

PREFACE

The Land Records Manual is designed to take the place of those of the standing orders of the Financial Commissioner which deal with Department of Land Records. As each of those standing orders comes under revision its place will be taken by a chapter in this manual.

It has been compiled by Sir Miles Irving C.I.E. O.B.E L.C.S who Financial Commissioner Revenue Punjab till 15th February,1934 and is issued under the authority of the Financial Commissioner, Revenue, Punjab.

With this manual should be read chapters IX to XIII of the Land Administration Manual and chapter XIV and appendices VII to XI and XXI of the Settlement Manual.

A.LATIFI

Financial Commissioner ,

Revenue, Punjab.
The 15th September,1935

PREFACE TO THE SECOND EDITION

The Punjab Land Records Manual was compiled and issued during the year 1935. A thorough revision of the Manual became necessary as a very large number of provisions have been amended from time to time. In fact a large number of provisions have no applicability now in the changed circumstances.

The Manual has been revised and brought up-to. date. The Punjab Kanungo Service Rules,1945, have been incorporated in the revised . The new rules will be issued separately when finalized .

I.C.Puri,
CHANDIGARH
Financial Commissioner, Revenue, Punjab.

The 1st October ,1973

PREFACE TO THE THIRD EDITION

The Punjab Land Records Manual 1935 was updated in the year 1973. A further revision was necessary in view of a number of amendments made from time to time. The copies of the second revised edition is essential in view of the number of amendments made since 1973.

This edition of the Punjab Land Records Manual has been updated incorporating all amendments till date with the view to affect more clarity. I hope this revised edition will be extremely useful to the revenue officers of the State.

GURBINDER CHAHAL,
CHANDIGARH
Financial Commissioner ,
Revenue, Punjab.

The 8th June,2004

CHAPTER 1

THE DIRECTOR OF LAND RECORDS

[Replaces standing order No.9, original issue dated 16th June, 1909, revised issue, dated 22nd December,1916. Second Revised Issue, dated 2nd *September* 1929.]

Note: -For an account of the duties and origin of the office of Director of Land Records, see paragraphs 207, 271, 274 and 275 of the Land Administration Manual.

1.1. The Director of Land Records deals with the following:-

**Duties of the
Director of Land
Records**

- (a) Land records, the kanungo and Patwari establishment and Patwari Revenue Training School and its establishment.(His duties with regard to settlements are defined in parts B and C of appendix VI to the Settlement Manual),
- (b) Crops and price reports, returns of agricultural statistics and the cattle census,
- (c) Rain gauges.

Note:- In dealing with (b) the Director consults the Director of Agriculture in all important matters.

1.2 The Director is the Head of Department as regards income from :

**Control of certain
charges.**

- (1) Mutation fees;
- (2) Copying and inspection fees of Patwari's records;

- (3) Copying fee for the preparation of produce statement, and five-yearly abstracts of Yields; and
- (4) All expenditure on contingencies connected with the kanungo and Patwari establishment and with the revenue records.

Rule of correspondence with local authorities .

1.3. In cases where sanction to incur expenditure is required or in which Government have to be addressed, the Director of Land Records shall write to the Financial Commissioner officially. Otherwise he will usually obtain the orders of the Financial Commissioner unofficially through the Revenue Secretary concerned, and in issuing orders so obtained will use the secretarial form of address.

On matters of routine or detail, the Director addresses Deputy Commissioners direct, but in important matters he writes to them through the Commissioner.

Inspection notes.

1.4. A separate inspection minute book with butts should be kept at each tehsil office and a copy of the notes written by the Director of Land Records should be pasted into this book. The Director of Land Records should put, in the ordinary tehsil inspection book, a note:-

“Inspected on _____ See separate book”.

A separate minute book shall also be maintained at the district office for the record of notes on the inspection of the district Kanungo’s Office and the Revenue Record-room by the Commissioner, the Deputy Commissioner, the officer-in-charge of Revenue Branches and the Director of Land Records.

1.5. In the case of districts not under settlement, all reports by the Director of Land Records regarding his inspections of the land record shall be submitted by him to Commissioners, who will themselves dispose of them or if they think it necessary, forward them for the information or orders of the Financial Commissioner.

Disposal of Reports by Director.

In case of district under settlement, the Director shall submit his reports to the Financial Commissioner who will return them with his orders through the Commissioner.

1.6. Deleted

1.7. The following is a list of reports and returns submitted by the Director of Land Records, Punjab:-

List of Reports.

No.	Name of the report or return	Period covered	REMARKS
	Economic and Statistical Adviser to Government of India, Ministry of Agriculture, New Delhi	..	A copy is forwarded to:-
1.	Retail sale prices current return	Fortnight	Controller, Printing and Stationery, Punjab Chandigarh.
2.	Wholesale price current return Director General of Observatories	Do	Ditto
3.	Rainfall returns	Month	Ditto
4.	Annual statement of rainfall	Year	Ditto
5.	Report on the working of rain gauges Financial Commissioners	Year	..
6.	Departmental Report of Director of Land Records	Year	Economic and Statistical Adviser to the Government of India, Ministry of Agriculture, New Delhi.
7.	Season and Crop Report of Punjab	Do	Ditto
8.	The statement showing the approximate yield per hectare of principal crops in each district	Do	Ditto

REVENUE DEPARTMENT

Notification

The 24th June, 1976

No. G.S.R. 80/Const./Art. 309/76.-In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment and conditions of service of persons appointed to the Punjab Land Records (State Service Class III), namely:-

PART-I-GENERAL

Short title and commencement

1. (i) These rules may be called the Punjab Land Records (State Service Class III) Rules, 1976.
- (ii) They shall come into force on the date of their first publication in the official Gazette.

Definitions

2. In these rules, unless the context otherwise requires.-
 - (a) "Cadre" means the strength of the service or a part thereof;
 - (b) "Director" means the Director of Land Records, Punjab;
 - (c) "Direct appointment" means an appointment made otherwise than by promotion, or by transfer of an official already in the service of Government of India or a State Government;
 - (d) "Government" means the Punjab Government in the Revenue Department;
 - (e) "Recognised University" or "Institution" means
 - (i) any university or institution incorporated by law in any of the States of India, or
 - (ii) in the case of degrees or diplomas obtained as a result of examinations held before 15th August, 1947, the Punjab, Sindh or Dacca, university, or

- (iii) any other university or institution which is declared to be a recognised university or institution for the purpose of these rules;
- (f) “recruiting authority” means the Punjab Subordinate Service Selection Board or any other authority authorised or by the Government to make recruitment of persons to the Service.
- (g) “Service” means the Punjab Land Records (State Service Class III).

PART II-Recruitment to posts and qualifications

- 3. The service shall comprise the posts shown in Appendix ‘A’ to these rules:

Number and character of posts

Provided that nothing in these rules shall effect the inherent right of Government to make additions or reductions in the cadre of the Service or create new posts with different designations and scales of pay whether permanently or temporarily.
- 4. (i) Appointment to the post of Chief Instructor (Naib-Tehsildar) shall be made by the Commissioner, Jullundur Division.

Appointing authority

(ii) Appointment to other posts shall be made by the Director.
- 5. No person shall be appointed to the Service, unless he is -

Nationality, domicile and character of candidates

 - (a) a citizen of India;
 - (b) a subject of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or

- (e) a person of Indian origin who has migrated from Pakistan, Burma Ceylon and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganika and Zanzibar) with the Intention of permanently settling in India:

Provided that a candidate belonging to categories (b) (c) ,(d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category (e) the certificate of eligibility will be issued for a period of one year, after which such candidate will be retained in service subject to his having acquired Indian citizenship.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Director or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to necessary certificate being given to him by the Government of India.

(3) No person shall be appointed to the service by direct recruitment unless he produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificate from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution.

Disqualifications

- (6) No person-
- (a) who has entered into or contracted a marriage with a person having a spouse living ; or

- (b) who, having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

7. No person shall be appointed to the Service by direct appointment if he is less than 17 years and more than 27 years of age on the date of appointment or of such age as may, from time to time, be fixed by the Government: **Age**

Provided that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and other backward classes the upper age limit shall be such as may from time to time be fixed by the Government.

8. No person shall be appointed to any post in the Service by direct appointment unless he has passed the examination in Punjabi of the Matriculation or its equivalent standard and also possesses educational and other qualifications as are specified in Appendix 'D' to these rules. **Qualifications**

9. (1) Appointment to the Service shall be made in the manner indicated below:- **Method of appointment**

a) in the case of Superintendent-

- (i) by promotion from amongst the Assistants and Senior Scale Stenographer; or

(ii) by transfer or deputation of an official already in Government Service, not below the rank of an Assistant or its equivalent;

(b) in case of Chief Instructor (Naib-Tehsildar) by transfer from amongst Naib-Tehsildars of Jullundur Division;

(c) in case of Assistant- by promotion from amongst or by the selection from amongst assistants, stenographers, clerks, stenotypist employed in Government department other than the Director's office;

(d) in the case of Senior Scale Stenographer-

(i) by selection from amongst the clerks who qualify in test in shorthand and typewriting, or

(ii) by transfer of persons already in Government service, or

(iii) by direct appointment;

(e) in the case of Instructor(kanungo)-

by transfer of a member of the Punjab Kanungo Service in consultation with the Collector concerned;

(f) in the case of Clerk-

(i) by transfer of a clerk or a patwari working in any other office in the Punjab State; or

(ii) by direct recruitment,

(g) in the case of Mapper-

(i) by transfer of a Settlement Mapper or

(ii) by direct appointment.

(2) When any post in Service falls vacant, or is about to fall vacant, the appointing authority shall decide in what manner the vacancy is to be filled.

All appointments to the posts in the Service by promotion shall be made on the basis of seniority-cum-merit and no member of the Service shall have any right for promotion merely on the basis of seniority.

Part III- Conditions of Service

10(1) Members of the Service shall remain on probation for a period of two years if recruited by direct appointment and one year if recruited otherwise: **Probation of Members of Service**

Provided that-

- (a) any period after such appointment spent on deputation on corresponding or a higher post shall count towards the period of probation fixed under this rule;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the Service may in the discretion of appointing authority, be allowed to count towards the period of probation; and
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against permanent vacancy.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may-

- (a) If such person is recruited by direct appointment dispense with his services; and
- (b) if such person is recruited otherwise,

- (i) revert him to former post; or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of period of probation of a person, the appointing authority may-
- (a) if his work or conduct, has, in its opinion, been satisfactory;
 - (i) confirm such person from the date of his appointment, if appointed against permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
 - (b) if his work or conduct has not been in its opinion, satisfactory-
 - (i) dispense with his services, if appointed by direct appointment, or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the term and conditions of his previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation.

Seniority

11. The seniority *inter se* of members of Service in each cadre shall be determined by their continuous appointments to that cadre of Service:

Provided that in the case of members recruited by direct appointment, the order of merit determined by the recruiting authority shall not be disturbed in fixing the seniority and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection:

Provided further that in the case of two or more members appointed on the same date, seniority shall be determined as follows:-

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) a member appointed by a promotion shall be senior to a person appointed by transfer; and
- (c) in the case of members appointed by promotion or transfer seniority shall be determined according to the seniority such members in the cadre which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by the length of service in those appointments; and if the length of such service is also the same, an older member shall be senior to a younger member.

Note: 1. This rule shall not apply to members appointed on purely provisional basis

Note: 2 In the case of members whose period of probation is extended under rule 10, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

12. Members of the Service shall be entitled to such scales of pay including special pay, if any, as may be authorised by Government from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix 'A' to these rules.

Pay of members
of Service

13. A member of the Service may be transferred by the Government to any post whether included in any other Service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Vol .I, Par .I.

Liability of
members of
Service to

Liability to serve	14. A member of the Service shall be liable to serve at any place, whether within or without the State of Punjab on being ordered so to do by the appointing authority.
Leave, Pension or other matters	15. In respect of leave, pension and all other matters not expressly provided for in these rules, members of the service shall be governed by such rules and regulations as may have been or may hereafter be adopted or framed by competent authority under article 309 of the Constitution of India or any law for the time being in force and rules made thereunder:
Leave, Pension or other matters.	16. In matters relating to discipline, punishment and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time: <p style="margin-left: 40px;">Provided that the nature of penalties which may be imposed to the authority empowered to impose such penalties and the appellate authority shall be as specified in Appendix 'B' to these rules.</p> <p>(2) The authority competent to pass an order under Rule 15 of the said Rules and the appellate authority shall also be as specified in Appendix 'C' to these rules.</p>
Oath of allegiance	17. Every member of the Service, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.
Power to relax	18. Where the Government is of opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

19. The Punjab Land Records Subordinate Services Rules, 1944, are hereby repealed: **Repeal and Saving**

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

R.S. Talwar,
Secretary to Government,
Punjab,
Revenue Department.

APPENDIX –A

S. No.	Designation	Number of posts			Grade
		Permanent	Temporary	Total	
1	Superintendent	1	..	1	400-25-500/30-650
2	Chief Instructor (Naib Tehsildar)	1	..	1	225-15-360/20-500
3	Assistants	2	2	4	160-10-280/15-400
4	Senior Scale Stenographer	1	..	1	160-10-280/15-400
5	Instructors (Kanungo)	6	..	6	140-6-170/8-210/10-300 plus Rs.25 per mensem as Special pay
6	Clerks	10	9	19	110-4-130/5-180-6-210/8-250
7	Mapper	1	..	1	110-4-130/5-180-6-210/8-250

APPENDIX-B

S. No.	Nature of penalty	Designation of officials	Punishing Authority	Appellate Authority
(i)	Censure	1. Chief Instructor (Naib Tehsildar)	Commissioner Jullundur Division	Financial Commissioner, Revenue
(ii)	withholding of his promotion	2. Superintendent	Director, Land Records	
(iii)	recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach or orders;	3. Senior Scale Stenographer		

(iv)	withholding of increments of pay;	4. Instructors (Kanungos) 5. Clerks 6. Mapper		
(v)	reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;			
(vi)	reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;			
(vii)	compulsory retirement			
(viii)	removal from service which shall not be a disqualification for future employment under the Government			
(ix)	Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.			

APPENDIX-C

[Referred to in Rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970]

S.No.	Nature of Order	Designation of official	Authority competent to pass orders	Appellate Authority
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(i)	An order of suspension made or deemed to have been made under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970	1. Chief Instructor (Naib Tehsildar)	Commissioner Jullundur Division	
(ii)	An order enhancing any penalty imposed under rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules 1970	2. Superintendent 3. Assistants		
II	an order which (a) denies or varies to his disadvantage, his pay allowance, pension or other conditions of services as regulated by the rules of by agreement;	4. Senior Scale Stenographer 5. Instructors (Kanungo) 6. Clerks 7. Mappers	Director, Land Record, Punjab	Financial Commissioner Revenue
	(b) interprets to his disadvantage the provisions of any such rule or agreement:			
	An Order - (a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;			
	(b) reverting him while officiating in higher service, grade, or post, to lower service, grade or post, otherwise than as a penalty;			
	(c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;			
	(d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof; or			
	(e) determining his pay and allowance -			
	(i) for the period of suspension ; or			

	(ii) for the period from the date of his dismissal, removal or compulsory retirement from service, or from the date of his reduction to a lower service grade, post time scale or stage in a time scale of pay to the date of his retirement or restoration to his service, grade or post ; or			
	(f) determining whether or not the period from the date of suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time scale of pay or stage, in a time scale of pay to the date of his re-instatement or restoration to his service, grade of post shall be treated as a period spent on duty for any purpose.			

