

Training Module on Khas (State) land Laws and Management

Sustainable Access to Land Equality (SALE)

Timeline - Two Days



Check list of the trainer

Before initiating the training task:

- Identify and select the number of participants.
- Make sure the Training date and venue.
- Inform all the participants and relevant personalities about the venue, date and the agenda of the training workshop.
- Collect and produce all training materials and relevant equipments.
- Enlist the name of all participants and prepare the registration sheet to assemble the signature of them.
- Ensure the sitting management of participants in training venue.
- Moderator should make himself/ herself conceptually clear about the training agenda.

The trainer has to follow and remind the necessary issues during conducting the training session:

- Before launching the training workshop moderator must verify the sitting management of the participants as all of them can hear the lesson equally and properly.
- To make sure recheck the accessibilities of all the training materials, equipments and the overall decoration.
- Moderator should have the exact knowledge about the usage of electronics equipments, those are relevant to training.
- During visualizing any document or presentation (power point presentation or video documentary etc) moderator should have keep in mind that it must be convenient to all participants. That means all participants can see the presentation easily from anywhere of the training room, they stay in.
- Never permit and practice any informal and colloquial speech during continuing the training session.
- Provide equal attention to all the participants rather than being partial to anyone.
- Facilitator should not have to leave out from the training agenda and its relevant issues.
- Be comfortable and make a smiling face in front of the participants.
- Be peaceful and stress free to keep going a nice discussion session.
- Never being stressed out or anxious in case of any adverse and undesirable situation.
- Use simple words to communicate with the participants and make sure that their understanding level according to the conversation.
- Express clearly all the conversation and give attention to ensure the accurate pronunciation.
- Facilitator should have to be there with the participants during their group work.

After completion of the training session

- Prepare the training report, documented it and dispatch it to right place.

Basic concept about the module

1. The use of the Module

This training module is developed by Uttaran for its field level beneficiaries of Sustainable Access to Land Equalities (SALE) project. Initially some selected trainers are trained up on the basis of this module. Afterwards the selected trainer group will provide the training to the members of primary organization which is developed by Sustainable Access to Land Equalities (SALE) project of Uttaran. So those who facilitate this training workshop will have to have the sound knowledge about this training module.

2. Facilitator should have focused on the following issues before conducting the training

- At first the moderator must study the module properly from the beginning to end.
- Facilitator may arrange a discussion with co workers/ other facilitators and the relevant personalities if there raise any question or confusion in his/ her mind.
- Facilitator should have to memorize all the information related to this training along with the hand book of the trainees. Because the training agenda and curriculum are narrated here so vastly that if the facilitator would learn it by heart then conducting the training will be much easier.
- Moderator must have a clear- cut idea about the tools and methods which are used in the training sessions.
- Facilitator should have examined the facilitating method carefully before conducting the training sessions, so that he/ she need not look on the module each and every time during operating it.
- Collect the materials relevant to the session, before starting the training workshop. Moderator should keep those materials within his/ her reach during taking sessions and set those in order after completion of the session.

03. Participants:

- The master trainers who have participated in Leadership and Organizational Management Training Program.
- The elected leaders of Primary Organization, originated by Uttaran.

04. Time duration:

According to the training agenda and eligibility along with the experiences of the trainees, this module has drawn up with two days training sessions.

05. Methodology:

The training will conducted in a number of participatory methods. In that case experience based learning method is given special priority. The methods which are driven throughout the training program are as bellows:

- Open discussion
- Experience learning and sharing
- Group work
- Question and Answer method
- Games
- Role play
- Lecture Method/ discussion
- Power point presentation

Objective of the training:

- To inform the member of primary organization about the law and policy of khas land.
- To aware and inform them about the rules and regulations of gaining the khas land settlement.

Training Schedule on Khash land Law and Management

Day	Time	Agenda	Objective	Method
Day 1	10.00- 11.00	<ul style="list-style-type: none"> ▪ Introduction ▪ Ice-breaking Session 	Registration, introduction and make the participants comfortable and easy with the training environment.	Presentation and open discussion
	Tea break: 11.00- 11.15			
	11.15- 12.00	<ul style="list-style-type: none"> ▪ Why every people need land? 	Participant can get the knowledge about the necessity of land as well as they also get an idea that actually in which purpose people want have the land access.	Discussion, Role Play and Question - answer method
	12.00- 12.45	<ul style="list-style-type: none"> ▪ What is Khas land? ▪ Different types of khas land ▪ Unusable khas land 	Participants will learn about different kinds of khas land and also have the concept about the unusable khas land.	Discussion Question - answer session. Flash card (visualizing picture through Power point presentation.)
	12.45- 1.00	<ul style="list-style-type: none"> ▪ Team building ▪ Game 	Trainees can say about the benefit of team building by exercising team game.	Game play
1.00- 2.00	<ul style="list-style-type: none"> ▪ Who is land less? ▪ Who get the first priority among land less? 	Participants will have clear idea regarding who are real landless people and can articulate that among landless who get the first priority.	Discussion Power-point presentation Block setting Game	
Lunch break				
Completion of the first day session				
Day 2	9.30- 10.30	<ul style="list-style-type: none"> ▪ Review the discussion of the previous day 	Trainees can state the learning of the last day.	Open Discussion True- false Game Question- answer session
	10.00- 11.00	<ul style="list-style-type: none"> ▪ Team building Game 	Participants will able to say about the teambuilding through excising the team building game.	Game
	Tea break: 11.00- 11.15			
	11.15- 01.15	<ul style="list-style-type: none"> ▪ The procedure of permanent and one year land settlement process. ▪ What the landless people do for obtaining one year or permanent land settlement. 	Participant will know and can say regarding the process of having one year settlement along with the permanent land settlement. They also can state that what initiatives the landless people should have taken to acquire the one year and permanent land settlement.	Lecture Method Role play Question- answer session Power point presentation
1.15- 2.00	Fill up the Application form of Khas land	Participants can fill up the application form of khas land and get the detail knowledge regarding to it.	Group work	
2.00- 2.15	Concluding Session	Thanking the Audience and declare the formal closing.	Open discussion	

