LAND HOLDINGS

3.1. ENTRY / EDIT

To Enter the Land Holding details to New Survey number / To Edit the details of existing survey number, or to Remove the Land Holding details of a survey number, Land details, Pattadar khata number and Occupant details should be known.

To Enter / Edit the Land Holding details of Survey Number and Pattadar, click on

Land Holdings → Entry / Edit.
ENTRY

To enter Land Holding details for New Survey number, Select the Village Name from the given list and enter the New Survey and sub division number.

Enter Survey number details like Total extent of survey number, extent of useful land for cultivation, land nature, land type and water resources.

Enter Pattadar details like Pattadar Khata number, Pattadar name, father / husband name, extent of Pattadar and nature of ownership.

To enter new land holding details, click on

Land Holdings → Entry / Edit → New Entry
Enter Pattadar khata no, If Pattadar khata number is not known to the user Enter name or few characters of Pattadar/Father name and Right click the mouse button to get the Pattadar details of matching records.

Select the required Pattadar details from the Pattadar details POPUP window.
As the Occupant doesn't have the Khata number, Enter Pattadar Khata number to the occupant. Remaining fields are all mandatory. User has an option to add or remove pattadar using Add/Remove options.

Click on SUBMIT button to save the Land Holding details.
Land Holding details saved successfully, it has to be digitally signed...
EDIT

For editing the Land Holding details, select village name, survey number from the given list and it will display the survey number and Pattadar details.

Note: - Digitally signed records are not allowed for Edit/Modify.

Crops Entered records are also not allowed for Edit/Modify.

To edit the Land Holding details, click on

**Land Holdings → Entry / Edit → Edit**

<table>
<thead>
<tr>
<th>Details</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Name of the Village</td>
</tr>
<tr>
<td>(2)</td>
<td>Survey Number</td>
</tr>
<tr>
<td>(3)</td>
<td>Village Name</td>
</tr>
<tr>
<td>(4)</td>
<td>Total acres</td>
</tr>
<tr>
<td>(5)</td>
<td>Date</td>
</tr>
<tr>
<td>(6)</td>
<td>Name of the pattadar</td>
</tr>
<tr>
<td>(7)</td>
<td>Address</td>
</tr>
<tr>
<td>(8)</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

**Note:** Right click in columns 10, 11, 12, 13, 14 for help on pattadar.

<table>
<thead>
<tr>
<th>Crops Entered</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10)</td>
<td>Crops</td>
</tr>
<tr>
<td>(11)</td>
<td>Quantity</td>
</tr>
<tr>
<td>(12)</td>
<td>Rate</td>
</tr>
<tr>
<td>(13)</td>
<td>Total</td>
</tr>
<tr>
<td>(14)</td>
<td>Add</td>
</tr>
</tbody>
</table>

**Note:** Right click in columns 15, 16, 17, 18, 19 for help on crops.

<table>
<thead>
<tr>
<th>Crops Entered</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15)</td>
<td>Crops</td>
</tr>
<tr>
<td>(16)</td>
<td>Quantity</td>
</tr>
<tr>
<td>(17)</td>
<td>Rate</td>
</tr>
<tr>
<td>(18)</td>
<td>Total</td>
</tr>
<tr>
<td>(19)</td>
<td>Add</td>
</tr>
</tbody>
</table>
To add or remove Pattadar / Occupant, click on Add / Remove if one or more Pattadar / occupant exists.
Enter all the details of Pattadar and Occupant like khata number, name, father name, and extent and occupant nature.

Click on SUBMIT to save the details
Click on REMOVE to delete the Land Holding details.
Land Holding details saved successfully and it has to be digitally signed...