APPENDIX – D

(Referred to in Rule 8)

(a) In the case of appointment to the post of Senior-scale stenographer- he is a graduate of a recognised university or Institution or its equivalent and has a speed of 100 words per minute in short-hand and 20 words per minute for transcribing it in typewriting.

(b) In the case of Clerk, has passed the Matriculation Examination of a recognised university or institution or its equivalent.

(c) In the case of Mapper, has passed the Draftsman’s Diploma Course from any recognised Engineering Institute.

CHAPTER - 2

KANUNGOS

This chapter supersedes Standing Order No. 19. Original issue, dated 29th November, 1909. Reprint, dated 9th August, 1913, Second reprint; dated 25th July, 1918. Third reprint dated, 16th October, 1925.

Note.- In connection with this chapter, paragraphs 293-304 and 400, 401 and 403 of the Land Administration Manual and paragraphs 228, 236 and 576 of the settlement manual should be read.

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Section	Subject	Paras
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- (i) The Punjab Kanungos (Class III) Service Rules, 1994
- (ii) The Punjab Kanungos Departmental Examination Regulations, 1998
- (iii) The Punjab Kanungos Departmental Examination Regulations (First Amendment), 2000
- (iv) The Punjab Kanungos (Training) Regulations, 1998

Part B

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VI	Pay & Allowances	Deleted
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**PART A- RULES & REGULATIONS
GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION**

Notification

The 9th November, 1994

No. G.S.R. 73/Const./Art.309 and P.A. 17/1887/S.28/94- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with section 28 of the Punjab Land Revenue Act, 1887 (Act 17 of 1887) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment and the conditions of service of the persons appointed to the Punjab Kanungos (Class III) service, namely: -

1. **Short title and application-** (1) These rules may be called the Punjab Kanungos (Class III) Service Rules, 1994.
 - (2) They shall apply to the posts specified in Appendix 'A' to these rules.
2. **Definitions-** In these rules, unless the context otherwise requires,
 - (a) **'Board'** means the Punjab Subordinate Service Selection Board or any other authority constituted to perform its functions;
 - (b) **'Collector'** means the Collector of a District and includes the Settlement Officer appointed as such for doing settlement operations in the State;
 - (c) **'Commissioner'** means the Commissioner of Division;
 - (d) **'Direct appointment'** means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government.
 - (e) **'Financial Commissioner'** means the Financial Commissioner Revenue or any other officer authorised by general or special order by the Government to perform the functions of the Financial Commissioner under these rules;

- (f) **'Government'** means the Government of the State of Punjab in the Department of Revenue and Rehabilitation;
- (g) **'Kanungo'** includes District Kanungo, the Assistant District Kanungo, Office Kanungo, Special Kanungo Thur, Field Kanungo and Settlement Kanungo;
- (h) **'Patwari'** means the Patwari as defined in the Punjab Revenue Patwaris (Class III) Service Rules, 1966:
- (i) **'recognised university or Institution'** means :-
 - (i) any university or institution incorporated by law in any of the States of India; or
 - (ii) any other university or institution which is declared by the Government to be a recognized university or institution for the purpose of these rules;
- (j) **'regulations'** means regulations framed under rule 13 of these rules;
- (k) **'Service'** means the Punjab Kanungo (Class III) Service.

3. **Number and Character of Posts**-The Service shall comprise the posts specified in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing authority**- All appointments to the Service shall be made by the Collector.

5. **Nationality, domicile and character of candidates**-(1) No person shall be appointed to the service unless he is:-

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the first day of January, 1962, with the intention of permanently settling in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zenzibar) Zambia, Malawi,

Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

- (1) Provided that a candidate belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.
- (2) A Candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board on his furnishing proof that he has applied for the certificate but he shall not be given an appointment until the certificate of eligibility has been issued in his favour by the Government of Punjab in the Department of Home Affairs and Justice.
- (3) No Person shall be recruited to the Service by direct appointment unless he produces:-
 - (a) a certificate of character from the principal, academic officer of the university, college, school or institution last attended, if any and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution ; and
 - (b) an affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any state Government or the Government of India or any Public sector Undertaking.

6. ***Disqualifications:-*** No Person,-

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the Service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

7. **Age:-** (1) No person shall be recruited to the service by direct appointment, if he is less than eighteen years or is more than thirty years of age on the first day of January of the year immediately preceding the last date fixed, for submission of applications, by the Board or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Punjab government from time to time.

Provided that the condition of upper age limit may be relaxed upto forty five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:

Provided further that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward classes, the upper age limit shall be such, as may be fixed by the Punjab Government from time to time.

(2) For age limits in the case of recruitment of Ex-servicemen, the provisions of rule 6 of the Punjab recruitment of Ex-servicemen Rules, 1982, as amended from time to time shall apply.

(3) In the case of appointment on compassionate grounds or priority basis, the upper age limit shall be such as may specifically be fixed by the Punjab Government from time to time.

8. **Method of appointment and qualifications:** - (1) All appointments to a cadre of the service shall be made District wise and in the following manner, namely:-

(i) in the case of District Kanungos, hundred percent by promotion from amongst the Assistant District Kanungos, Field Kanungos, Special Kanungos, Thur, Office Kanungos and Settlement Kanungos working in the same cadre, who have an experience of working as such for a minimum period of two years and who have qualified the examination specified in the regulations.

(ii) in the case of Kanungos,-

(a) fifteen percent by direct appointment;

(b) eighty-five percent by promotion from amongst the Patwaris who have an experience of working as such for a minimum period of ten years in the district to which the posts relate; and have undergone refresher course as specified in Appendix 'B' to these rules;

(c) by absorption of the retrenched or likely to be retrenched officials of equivalent rank working in the Directorate of Consolidation of Holdings, Punjab;

Provided that the retrenched or likely to be retrenched officials shall be adjusted by absorption against the promotion quota,

Provided further that the appointment by promotion shall, at no given time, be less than seventy-five percent.

(2) No person shall be recruited to the Service by direct appointment unless-

(i) he has passed the 10+2 or its equivalent examination from a recognised university, board or other institution; and

(ii) possesses knowledge of Punjabi language of Matriculation standard or its equivalent;

Provided that if a person appointed on compassionate grounds or priority basis does not possess knowledge of Punjabi language of Matriculation standard or its equivalent, he shall have to acquire the same or he shall have to qualify a test conducted by the language wing of the Department or Education of the Punjab Government, within a period of six months of the date of his appointment:

(3) All appointments to the service by promotion shall be made on the basis of seniority-cum merit and no person shall have any right for promotion on the basis of seniority alone.

9. **Departmental Examination and Training-** A person appointed to the Service by direct appointment shall be required to qualify such departmental examination and to undergo satisfactorily such course of training as may be specified in the regulations:

10. **Probation-** (1) A person appointed to the Service shall remain on probation for a period of two years if recruited by direct appointment and one year, if recruited otherwise:

Provided that-

- (a) any period after such appointment, spent on deputation on a corresponding or higher post, shall count towards the period of probation;
- (b) any period of officiating appointment to the Service shall be reckoned as period spent on probation:
- (c) in the case of appointment by absorption of the retrenched officials, any period of work on an equivalent or higher rank, prior to appointment to the Service, shall count towards the period of probation; and
- (d) any kind of leave, not exceeding six months during or at the end of the period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the prescribed departmental examination within a period not exceeding two and a half years from the date of appointment, it may-

- (a) if such a person is recruited by direct appointment, dispense with his services or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and
- (b) if such person is appointed otherwise-
 - (i) revert him to his former post: or
 - (ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.

3. On the completion of the period of probation of a person the appointing authority may-

- (a) if his work and conduct has, in its opinion, been satisfactory-
 - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily if he is not already confirmed ; or
 - (ii) declare that he has completed his probation satisfactorily, if he is already confirmed : or

(b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the prescribed Departmental Examination,-

(i) dispense with his services, if appointed by direct appointment or if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit ; or

(ii) extend his period of probation and thereafter, pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that the total period of probation including extension, if any, shall not exceed three years.

11. **Seniority:-** The seniority inter-se of the members of the service in each cadre shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in the case of members recruited by the direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Board shall not be disturbed:

Provided further that in case a candidate is permitted to join the service after the expiry of the said period of four months in consultation with the Board, his seniority shall be determined from the date he joins the Service:

Provided further that in case a candidate of the next selection has joined the service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who joins with in the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:-

(a) a member recruited by direct appointment shall be senior to a person recruited otherwise ;

(b) a member appointed by promotion shall be senior to a member appointed by absorption from the retrenched

or likely to be retrenched officials of the Directorate of Consolidation of Holdings, Punjab. and

- (c) in the case of members appointed by promotion or by absorption, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or absorbed.

Note: - The seniority of members appointed on purely provisional basis or on ad-hoc basis, shall be determined in the light of instructions issued on the subject by the Punjab Government from time to time.

12. **Pay, Leave, pension and other matters of members of the Service:** - (1) The members of the service shall be entitled to such scale of pay, including special pay, if any, as may be authorised by the Punjab Government from time to time. The scales of pay at present, in force, in respect of the members of the service are given in Appendix 'A' to these rules.

(2) In respect of leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such law, rules and regulations as may have been or may hereafter be adopted or framed by the competent authority.

13. **Framing of regulations-** The Financial Commissioner may make regulations consistent with these rules for carrying out the purposes of these rules.

14. **Liability to serve-** A member of the service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do-

- (a) by the Collector within the district ;
- (b) by the Commissioner within the Division ; and
- (c) by the Financial Commissioner, at any place whether within or out of the State of Punjab.

15. **Liability of members of Service to transfer-** A member of the Service may be transferred by the Government to any post, whether included in any other Service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume I, Part I.

16. **Discipline penalties and appeals-** (1) In the matter of discipline, punishment and appeals, the members of the service shall be governed by the Punjab Civil Services

(Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules 1970 and the appellate authority thereunder in respect of the members of the Service, shall be as specified in Appendix 'C' to these rules.

(3) The authority competent to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 other than an order imposing any of the penalties as specified in Appendix 'C' to these rules, shall be as specified in Appendix 'D' to these rules.

17. ***Liability for vaccination and re-vaccination-*** Every member of the Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

18. ***Oath of allegiance-*** Every member of the Service, unless he has already done so shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

19. ***Debarring for consideration for promotion of a Government employee who refuses to accept promotion-*** In the event of refusal to accept promotion by a member of the Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion :

Provided that in a case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing, from the operation of the rule.

20. ***Power to relax:-*** Where the Government is of the opinion on that it is necessary or expedient so to do, it may, by order for reasons to be recorded un writing, relax any of the provision of these rules with respect to any class or category of persons:

provided that the provisions relating to educational qualifications and experience shall not be relaxed .

21. ***Interpretation of rules:-*** If any question arises as to the interpretation of these rules, the Government shall decide the same.

22. ***Repeal and saving:-*** The Punjab Kanungos Service (State Service Class III) Rules, 1976, in so far as these are applicable to the members of the Service are hereby repealed :

Provided that any order issued or action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

Sr. No.	Name of District	Number of District Kanungos	Number of Field Kanungos		Number of office kanungos	Number of Assistant District kanungos	Special Kanungos Thur
			Permanent	Temporary			
1.	Amritsar	1	23	20	5	2	1
2.	Bathinda	1	16	12	3	2	..
3	Ferozepur	1	21	14	4	2	1
4	Fairdkot	1	20	15	4	2	..
5	Gurdaspur	1	24	19	3	2	1
6	Hoshirapur	1	30	17	5	2	1
7	Jalandhar	1	32	20+1*	4	2	*for DLR
8	Kapurthala	1	11	7	3	2	..
9	Ludhiana	1	27	19	6	2	..
10	Patiala	1	24	3	4	2	1
11	Roop Nagar	1	15	10	3	2	1
12	Sangrur	1	24	15	4	2	1
13	Mansa	1	2	9	3	3	..
14	Fatehgarh Sahib	1	6	5	4	3	..
	Total	14	285	186	55	30	7

<i>PART-II</i>		
Serial No.	Name of The Post	Scale of Pay (Rs.)
1	District Kanungo	5480-160-5800-200-7000-220-8100-275-8925 plus Rs.200 as spl allowance
2	Assistant District Kanungo	4550-150-5000-160-5800-200-7000-220-7220
3	Office Kanungo	4550-150-5000-160-5800-200-7000-220-7220
4	Field Kanungo	4550-150-5000-160-5800-200-7000-220-7220
5	Special Kanungo Thur	4550-150-5000-160-5800-200-7000-220-7220
6	Settlement Kanungo	4550-150-5000-160-5800-200-7000-220-7220

APPENDIX 'B'

(see rule 8(3))

Refresher Course

Every patwari will be required to undergo a Refresher Course in the subjects herein after specified which shall be conducted by the Director, Land Records, Punjab, from time to time: -

S.No	Subjects	Details
1	Land Records Manual	Chapter Nos. 2,3,4 (Part-B), 7,8,9,10,18 Paragraphs 13.16 and 20 so for it is connected with the Statements A, B and C of the Land Records Manual.
2	Standing Orders	Standing order Nos. 1 and 64 and other Standing orders relating to suspension and remission of the Land Revenue.
3	Settlement Manual	Appendix VII, IX and XXI of the Settlement Manual.
4	Census	Live-Stock (Cattle-Census) and Agricultural Census
5	Elections	Preparation of electoral rolls and all other instructions relating to the election work.
6	Patwari Mensuration Manual	Viva-voce in Patwari Mensuration Manual.

2. The Refresher course shall be conducted for imparting training to the senior most patwari eligible for promotion as Kanungos.
3. The duration of the refresher course shall be two weeks or ten working days. The lectures and discussion sessions

each of one and a half-hour duration shall be arranged every day.

4. Instruction in all subjects except elections and agriculture shall be imparted by the officers of the Directorate of Land Records, Punjab. Instructions in election and agriculture shall, however, be imparted by the officials of the Departments of Election and Agriculture, respectively.
5. The proficiency of the trainees in respect of the aforesaid subject matter shall be appraised of by way of objective type-tests to be conducted by such examiners as are appointed by the Director, Land Records, Punjab at the end of each training course.