Khas land Law and Management Training Program

Time line: 2 Days

Total Session: 10

1st Day

Session 1:

Subject: Introduction and ice breaking

Objective: At the end of the session participants -

- ⇒ Introduced with each other.
- ⇒ To be determined about the purpose of the training.

Agenda:

1. Introductory Session
2. Determination of the training purpose

Time: 1 hour

Tools: Note book, Pen, Game, Soft ball or anything else covered with paper that seems not to so heavy.

Session Abstract:

Step	Issue/ Agenda	Method	Time
01	Registration	Write down the name and designation of all participants in registration book	15 minutes
02	Introduction and Ice breaking Session	Game	30 minutes
03	find out the training purpose	Question- Answer and Discussion	05 minutes

Step - 1.

The registration process will have done by all participants

Time: 10 minutes

Step- 2.

Agenda: Introduction and Ice breaking Session

Time: 30 minutes

Method: Discussion, Game

Tools: Soft ball or anything else covered with paper that seems not to so heavy.

Process: At the beginning facilitator will welcome the participants and Thanks all to take part in the training. Facilitators and participants exchange greetings to each other.

Then facilitator will say that most of us presented in this training workshop are known to each other. But as we will participate here for two days so it is better to make a formal introduction of all participants. Here we introduce each other in a different way.

At first, moderator stands up in the center of the training room and asks everyone to make a circle in which he/ she also join with them. Then moderator begin the game of he own saying that he/ she throw the ball (in his/ her hand), to anyone of the participants. The participant who gets the ball will introduce him/ herself to the audience and tells a true and a false word about him/ her (The statement must be said in such a way that audience cannot understand easily that which word is true and which one is false). Then the other participants identify that what is true and which one is false. After this statement that participant throws the ball to any other trainee as her/ his wish and being the game continue. Thus the participants will run the game with a delightful environment and concluding the introductory session by clapping and appreciation.

Stage 3

Agenda: Training purpose

Objective: Participants can know about the principle and intention of the training.

Time: 15 minutes

Method: Question- Answer, Discussion

Tools: White board, Marker, Poster paper

Process: Moderator says as we work together for two days we have to prepare and maintain some principles. She/ he will ask over the audience that what kind of principles we should have to obtain to design a successful training program.

Opinions come from the participants are being noted down in the white board. If the audiences feel hesitate then the moderator will initiate by mentioning any principle. After completion of pointing out all the opinions, write down that white board and let the participants know those. Make the space open to the participants and include if there raise any additional points. At the ending the facilitator will say that as all these principles are pointed out through our collective suggestion, so we will maintain and go along with that.

Supportive information:

The following principles are pointed out through brain storming:

- Always be punctual and time bound.
- Offer others the opportunity to place their opinion.
- Provide concentration on others opinion.
- Spontaneous participation in discussion.
- Participants are agreed to keep their mobile phone be switched off be in a silent mode.
- If participants do not understand any issue in the discussion, then ask it to the moderator and make himself/ herself clear.
- Respect others opinion.
- Be polite and cordial with each participant.
- Speak after completion of other's conversation.
- Observe all the principles generated by us.

Agenda: Why every people need land?

Objective: Participant can get the knowledge about the necessity of land as well as they also get an idea that actually in which purpose people want have the land access.

Time: 1 hour

Method: Question- answer, Discussion

Tools: Discussion, Role play

Process: Moderator asks to the audience that do they are well known about their fundamental rights? After hearing their answer, moderator will make a short discussion on basic rights. Ending his speech, he again questioned to the participants that do the thing that every people need to have some lands? Following their statements, the facilitator provides his speech. Then the trainees are divided into two panels, one team play the role of land lord and the other play as landless widow women. Through participating in two short plays all of them focus on the necessity of land to every people

Supportive information: Case Study (for drama/ role play)

First part of the Drama:

Zobeda (Widow): Zobeda come to his brother Rahim, embraces him and lament loudly that, Oh! Rahim, where will I live now? I have no property, land or home to live in.

Rahim: Please calm down sister.

Zobeda: Now where do I live brother? Your brother in law had no land of his own. The land owner has driven away us after his death from the place in which we lived together.

Rahim: You may stay in my house. I will try to make a solution in this matter.

