persons from the Village elected in Gaon Sabha Meeting	Member
ix	Gaon Burha.(in case, Gaon Burah is not able to read or Write, one educated person will be elected as co-secretary in the Gram Sabha meeting)	Member Secretary

3. **Eligibility Criteria for membership of the VLMCC:**

- (i) The person concerned should be citizen of India and an Ordinary resident in the Village.
- (ii) He/ She should be sound mind and health.
- (iii) He/ She should not have been charge-sheeted or convicted in connection with any crime.
- (iv) He/she should not have defaulted on payment of Land revenue or any Government dues.

4. **Role & Responsibilities of VLMCC:**

- 4.1 VLMCC shall function as the guardian of the land resources of the village, which include Village Grazing Reserve (VGR), professional Grazing Reserve (PGR), Wetlands (Rivers, Rivulets, streams, ponds, tanks, natural water channels marshes, swamps and depressed areas waterlogged for significant part of the year), vegetative cover (forest and agro-forestry on Government Land), Hills and ecological sites, and archaeological remains or sites.

#### **4.2 It will carry out following functions in this regards:**

- i) To keep vigil on the land resources of the village and mobilise public opinion against any unauthorised encroachment thereon or any activity harmful to their existence and report to the Circle Officer of the Revenue Circle.
- ii) To assist in and monitor the preparation and updatation of Village Land bank (A Dag-wise Record of all types of Government Land in the Village).
- iii) To assist in and monitor the preparation and updatation of Village Knowledge bank ( A systematic record of the critical land and natural resources of the village)
- iv) To assist in and monitor the preparation and updatation of Village Master Plan for Disaster Management.
- v) To undertake awareness generation activities on the importance of conversation of land resources.
- vi) To assist in preparation of plan of action for the conservation and development of VGRs and PGRs.
- vii) To assist in and monitor the implementation of Village Master Plan for Disaster Management.

#### **5. Assistance to be provided to VLMCCs:**

To facilitate the VLMCC in carrying out these functions, the Circle Officer shall take following steps:

- i) No proposal for de-reservation of any VGR or PGR or any other reserved category of land and diversion thereof for any other purposes shall be finalised without placing it in the meeting of the VLMCC.
- ii) The VLMCC shall have only advisory/ recommendatory role in this regard, but it should be clearly mentioned in the proposal for de-reservation/diversion for other purposes of reserved category of land if it has been recommended by at least 50% of the members of the VLMCC having participated in the meeting.
- iii) Village Land Bank, Village Knowledge Bank and Village Master Plan for Disaster Management shall be prepared in collaboration with the VLMCC and the copy of resolution adopted by VLMCC in this regard shall be kept in the Circle Office.
- iv) Gaon Burah shall be responsible for convening the meetings of VLMCC with the approval of Chairperson and keeping record of the proceedings of the VLMCC meetings.
- v) Capacity Building programme for the VLMCC members shall be organised periodically.
- vi) Village Land Bank, Village Knowledge Bank and Village Master Plan for Disaster Management shall be digitised and updated on the Knowledge Management Portal of ASDMA.
- vii) Prompt action should be taken to remove encroachment on the Government Land on receiving report from the VLMCCs and if Forest Department or some other department is required to take action, the matter should be referred to them.
- viii) VLMCC shall be involved in mapping and management of wetlands, Hills, ecological sites etc. and any report of threat to the natural resources received from VLMCCs shall be acted on promptly.

#### **6. Quorum and periodicity for VLMCC meeting:**

- i) No meeting shall be held without the presence of at least 50% of the Members (both official and Non official)
- ii) Gaon Burah shall obtain the specimen signature of all the members and a copy of that shall be kept in the Circle Office.
- iii) Meetings should be held as and when necessary, but ideally the VLMCC should meet at least once every month.
- iv) A copy of the resolution adopted by the VLMCC must be sent to the Circle Office.

Kishore  
25/9/18

**7. Tenure of VLMCC:**

- i) The tenure of VLMCC shall be 3 years from the date of constitution. It can, however, be dissolved before that if it is found that it has not been discharging its functions properly. Deputy Commissioner/ S.D.O. (Civil) is authorised to take action on receiving the report from Circle Officer to this effect after conducting local enquiry.
  - ii) An elected individual member of the committee may also be removed if it is found that he/she has ceased to fulfil any of the eligibility criteria mentioned in Paragraph 3 and/ or have abstained from more than one third of the meetings of the VLMCC in a year.
8. Deputy Commissioner and Sub-divisional Officers (Civil) are directed to ensure that the process of formation of VLMCCs is completed by 31<sup>st</sup> August 2018 and the proposal for two days training of the members of VLMCCs is submitted to Revenue & Disaster Management Department, Govt. of Assam latest by 15<sup>th</sup> September 2018.
9. District Heads of Forest, Agriculture, Veterinary & Animal Husbandry, PHE, Irrigation, Soil Conservation, Social Welfare, Industries & Commerce, Health & Family Welfare, P&RD, PWD Building & NH, PWD Rural Road, Education, Power and Water Resource Departments should be action involved in the constitution of the VLMCCs, training of their members and monitoring of their functioning.
10. Circle officer shall furnish Annual Report on the functioning of the VLMCCs to the Deputy Commissioner/ S.D.O. (Civil) with a copy each to Director of Land Records, Divisional Commissioner and Chief Executive Officer, ASDMA.
11. Divisional Commissioner shall review the functioning of VLMCCs regularly.

  
Addl. Chief Secretary to the Govt. of Assam  
Revenue & D.M. Department

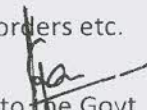
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Copy to:

1. The P.P.S to Chief Minister, Assam for kind appraisal of Hon'ble Chief Minister.
2. The P.S to Minister of State, Revenue & D.M department for kind appraisal of Hon'ble Minister.
3. The S.O to the Chief Secretary, Assam for kind appraisal of the Chief Secretary.
4. P. S to the Addl.Chief Secretary/ Principal Secretary/ Commissioner Secretary, Forest/ Agriculture/ A.H.& Veterinary/PHE/ Irrigation/ Soil Conservation/ Water Resource Department/Social Welfare/Industries& Commerce/Health& Family Welfare/Panchayat& Rural Development/PWD Building &NH/PWD Rural Roads/Education/Power Department.
5. The Chief Executive Officer, Assam State Disaster management Authority, Dispur.
6. All Divisional Commissioners.
7. The Secretaries, Revenue & D.M department.
8. The Director of Land Records & Survey etc. Assam Rupnagar, Guwahati-32.
9. All Deputy Commissioners.
10. All Joint Secretary of Revenue & Disaster Management Department.
11. All Deputy Secretary of Revenue & Disaster Management Department.
12. All Sub Divisional Officers (Civil).
13. All Circle Officers.

By orders etc.

  
Joint Secretary to the Govt. of Assam  
Revenue & D.M. Department