Appendix C
(see rule 16(2))

Designation of Officials	Nature of Penalty	Punishing Authority	Appellate Authority	Authority empowered to entertain revision application
1	2	3	4	5
1. District Kanungos 2. Assistant District Kanungos 3. Office Kanungo 4. Field Kanungo 5. Settlement Kanungo 6. Special Kanungo Thur	Minor Penalties (i) Censure (ii) Withholding of promotions; (iii) recovery from his pay of the whole or part of any pecuniary- loss caused by him to the Government by negligence or breach of orders. With holding of increments of pay;	Collector	Commissioner	Financial Commissioner Revenue

	<p>Major Penalties</p> <p>(v)Reduction to a lower stage in the time scale of pay for specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of this pay;</p> <p>(vi)Reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or Service;</p> <p>(vii) Compulsory retirement;</p> <p>(viii) removal from service which shall not be a disqualification for future employment under the Government ;</p> <p>(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government;</p>	Collector	Commis-sioner	Financial Commissioner Revenue
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Appendix 'D'

(See rule 16(3))

Designation 1	Nature of Order 2	Authority competent 3	Appellate to pass order 4	Authority
1. District Kanungo Collector	(i) an order of suspension made or deemed to have been made under Commissioner rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970.			
2. Assistant District Kanungo	(ii) an order which- (a) denies or varies to his disadvantage his pay, allowances, pensions or other conditions of service as regulated by rules or by agreement; (b) interprets to his disadvantage the provisions of any such rule or agreement ;			Government Government
3. Office Kanungo	(iii) an order- (a) stopping him at the efficiency bar in the time scale of pay on the ... ground of his unfitness to cross the bar;			Collector

4. Field Kanungo	(b) reverting him while officiating in a higher service, grade of post ... to a lower service, grade or post otherwise than as a penalty ; (c) reducing or withholding the pension or denying the maximum ... pension admissible to him under the rulrs;	Collector
5.Special Kanungo Thur	(d) determining the subsistence and other allowances to be paid to Commissioner	Collector
6. Settlement kanungo	him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof; or; (e) determining his pay and allowances- ...do... (i) for the period of suspension; or (ii) for the period from the date of his dismissal, removal or compulsory Retirement from service, or from the date of his reduction to a lower service, grade, post, time scale or stage in a time scale of pay to the date of his retirement or restoration to his service, grade or post; or	Collector

(f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time scale of pay or stage in a time scale of pay to the date of reinstatement or restoration his service, grade or post shall be treated as a period spent on duty for any purpose.

GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION

Notification

The 20th March,1998

No. G.S.R.33/P.K. (C-III)S.R. 94/R. 13/98-In exercise of the powers conferred by rule 13 of the Punjab Kanungos (Class-III) Service Rules, 1994, the Financial Commissioner, Revenue is pleased to make the following Regulations for the Departmental Examination of Kanungos, namely :

1. **Short title, commencement and application-** (1) These regulations may be called the Punjab Kanungos Departmental Examination Regulations, 1998.
(2) They shall come into force at once.
(3) They shall apply to the Kanungos recruited by direct appointment under clause (ii) of sub-rule (1) of Rule 8 of the Punjab Kanungos (Class-III) Service Rules, 1994.
2. **Place and time of Examination-** The Departmental examination of Kanungos will be held twice a year on such dates and at such place as may be fixed by the Director of Land Records, Punjab.
3. **Schedule, curriculum and assignment of marks for examination-** The examination in various papers shall be held in accordance with the schedule and the curriculum and marks assigned to each subject as specified in the table below:-

Paper	Subject of Examination	Maximum Marks
I	(i) Standing Orders 1 and 64 and standing Order relating to suspension and remission of Land Revenue (ii) Chapter 2,3,4,(Part D) 7,8,9,10,18 paragraph 13,16 and 20 so far they are connected with statement A, B and C of the Punjab Land Records, Manual (iii) Appendix VII, IX and XXI of Deuies Settlement Manual	120
II	Patwaris Mensuration Manual	70
III	Arithmetic to the Middle School Standard and	60
IV	Urdu Dictation and Calligraphy	50
V	Rural Reconstruction	60

4. **Examiners:-** (1) The Director of Land Records Punjab shall appoint examiners not below the rank of a Tehsildar to set papers No. I to IV and paper V (Rural Reconstruction) will be set by an officer of the Department of Cooperation appointed as examiner in this behalf by the Director of Land Records, Punjab.

(2) The question paper will be set by the examiner in their own hand and will be sent to the Director of Land Records, Punjab by name in sealed covers

(3) The answers shall be evaluated and allotment of marks for the answers in respect of each paper shall be made by the examiner who sets the paper. The examiner shall send their award lists to the Director of Land Records, Punjab within two weeks of the receipt of answer-books by him.

5. **Results:-** No person shall be considered as having passed the examination unless he has obtained fifty percent of the total marks in each paper. A person who passes in any paper in the first

attempt or afterwards shall not be required to clear that paper again.

6. **Supervision-** (1) The Director of Land Records, Punjab or the officer appointed by him in this behalf, shall be the Superintendent of the examination who will personally supervise the conduct of examination.

(2) The superintendent of the examination shall, -

- (a) receive the question papers from the examiner and cause them to be printed or cyclostyled ;
- (b) transmit the answer-books to the examiners within twenty four hours of the close of the examination;
- (c) receive and compile the award sheets; and
- (d) declare the result as soon as possible after the receipt of the last award sheet.

7. **Persons eligible to appear-** A person recruited by direct appointment to the post of kanungo shall be eligible to appear in the examination.

8. **Chances-** A candidate shall have to pass the examination within three chances.

9. **Notice for holding examination:-** (1) Notice for holding of examination shall be issued by the Director of Land Records, to the District Collectors one month before the commencement of the examination.

(2) After the receipt of date sheet of the examination, the Collector of the District shall sent in Form No.I, particulars of persons eligible under regulation No. 7 to take up the examination alongwith the certificate of eligibility specified in Form -II to the Director of Land Records, Punjab, so as to reach him two weeks before the commencement of the examination.

10. **Subsidiary Regulations-** (1) The examination shall be held on the days, time and place fixed by the Director of Land Records. The Superintendent of the examination shall remain in the examination hall during the whole time of each sitting.

(2) At the time appointed for each sitting, the candidates will be assembled and so seated that no opportunity shall be offered for communication with one another.

(3) The envelope containing the question papers will be opened by the Superintendent of the examination at the time fixed for commencement of the examination and the papers would be distributed at once.

(4) Writing papers of uniform size will be provided by the Superintendent of the examination and distributed to the candidates according to their requirements at each sitting. The candidates shall not be allowed to use their own papers. A separate slip of the following specimen shall be attached with each answer-book to be delivered to the candidates who shall fill this slip properly:-

Copy Book No. " _____

Roll No. _____

Total No. of copy-books used.

(Please write your name and designation on this slip only and no where else)

1. Subject _____

2. Paper _____

3. Date _____

4. Name _____

(in Block Letters)

5. Designation and _____

place of posting _____

6. Signature _____

- (5) No unauthorised books or writing of any kind shall be brought by the candidates in the examination room. Any violation of this rule or any copying from the papers of another candidates or from any other unauthorised paper will vitiate the examination of both the candidates concerned.
- (6) The answers to the questions must be written leaving one fourth margin on one side of the paper and numbered according to the number of question.
- (7) The candidate shall, before delivering his answer-books to the officer conducting the examination, mark paper number on each of the sheets containing his answers. The candidate shall fill up the slip attached to each answer-book as directed therein. The candidate shall not disclose his identity on answer sheet in any way.
- (8) The slips shall be removed and sealed immediately after allotting fictitious Roll Numbers at the end of the examination. The sealed slips shall be kept in the personal custody of the Director of Land Records, Punjab or the officer authorised by him in this behalf, and shall be opened only at the time of compilation of the result under the personal supervision of the Director, Land Records, Punjab.
- (9) No candidate shall be allowed to leave examination room during the examination except with the permission of invigilator or supervisor. Proper-arrangements shall be made to prevent copying from books or other material.
- (10) The superintendent of the examination shall on receiving the answer books of each candidate and before the candidate is permitted to leave the room, satisfy himself:-
- (i) That the name of the candidate and other particulars are written legibly on the slip on his each paper and no where else;

(ii) That no writing paper has been used except the one delivered to the candidate for the purpose;

(iii) That the answers have been properly numbered.

(11) If in the course of examination or subsequently any circumstances come to the notice of the officer conducting the examination which throw suspicion upon any of the candidate of any malpractices, these shall be noted and action be taken as may be deemed fit.

(4) (12) No candidate shall be allowed more than the prescribed time for each paper.

(5) (13) The result of the examination shall be compiled and communicated to the District Collectors by the Director of Land Records, Punjab or the Officer authorised by him in this behalf.

FORM I

(Referred to in Regulation 9(2))

(Pro forma for appearing in the Departmental examination of
Kanungos being held
on _____)

(To be filled in by the Candidate)

1. District _____
2. Name of Candidate _____
3. Father's Name _____
4. Designation of the present appointment _____
5. No. of chances already availed _____
6. Papers already passed _____
7. Papers in which the candidate intends _____
to appear.
8. Any other information which the
candidate wants to give _____

Candidate _____ Signature _____ of _____

Designation _____

Date _____

FORM II

(Referred to in Regulation 9(2))

(Particulars of eligible candidates who intend to appear in the Departmental examination of Kanungos being held on _____)

(To be sent by the Deputy Commissioner or District Collector to the Director of Land Records, Punjab).

Sr.No.	Name of Candidate	Father's Name	Designation and place of posting	papers in which intend to appear	Remarks, if any
1	2	3	4	5	6

CERTIFICATE

The particulars of the above officials have been checked and it is certified that they are eligible to appear in this examination.

Collector

District _____

GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION

Notification

The 1st September, 2000

No. G.S.R.75/P.K. (C-III)S.R. 94/R. 13/Amd.(1)/2000-In exercise of the powers conferred by rule 13 of the Punjab Kanungos (Class-III) Service Rules, 1994, the Financial Commissioner, Revenue is pleased to make the following Regulations further to amend the Punjab Kanungos Departmental Examination Regulations, 1998, namely :

Regulations

1. **Short title, commencement and application-** (1) These regulations may be called the Punjab Kanungos Departmental Examination (First Amendment) Regulations, 2000.

(2) They shall come into force at once.

(3) They shall apply to the Kanungos recruited by direct appointment under clause (ii) of sub-rule (1) of Rule 8 of the Punjab Kanungos (Class-III) Service Rules, 1994.

2. In the Punjab Kanungos Departmental Examination Regulations, 1998 (hereinafter referred to as the said regulations), for regulation 2, the following regulation shall be substituted, namely:-

2. Place and time of Examination- The Departmental examination of Kanungos will be held twice a year in the months of February and August, on such dates and at such place as may be fixed by the Director, Land Records, Punjab.

3. In the said regulations, for regulation 3, the following regulation shall be substituted namely;

3. Schedule, curriculum and assignment of marks and time allowed for examination- The examination in various papers shall be held in accordance with the schedule and the curriculum, marks assigned and time allowed for each subject in the table below: -

Paper	Subject of Examination	Maximum Marks	Time allowed
I	(i) Standing Order No. 30 relating to suspension and remission of Land Revenue and Standing Order No. 64 (ii) Chapter Nos. 2,3,4,(Part D) 7,9,10 and 18 (excepting paragraphs 18.3 to 18.11) of the Punjab Land Records, Manual (iii) Appendix VII, IX and XXI of Deuies Settlement Manual	120	Three Hours
II	(i) Patwaris Mensuration Manual 50 (ii) Arithmetic to the Middle Standard (Restricted to questions of Calculations of area, conversation of areas from Bighas to Kanals, Marlas, Square Yard, Square Foot and Hectares.)50	100	Three Hours
III	Urdu: (i) Translation of one passage from Punjabi to Urdu.25 (ii) Translation of one passage from Urdu to Punjabi25	50	One and Half Hours
IV	Consolidation: Consolidation of Holdings in Punjab and its Practice	100	Three Hours
V	Election: (i) Preparation of Voter List (ii) Eligibility and Disqualification of Voter (iii) Eligibility and Disqualification of the candidate for Lok Sabha and Vidhan Sabha Elections."	50	Two Hours

4. In the said regulations, for the regulation 8, the following regulation shall be substituted, namely:-
8. ***Chances***- A candidate shall have to pass the examination within five chances."

Shyama Mann,
Financial Commissioner Revenue,
and Secretary to Government of
Punjab, Department of Revenue
and Rehabilitation.

PUNJAB GOVERNMENT

DEPARTMENT OF REVENUE AND REHABILITATION

Notification

The 20th March, 1998

No. G.S.R.34/P.K. (C-III)S.R. 94/R. 13/98-In exercise of the powers conferred by rule 13 of the Punjab Kanungos (Class-III) Service Rules, 1994, the Financial Commissioner, Revenue is pleased to frame the following Regulations for imparting training to the Kanungos

1. **Short title, commencement and application-** (1) These regulations may be called the Punjab Kanungos (Training) Regulations, 1998.
(2) They shall come into force at once.
(3) They shall apply to the Kanungos recruited by direct appointment in accordance with the provisions of the Punjab Kanungos (Class-III) Service Rules, 1994.

2. **Training:-** A person recruited by direct appointment to the post of Kanungo shall be required to undergo practical training for one year in the Punjab State Revenue Patwar Institute, Jalandhar. In case the Institute is not functioning at the relevant time he will get training with an experienced patwari to learn the duties of the Revenue Patwari. The Collector shall make arrangements for this purpose. After this training as patwari, (such kanungo) will be attached with an experienced field Kanungo for six months for getting training as kanungo.

3. ***Training as independent Patwari:-*** After completion of training as specified in Regulation 2, the candidate appointed as Kanungo shall be given charge as an independent patwari in a district under settlement, or colony or killa bandi or consolidation of holdings operation for six months. If no such district is under such operation, he will be posted as Revenue Patwari independently in a patwar circle for a period of six months.
4. The trainee should keep a diary of work done during the course of training specified in regulations Nos. 2 and 3 and submit the same to the District Collector through the District Revenue Officer. A certificate regarding satisfactory completion of the training or otherwise shall be issued by the Collector.

Kuldip Singh Janjua.
Financial Commissioner Revenue,
and Secretary to Government of
Punjab, Department of Revenue
and Rehabilitation.

PART B- EXECUTIVE ORDERS

2.1 to 2.20 Deleted.

IV –KANUNGO STAFF

2.21. The kanungo establishment in each district consists of field kanungos, an office kanungo at each tehsil headquarters and a district kanungo, at least one special kanungo and at least one assistant district kanungo at the district headquarters. Its strength in each district can only be altered with the sanction of the State Government. All proposals for such increases should be submitted by the Commissioner to the Financial Commissioner through the Director of Land Records. Ordinarily there is one field kanungo for about 10 patwaris. It is the duty of the special kanungo to produce revenue records before courts and to help the district kanungo in his ordinary office work.

**Scale of the
kanungo
establishment.**

2.22 A peon is allowed to every field kanungo, district kanungo and special kanungo.

**Peons to
Kanungos**

2.23 and 2.24.Deleted.

V-GENERAL

2.25. Every field kanungo shall, under penalty of dismissal, reside within the limits of his charge unless he has received the written permission of the Deputy Commissioner to reside elsewhere. He shall not leave his charge except on duty or with sanction.

**Residence within
their charge.**

2.26 to 2.28.Deleted.

Kanungos to be employed only on their proper work

2.29.All kanungos must be strictly confined to their own allotted work. It would, for example, be improper to allow the district kanungo to be used by the Assistant Collector, Ist Grade as a Reader, or a tehsil office kanungo to be used for case work.

Kanungos in district under settlement

2.30.When a district is being re-assessed for land revenue, the kanungo staff works under the orders of the Settlement Officer.

2.31 to 2.32. Deleted

Equipment

2.33. Each field kanungo is supplied, free of cost, with two steel rods adjusted to the length of metre. These should be made locally according to the pattern supplied by the Director of Land Records. When not in use, these rods should be kept in hollow bamboo cases. The Director shall also supply a steel measuring tape, free of cost, to each district kanungo. This should be used to check chains and addas. Four sketching frames (Tattis) will be supplied by the Government to each office kanungo for use of Patwaris when preparing the Shajra Kishtwar (paragraph 4.30 L.R.M).

2.34 and 2.35.Deleted

Making over records on vacating

2.36. . On dismissal, resignation or transfer, a kanungo is legally bound to make over his papers, records and equipment to his successor in office, who shall give him a receipt for these things. But this receipt should not be a valid discharge until endorsed by the tehsildar, or in the case of a district kanungo, by the Officer Incharge of the Revenue Branches of the district.