Zulekha: Oh! Sister Zobeda you must know that we have the only room in our house. We are facing a great trouble to live jointly with all of you.

Zobeda: Brother Rahim I cannot stay anymore in your house. I am leaving now.

Rahim: Sister please never mind and do not take it to heart. After some day you may come to my house again and stay with us for few days.

Zobeda: Ok I am going to leave.

Zobeda: Uncle (Anis) where do I live now? What will I do? Please give some place to live in.

Anis: You may stay in my house for few days. I am trying to do something for you.

Anis: Hashem Ali, I know you do not marry even now. Do you interested in marriage now? I have a very good looking granddaughter.

Hashem: Uncle it is known to me that Shahina (Zobeda's daughter)'s father has died. They have no land and even though they have no place to live in. So I cannot marry shahina.

Anis: Hasem ali why r you being so choosy? Do not forget you are just a rickshaw driver.

Hashem: Though I am a rickshaw driver, I have a home of my own to live in. I cannot marry with Shahina as her family is landless.

Palash: Shahina, Oh! Shahina how are you?

Shahina: Who are you? I cannot recognize you.

Palash: You look very pretty. You must make love with me.

Shahina: I do not love you and never interested to make a relation with you.

Palash: If you do not love me then I will throw acid on your attractive face.

Shahina: Mother, mother, Palash said he will throw acid on my face.

Zobeda: What!! We are in great danger. We have to go to police station right now.

OC: Say, what is your problem?

Zobeda: Sir Palash said he will throw acid into the face of my daughter. Please make justice and punish him.

OC: Come later. I have no time to hear you now.

Last Part of the Drama:

As soon as Jamal Gazi Come to the revenue collection (Tahshil) office, the Tahshildar will request him to take a sit.

Tahshildar: Jamal bhai I heard you have purchased few acre lands.

Jamal Gazi: You are right. Actually I have come here related to that reason. I have to substitute (kharij) my name in that purchased land.

Tahshildar: Please at first take a cup of tea then we will concentrate on the other tasks.

Tahshildar: Sabuj (peon), Mr. Jamal has come so bring some biscuits and tea.

Sabuj: Yes sir.

Tahshildar: Brother Jamal please come in tomorrow. I will do your all the work.

Jamal Gazi: Please keep some money.

Tahshildar: No brother Jamal your task will have been done, no money is required.

Jamal Gazi enters into the room of OC, when he (OC) told Zobeda again and again to go away

OC: Oh brother Jamal how is you?

Jamal Gazi: I am well OC sir. How are you?

OC: I am also ok. I was waiting for you. I have to go for a salish.

OC: Ripon (peon) Mr. Jamal Gazi has come. Let us have some tea. Oh Zobeda! Do'nt you hear that I told you to go away?

Zobeda go outside of the police station crying.

Jamal Gazi: So, OC sir I have to go now.

The villagers' salute Jamal Gazi again and again when he walks through the village.

Wrapping up the role play, Moderator will say to the participants that through these two short dramas all of you definitely understand that how people value the personalities who have land. The people having land, get much respect and facilities from the society, on the contrary the landless people have to face only ignorance. Thus the participants will be agreed with moderator about this issue.

Information for the trainer:

Rights:

Right is those opportunities and advantages of human being which contribute to their self development. Government of a country provides many opportunities to the citizen for their advancement. Food, cloth, housing, education, health (medical treatment) these are people's basic rights. Government takes several steps to execute these rights. To obtain the Khashland settlement is the right of landless people.

Why land is essential for people?

Land rights mean the ownership of the poor landless people on the khashland of a state. It establishes the right to poor landless of utilizing the land for the following purposes:

- For agricultural production
- To have an identity
- To live in
- For mental identity
- To form a family
- Expansion of civilization
- To set up the social security
- For the improvement of environment
- For risk reduction
- To ensure a secured future for the next generation
- To live a decent life
- For overall development
- To build property and expand income generating activities

Session- 3

Agenda: What is Khashland? Category, source and the khashlands those are incapable for settlement.

Objective: Participants will learn about different kinds of khashland and also have the concept about the unusable khashland.

Time: 45 minutes

Method: Question- Answer, Viewing Flash card/ Power point presentation

Tools: Marker, Poster paper, Flash card, power point presentation

Process: Moderator asks to the participants that do they have any knowledge and idea about khashland. Then he will note down the opinion of the trainees on flip chart. Moderator must have to remind that he need not verify the opinion whether it is right or wrong. Here document the opinion of the participants is the only task for him. After noting down all the opinions on flip chart, in addition moderator can incorporate some new information along with his/ her own opinion. Now moderator will ask over the audience that what information they want to know about khashland. After hearing their questions, moderator will note down the queries on poster paper and will answer them gradually. At the end facilitator will display the flash card or make a power point presentation to the audience.

Flash card and its usage:

During conducting the training session, by maintaining the link of discussion (depends on different discussion), the moderator distribute the flash cards to each participants. The facilitator will say them to look on the flash card properly and will ask them what they do understand about it. Listening to their opinion, he discuss on several kind of unusable khashland. Throughout the discussion, moderator once more will demonstrate the flash card concerning with his statement.

Information for the trainer:

What is *khash* land?