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<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
<th>(8)</th>
<th>(9)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose Land No ▼ | Choose Land Cl ▼ | Choose Water S ▼

(Received in 10.11 or 12 columns for help on pattadar)

<table>
<thead>
<tr>
<th>(10)</th>
<th>(11)</th>
<th>(12)</th>
<th>(13)</th>
<th>(14)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose a reason ▼

Add | Remove

(Received in 15,16,17,18,19 columns)

<table>
<thead>
<tr>
<th>(15)</th>
<th>(16)</th>
<th>(17)</th>
<th>(18)</th>
<th>(19)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose a land enviroment ▼

Add | Remove
```

Landholdings details saved successfully, it has to be digitally signed.
3.2. UNPORTED RECORDS ENTRY / UPDATION

Due to various reasons data was not ported. These data is kept separately to rectify. For the porting of Unported data this option can be used.

To Port / Update the Unported records data, click on

**Land Holdings → Unported Records Entry / Updation**

Select Village name, All the Unported survey no.s will be displayed.
Select the survey no to port, All the details of the survey no will be populated.
Verify the details and delete the duplicate or wrong Pattadar details and click on SUBMIT button to port the data.

Here we found two records with the same pattadar khata number. So verify both the records and find out the duplicate record.
By clicking on Remove option we can remove the duplicate record and can port the genuine record.

Land Holding details saved successfully and it has to be digitally signed.
3.3. DISPUTE REGISTER

Dispute register is used to maintain the records which are not digitally signed by Tahsildar due to various reasons like court cases or partial details in data etc.

To access click on

**Land Holdings → Dispute Register**

Select the village name, survey and sub division number from the given list.

Enter the Dispute Remarks for what reasons Tahsildar kept this record as pending.
To enter new dispute record, click on

**Land Holdings → Dispute Register → New Entry**

Dispute Record saved successfully
Edit Dispute Register

To edit or modify the Dispute remarks for the existing dispute record, select the village name, survey and sub division number from the given list. Enter the Dispute Remarks and click on submit to save the modified dispute register record. To edit the dispute register, click on

Land Holdings → Dispute Register → Edit

Modified dispute register record saved successfully...
Remove Dispute Register Record

To remove the dispute register record after disputes have been cleared, select the village name, survey and sub division number from the given list and click on REMOVE.
The Alert message will display a message as “Dispute survey number will be removed”. Click on OK to remove the dispute survey number.

Dispute Register Record deleted successfully...
3.4. CROPS

Crops option describes the crop details (16-31) and the total extent, occupant details and the fasli year of a particular khata number / Survey number from a village.

Select Crops from Land Holdings to enter or edit the crop details of a particular khata number or a survey number from a village.

Land Holdings → Crops
New Entry and Edit options are used to enter new crop details to a khata number / survey number or to edit the entered crop details of a particular khata number / survey number.
New Entry

This is used to enter new crop details to a khata number / survey number.

**Land Holdings → Crops → New Entry**

Village name, Survey number, Year and Season (Kharif / Rabi) should be selected from the given list.

By entering the above mentioned details, automatically it displays all the khata number details like khata number, occupant name, father name and the total extent of a khata number from a given survey number in selected village.
In the screen shot shown below, the red squared table indicates the details of all the khata numbers existed in particular survey number from a given village.

All the khata numbers with details in the given survey number is provided with SELECT hyperlink to enter or edit the crop details of that particular khata number.
Here we should specify for which season, crop details should be entered or edit for a particular khata number by selecting season options kharif / Rabi.

- Below the green color indicates the selected khata number.
By selecting the select hyperlink against the khata number, automatically it displays the Occupant name and Total extent of the particular khata number.

Note: If Taraha(I) is ZERO, then all the crop details to the particular khata number should be disabled.
If Taraha (I) is more than ZERO, then only we can enter the crop details to that khata number.

In the below screen, Taraha (I) is more than ZERO so the crop details are enabled to enter the details.

Here we should specify the Taraha details from A to H if available.

In the screen shot above, the blue colored box shows the enabled fields for crop details. These fields will be enabled only when the Taraha (I) is more than ZERO.

Enter all the crop details like crop month, crop name, total extent, crop nature, water sources, category, value and VRO remarks etc.,