2.37. Character rolls of kanungos are confidential documents and the giving of copies of extracts there from is prohibited. It is, however, permissible for the Collector to give a kanungo who has retired or is on the point of retirement, a letter in which his official record is summed up (Chief Secretary's letter No. 19142-(H – Gaz.), dated the 26 th June, 1934)

Grant of copies or extracts from character rolls is prohibited

2.38 to 2.44. Deleted.

VIII—DUTIES OF FIELD KANUNGOS.

Responsibility of field Kanungos for the work and conduct of patwaris

2.45. A field kanungo is responsible for the conduct and the work of the patwaris in his charge; and it is his duty to report bad work, or neglect of duty, or misconduct on the part of any patwari for the orders of the revenue officer to whom he is subordinate.

He will be held personally responsible if the mutation work of any patwari's circle is in arrears, unless he is able to show that he has taken all measures in his power to prevent it and has reported any patwari who has failed to carry out his instructions. In particular, he will be called to account if the procedure laid down in paragraph 7.54 to 7.57 is not properly carried out. Instructions for the systematic inspection of the work of field kanungos are contained in paragraphs 8.4 to 8.10.

Field Kanungo to report certain matters to tehsildar

2.46. Whenever a field kanungo visits a patwari's circle he shall carefully read the entries in the patwari's diary made since his last visit; and make inquiries on the matters noted in paragraph 3.15 and 3.16. He shall report to the tesildar any of these matters, which are important or require his order.

Supervision of the work of patwaris during the time of their inspection of crops and preparation of bachh mutations and Alluvion or

2.47. During the time, the patwaris of his charge are inspecting the crops and preparing the bachh and mutation and alluvion or diluvian papers of their villages, the field kanungo's whole attention shall be given to the supervision of their work. (See appendix III to Land Records Manual.)

Field Kanungos to visit each patwari's circle monthly

2.48. At other times of the year he will visit each patwari's circle once in a month, and supervise the timely and accurate completion of the jamabandis and the statements, which accompany them (See appendix III to Land Records Manual.)

2.49. To ensure that the touring of field kanungo is systematic, each filed kanungo should forward a statement in the form annexed for each quarter to the district kanungo, who should send it to the Officer Incharge of Revenue Branches for submission to the Deputy Commissioner.

**Kanungo's
statement of**

This form shows the patwari's circle visited in each month, and the dates of the field kanungo's inspections and a glance at it will enable the supervising officer to see whether all circles are duly visited, or whether any are being neglected, and also if the touring is being systematically and properly carried out. Printed forms shall be supplied by the Controller, Printing & Stationery, Punjab, Chandigarh, on indent. The district kanungo should submit a similar statement of his own touring to the Officer Incharge of Revenue Branches for submission to the Deputy Commissioner. These statements should be sent in on the 10th of the month succeeding the conclusion of each quarter.

Statement showing touring of Field
kanungos_____for the quarter
ending_____
Teshil_____District_____

Month	Patwaris	Days spent in the tehsil	Holidays, sick and leave	Days spent with officer	Miscellaneous	Remarks

A table for each circle in his charge should be given to each field kanungo, showing the arrangements approved for the division of circles for the purposes of preparation of detailed jamabandis, etc, this table being so arranged that the work of each year shall cover about one- fifth of the kanungo's whole circle.

**Field
kanungo to
check
jamabandis**

2.50. The jamabandis having been filled at the end of August, the field kanungos will spend September at tehsil headquarters checking them in the manner prescribed in paragraph 7.61.

Patwaris shall not be detained at the tehsil office while this check work is going on. Any inquiries that are necessary should also, as far as may be convenient, be reserved for the same occasion, or be made by the field kanungo on his return to the circle.

If errors are numerous and important, they should be brought before the tehsildar for his order.

Field kanungos shall not be detained at the tehsil for office checking later than the end of September, and if the state of the harvest so requires, they should be released sooner.

**Registers of
work of
patwaris**

2.51. The field kanungo shall keep a register, in the form annexed, showing the character of each patwari's work. The field kanungo shall send this register to every tehsildar or any other Revenue Officer who enters his circle for inspection duty and that officer will, before leaving the kanungo's circle, enter briefly the result of his inspection against each patwari whose work is inspected, and return the register to the field kanungo. The attendance of the field kanungo is not necessary.

REGISTER OF PATWARIS TO BE KEPT BY FIELD KANUNGO

(N.B. - There shall be 6 pages for each patwari's circle, on pages 1 and 2 of each circle will be entered by the field kanungo, data of each year's ordinary work and on pages 3 & 4 shall be shown the quinquennial return work of the year; on pages 5 and 6 shall be entered remarks by superior officers, Six pages are required instead of 3, in order that the register may last about 12 or 15 years. A patwari may be allowed to take copies of the entries relating to his own work, if he so desires.)

Form of pages 1 and 2

1	2	3	4	5	6	7	8	9	10
Agricultural year	Patwaris name and date of appointment, with name of circle	Date by which Kharif Crop statements were filed	Date of completion of annual bachh papers	Date of completion of alluvion and diluvion papers	Date by which Rabi crop statements were filed	Date by which extra rabi statement was filed	Date of filing jamabandis	Reports or complaints against patwari during the Year	Result and final order by whom given

Form of pages 3 and 4
Quinquennial "attestation and petty survey works"

1	2	3	4	5	6	7	8	9	10	11	12
	Village attested						Preparation of new Jamabandi				
Agriculture year	Name	Holdings	Fields	Area	Date of attestation of old Jamabandis (paragraph 7.57)	Date of completion of measurement work (paragraph 4.24)	Date of commencement By Patwari	Date of completion by Patwari	Date of completion of Kanungo's final attestation	Date of attestation by tehsildar or Naib-tehsildar	Remarks stating particulars and area of any other petty survey work necessitated by alluvion or deluvion or

Form pages 5 and 6

Date of visits by superior officers including District kanungos	Brief remarks of superior officers showing character of patwari's work in each year (N.B.Entries should be very brief.)
---	---

Diary of field kanungo

2.52. Every field kanungo shall keep a diary, in which he shall state day by day the manner in which he has been employed. The entry for each day shall be made not later than the following morning. A copy of the diary for the previous month shall be posted by the field kanungo to the tehsildar on the first of each month and will be forwarded by the tehsildar to the district kanungo. Each month's diary shall close with an abstract of the month's work in such form as may be prescribed from time to time.

Diary books for field kanungos shall be obtained from the Controller, Printing and Stationery, Punjab, Chandigarh, on indent. They are in the following form:-

Date and day of week and name of village visited and work in hand	Date of previous visit to circle	Abstract of entry in Partal Diary and other work of the day
---	----------------------------------	---

If the work in hand consists of the checking of Girdawari, bachh or mutation entries, column 1 should show against each village the number of fields, holdings and mutations checked respectively. If reverain measurements or supplementary maps are being tested, the number of fields inspected should be entered. Similarly, the preliminary attestation of the old, and the local attestation of the new Jamabandi and shajra nasab (paragraphs 7.57 and 7.60) the Tehsil check of the new jamabandi (paragraph7.61) and the check of annual and quinquennial statements should be noted. The above details should be given in red ink.

2.53 Sketch Maps. Every field kanungo should keep with his diary of note-book a sketch may of his charge on small scale (1 or 2 centimeter to a kilometer). The map should show village sites and boundaries, main roads, canals and limits of patwari's circles. It should be drawn on paper of a quality.

IX –DUTIES OF TEHSILDAR OFFICE KANUNGO

2.54 Returns showing the progress of Patwari's work to be prepared by office kanungo . Office kanungos shall submit to the tehsildar, in such form and on such dates as may be prescribed, periodical returns showing agricultural data and the progress of various branches of the work of the kanungos and patwaris. Tehsildar shall be responsible to see that such returns are forwarded to the Deputy Commissioner in due order, correctly and by due date.

Office kanungos have charge of the rain-gauge at the tehsil (paragraph 12.2)

2.55 Registers maintained by office kanungo. The Office kanungo of each tehsil shall maintain (a) note-books chapter 10 of this manual for each estate, for each assessment circle, and for the tehsil.

- (b) any other registers especially prescribed or made over to him by the order of the Financial Commissioners.

The office kanungo is also responsible for-

- (i) the custody of all patwari and assessment records filed in the tehsil;
- (ii) the custody of blank forms and their issue to the patwaris and kanungos;
- (iii) the accounts of the patwari and kanungo establishment of the tehsil;
- (iv) the accounts of mutation fees;
- (v) the supply of any information required by the Deputy Commissioner or tehsildar respecting entries in records in his charge;
- (vi) bringing to the immediate notice of the tehsildar reports of calamities submitted by patwaris in order that they may be forwarded to the Deputy Commissioner.

2.56. Tehsil Registers . Of the registers maintained in tehsil offices, a certain number are under the charge of office kanungo. On this subject see paragraph 8 of Standing Order 55 (Registers)

2.57 . Supply of books of reference and Director of Land Records' circulars etc. - Sadar kanungos and tehsil office kanungos should be in possession of a complete set of the revenue books of reference detailed below :-

- (1) Punjab Land Records Manual.
- (2) Settlement Manual.
- (3) Land Administration Manual.
- (4) Land Administration Acts.
- (5) Financial Commissioner's Standing Orders.
- (6) Director of Land Records' Circulars.

These officials are responsible for keeping up- to- date of all the books of reference and Standing Orders. They are also personally responsible for loss of these publications. The sadar and office kanungos should also keep separate files of instructions issued by the local officers and the Financial Commissioners.

X - DUTIES OF THE DISTRICT KANUNGO

2.58. The district kanungo shall receive in the Deputy Commissioner's office all returns and records due from tehsil offices relating to the work of kanungos and patwaris, submitting them to the Deputy Commissioner or the officer in charge of the department for his order. He shall issue all orders passed in connection with this work. He shall prepare all statistical statements connected with his department that may be required by the Deputy Commissioner.

As regards his touring and duties relating to the inspection of patwaris field kanungos' and office kanungo's work, part III of Chapter 8 may be consulted.

Note: For employment of office and district kanungos to represent the Government in suits under section 45 of the Punjab Land Revenue Act, see note to Rule 12 in Part G of the Punjab Law Department Manual.

2.59. Register maintained by District Kanungo . A certain number of registers maintained in the district office are under the charge of the district kanungo. See paragraph 7 of Standing Order 55 (Registers). The registers of revenue- free tenures (Muafi and Jagir registers) should be maintained by the district kanungo, but in some districts owing to the fact that number of muafis and jagirs is large, these registers are in the charge of a muafi or Jagir moharrir, who should work under the supervision of the district kanungo and not under that of any other official.

He shall keep for each assessment circle, for each tehsil, and for the entire district note-books in the same forms as those prescribed for office kanungos at tehsils, any other registers specially prescribed or made over to him by orders of the Financial Commissioner, and also all statistical returns furnished to the Deputy Commissioner by the kanungo and patwari agency.

2.60. Register of patwari circle . He shall also keep up a register of the patwari circles of each tehsil in form annexed.

DISTRICT KANUNGOS' REGISTER OF PATWARI CIRCLES OF TEHSIL.

- Notes. -** (1) The register shall open with an index of circles in alphabetical order giving the page at which each will be found.
- (2) The index shall be followed by a page for each field kanungo's charge in the same form as the rest of the register, except that column 2 will be left blank; and in column 3 to 9 shall be entered the total figure of the charge, instead of the details of each patwari's circle.
- (3) Then shall follow the entries for each patwari circle, a page for each circle, the circles being arranged in their serial order.
- (4) A copy of the register, the last column excepted, shall be kept by the office kanungo at the tehsil.
- (5) The entries in column 3 shall be kept up-to-date; those in column 4-9, shall be corrected for each village, whenever its quinquennial returns are received, by drawing a line through the previous data of the village and entering its new data below the last village of the circle.
- (6) Entries regarding the circle of a field kanungo shall be amended quinquennially when jamabandis of all the villages in that circle have been prepared and not annually.

1	2	3	4	5	6	7	8	9	10	11	12
ॐ २ ३	२ ३	० ० ॐ २ ३	Details of villages included in circle								० २ ३

			Mauza	Total area	Cultivated area	Total land revenue assessment	Number of khasra entries	Number of Khatauni entries	Number of Jamabandi entries	Year

2.60A. Maintenance of register containing particulars of patwaris and kanungos - The sadar kanungo should maintain a register in the annexed form showing seniority, qualifications, details of service, punishment, praise, reward etc. about kanungos and patwaris. The entries in this register should be kept up-to-date.

Register of Patwari's /Kanungos

(To be kept by the Sadar Kanungo)

Showing Seniority, Qualifications, details of service, punishment, etc.

S.No. according to Seniority	Name of Patwari kanungo	Educational qualification	Date of Birth	Date of entry in service	Date of confirmation	Station of posting	Date of posting
1	2	3	4	5	6	7	8

Details of punishment awarded			Details of praise and reward		
Date of order with designation of punishing authority	Nature and quantum of punishment	File No.	Date of order with designation of officer passing the order	Nature of service of good work with brief note about praise and reward	File No.
9	10	11	12	13	14

2.61 District kanungos diary to be submitted to collector . On the day following his return from tour, the district kanungo, shall submit his diary to the Deputy Commissioner, through the Sub-Divisional Magistrate, if his inspection relates to the work of patwaris and kanungos in a sub-division, otherwise through the officer incharge. His diary should be in the same form as that of a field kanungo.

2.62. Deleted.

2.63. Arrears of mutation . In order to keep the Deputy Commissioner informed of the state of mutation arrears, the sadar kanungo shall be responsible for the preparation of an abstract showing the mutations pending in the circle of each revenue officer and laying it before the officer incharge and the Deputy Commissioner alongwith the diaries. To enable the sadar kanungo to get hold of this information, the patwaris shall note in their monthly diaries, the number of mutations pending in their circles. When forwarding these diaries to the sadar kanungos office, the office kanungo shall attach a statement showing the number of mutations pending in each revenue officer's circle. Where arrears in any circles are heavy, the Deputy Commissioner should ascertain to which patwaris circle they relate and the reasons why the revenue officer concerned has not visited that circle recently.

2.64. With regard to contingent expenditure. The district kanungo shall keep a register in Form14 given in the Civil Account Code (Volume I) in which he shall enter all contingent expenditure under its proper heads. It is the duty of the District kanungo to see

that the budget allotments are not exceeded and, if necessary, extra allotments are applied for in good time. Monthly detailed contingent bills shall be submitted to the Director for counter signatures by the 10th of the following month.

2.65. Advances for contingent expenditure .The Deputy Commissioner apportions permanent advances to each tehsildar and to the district kanungo from which petty expenses can be met. The accounts of these advances should be kept by the district and office kanungos quite apart from the accounts of any other permanent advance. Both district and office kanungos should from time to time report to the Deputy Commissioner all items paid from their permanent advances and obtain recoupment of the amount expended. The accounts are kept in the following form :-

FORM

Register of Contingent Expenditure met from the office Kanungos permanent advance of Rs. _____ and subsequent adjustments _____ tehsil _____, District. _____.