Khash is Persian word which means personal or private. At present era, khash land is a term used to describe as the land, comprised by different ministries, authorized by government by law. In middle age, the king or Nawab was the only proprietor of all the lands in his state. So all those land then identified as the khashland. At present, in democratic state, the mass people are the owner of state as they elected the government by their vote. So all the land possessed by the government are distributed to the land less as khashland. Under the Khashland Management and Distribution Policy 1997, apart from the lands of metropolitan area, all the sub district (upazila) region, all the Government authorized agricultural lands are regarded as khashland. The management of the khashland is controlled by district councilor (DC) and this issue is incorporated in his/ her No. 1 ledger book.

Khasland which are not viable for settlement:

The lands which are used by mass people as like, public road and high way, river, khal, sewerage system, ponds (for using water only), deeghi, public graveyard, cemetery, burning ground etc. are remained unusable for khashland settlement. These lands are not distributed to landless by the government. There are two kinds of

khashlands: agricultural and the nonagricultural khashland. Of them only agricultural khashland are allocated to the landless people.

Source of Khashland:

- Alluvial land
- Acquired land exciding the ceiling (more than 60 bigha)
- Inherited land excluding ceiling
- The property of the person who has been died without having any inheritor.
- That lands which is surrendered to the Government.
- If the land owner has leaved his home stead forever and remain his land uncultivated. Or if the landlord has not provided the land tax regularly.
- If any land has been remained uncultivated for five years or more than that.
- Those lands which are purchased at an auction from the government, in case of certificate.

From which sources one can get the information about Khashland?

There is located a bhumi (land) office in every union. In some cases, 2 or 3 unions jointly hold a land office. This land office preserves all the information of that union related to land. To know about the information of khashland one has to contact here. In this office, the information of khashland is documented in the registered book of No. 8. The local land surveyors (amin) carry on much information about khash land. Moreover one also gets information on khashland from A C (land) office. The information of all the khashland of an upazila is documented in this office.

Session - 4

Agenda: Team Building Game

Objective: Trainees can say about the benefit of team building by exercising team game.

Time: 15 minutes

Method: Game

Process: At first moderator will bring all the participants together in the centre of the training room. Then he/ she will mention an even and an odd number. Suppose when the moderator say 3, then the participants will be divided into three teams. If any team contains more than three members the additional one will be excluded. In this way the game will come to an end. At the finishing point, moderator will explain that what the reasons of being organized. That is, why all of them are organized in several teams. Later than moderator again says a even word and also describes that why they will be paneled in different groups.

Learning point: Throughout team game participants will say about the advantages of team building.

Session - 5

Agenda: Who is land less? Who get the first priority among land less?

Objective: Participants will have clear idea regarding who are real landless people and can articulate that among landless who get the first priority.

Time: 1 hour

Method: Discussion, Power-point presentation, Block setting Game

Tools: Multi- media, Screen, VIPP card, Board, Board pin

Process: In this session, moderator will discuss on who are the actual landless through lecture method and power point presentation. After the discussion, facilitator will conduct a game focusing on the issue that who are landless and who get the much priority among landless people.

Block Setting Game

According to Government policy among landless who get the priority in getting khashland

To play the game Moderator at first inform to the participants that who get the priority among landless people:

Khash land is legally reserved for distribution to landless households, with priority being given as follows:

1. Any family that became landless by river erosion.
2. Family of martyr or wounded freedom fighter.
3. Widowed or divorced lady with working son
4. Family without a homestead and agricultural land
5. Landless family caused by land acquisition by Government.
6. That agriculture based family who has 10 decimal land of homestead but has no agricultural land to cultivate.

Facilitator will write down above all category of the family in VIPPCards and select (through lottery) six people from participants. Moderator will then attach six VIPP cards with glue into the body of selected six participants and assemble them in a row according to the priority of having khashland rights (as like 1, 2, 3, 4, 5, and 6). Now he informs to all that according to government policy which numbers are prioritized successively in obtaining the khashlands.

Facilitator says participants to memorize the sequential number. Then moderator will turn the six participants in opposite side, exchange their vipp cards and replace their position. After this replacement, the will be turn around in parallel side and then the moderator will ask the other participants to assemble the sequence as the former time. In this way participants identify all according to their priority of obtaining khashland (facilitator will help if the participants cannot do). By clapping and appreciation participants conclude the session.

Information for the trainer:

Who is landless?

Only agriculture based landless family is selected for khashland settlement. Agriculture based indicates those families in which one or more family members are involved with cultivation.

Those families are regarded as landless:

- a. The family that has no agricultural land and ancestral homestead, but based on agriculture.

- b. That agriculture based family who has 10 decimal land of homestead but has no agricultural land to cultivate.

According to Government policy among landless who get the priority in getting khashland:

1. Poor freedom fighter family
2. That family who are affected by river erosion
3. Widow women along with her active/ working son or those women whose husband has abandoned her.
4. Those families who has no agricultural land and ancestral homestead.
5. Landless family caused by land acquisition by Government.
6. That agriculture based family who has 10 decimal land of homestead but has no agricultural land to cultivate.

2nd Day

Session- 6

Agenda: Review the discussion of the previous day

Objective: Trainees can state the issues and learning of the previous day.