Here, we can ADD or REMOVE crop details if more than one crop exist for that particular khata number by clicking Add New Row / Remove.

Here we have added more than one crop details for that khata number by clicking Add New Row option.
By entering all the Taraha details for that khata number like Taraha values from A to I and the crop details like Crop month, crop name, extent, water sources, category, rate and VRO’s remarks etc, click on SAVE button to save the crop details for that Khata number.

The above red colored box indicates the successful saving of crop details to that particular khata number.
Note: Taraha values should be equal to Occupant Extent.
In the below screen, Occupant extent is 30.0604 and Taraha value is 30.0000. So these two values are not matching. Both the taraha values and the Occupant extent should be equal.

Note: Crop area should be less than or equal to Total Crop area.
In the below screen, Total crop area i.e. Taraha (I) specified as 30 and the crop area (column no.24) specified as 31 which is not correct. Always the Crop area should be less than or equal to Total Crop area.
Note: First Crop Extent should not be greater than Crop Extent.

In the below screen, First Crop Extent (column no.26) is specified as 31 and the Crop Extent (column no.24) is specified as 30. The First Crop Extent should never be greater than Crop extent.

By entering all the taraha values and the crop details properly click on SAVE button to save the crop details for that particular khata number.
అంతరపంటలు (Mixed Crop)

<table>
<thead>
<tr>
<th>నామం</th>
<th>మౌలిక పదార్థాలు</th>
<th>మీది పదార్థాలు</th>
<th>కొంతమంత పదార్థాలు</th>
<th>పంటనిలి</th>
<th>పంటనిలి పరిమాణం</th>
<th>వందము కొలువు</th>
<th>చాలా కొలువు</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>చినుమంటి</td>
<td>మధ్యమంటి</td>
<td>కొంతమంటి</td>
<td>6.0000</td>
<td>6000.00</td>
<td>0.00</td>
<td>6000.00</td>
</tr>
<tr>
<td>2</td>
<td>చినుమంటి</td>
<td>మధ్యమంటి</td>
<td>కొంతమంటి</td>
<td>4.0000</td>
<td>4000.00</td>
<td>0.00</td>
<td>4000.00</td>
</tr>
</tbody>
</table>

**Row No**

1. [Add New Row]
2. [Remove]

**Row No**

1. [Add New Row]
2. [Remove]
In the Total crop extent, only some extent to be entering CROP and remaining extent not to be enter crop details, select “పడావ్” option.
**Edit**

Edit option is used to Edit / Remove the existed crop details of a particular khata number.

**Land Holdings → Crops → Edit**

Village name, Survey number and Season (Kharif / Rabi) should be selected from the given list.

By selecting the above mentioned details, automatically it displays all the khata number details like khata number, occupant name, father name and the total extent of a khata number from a given survey number in the selected village.
Below the red squared table indicates the details of all the khata numbers existed in particular survey number from a given village.

All the khata numbers with details in the given survey number is provided with SELECT hyperlink to enter or edit the crop details of that particular khata number.

Below the green color indicates the selected khata number.
Here we have specified the Tahsildar’s verifying date and remarks.

By modifying the necessary details, click on save button to save the crop details for a particular khata number.
Remove

The Remove button can be used to remove the crop details for a particular khata number.
3.5. Notional khata number updation

IMPORTANT NOTE:-

1. Joint Patta survey numbers cannot be modified using this module. Separate the joint pattas and do the process.

2. NO MODIFICATIONS ARE ALLOWED IN Pattadar/Land Holdings/Occupants DATA AFTER changing FROM NOTIONAL TO UNIQUE NUMBER. Any modifications should be carried out before changing the notional number to unique number.
1. After Login into webland, Select

**Land Holdings->Notional Khata number updation**

![Image of the webland interface showing Notional Khata number updation]

2. You will get the following screen ‘**Change from Notional khata Numbers to unique number**’

![Image of the webland interface showing Change from Notional Khata Numbers to unique number]

3. Select village name and khata number (to be changed into unique no) from list boxes.
All the survey no’s are shown in the grid for the selected khata no.
For Govt.lands select Govt.Land radio button, or select Private Radio button.

4. For Govt.lands - select survey no and click on - > click here for selecting unique number for govt.lands.
5. You will get the govt.lands unique no’s Popup menu. Select correct govt.land unique no from the popup.

6. Click Submit button after selecting the unique no. If don’t want to update, press cancel button in the message box, otherwise press ok for update.
7. After clicking OK button, the following message will be displayed.

8. If more than one survey no’s are found for given khata no, User has to select survey no’s one after another and repeat the above process.
9. For Private Lands, Select Village name and Khata number from the list boxes. Choose Private Radio button.
10. All survey no’s shown in the grid for the selected khata no. New Unique number also generated and shown to the user.
11. Verify the data and click Submit button.
12. Alert box will appear for final confirmation. Click OK or Cancel button. OK button will do the updation and cancel will cancel the entire process.