Date	Serial No. of each item of expenditure	Details of expenditure or receipts	Receipts	Expenditure	Balance after each transaction	Remarks
			Rs.	Rs.	Rs.	
...	...	Advance	30.00	--	30.00	
5 th July, 1963	1	Freight of forms received from Government Press	..	3.25	26.75	
10 th July, 1963	2	Binding of Register	--	1.75	25.00	
12 July, 1963	3	Hire of Rickshaw for carriage of blank paper	--	1.50	23.50	
15 th July, 1963	4	Repair to flags and chairs	--	1.25	22.25	
16 th July, 1963	--	Received on account of items 1 & 2 by cheque No. 15 of 1963	5.00	--	27.25	
20 th July,	5	Hire of a Rickshaw for	--	0.50	26.75	

1963		carriage of note books received from Government press				
------	--	---	--	--	--	--

2.66. Disease among animals . The sadar kanungo is responsible to see that the return showing the statistics of disease among animals is received from each patwari through the field kanungo quarterly. He shall send such returns when complete direct to the Veterinary Assistant Surgeon concerned.

2.67. Village birth and death register . District and field kanungos when on tour should occasionally test village birth and death registers. When it is proved to their satisfaction that the registers are defective, the matter should be reported to the Deputy Commissioner for necessary action.

CHAPTER - 3

PATWARIS

(This chapter supersedes standing order No. 15, original issue, dated 24th August, 1909, first reprint, dated 31st October, 1911 , second reprint, dated 28th May, 1925 , standing order No. 6, Ist reprint, dated 8th March, 1910 , second reprint, dated 13th May, 1929 , and third reprint , dated 11th October,1929, and paragraph 19 to 27 of standing order No.16.)

PATWARIS SERVICE RULES PART –A EXECUTIVE ORDERS INDEX PART –B

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I 3.3. to 3.5	Patwari circle	3.1,
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VIII 3-23	Revenue collections	3-20 to
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Appendix	A-Curriculum of Patwaris School	
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Appendix	E –Employment of patwaris and temporary establishment in settlement.	
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Appendix	G- Forms	

PATWARIS

PART - A

The Punjab Revenue Patwaris, Class III Service Rules, 1966.

REVENUE DEPARTMENT

NOTIFICATION

The 4th January, 1966

No.G.S.R.3/C.A.17/87/S.-With reference to the Punjab Government Revenue Department, notification No.GSR.225/C.A.17/1887/S.28/65, dated the 10th September,1965 and in exercise of the powers conferred by sub section (I) of section 28 of the Punjab Land Revenue Act,1887,the Governor of Punjab is pleased to make the following rules:-

1. Short title, commencement and application.

- (1) These Rules may be called the Punjab Revenue Patwaris, Class III Service Rules, 1966.
- (2) They shall come into force at once.
- (3) They shall apply to the post specified in Appendix 'A' to these rules.

2. Definitions. - In these rules, unless the context otherwise requires:-

- (a) '**Board**' means the Subordinate Services Selection Board, Punjab or any other authority authorised by the Government to make recruitment of the Service,
- (b) '**Collector**' means the Collector of the District and includes the Settlement Officer and the Colonization Officer,
- (c) '**Commissioner**' means the Commissioner of the Division or any other officer authorised by a general or special order of Government to perform the functions of the Commissioner;
- (d) '**Direct appointment**' means an appointment made otherwise than by promotion or by transfer of any

official already in the service of the State Government;

- (e) **'Financial Commissioner'** means the Financial Commissioner, Revenue or any other officer authorised by a general or special order of Government to perform the functions of the Financial Commissioner;
- (f) **'Government'** means the Punjab Government in the Administrative Department;
- (g) **'Head of Department'** means the Director of Land Records, Punjab, or any other officer who is declared as such;
- (h) **'Patwari'** means a Revenue Patwari;
- (i) **"Recognized University"** means :-
 - (i) any University incorporated by law in any of the States of India ; or
 - (ii) in the case of degrees or diplomas obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
 - (iii) any other university which is declared by Government to be a recognized University for the purposes of these rules;
 - (iv) **Service'** means the Punjab Revenue Patwaris Class III Service.

3 **Number and character of posts.-** The service shall comprise the posts shown in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or creates new posts with different designation and scales of pay whether permanently or temporarily.

4. **Mode of acceptance of Patwari candidates:-**

(1) As and when a requisition is received by the Board from the Collector, the Board shall recommend to the Collector such number of candidates for acceptance as Patwari Candidates as the Collector may specify in the requisition.

(2) For the purpose of direct appointment to the Service a register of Patwari candidates shall be maintained by the Collector in each district in which the names of Patwari candidates shall be entered in the order in which they are recommended by the Board.

(3) The number of Patwari candidates that may be enrolled on the register of a district shall be such as may be determined by the Government from time to time.

5. **Nationality, domicile, character and age:** - (1) No person shall be accepted as a Patwari candidate, unless he is -

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a subject of Bhutan, or
- (e) A Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India; or

- (f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India: or

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority, and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be accepted as a candidate subject to the necessary certificate being given to him by the competent authority.

(3) No person shall be accepted as a Patwari candidate unless he produces a certificate of Character from the Principal academic officer of the University, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and unconnected with his University College, School or institution.

(4) No person who is less than 17 years or more than 25 years of age or such age as may from time to time be fixed by

Government for new entrants into service , shall be accepted as a Patwari candidate;

Provided that in the case of candidates belonging to the Scheduled Casts, Schedules Tribes or other Backward Classes, the maximum age limit shall be such as may be fixed by Government from time to time.

(6) **Disqualifications:-** (i) No person, who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life-time of such spouse shall be eligible for being accepted as a Patwari candidate, and (ii) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for being accepted as a Patwari candidate.

Provided that the Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

7. Academic qualifications: - No person shall be accepted as a Patwari candidate for appointment to the service unless he—

(i) has passed the Matriculation or Higher Secondary examination of a recognized University *preferably with Agriculture* as one of the subjects;

- (ii) Possesses qualifications in Hindi and Punjabi upto Middle standard such standard as may be specified by the Government from time to time, and
- (iii) has a good knowledge of a rural economy and culture.

8. Qualifications for appointment—(1) No Patwari candidate shall be eligible for appointment to the Service unless he qualifies the Patwar examination after attending the Patwar School for a minimum period of one year, and after passing the examination undergoes such practical field training for a period of six months as may be specified by the Collector.

(2) If the candidate fails to pass the Patwar examination within a period of 3 years from the date of his acceptance as candidate his name shall be struck off from the register of candidates.

(3) Nothing in this Rule shall apply to a candidate who has already passed the Patwar examination before he is accepted as a candidate and has also undergone practical field training as specified in sub rule(1).

9. Appointing authority.—Appointment to posts in the Service shall be made by the Collector.

10. Method of appointment.—(1) Appointment to the Service shall be made:-

- (a) in the case of Patwaris:
 - (i) deleted
 - (ii) by direct appointment from amongst the accepted patwari candidates, or

- (iii) by transfer of an official already in the service of the State Government, and
- (iv) by absorption of the retrenched or likely to be retrenched officials of the Punjab Consolidation Department". (No G.S.R.5 P.A.17/87/S.28 Amd: (1)/71dated 7th January, 1971.

(b) deleted.

(2) When any vacancy arises, the appointing authority shall determine the method in which the same shall be filled in.

(3) All promotions shall be made by selection on the basis of seniority-cum-merit and seniority alone shall not give any right to appointment.

11. Order in which appointments are to be made from amongst candidates. Appointments from amongst patwari candidates shall be made in the order in which their names appear in the register of patwari candidates.

12. Consequence of failure to join appointment. If a candidate, on appointment to the Service, is unable for any reason, other than the orders of Collector, to join his appointment within one month from the date of receipt of orders of appointment, the Collector may cancel the order of appointment and may also remove his name from the register.

13. Removal of name of patwari candidates from register, without prejudice to the provisions of sub rule (2) of rule8, the

Collector may at any time order the removal of the name of any person from the register of patwari candidates for any reason which he may deem fit.

Provided that no order under this rule shall be passed without giving the candidates, whose name is sought to be removed, an opportunity of making any representation that he may desire to make, and unless such representation has been taken into consideration;

14. Probations.—(1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment, and one year if recruited otherwise;

Provided that:-

- (a) Any period, after appointment to the Service spent on deputation on a corresponding or a higher post, shall count towards the period of probation fixed under this rule;
- (b) In the case of an appointment by transfer, any period of work on an equivalent or higher rank prior to appointment to the Service may at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) any period of officiating appointment in the Service shall be reckoned as a period spent on probation but no member who has thus officiated shall, on the completion of the prescribed period of probation, be

entitled to be confirmed, unless he is appointed against a permanent post.

(2) If the work or conduct of a person appointed to the Service during the period of probation is, in the opinion of the appointing authority, not satisfactory, it may—

- (a) dispense with his services, if recruited by direct appointment, or
- (b) if recruited otherwise;
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may,-

- (a) if his work or conduct has, in its opinion, been satisfactory,--
 - (i) confirm such person from the date of his appointment if appointed against a permanent vacancy, or
 - (ii) confirm such person from the date from which a permanent vacancy occur, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

(b) if his work or conduct has not been, in its opinion, satisfactory:-

- (i) dispense with his services, if appointed by direct appointment, or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment permit, or
- (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:

Provided that the total period of probation, including extension, if any, shall not exceed three years.

15. Seniority:-The seniority inter-se of members of the Service in each cadre shall be maintained district wise and shall be determined by the length of continuous service on a post in that cadre:

Provided that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;

- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his previous appointment if the rates of pay drawn are also the same then by their length of service in those appointments and if the length of such service is also the same, an older member shall be senior to a younger member.

Note1.-This rule shall not apply to persons appointed on purely provisional basis pending their passing the qualifying tests.

Note 2.- In the case of members whose period of probation is extended under rule 14, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

16. **Pay:** - The members of service shall be entitled to such scales of pay including special pay, if any, as may be authorized by Government from time to time. The scales of pay at present in force in respect of specified post given in Appendix 'A', to these rules.

17. **Conduct.**- (1) In matters relating to conduct, the members of the Services shall be governed by the Government Servants conduct Rules, 1955, as amended from time to time.

(2) Unless the Collector for reasons to be recorded in writing considers imposition of a punishment lesser than dismissal, a member of the Service shall be liable to dismissal,-

- (a) if he engages in trade or lends money to Agriculturists or has any interest, direct or indirect, in such transaction either in his own circle or in any other circle, or
- (b) If he purchases land at auction sale without the previous sanction of the Head of department. Such land shall be deemed to include agricultural land and land in town sites auctioned for building or other purposes; or
- (c) If he receives any fee not authorized by instructions issued by the Government for the performance of any of his duties; or
- (d) If he without sufficient cause fails to enter in the register of mutations.
 - (i) any case of inheritance within three months of the entry of the death of the right holder in the Chaukidar's register;
 - (ii) any transfer by registered deed within one month of the receipt of the registration memorandum from the Field kanungo;
 - (iii) any case of consolidation of holdings within three months from the date of receipt of an order passed

under section 21 or 42 of the East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948, and

- (iv) any transfer by unregistered deed or by verbal transfer within six months of the date of the transaction, unless he can prove that he had no means of discovering the transfer at the first harvesting inspection which was made after the said date, or
- (e) if he fails to produce the records when called upon by the consolidation staff unless he can give cogent reasons for not producing them; or
- (f) if he introduces a client to a legal practitioner or in any way acts as an intermediary between inhabitants of his circle and legal practitioners, whether or not it is proved that he requested for or accepted any remuneration.
- (g) if he fails to perform any duty entrusted to him by the Government not inconsistent with his overall role as a revenue official at the village level.

18. Discipline, punishments and appeals.—(1) Save as otherwise provided in these rules, in matters relating to discipline, punishment, appeals and revisions, the members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time subject to the modifications given in Appendix 'B', to these rules.

Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties, the appellate

authority and second appellate authority shall be as specified in Appendix 'C', to these rules.

(2) The authority competent to pass an Order under clause (c) and (d) of sub rule(1) of rule 10 of the Punjab Civil Services(Punishment and Appeal) Rules, 1952 and the appellate authority shall also be as specified in appendix 'D,' to these rules.

19. Pension, Leave, travelling allowance and other matters.-

In respect of leave, pension, general provident fund travelling allowance compensatory allowance, joining time, subsistence allowance and all other matters not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as may have been or may here after be adopted or framed under the Constitution of India or any law or rules made hereunder for other Class III Government employees.

20. Liability to transfer.-Every member of the Service shall be liable to transfer under the orders of :-

- (i) Collector anywhere within the District, or
- (ii) Heads of Department anywhere within the State, or
- (iii) Government anywhere within India under the administrative control of the Punjab Government.

21. Power of relaxation: - Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

22. Repeal and saving.—The rules contained in paragraphs 3.2 to 3.12, 3.24 to 3.28, 3.38 to 3.40, 3.46 to 3.47, 3.54, 3.56-A, 3.58, 3.60 and 3.61 of the Punjab Land Records Manual are hereby repealed;

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

APPENDIX 'A'
(see rule,13 and 16)

- 1. Designation of post (Scale of pay)**
- (i) Patwaris 3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160

2. Number of post in each district:-

Sr.no.	District	Patwaris
1.	Jalandhar	399
2.	Hoshiarpur	439
3.	Nawanshahr	177
4.	Amritsar	555
5.	Gurdaspur	440
6.	Kapurthala	188
7.	Patiala	302
8.	Fatehgarh Sahib	118
9.	Ludhiana	444
10.	Rupnagar	252
11.	Sangrur	395
12.	Ferozepur	350
13.	Faridkot	89
14.	Moga	146
15.	Muktsar	120
16.	Bhatinda	169

17.	Mansa	133
Total		4716

APPENDIX ‘B’
(See rule 18)

1. In rule 4 after clause (i) and “(ia) fine”.
2. In rule 8, between the figures and brackets "(i)” and “(ii)", insert the figure’ letter and brackets "i.a”.
3. Omit rule 9.
4. In sub-rule (i) of rule 10, omit sub – clause (ii) of clause (a),
5. for rule 14, substitute the following:-

“14. Revision- The Financial Commissioner or the Commissioner may *suo moto* or on an application made to him, call for and examine the records of any case in which a subordinate authority passed any order under rule 10 or has inflicted any of the penalties specified in rule 4 or in which no order has been passed or penalty inflicted and after making further investigation, if any, may confirm, remit, reduce or subject to the provisions of sub rule (I) of rule 11, increase the penalty or subject to the provisions of rule 7 and 8 inflict any of the penalties specified in rule 4.”

6. In rule after sub rule (I), substitute the following:-

“(1) An appeal or application for revision may be withheld by an authority subordinate to the appellate authority or revisionary authority, as the case may be, if

-

- (a) It is an appeal or application for revision in a case in which under these rules, no appeal or application for revision lies;
- (b) It does not comply with the provisions of rule 16;or
- (c) It is an appeal or an second appeal and is not preferred within sixty days of the date on which the appellant was informed of the orders appealed against excluding the time spent in obtaining the copy of the said order and no reasonable cause is shown for the delay; or
- (d) It is an application for revision and is not preferred within a period of ninety days of the date on which the applicant was informed of the order of the appellate authority excluding the time spent in obtaining the copy of the order sought to be revised and no reasonable cause is shown for the delay;
- (e) It is repetition of a previous appeal or application for revision and is made to the same appellate or revisionary authority by which such appeal or application for revision has been decided and no new facts or circumstances are aduced which afford ground for a reconsideration of the case.

Provided that in every case in which an appeal or application for revision is withheld, the appellate or applicant shall be informed of the fact, and the reasons for it and copy a thereof forwarded to the appellate authority, if any, together with a copy of the appeal or application for revision so withheld.