Time: 1 hour

Method: Open Discussion, True- false Game, Question- answer session

Tools: Board, Board pin, Vipp card, Competitive game, chocolate, Question- answer

Process: Moderator says greetings and thanking all at the beginning of the session of second day. After that he propose to the audience to play a competitive game to memorize the last day conversation on khashland law and management. Then he will initiate a lottery with two different pictures (fish, flower etc.). Moderator should have got ready the lottery earlier. Thus the participants are divided into two teams as fish and flower. Before initiating the lottery moderator will attach two round shape vipp cards on the board by board pin. There one card is pointed as true and the other is false. Now the other vipp cards (along with different questions) will be handed out to all participants and tell them to put down the vipp cards on board in accordance with true and false, they think. Then moderator requests everyone to concentrate on the board and show them which team does right and which do wrong. At the ending point he/ she will announce the name of the winner team (fish or flower) of this game. Moderator have brought a conclusion by distributing chocolates and thanking all again.

Facilitator should have to remind that the defeated team must not be humiliated or insulted by any means.

Information for the trainer:

Questions (which are written by facilitator earlier in vipp card) for play the game

1. To live a secured and decent life people needs land.
2. Those families who have less than 10 decimal lands and are depended on agriculture are suitable to obtain khashland.
3. The family who has no homestead and agriculture land and even not dependent on agriculture. That family is landless.
4. Widow women, along with her active/ competent son, get the priority in getting khashland.
5. Khashland is a personal property.
6. Landless people get respect, values from society and people call him/ her for Salish also.

7. Landless never get the khashland.
8. One has to apply for obtaining khashland.
9. To apply for khashland people should have to go to the AC (land) office.
10. Information regarding to khasland is preserved in Union Parishad office.
11. The application form of khasland should be collected from the revenue collection (Tahshil) office.
12. Police Thana will provide the information regarding khashlans.
13. Private properties are distributed to landless people.
14. Though the family has no lands they are not landless.
15. No laws are initiate by Government for khashland distribution among landless.
16. All the clauses of land settlement are included in No. 8 register book.
17. Recommendation of Union Parishad is required for the selection of landless.

Session- 7

Agenda: Team building Game

Objective: Participants will able to say about the advantages of teambuilding through excising the team building game.

Time: 15 minutes

Method: Game

Tools: A piece of cloth to blindfold one's eye, Ball

Process: Moderator will divide the participants into two teams through lottery. Then he facilitates them to select a leader in each team. After that the facilitator will make clear the purpose of this game to both of the team. The main objective of this game is to realize the need of building a team. Moderator will help the participants to realize that even a difficult task will make easy if all together give their effort on it. Undergoing with this process, facilitator will make the team leader blind folded with a piece of cloth. He/she (moderator) give him/her a ball in hand and tells him/her to keep that in a place. Then the other members of the team assist the team leader to go through in right way and suggest setting it in the required place.

The team which do task earlier is declared as the winner.

Session- 8

Agenda: The procedure of permanent and one year land settlement process and what the landless people do for obtaining one year or permanent land settlement.

Objective: Participant will know and can say regarding the process of having one year settlement along with the permanent land settlement. They also can state that what initiatives the landless people should have taken to acquire the one year and permanent land settlement.

Time: 2 hours

Method: Discussion, Role play, Lecture Method, Question- answer session, Power point presentation

Tools: White board, Marker, Case study, Power point presentation

Process: In this session, through conducting a role play, facilitator will make the participants understand about the permanent settlement of khash land and what initiatives the landless people should have taken to acquire

this settlement. After role playing moderator wants to know from the audiences that will they are familiar with the term of one year (eksona) settlement procedure and its distribution system. Then moderator write down the opinions (come from the participants) on poster paper and make a discussion on it by demonstrating a power point presentation.

Afterward facilitator will talk about the matter that which steps are necessary for the landless to obtain one year settlement. He/she will discuss on its method in detail.

Information for the trainer: Case Study (for Role play)

Khodeza, owner of khas land

Widow Khodeza, along with her two children, has been lived in the char of Mara river of Amtali (after Diyara Survey). Five years ago, together with her husband Alimuddin, they have been come here. Alimuddin had been residing in his two decimal ancestral homestead land. He had passed away his day working as sharecropper and also worked as laborer in others agricultural land. Because of poverty, he had sold his ancestral homestead land and had settled down in Government khashland. In that place the some other landless families were residing from earlier alike them. Alimudin get the ownership of 30 decimal lands here. Of them he built a dwelling on five decimal lands and used to grow vegetables in rest of the lands.

Occasionally revenue collector of tahshil office threatened them to leave the land but when the landless people gave him some money together, he had been keep quite again. In the mean time, a number of brokers misled them and took money from them saying that they would make settlement of their land.

All of a sudden, one day alimuddin had been died from fever by which Khodeza has fallen into a great trouble. But as a brave woman she never gives up. She keeps patience and manages the entire situation. She has got involve her son, Kasiruddin into agriculture and has sent her daughter Jarina to school again. But they always feel insured about the eviction from land. Suddenly the price rate of the land has been arisen and the landowners beside the khashland boundary are being aggressive to evict those landless people.