Provided further that an appeal or application for revision withheld on account only of failure to comply with the provisions of rule 19 may be re-submitted at any time within one month of the date on which the appellant or applicant has been informed of the withholding of the appeal or application, and, if resubmitted in a form which complies with those provisions, shall not be withheld."

APPENDIX 'C'

[See rule 18(1)]

Sr. No.	Designation of the official	Nature of penalty	Punishing authority	First appellate authority	Second appellate authority
1	Patwari	1.Censure	Tehsildar or an Assistant Collector, Ist Grade.	Collector	Commissioner
		(ii)Fine	Tehsildar upto a limit of Rs1 on any occasion, Assistant collector Ist grade, upto limit of Rs.2 on any one occasion. Collector upto a limit of Rs.20 on any one occasion	Collector when the Punishing authority Is Tehsildar or Assistant Collector Ist grade. Commissioner when the punishing authority is Collector	Commissioner when first appellate authority is Collector Financial Commissioner when first appellate authority is Commissioner
		(iii)Withholding of increments or promotion including stoppage at an efficiency bar,if any.	Collector	Commissioner	Financial Commissioner
		iv) Reduction to a lower post or time-scale or to a lower stage in a timescale	Collector	Commissioner	Financial Commissioner
		(v)Recovery from pay of the whole or part of any peculiarly loss caused to Govt. by negligence or breach of orders	Collector	Commissioner	Financial Commissioner
		(vi) Suspension	Collector	Commissioner	Financial Commissioner
		(vii) Removal from the civil service which does not disqualify from future employment.	Collector	Commissioner	Financial Commissioner
		(viii) Dismissal from the Civil service which ordinary disqualifies from future employment.	Collector	Commissioner	Financial Commissioner

Note. - The power to inflict fines should be used with care and the Collector should in ordinary cases, look into the matter at tehsil inspections. Fines on patwaris should be recovered by short drawls on salary bills.

APPENDIX 'D'*(see rule 18.2)*

Sr.No.	Designation of the official	Nature of orders	Authority empowered to pass orders	First appellate authority	Second appellate authority
1	Patwari	(a) Reducing the maximum pension or withholding the whole amount of pension admissible under the rules governing pensions. (b) Terminating appointment otherwise than upon reaching the age fixed for superannuation.	Collector	Commissioner	Financial Commissioner

PATWARI

PART “B” EXECUTIVE ORDERS

1. PATWARI CIRCLES

3.1. Patwaris and patwari circles . The number of patwari circles into which each tehsil shall be divided shall be regulated under the orders of the Financial Commissioner and the limits of each circle by the Commissioner. A Patwari having undergone the required specialized / technical training at the State Patwar School and in the field, shall be appointed to each circle.

3.2. Deleted.

3.3 Early report required during settlement on strength of staff. Settlement Officer should, as soon as possible after the commencement of settlement operations, submit an estimate of the probable number of patwaris that will be required in each tehsil after the completion of settlement. In framing this estimate regard should be had (1) to the existing number of patwaris and the

amount of work they have had to do ;(2) to the probable amount of work that will be required of the patwaris after the close of settlement operations and the number of patwaris necessary to perform it.

3.4. Guiding statistics.In estimating the number of patwaris required, the following averages for the state may be taken into consideration:-

	Average per Patwari
Total area	3,200 hectares
Cultivated area	1,300 hectares
Assessment	3,300 Rupees
Mauzas	4.5
Khasra Numbers	4,440
Khatauni holdings	1,200

In applying these averages to the statistics of the district, attention should be paid to exceptional circumstances, such as the distances to be traversed, the level or mountainous character of the country, the simplicity or complicated nature of tenures, or the absence of prevalence of fluctuating assessments.

3.5. Application for increase in staff . Application should then be made after consulting the Deputy Commissioner through the Commissioner and Director of Land Records to the Financial Commissioner for any increase necessary in the number of patwaris; and when the increase has been sanctioned the patwaris' circles should be rearranged so as to give as nearly as possible the same amount of work to each patwari, and the man should be appointed to each circle who will carry on the work of settlement operations close. Some readjustments of circles will probably still

be necessary towards the close of settlement operations, but the changes then required will be reduced to a minimum.

II. PATWARI CANDIDATES

3.6 . Register of Patwari candidates . For each district a register of candidates is kept in form P.I. given in appendix G . In this register candidates shall be entered in order of merit determined by the recruiting authority. The total number of candidates in any district should never exceed 15 per-cent of the total number of patwaris employed in the district. Any further increase in these percentages by the Deputy Commissioner or Settlement Officer requires the previous sanction of the Financial Commissioner.

3.7 to 3.9. Deleted.

3.10 . Patwar School . (i) A patwar school shall function at the State level under the control of the Director of Land Records as and when considered necessary. Candidates entered in the register by the Collectors will be required to attend the school and present themselves for the patwar examination. The teaching staff will consist of the field or office kanungos to be appointed by the Director of Land Records.

The Director of Agriculture shall depute the local agricultural staff for imparting instruction in agriculture of the candidates. Similarly the Development Commissioner shall make necessary arrangements for giving instructions in the rural reconstruction work.

- (ii)(a) When it has been decided to open a patwar school the Director of Land Records shall ask Collectors of the Districts to send candidates for training.
- (b) Direct kanungos candidates shall also be admitted to the Patwar School. Such persons shall be given the same training as is imparted to the Patwari candidates.
- (iii) The curriculum of the school shall be as laid down in Appendix 'A'
- (iv) Candidates shall be examined in the subjects mentioned in Appendix 'B' and direct Kanungo candidates in the subjects mentioned in the Kanungo Service Rules. Examiners shall be appointed by the Director of Land Records from amongst Officers fully conversant with the subjects of examination. Such examiners should be appointed from amongst P.C.S. Officers or Tehsildars having adequate experience of Revenue work. The result of the examination shall be announced within a month of the last date of the examination.
- (v) The Director of Land Records shall issue certificates to the successful candidates. On application the Director of Land Records may supply a duplicate copy of the Patwar certificate, if the original certificate is lost, on payment of Rs.4. This fee shall be credited to the head 0029-Land Revenue-800-other Receipts
- (vi) Candidates who are awarded Patwar Certificates by the Director of Land Records, and those with

compartment (s) except in papers V and VI, copying of record and Survey works, respectively, shall undergo practical training for a period of six months, as specified by the Collector of the District to which the candidate belongs as required by rule 8 of the Punjab Revenue Patwari, Class- III Service Rules, 1966.

- (vii) The result of the teaching given in the Patwar Training school shall be noticed in the departmental report on the administration of Land Records.

IV- Deleted

3.11 to 3.12 Deleted

V- ASSISTANT PATWARIS

3.13. Deleted

VI-GENERAL DUTIES

3.14. Duties of Patwaris . The patwari must make any survey, field inspection, record of crops, revision of maps, or reports relating to mutations, partitions, revenue or rent, takavi, or other circumstances of his circle that he may be ordered to make by the Revenue Officers. He must also give such assistance as may be required of him by the Government rules for the relief of agricultural distress, or in elections, or in Human and Agricultural Census. Such orders shall ordinarily be issued through the kanungo to whom he is subordinate. Besides he should render all possible assistance to the village postman while passing the night in the village in safeguarding the cash and other valuables that he carries. The orders relating to the report by patwaris of deaths of

pensioners are to be found in standing order no. 7 (Land revenue assignments and pensions). Rules relating to the duties of patwaris in relation to irrigation will be found in standing order no.61 (Canals) read with paragraph 3.17A of this Manual.

3.15. Report of calamity or disease . (1) It is the duty of every patwari to submit at once a report in writing regarding -

- (a) the outbreak of plague, cholera, small-pox or any other epidemic disease among human beings to the Chief Medical Officer of the District;
- (b) calamities affecting crops, including crop pest, to the nearest officer of the Agricultural Department and,
- (c) the outbreak of any epidemic amount livestock to the Veterinary Assistant of the *ilaqa*. This can be done by a post card in form P XIII of Appendix G supplied for this purpose by the Civil Veterinary Deptt.

In addition, information regarding livestock mortality should be sent to the Veterinary assistant Surgeon of the *ilaqa quarterly* on the 1st day of every quarter on the form P.XIV of appendix G supplied by the Civil Veterinary Department for the purpose. Under Financial Commissioner Circular letter no. 3162-R, dated the 21st September, 1934 to all Commissioners, lambardars are required to report to the patwari any out break of

epidemic among livestock and also to furnish him information regarding deaths amongst the livestock whenever required.

(2) The patwaris should also report in writing to the tehsildar through the field kanungo the occurrences within his circle of any calamity involving serious injury to land, the crops, and the live stock or the agriculturists. These reports will of course give the gist of those mentioned in sub-paragraph (i) supra.

(3) The patwari should also submit to the sadar kanungo punctually on the 1st day of every month a report in form P.XIV given in appendix G regarding epidemic diseases among cattle that may have prevailed during the preceding month.

(4) The patwari should record in his diary a brief note regarding the gist and the date of despatch of the reports mentioned in sub paragraphs (1) and (2) supra

3.16. Visits of high officials. When the circle of a patwari is visited by the kanungo, naib tehsildar, tehsildar or other revenue officer, the patwari shall obtain the visiting officer's signatures to his diary; and shall give these offices all the assistance in the proper discharge of their duties.

In particular the patwari shall, when visited by the kanungo or revenue officer bring to his notice -

- (1) all matters of recent occurrence referred to in paragraph 3.81 *infra*;
- (2) any alluvion or diluvion that may have occurred with approximate areas thereof.

- (3) Cases in which the Government specially concerned such as encroachment on government lands, decease of pensioners of revenue assignees marriage or re-marriage of females drawing family pensions and residing in the estate, cultivation of groves held free of revenue contrary to the condition of the grant and progress of takavi works.
- (4) Emigration or immigration of cultivators.

3.17. Work forbidden to patwaris. Patwaris must not be employed on miscellaneous work not connected with their proper duties, and the irregular practice of calling patwaris to some central place or to tehsil headquarters for the more convenient preparation of jamabandis and other returns or to assist the ordinary tehsil establishment in the discharge of its duties, must be strictly checked. It may occasionally be unavoidable in order to obtain from a patwari returns which have not been submitted by due date. Patwaris and kanungos must on no account be called upon to assist in the certification of the results of coverings of branded mares.

3.17-A Verification of ownership column in warabandi cases In paragraph 2 of Appendix E of the Revenue Manual of the Irrigation Branch of the Public Works Department, Punjab, it is laid down that the figures of areas on which the preparation of a *warabandi* or any modification thereof (as required by section 68 of the Northern Indian Canal and Drainage Act VIII of 1873) are based, must be verified by the Civil Patwari before the Divisional Canal Officer hears the case. In paragraph 2.31 of the same Manual the responsibility for obtaining this certificate from the Civil Patwari is laid upon the Zaildar. Any delay on the part of the

Civil Patwari in this matter should be severely dealt with so as to save the applicants for a *warabandi* from unnecessary hardship.

VII-POLICE DUTIES

3.18 (1) Patwaris obligation to report crime. Under section 45, Criminal Procedure Code, patwaris are under the same legal obligation as owners and occupiers of land, in the matter of reporting crime, and the reporting of speeches made at meetings held within the limits of their circles, when called upon by the District Magistrate to do so. Thus if a patwari has reason to believe that a crime has been committed and has not been reported, he should convey information of the suspected or ascertained crime to the nearest Magistrate of Police Station Officer. He can do this orally or in writing as circumstances require. It is not intended that patwaris should do the work of lambardars or chaukidars.

Note: -The approval of Government to the issue of such instructions has been communicated in Chief Secretary Confidential demi- official No.13155-S-B. dated the 4th December, 1931 to all District Magistrates in the Punjab.

(2) In particular the patwari should report confidentially to the Excise Inspector concerned or the Sub Inspector of the Police Station concerned any illicit distillation or sale of liquor that may take place in his circle.

3.19. Maps illustrating police enquiries. In some cases patwaris can be called on to make maps to illustrate Police enquiries. The instructions on the subject are noted below:-

- (i) In ordinary cases no demands for such maps will be made upon patwaris.

- (ii) In the cases of heinous crime, especially in cases of murder or riots connected with land disputes, the Police Officers investigating the case(not being below the rank of a Sub Inspector)will, if he considers that an accurate map is required ,summon to the scene of the crime, the patwari of the circle in which it occurred ,and cause him to prepare such maps as may be needed to illustrate the statements of the witnesses. He will be careful not to detain the patwari longer than is necessary for the preparation of the map.
- (iii) The Police Officer will indicate to the Patwari the limits of the land of which he desires a map, and the topographical items to be shown therein. The patwari will then be responsible for drawing the map correctly, for making accurately on the map all these items, and for entering on the map true distances. He will not write on the map any explanations.
- (iv) It is for the Police Officer himself to add to the map such remarks as may be necessary to explain the connection of the map with the case under enquiry. He is also responsible equally with the patwari for the correctness of all distances.
- (v) It will be convenient if all the entries made by the patwari are made in black and those added by the Police Officer in red ink.
- (vi) Patwari will not in any case be required by the Police Officer to make a map of an inhabited enclosure or of land inside a town or village site.

VIII-REVENUE COLLECTIONS.

3.20 Assistance to be given in revenue collections. When revenue collections are in progress the patwaris must furnish any information or explanation of accounts that may be required to facilitate the collections. But he must not himself receive payments or take any part in the collection of the revenue. He should, if so, required assist the headmen in giving acknowledgements for payments and furnish them with a proper memorandum [arzirsal (1) village (2) Amount (3) on what account (4) by whom tendered and by whom conveyed to tehsil] when they proceed to the tehsil to pay the revenues. He is forbidden to take any fees for the performance of the duties stated in this paragraph. When the demand is remitted by money order it is the duty of the patwari to complete the coupon by entering the amounts to be paid under each head, of demand and by signing it.

3.21 Annual Bachh papers . The patwari prepares each year a bachh paper showing the demands due from each contributor to the village bachh. In villages under fluctuating assessment the bachh papers will be made after the girdawari on which the assessment is based. In all other villages the bachh papers must be prepared by the patwari for every village immediately after the kharif girdawari. And the patwari must, if necessary, correct the bachh paper at the second harvest of the year, so far as may be necessary, to make it agree with the events that have occurred since its preparation.

In the case of villages for which a quinquennial *jamabandi* has not been prepared it is necessary to take special precautions to ensure the correctness of the bachh paper. It should be prepared in

duplicate, one copy being intended for the use of the lambardars and the other for that of the patwari. The field kanungo should carefully check the patwari's copy with the last jamabandi and mutation register, and sign it after having satisfied himself of its correctness. He should then compare with the copy intended for the use of the lambardars, and, if that is correct, he should sign it also, and should initial all erasures and corrections in both copies. The superior revenue officers should also be required to check some of the entries and sign them. The detail of *dakhalas* of the sums paid after the due date, which is prescribed by the foot note to column 11 of the jamabandi form, should, in cases where no *jamabandi* is prepared, be added at the end of the patwari's copy of the *bachh* statement. The form of *fard* *bachh* should be as brief and simple as is practicable with reference to the circumstances of each village. The copy intended for the use of lambardars should be retained by them. The patwari's copy should be kept by him in a register till the next detailed jamabandi is filed, and should then be sent with the jamabandi to the tehsil office where it should be kept until the next jamabandi is filed with its *fards*.

3.22. Parcha books. The patwari is bound to supply to every owner and cultivator on demand a *parcha* book, containing a copy of the *jamabandi* entries in which the applicant is interested, and printed receipt forms for 20 years. Parcha books in the form sanctioned by the Settlement Officer can be obtained from the Director of Land Records. Their cost will be charged by the Deputy Commissioner to budget head "68-Stationary and Printing", " but the books are not issued to a patwari by the tehsildar, except on cash payment of their cost price which will be credited to miscellaneous in the stock register of patwari forms to

show the sale of these books and the account should be regularly checked by the Revenue Officer.

The orders of Government also require the issue of *parcha* books at the close of settlement operations to all land owners and tenants free of charge, and in exceptional cases the Collector may see reason to follow the same course at other times also. Ordinarily *parcha* books are only given when asked for.

3.23. Annual entries in parcha books to be made free of charge

. Any owner or cultivator, on presenting his *parcha* book to the patwari is entitled to have the demand due from him for the current year at once endorsed thereon by the patwari, and no fee shall be charged for such endorsements.

3.24 to 3.28. deleted.

XI PATWARIS SERVICE BOOKS

3.29. Patwari Service Book and Character Roll . The service books and the character rolls of patwaris (whether officiating or permanent) should be maintaining in form A.T.C. 4 and F.C. 210, by the office kanungo and Sadar kanungo respectively. In the month of March each year the character rolls should be forwarded by the Sadar kanungo to the tehsildar for getting the remarks recorded by the concerned Circle Revenue Officer for the year. The tehsildars after getting the remarks recorded by the concerned circle revenue officer regarding the work and conduct including reputation for honesty should forward the same to the Sub-Divisional Megistrate/Extra Assistant Settlement Officer/Assistant Settlement Officer/Settlement

Officer for counter signatures adding their remarks. The character rolls should then be returned to the Sadar Kanungo for record.

(2) The remarks of Deputy Commissioner, if any, given at the time of inspection of the Patwaris work, should be communicated to the Sadar Kanungo for incorporation in the character roll under the attestation of the Officer Incharge of the Revenue Branches.

(3) A register showing seniority, qualifications, details of service, punishment, praise, reward, etc., about patwaris should also be maintained by the Sadar Kanungo in the form prescribed in paragraph 2.60-A. The entries in this register should be kept up-to-date.

(Punjab Government Memo. No. 4316-D-53/4353, date the 27th May, 1953).

3.30 to 3.43. [Deleted]

XIV- ACCOUNT RULES RELATING TO PATWAR CHARGES

3.44. Budgets . Receipt connected with the patwari establishment are credited to State revenues, shown in the running register prescribed in paragraph 23 of standing order No. 31 and included in the tauzi of Miscellaneous Land Revenue under "Other items". The Director of Land Records is responsible for the preparation of the budgets of all expenditure on account of the kanungo and patwari establishments. The control of the expenditure of patwari contingencies also rests with him.

3.45. Contingent charges -.Contingent charges will be dealt with under Chapter 6 of the Civil Account Code. The heads are: -

(i)	Survey equipment	2029-land Revenue -103-land Records.
(ii)	Patwari school contingencies	
(iii)	Money order commission for transmission of pay etc	
(iv)	Other Charges	Budget Head 2070-Pension and other retirement benefits-01-civil
(v)	Rewards	
(vi)	Gratuities	
(vii)	Stationery	Head 2058-stationery and printing-101-purchase and supply of stationery store-01-stationery store material and supply
(viii)	Lithographic charges	

3.46 to 3.47. (Deleted)

XVI-FEES

3.48. Inspection of records of patwari and grant of certified extracts therefrom (land Revenue Rule 71). – (i) The Patwari shall allow any one interested to inspect his records and to take notes therefrom in pencil in his presence. He shall give to the applicants certified extracts and enter in his diary a note of the inspections allowed and extracts given. The following fee shall be charged in each case:-

Sr.No.	Nature of work	Rate of fee
1	2	3
A-Copies of extracts From		
1	Jamabandi including extracts called for by courts or officers in connection with the preparation of abstracts of fields	Twenty Rupees per page of the original document
2	Inspection notes attached to Jamabandis.	Ditto
3	(i) Farad Badar; (ii) Copy of pending mutation (iii) Interrogatories in pending mutations; (iv) Counterfoil of mutation sheets ; and (v) Misal Haqiat	Twenty Rupees per page of the original document

4	Fard Haqiat consisting of names of proprietors or occupancy tenants, total number of fields, area, land revenue and rate and cesses	Twenty Rupees irrespective of the number of khewats
5	List of co-shares of proprietary or occupancy of holdings	Twenty Rupees per page of the original document.
6	(i) Genealogical trees of land holders, occupancy tenants and muqarridars	Twenty Rupees per Ghuri
	(ii) Statement of wells and other sources of irrigation;	Twenty Rupees per page of the original documents
	(iii) List of pensions and assignments;	
	(iv) Wajib-ul-arz;	
	(v) Naqsha-Haqq Jandrat wa panchaki;	
	(vi) Fard Bachh or that dhal bachh (Asamiwar);	
	(vii) Demand statement (canal);	
	(viii) Triqa bachh: and	
	(ix) orders of Settlement Officers.	
7	(i) Khasra Girdawari including extracts from Khasra Girdawari called for by courts or officers in connection with the preparation of five yearly abstracts of fields;	Twenty Rupees per page of the original document
	(ii) Diaries (Roznamcha waqiat);	
	(iii) Field books;	
	(iv) Statement of grazing dues;	
	(v) Extracts from Chaukidar's assessment list; and	
	(vi) Statement contained in village note books (Lal Kitab).	
8	Abstract of quinquennial average of mutation.	Twenty Rupees per statement
9	Fard taqsim (List of allottees of colony land).	Twenty Rupees per page of the original document
10	Parcha books	Twenty Rupees per page of the original document
B – Inspections		
11	Inspection of papers relating to one quinquennium including relevant entries of the mutation registers.	Twenty Rupees per inspection.
C-Preparation of Plans and Tracings		
12	Tracing of field map	Twenty Rupees per four fields
13	Taracing of tatima shajra	Twenty Rupees per four fields
14	Preparation of plans called for by courts or officers in connection with civil and revenue suits	Twenty rupees per plan.

Note:-(1) The patwaris shall not be entitled to retain any share in respect of copying or inspection fees and the fees thus realised shall be credited into the Government Treasury under the head "0029–Land Revenue - 800- other Receipts-07-Copying and Inspection Fee of patwaris Record."

(2) Patwaris are forbidden to prepare and supply copies of extracts of papers not shown in the above table.

(3) List of co-sharers shall not be prepared and supplied without the previous sanction of the Collector unless required in connection with a revenue, civil, or criminal case.

(ii) No fee for doing work for the State Government, such as the preparation of an extract from the revenue records to show the property owned by an absconding criminal shall be charged. Patwaris should however, not be required to furnish such an extract without a special order of the Deputy Commissioner in each case, and such an order should only be passed if the case is of real importance.

Copies required for public purposes by Public officers of the Central or State Government as defined in section 2(17) of the Code of Civil Procedure shall be supplied free of charge.

(iii) The Patwari is forbidden to give copies except on lithographic forms which are supplied to him. On the top of each of these forms the words "Receipt No." are printed. The number of the receipt handed over by the patwari to the applicant (paragraph 3.48(v) *infra*) should invariably be entered by the

patwari. Where the entry receipt No. is not printed on the form the patwari should record this entry in his own hand and insert therein relevant receipt number. He should note in red ink in the copy of the jamabandi entry required by rule 15 of the rules under the Punjab Tenancy Act, all mutations affecting the khatauni holding which have been attested subsequent to the preparations of the jamabandi.

- (iv) The accounts of fee realized by patwaris should be kept in the register in form P-XII given in appendix G, which will be supplied to them. The fee realized by the patwari during the month, should be deposited into the Treasury by the 10th of next month. The field kanungo should check the register every month when he goes to the patwaris circle and should sign it in token of his having done so. The tehsildar or the naib-tehsildar when inspecting the patwaris work should also check it. During September, when the patwari comes to the tehsil he should bring the register with him for check by the tehsil wasilbaqi nawis.

Supply of printed copies of receipt books for copying and inspection fees of patwaris records.

(v) The Patwari will be supplied with a printed receipt book in triplicate in which every amount realized by him shall be recorded with black ink while using carbon . First copy will be

handed over to the payee and the second sent to the tehsil wasil baqi nawis through the field Kanunugo with the half yearly demand statements . As soon as the receipt book is exhausted the patwari will return the Exhausted receipt book to the office Kanuungo and obtain from him a new receipt book in exchange.

3.48A . Supply of copies through value payable post . (1)

Any person wishing to obtain certified copies of revenue records from the patwari by value payable post (V.P.P) may apply to the patwari for this purpose giving sufficient information to enable the patwari to make out the copy, provided a post office is located within the circle of the patwari. The application need not bear any court- fee stamps. Only one application would suffice for any number of copies asked for. The patwari shall supply the required copies through value payable post (V.P.P) within four days of the receipt of application and shall charge the following charges in addition to those already prescribed under the rules for preparing copies of revenue records:-

- (i) Postage charges by weight for the packet containing copies of revenue records to be sent.
- (ii) Value payable post (V.P.P.) charges.
- (iii) Registration fee.
- (iv) Two rupees as remuneration for inconvenience and extra work caused to him.

(2) The charges mentioned at (i) to (iv) above will be deemed as "other charges" under section 98(a) of the Punjab Land Revenue Act, 1887, and as such shall be recoverable as arrears of Land Revenue when the packet containing copies of revenue records sent by value payable post is refused by an applicant.

3.48-B Receipt Books . (1) Each patwari should have at a time only one receipt book bearing printed book and receipt number and only one copying fee register.

A requisition form, as in the case of cheque books should be posted in the printed receipt book , to enable the patwari to communicate his demand to the office kanungo, well in time, so that as soon the receipt book is exhausted, the former will return the counter foils to the latter and obtain from him a new receipt book in exchange, which should contain a certificate from the Tehsildar that the receipt book contains so many certified No. of pages, which are numbered in proper consecutive order.

(2) The office kanungo of the tehsil concerned should be held personally responsible for the issue of receipt books and copying fee registers to patwaris. The patwaris should submit a report one month ahead through the field kanungo of the circle, who should verify the report of the patwari and send it to the Tehsildar concerned. The Tehsildar should order the office kanungo to issue the copying fee register/receipt book to the patwari after satisfying himself that the ones issued previously have been actually exhausted and deposited with him and that accounts, in this behalf have also been rendered by patwari.

(3) In case the patwari sends the exhausted register to tehsil office kanungo earlier than September before it is checked

by the Wasil Baqi Nawis the tehsil office kanungo should hand over the said register to the patwari concerned in the month of September, when he patwari comes to the Tehsil for filing the annual and quinquennial statement and jamabandis in the tehsil land records office, and the latter should then get it checked by the Wasil Baqi Nawis and return the same to the office kanungo.

(4) The patwari should also retain a copy of the entries of the Register, made after the despatch of the last half yearly demand on account of copying and Inspection fee, to the Tehsildar, to enable him to prepare the demand for the next half year.

(5) A copying fee register should be issued only after a certificate has been recorded on it by a revenue officer to the effect that it contains so many pages and has been issued under his signature with the seal of the court.

(6) The office kanungo should keep a clear record of "Book Nos." of the receipt books issued to each patwari.

(7) The tehsil office kanungo should maintain a ledger account for each patwari in which should be recorded the number of receipt book issued to the patwari and the number of receipts issued by the patwari every half year. The latter information can be had from the second foils of receipts by the Wasil Baqi Nawis through the field kanungo with the half - yearly demand statements. While posting receipt numbers in the ledger, any gap in numbers should be viewed with suspicion and investigated immediately.

(8) Since the ledger account will be kept by the tehsil office kanungo any omission on his part in the observance of instructions relating to the issue of copying fee receipt books and registers and in the maintenance of ledger accounts should be viewed seriously and dealt with severely.

3.49. Entry in diary (i) The patwari should enter in his diary (a) the field numbers and khatas to which an extract applied for relates (b) the fees charged for the extract and (c) the name of person from whom charged. Inspecting officers should verify from time to time by enquiry from the parties concerned whether the sums entered in the diary were actually paid.

(ii) Copies of the schedules of rates to be charged for extracts, etc., should be printed in Gurmukhi and distributed and broadcast in every village. The schedule should also contain a note to the effect that the applicant should insist on obtaining a receipt from the patwari for the amount paid and should see that the receipt number is given on the copy supplied to him, and that any person who is required to pay for work for which no fee is prescribed or to make any excess payment should report the matter to the tehsildar.

(iii) A printed copy of the schedule should also be exhibited at patwarkhanas tehsils, Panchayatghars, village schools- and other places of public resort.

(iv) If a patwari fails to supply a copy of the revenue records or charges a fee in excess of the prescribed rate, disciplinary action shall be taken against him.

3.50. Payment into the treasury of fees realized for inspection of record and extracts granted therefrom (a) Each patwari should prepare a statement showing the fees realized from 1st April to 30th September and submit it to the field kanungo of his circle by the 10th of October. He should prepare a similar Statement for the period 1st October to 31st March and send it on to the field kanungo by the 10th of April. These statements will show the name

of the village and the amount of fee recoverable during each month of the two periods noted above together with the total of the circle. When submitting these statements the patwari should note in the register maintained by him under the rules, the dates of their submission together with the period to which they relate. The field kanungo should prepare a consolidated statement by villages giving the total of his circle and submit it to the tehsil wasil baqi nawis by the end of October and April, each year. The tehsil wasil baqi nawis will see that the amount deposited by the patwari at the end of each month tallies with these statements.

(b) On receipt of those statements the tehsil wasil baqi nawis should prepare, in duplicate, a consolidated statement for the whole tehsil and submit it through the sadar wasil baqi nawis to the Collector for sanction so as to reach his office on the 15th November and 15th May, at the latest. After obtaining the necessary sanction, the sadar wasil baqi nawis should note the demand in his register and return the duplicate copy of the statement to the tehsildar by the end of November and May, at the latest. These statements will be attached to the *qistbandi* as demand statements of copying and inspection fees of patwaris records.

(c) The half - yearly demand statements together with the receipt referred to in paragraph 3.48(v) *supra* will be destroyed after three years, while the books of counterfoils referred to in the same paragraph will be destroyed after one year in the presence of the tehsildar. The consolidation demand statement for the whole tehsil that forms a part of the *qistbandi*, will be destroyed along with the latter, i.e. when the new settlement is sanctioned.

3.51. (Deleted)

XVII - REWARDS AND HONORARIA

3.52. Rewards for good work . Rewards may be paid to patwaris, permanent or temporary, provided that budget provision exists. These rewards may be given to patwaris in districts whether under settlement or consolidation of holdings operations or not for conspicuous good work in the discharge of their ordinary duties.