During such difficult time, a NGO, titled Uttaran has come to this area and started their activities to ensure the rights of landless in gaining khashland. They organized the landless people. Khodeza has been involved her as a member in that organization. All the member of this organization has elected Khodeza as their team leader. At the meeting of the organization, the employee of Uttaran discussed on the matter that in which process the landless people get the control of khashland legally. According to the advice of that employee, those landless collected the certificate of being landless from UP chairman, fill up the governmental form and drop it to AC (land) office. On behalf of the organization, Khodeza requested to AC (land) to sanction them the permanent settlement of that khashland. Then AC (land) recommended the application form in the favors of landless people.

In the meeting of Upazila Agricultural khashland Management and Settlement Committee, it has been decided that Khashland settlement will be sanctioned by the name of khodeza. This decision has been sent to District Commissioner (D C) for approval. After that District Agricultural khashland Management and Settlement Committee has approved the proposal and finally sanctioned the permanent settlement of khashland by the name of Khodeza. Then A C (land) has registered the khashland in the name of landless people. To accomplish the entire procedure Khodeza has to be tactful and provide her endless efforts. Some financial contribution is also required to give an end to this achievement. All the members of the organization had donated in this case. Beside this, the employee of Uttaran has supported them to every step in this work. The landless people are very satisfied to have the deed agreement (dalil) of the khashland. They have no fear of eviction from their land now. Their economic condition has been upraised subsequently and their social respects are also increasing.

Information for the trainer:

Procedure of having permanent Settlement of Khashland:

- Identifying the khashlands and make a list of them - Upazila (Sub-district) Agricultural khashland Management and Settlement Committee.
- Collect the application form of Khashland settlement and fill it up - The landless family (in required form)
- Attach the citizenship certificate and photograph with the application form- landless family.
- Select the landless family and determine the proportion of their allocated land - Upazila Agricultural Khashland Management and Settlement Committee.
- Register the case record - A C (land)
- Recommended in case record - U N O (Upazila Nirvahi Officer)
- Submit the case record to D C - U N O
- Receive the case record - D C office
- Submit the application form in District committee for the approval - D C
- Approval - District Agricultural khashland Management and Settlement Committee
- A C (land) approval record - D C
- Inform to the landless and Asst. land officer of associate Union by mail about the approval land settlement.
- Registry the deed if land agreement - A C (land)
- Hand over the possession of land - Asst. land officer of associate Union.

Information for the trainer:

Landless should take the initiatives to obtain the permanent land settlement:

- I. Landless populations fill up the application form, initiated by government and submit it to the Assistant Commissioner (land) Thana/ Upazila Agricultural Khashland Management and Settlement Committee.
- II. The applicant landless should have ensured his/ her presence in the committee at the scheduled time during the selection process is continued in their Union.
- III. Landless people have to collect the citizenship certificate and landless certificate from UP chairman.
- IV. Two copies of photographs (husband/ wife) must be attested by ward member/ Union Parishad chairman.
- V. Present and permanent address of applicant must be mentioned properly in application form.
- VI. More than one member of a joint family is not eligible to apply for settlement.

Information for the trainer:

Committees that involve in khashland settlement and the activities of those committee:

To provide the agricultural permanent khashland settlement Government engages some local committees. These committees are occupied for ensuring the khashland settlement and management procedure and its supervision program. They have specific roles and responsibilities.

There are a number of committees through which government has carried out the policy level activities of agricultural khashland distribution among landless population. These committees are:

- a. National Agricultural khashland Management and Settlement Committee (in national level)
- b. District Agricultural khashland Management and Settlement Committee (in district level)
- c. Upazila Agricultural khashland Management and Settlement Committee (in sub district level)
- d.

The structure and responsibilities of these committees are as below:

Structure of District Agricultural khasland Management and Settlement Committee: (Revised: Source- Bangladesh Gazette 18 may 2009)

Advisor: Member of Parliament (Nominated by the honorable minister of land ministry)

1) District Commissioner (DC)	Convener
2) Police Super	Member
3) Additional District Commissioner (Revenue)	Member
4) Affiliate Divisional Forest Officer	Member
5) Deputy Director, Agricultural Development bureau	Member
6) Deputy Director, District Social Welfare Department.	Member
7) Affiliate Upazila Nirbahi Officer (UNO)	Member
8) Two representatives from farmer organization in district level, nominated by honorable land minister.	Member
9) One representative of from district farmer cooperative organization, nominated by honorable land minister.	Member
10) One freedom fighter representative from freedom fighter association in district level, nominated by honorable land minister.	Member
11) Deputy Collector, Revenue	Member

Functions of District Agricultural khasland Management and Settlement Committee:

1. Circulate the ordinance to implement the Agricultural khasland Management and Settlement program in district level.
2. According to Thana Agricultural khasland Management and Settlement program, sanctioned the proposal of distributing the agricultural khasland to landless and illustrate and supervise the activities of Thana committee.
3. If there is found any indiscipline in the matter of agricultural khasland of landless, then take the necessary steps by making investigation on spot.
4. Committee will organize a meeting in a month and will submit the report to land ministry in which they include the upgrading information about activities of agricultural khasland settlement to landless population.

Information for the trainer:

Structure of Upazila Sub-District Agricultural khasland Management and Settlement Committee: (Revised: Source- Bangladesh Gazette 18 may 2009)

Advisor (2 persons): Member of Parliament (Nominated by the honorable minister of land ministry) and Chairman of Upazila Parishad

1) Upazila Nirbahi Officer (UNO)	Chairman
2) Upazila Agriculture Officer	Member
3) Police Super (in charge)	Member
4) Upazila Samabai Officer	Member
5) Affiliated Range officer of Forest Department	Member
6) UP chairman (correlated for Union)	Member

- | | |
|---|------------------|
| 7) One representative from destitute cooperative samiti.(Nominated by District Commissioner) | Member |
| 8) One representative from Upazila Farmer Association, nominated by honorable land minister. | Member |
| 9) An honest, responsible personality who is respected and well reputed in his community. (Nominated by District Commissioner concerning with the honorable MP) | Member |
| 10) Principle of local college or high school. . (Nominated by District Commissioner concerning with the honorable MP) | Member |
| 11) One freedom fighter representative from freedom fighter association in Upazila level. (nominated by honorable land minister) | Member |
| 12) Assistant Commissioner (land) | Member Secretary |

Functions of Upazila Agricultural khasland Management and Settlement Committee:

1. Identify and recover the agricultural khaslands control over the thana area.
2. According to government policy to make the settlement procedure easy, recovered agricultural khasland has been distributed into plot.
3. Make a large range of publicity about the agricultural khasland settlement program, initiated by government.
4. Call for the application from the landless population and receive those through Assistant Commissioner (land).
5. Sort list the applications and circulate the selection list of the landless on the basis of the rule of priority.
6. Provide recommendation to allocate the khaslands for the selected landless.
7. Ensure the land possession of that landless who have got the approval.
8. Investigate about the proper utilization of allocated khasland and make sure the fulfillment of obtaining the settlement agreement. Otherwise committee will inform it to District commissioner and recommend taking legal initiatives.
9. Obligate the other tasks and responsibilities specified by government in time to time.

Information for the trainer:

The roles and responsibilities of field level employees' about khasland management:

Assistant Commissioner (Land): According to ordinance 23:

1. According to the principals laid down in sections 86(2), 87(2), 90 (4) (5), 92(2), 93(2) or 97 (8) in *Praja satta* law, Government should amendment the record in case of land ownership is being handed over.
2. After providing the permanent settlement of khasland, recorded by the name of the land owner.

According to ordinance 24

1. After having possessed on any new government land will be recorded it to ledger (Khotian) and make amendment in previous record/ holding.
2. After the khasland settlement it must be recorded in the name of land owner and give him an attested copy of the document.

According to Land Management Manual, the responsibilities of A C (Land):

1. Process the proposal of distributing khaslands among landless in accordance with the policies of government.

2. Ensure the recording of khashlands in government ledger book during the survey is going on.
3. Distribute khashlands to landless on the basis of their priority.
4. Ensure the survey the char lands by District Commissioner through concerning with Diyara officer and distribute them to landless as soon as possible.

According to Upazila Administration Manual, the responsibilities of A C (Land):

1. Grant the Khashland and rescued land settlement and keep its record by updating consequently.
2. A C (Land) would prepare the deed agreement of khasland on behalf of District Commissioner.

Roles of Field Sub-assistant Officer/ Revenue Inspector (Kanungo):

1. Before initiating the land map of newly raised char, formulate the porcha/ chita map and make a proposal of one year settlement scheme. Then submit it to Assistant Commissioner (Land).
2. Identify the illegal land owner to recover the land.
3. Provide the actual detail of khasland, according to their Mouza, to Survey Department during the land survey.
4. Observe the proposal of Tehsil for Khasland settlement and submit it to Assistant Commissioner (Land).

Roles of Local Revenue Collector (*tahsildar*)

1. Maintain the record of the possessed land and khashland settlement.
2. After the inspection of khashland and char lands, update its record to management committee.

Information for the trainer:

Procedure of *Eksona* (One Year) Settlement of Khasland

- ❖ The landless people, interested in getting Eksona settlement have to gather the information about land with her/his self responsibility. Then he/she has to collect the landless certificate from U P chairman and then submitted the application form by mentioning the boundary number and Bengali agricultural year in it.
- ❖ A C (Land) will send the application to Union land assistant officer to verify it, and to submit the report along with the information of required land.
- ❖ Union Land Assistant officer investigates the land according to its map and check that if there have any dewani litigation or prohibition from court. If there is not found such cases, with recommendation submit the report for settlement to AC (Land) office.
- ❖ Verifying the proposal of Union Land Assistant Officer, incorporate the decree with it and get ready the record. Then the record is submitted to UNO officer for the approval.
- ❖ Satisfying by making sure the authenticity of the proposal, UNO officer will confer the approval and return the record to AC (Land) office.
- ❖ Mentioning the approval of UNO, AC (land) sends a memo to Union Land Assistant officer. If there is not found any legal obligation then AC (land) grants the permission to collect DCR through paying the required fees.

- ❖ After getting the permission, the Union Land Assistant officer will collect the fees for Bengali year and announce of having the land possession to the applicant publicly.

Process of offering *Eksona* settlement:

- Receive the application in Upazila Land office.
- Hand out the Memo Number
- A C (Land) will send the application to Union land assistant officer to verify it.
- Union land assistant officer will notice the applicant and initiate investigation on the spot.
- Generate the sketch map of land by surveyor.
- Submit the proposal including with the recommendation Union Land Assistant Officer to A C (Land) office.
- A C (Land) office provides the Case/ record Number.
- The record is submitted to UNO officer for the approval by A C (Land).
- UNO officer will grant the approval and return the record to A C (Land) office.
- If there has no legal obligation then AC (land) grants the permission to collect DCR.
- Grant DCR by collecting the lease fees.
- Handed over the land possession to the applicant.

Information for the trainer:

Initiatives taken by Landless to acquire *eksona* settlement:

- Collect the information about Khaslands.
- Write down the Application
- Collect the citizenship certificate.
- Submit the application to Upazila land office.
- Be cooperative with *Tahshilder* during the investigation on the spot.
- Collect the Memo Number.
- Maintain the linkage and correlation.
- DCR collection by paying the lease fees.
- Obtain the control over land by the support of *Tahshilder*.

Session- 9

Agenda: Fill up the Application form of Khas land

Objective: Participants can fill up the application form of khas land and get the detail knowledge regarding to it.

Time: 45 minutes

Method: Group Work

Tools: White board, Marker, Poster Paper

Process: In this session, Moderator will divide the participants into four groups (telling 1, 2, 3, and 4). Then he/she give them Khasland application form and tell them to fill it up. After the completion of their task, moderator will check those forms with that application form which is filled up by him/her earlier. Then he/she will point out

the errors which the participants have done and appreciate those who fill applications in a right way. The facilitator discuss about the form fill up in detail and concluding the session by thanking all.

Information for the trainer:

Application Form to access the Khasland Settlement

According to the policy published on the Gazette dated 12 May, 1997

1. a) In which category of landless the applicant is (give tick mark in applicable area/ areas)

1. Poor freedom fighter family
2. That family who are affected by river erosion
3. Widow women along with her active/ working son or those women whose husband has abandoned her.
4. Those families who has no agricultural land and ancestral homestead.
5. Landless family caused by land acquisition by Government.
6. That agriculture based family who has 10 acre land of homestead but has no agricultural land to cultivate.

b) Required papers belonging to Landless:

- 1) Authorized Freedom fighter certificate;
- 2) Certificate from Union Parishad Chairman/ Pouro-chairman/ Ward commissioner
- 3) Others

2. Name of the Applicant (family head): Age:
3. Father's/ Husband's name of applicant: live/ dead:
4. Applicant's Birthplace / Address: Village:
Union:
Upazila/ Thana:
District:

5. Name of Husband/ Wife of family head: Age:
6. Name of the family members of Applicant:

Serial No.	Name	Age	Relation	Occupation	comments

7. Description of the own homestead of Applicant:
8. If he/she has no homestead then the present Address:
9. If the applicant or his/ her parents obtain any agricultural khasland earlier describe detail:

10. Description of the submission of any other application for khasland settlement :
11. If the applicant family is affected by river erosion then elaborate the history of river erosion (where, how) and give the description of the deed agreement (if exist) of that land. (add extra pages if needed) :
12. Name family member who is martyr or wounded freedom fighter. Describe the detail and give the proven evidence in case of martyr or crippled. (add extra pages if needed) :
13. If the applicant already has the possession of any khasland, provide its description. It should be mentioning that in what process and from which period he or she has possessed the land. The present condition of that khasland is also need to be stated. (add extra pages if needed) :
14. Clarify the reason of having any special choice of getting the khasland settlement :
15. If required settlement could not be possible give another choice. (mention 2/3 Mouza successively) :
16. Name and address of two honorable referee :

Declaration

I am..... Father/ husband..... Certify that the information given in this form, I have read or read to by others, is true to the best of my knowledge and belief. If there is anything given in the information above which is not true or incorrect, knowingly or unknowingly then the Land Settlement Agency reserves the right to refuse this application and I or my descendant never can claim on its ownership. I declare yet again that I with my wife cultivate in the sanctioned agricultural khasland of ours own and never handed over to other or for leasing. I confer my signature/ substitute sign (Tip soi) with all of my knowledge and belief.

Sign/ Substitute sign (Tip soi) of Applicant

Sign/ Substitute sign (Tip soi) of Guarantor

Name of person who fill up the application :
 Father/ husband's Name :
 Designation :
 Address :

Filled up by Land Revenue Office

Arrival Date of the Application : Time:
Arrival Number :
Pay slips Number :

Signature of Office Assistant (Land Revenue Office) :

Signature of Revenue Officer :

Session- 10

Closing Session

Time: 15 minutes

Process:

- Facilitator will request two participants among the audience, to say about this training workshop.
- Facilitator concisely sums up all the training discussions for the second times and makes a conclusion of the training program.

Information for the trainer:

Moderator should remind that in case of early ending of any session or if the participants get tired and impatient, then he/she will have to initiate any game (suitable for the trainees). At the side of that moderator also can inspire them in singing or reciting poem.