3.53 to 3.56. (deleted)

XIX- PATWARKHANAS

3.57 Rules as to patwarkhanas: - The following are the orders regarding *patwarkhanas*: -

- (i) No demands of any kind are to be made on lambardars or landowners or on the village residents for the construction or repairs of *patwarkhanas*.
- (ii) Except in the cases mentioned below (iii) and (iv) infra, patwaris will be required to make their own arrangements for housing themselves and providing a separate room for their records and office work at some village within their circle. Reasonable help in enabling them to do this should be given by the Government.
- (iii) Government has now accepted a policy of adding slowly year by year to the number of *patwarkhanas* (at the rate of about 20 *patwarkhanas* each year in each division), preference being given to those cases where it is difficult or expensive for a patwari to get accommodation for his residence and office in his circle. The Deputy Commissioners have been empowered to sanction expenditure on repairs of

patwarkhanas up to Rs. 1,500 in each case; the Director of Land Records, Punjab has power to sanction expenditure up to Rs. 2,500, the Commissioner of the Division up to Rs. 5,000 and the Financial Commissioner any amount exceeding Rs.5, 000. A rough plan and specification with an estimate of cost should be submitted with every such application. A completion report shall be sent to the Director of Land Records. It is for the Deputy Commissioner to decide as to the agency to be employed for the repair of *patwarkhanas*. Ordinary repair to *patwarkhanas* will be carried out by the *patwaris* living in them.

- (iv) Where a *patwarkhanas* exists, the *patwari* shall live in it and keep it in repair; provided that if any such *patwarkhanas* is, in the Collector's opinion, for any reason unsuitable for this purpose, he may, with the previous, sanction of the Director, make over the building to the *lambardars* of the village to be used for their own purposes, and call upon the *patwari* to make his own arrangements for a residence and office.
- (v) When a *patwari* retires or is transferred he will hand over the *patwarkhana* to his successor, who will sign a certificate to the effect that he has received it in good condition. This certificate will be endorsed by the field *kanungo* of the circle and sent to the *tehsil* office for record. Both *patwaris* should sign the entry to be made in the village diary that the building has been made over in good condition

should the *patwarkhana* be in need of repair, the outgoing patwari will be responsible for having such repairs executed, unless they come under the category of special repairs as defined in clause (iii) *supra*.

- (vi) No expenditure for repairs of *patwarkhanas* will be sanctioned except in case of special repairs due to serious damage from floods or other circumstances beyond the control of the patwari. Application for sanction to such expenditure must be submitted to the Director .In making recommendations for grant of funds for repairing *patwarkhanas* in need of special repairs, facts should be reported in detail and it should be expressly stated:
 - (a) that suitable action has been taken against any patwari who has been responsible for the special repair having become necessary through neglect of ordinary repairs, or
 - (b) that the special repairs have not become necessary owing to the neglect of ordinary repairs.
- (vii) To prevent irregularities in carrying out repairs to *patwarkhanas* and in disbursing money allotted for the purpose, a set of instruction has been given in appendix D, and the Collector shall see that these are strictly followed and defaulters suitably dealt with.
- (viii) Field kanungo shall be required to report to the tehsildar by the 1st January, every year:
 - (1) In regard to patwarkhanas: -

- (a) their condition;
- (b) whether the patwaris live in them.

(2) In regard to *patwarkhanas* circles where there are no *patwarkhanas* -

- (a) whether the patwari is living in his circle;
- (b) whether he has made proper arrangements for his office.

The tehsildar will submit the reports to the Sub Divisional Magistrate (C) who will bring to the notice of the collector any cases in which the orders contained in this chapter are not observed.

3.58 (deleted)

XXI - TRANSFER AND PROMOTION

3.59. Transfer of patwari . A patwari should not be transferred from one circle to another merely as a punishment .-- *vide* Revenue Ruling 3 of 1885.

On resignation or transfer a patwari is bound to make over his papers records equipment and the *patwarkhana*, if there is one in his circle, to his successor, who will forward to Deputy Commissioner through his superiors a charge report showing the detail of all papers, record and equipment received, the condition of the *patwarkhana*, if there is one, and also the date and place on which he received charge: but in case of dismissal or suspension a patwari must make over charge to the field kanungo.

No patwari holding charge of a colony town should be allowed to stay there for more than five years; the transfer should be affected as soon as the quinquennial jamabandi is filled.

3.60 to 3.61 [Deleted]

XXII- PATWARIS' PAPERS.

3.62. Records to be maintained by patwari .

The patwari keeps up the following records for each estate in his circle:-

Khasra girdawari and *jamabandi* each with abstract appendices and registers relating thereto, as prescribed in chapters 7 and 9, registers of mutations, field map, genealogical tree of landowners, and other papers detailed in chapter 9 (Harvest inspections), annual record -of- rights, and agricultural statistics and in appendices VII, VIII and IX to the Settlement Manual and a diary of his whole circle.

A tin cased strong box or almirah will be supplied to each patwari for his records. The charge in connection with these items will be included in the ordinary patwari contingent bills.

3.63. Records for grant of Government land .

The papers for lands leased or sold or granted free by Government with the object of their being cultivated should be prepared and filed in the same manner as for all other agricultural estates.

3.64. Era to be used . The agricultural year begins with the 1st September. The year should be described in the terms of the Christian era.

3.65. English numerals to be used in patwaris papers . All registers or documents kept up by Patwaris as such, i.e., Jamabandi, village notebooks, mutation registers, etc., are to be kept in English numerals.

3.66. Responsibility of patwaris for custody of maps etc. The Patwari is responsible for the safe custody and good condition of all the records, maps and equipment of his circle that are in his charge. When the original field maps in the possession of a patwari are worn out new copies should be made by the patwari himself. The copy should be made on ruled English mapping sheets which will be supplied by the Director, if available, and if not, on ruled country-made mapping sheets and not on one continuous sheet.

3.67 Copies not required by rules not to be called for. A patwari must not, in any circumstances, be called on for copies of his annual papers over and above those required of him by the instructions on the subject; copies must be prepared only on the lithographed forms supplied to him.

XXIII-EQUIPMENT

Equipment, Stationary, etc., for Patwaris

3.68. Survey equipment . The following survey equipment will be supplied to each Patwari, the cost thereof being met from the patwari contingencies:- .

- 1 Chain with 10 iron pins.
- 1 Cross staff.
- 12 or 15 Bamboo flag staves
- 1 Plotting Scale
- 1 Board 75 X 60 centimetres.

Note.-- In hill circles plane table and sighting and will be supplied in place of the board.

3.69. Metric rod . The Patwari's metric rod should not be of wood, but of bar iron (about eight millimeter square). Two should be supplied to each Patwari. The field kanungo is responsible for their agreement with his own rods. These should be kept safe in hollow bamboos.

3.70. Addas . At every village where a patwari resides, there should be marked out on a level piece of uncultivated land a standard length (adda) exactly corresponding with the patwari's 20 metres chain. The extreme ends should be marked by two pegs driven deep (60 centimeters, if possible) into the ground. The measurement of the adda should be reckoned from the outside edge of the pag to the inside edge of the other; that is to say, when the handle of one end of the chain is placed over one peg, the other end should touch the inside of the other peg. If the adda itself needs correction, it can be shortened by cutting from the outside of the pegs, or lengthened by cutting from the inside.

Importance is attached to the correct maintenance of these addas, and revenue officers in their visits to patwaris offices should see that the orders for their maintenance are duly observed and that the length of the adda is strictly accurate. Field kanungos should be

held responsible for any inaccuracies in the addas and for any neglect of the orders relating to them. Full instructions for preparation of these addas will be found in the Mensuration Manual.

3.71. Patwari's chain. The patwaris chain should be made of soft iron and constructed exactly as directed in the Mensuration Manual. Variations of patterns are forbidden. Chains should be made up locally not at other distant workshops. In testing the length of a chain, see that it is well shaken out and stretched only to the tension at which it is used. Test either on the adda or by rods as may be convenient. In the latter case use two rods, placing them on the ground alternately and see that they touch truly.

3.72. Patwari's cross-staves . The Patwaris' cross-staff- A pattern will be supplied to each district by the Director of Land Records. It should be made up locally, strictly in accordance with this pattern. Elaborations and additions to the pattern are forbidden.

3.73. Measuring flags for patwaris - Bamboo flag-staves- A patwari cannot survey on the square system with less than 12 or 15 flags. Of these 4 or 5 should be 450 Centimeters high, and the rest three hundred centimeters. Each should have a pointed iron ferrule at foot, and completed in this way.

3.74. Plane-tables sometimes required . Plane-tables are necessary only for hill surveying. When necessary for this purpose, a pattern should be obtained from the Director of Land Records and they should be made up locally according to the pattern so supplied. Patwaris of plain villages require only a board, in size

75x60 centimeters strengthened on the underside with battens. Care should be taken to employ brass, not iron, in repairing the sockets, etc., of plane-tables.

3.75. Sighting rods . Sighting rods are not required except in hill tracts, where it is necessary to use plane-table. In such case a pattern should be obtained from the Director of Land Records and the sighting rods should be made up locally according to the pattern.

3.76. Plotting Scales . (i) The Director of Land Records shall appoint any firm dealing in the manufacture of plotting scales as an approved contractor, for one year, for the supply of plotting scales, with the previous approval of the Financial Commissioner. Before making a selection, the Director of Land Records will invite tenders, quoting the minimum price of the plotting scales acceptable, from reputed firms. The firm approved shall be called upon to enter into an agreement with the Director of Land Records for the supply of plotting scales at fixed prices. A proposal for fresh sanction should be submitted to Financial Commissioner by the 15th May, every year.

(ii) The Director will send to each Deputy Commissioner and Settlement Officer a pattern of each scale to be kept in his office and used for comparison with scales supplied by the contractor. Any scales which are not made according to the pattern should be rejected and returned to the contractor. The Director should be informed of such rejections.

(iii) The points as to which a careful examination of scales should be made are the following:-

- (1) The sub-divisions must be accurate.
- (2) The sub-divisions must be deep and black and not broader than in the pattern.
- (3) The metal must not be glittering.
- (4) The measuring edge must be thin and absolutely true.
- (5) The scale must be backed with white paper.
- (6) The weight must be not less than 125 grams.

3.77. Return of mathematical instruments . Settlement Officer should submit at the end of every official year a list in form P- IX given in appendix G, of the mathematical instruments in stock on the 31st March. When new mathematical instruments are required the indent for them (the form of which will be found in the rules published in part II of the Gazette of India for April 9th 1887) should be sent through the Director of Land Records' Office. When survey instruments are transferred from one settlement to another, or to the Director of Land Records' Office, the date on which, and the officer by whom, they were originally received from the instruments Office, should be noted.

3.78. Books of reference . The following books of reference should be supplied to the patwaris, the correction slips being issued to them from time to time through the tehsil office kanungo. The field kanungo and higher inspecting officers should see that these books are kept up to date:-

1. Land Records Manual.
2. Financial Commissioners standing order No.32 (Taccavi loans).

3. A copy of the rules contained in paragraphs 441 and 505 of the Settlement Manual.
4. Mensuration Manual.
5. Rules showing the duties of lambardars and chaukidars (part II-Jantri Patwarian).
6. A Ready Reckoner regarding the calculation of areas.

XXIV- DIARY, ETC.

3.79. Diary . The patwari is required to keep diary (Roznamcha Waqiyati) work book (Roznamcha Karguzari).

3.80 Village Diary and file of instruction . The roznamcha waqiyati is the book in which occurrences relating to the patwari's duty and his circles are to be entered day by day. In this book to and fro movements of the patwari are also to be entered.

Ordinarily there shall be one diary for each circle. But if a patwari has one or more assistants, each will keep a separate diary under such instructions for the division of business as the Collector may issue in each case.

The patwari will also maintain a file called "File of instructions" in which he will place copies of all orders and instructions received by him. He should enter in his diary the receipt of such orders and instructions.

“Roznamcha Waqiyati and Roznamcha Karguzari will be centrally printed and page marked with the seal of Director of Land Records thereon and supplied to the districts before the commencement of each agricultural year.”

3.81 Occurrences to be done in diary . The following occurrences must be noted in the diary on the day on which they come to the patwari's notice and the manner in which they came to his knowledge, the signature or seal of one of the village headmen concerned being added at the time of entry, if possible:-

- (1) Any calamity which he reports to the tehsildar through the field kanungo as mentioned in paragraph 3.15 *supra*.
- (2) All alluvion, or diluvion (with approximate area giving details as known at the time).
- (3) Fall of rain with its duration, and whether slight medium or heavy.
- (4) Deaths of owners, village officers, pensioners or revenue assignees, and the marriage or remarriage of female drawing family pensions and residing in the estate.
- (5) Such change of cultivating occupancy and rent as have to be noted under chapter 9.9.
- (6) The execution of any decree of court affecting land, its rent, or its produce.
- (7) Takavi advances on long term basis made by government, repayments of these loans as also notes regarding progress of completion of works for which a takavi loan has been granted.
- (8) Orders of revenue officers or kanungos received by the patwari or executed in the circle.
- (9) Attachment proceedings affecting land, its cultivation, or its produce or cattle.

- (10) Any encroachment on or damage to nazul or Government property on roads.
- (11) Any alienation or resumption of revenue by government, suspensions or remissions of revenue, and any alteration of the rate of cesses.
- (12) Cultivation of land occupied by groves held free of revenue.
- (13) Infringement or neglect of conditions attached to grants of land revenue made by Government.
- (14) The erection, destruction or decay of survey marks or village boundary marks and the alteration of village boundaries.
- (15) Payments of revenue to Government or to Government assignees.
- (16) The visit of any revenue officers to the circle.
- (17) Any fact relating to land or its revenue or rent specially reported to the patwari by a person interested therein, with a request that it be entered in his diary and which the patwari may consider important.
- (18) Any alteration in the cultivating occupancy or rent of land which may have been recorded in the crop-inspection register in accordance with chapter 9 (Harvest Inspection).
- (19) Any case of brick-burning. When it is suspected that the crime is due to incendiarism, this should be mentioned.
- (20) Any cases of increase of mortgage money, with details of the amount, parties and village.

For entry in the diary of alterations of entries in the khasra girdawari *see* chapter 9.9.

For entry of registration memos *see chapter* 7.32 (iii) and for entry of the first four columns of lists of mutations *see* chapter 7.38(v).

It has been noticed that in some districts patwaris take undue advantage of instructions in this paragraph and record detailed reports about transfers of land and getting the parties concerned to affix their signatures to the entries made by them. This practice is irregular. The only person whose signature can be affixed to the entry made in the diary is the village lambardar. Reports made in the diary should be brief.

3.82. Number and dating of entries . The patwari must assign to every entry a separate serial number in large and clear figures. Every entry should be closed by an asterisk mark and no blank line should be left between two consecutive entries. Such orders and instructions as relate to rules of practice must be entered in red ink. The date of each day's entries shall be given according to the Saka calendar. The English date being added.

3.83. Orders to be entered . The patwari must enter in his diary all orders and instructions communicated to him by the kanungo and must obtain the kanungo's signature to the entries. He must also obtain the kanungo's signature to all entries relating to facts reported to the kanungo.

3.84. Condition of crops etc., to be entered . The patwari must, at the end of each Saka month enter in his diary the general

condition of the crops, husbandry and cattle of his circle, noticing specially all facts which have affected them favorably or unfavourably. This entry must be made with special care and after sufficient inquiry and inspection of the crops.

3.85 . Work-book for patwari . In the Work-book the patwari will enter from day to day the work done by him. Detailed instructions will be printed at the beginning of the work-book. Each book will contain 24 leaves. New books for each year should be distributed to each patwari at the same time as he receives his stationery supply, and the cost should be charged to the patwari contingencies.. A new book should be opened by each patwari from the beginning of September in each year.

3.85A Movement diary. In addition to the existing Roznamcha Waqiyati and Roznamcha Karguzari, maintained by each patwari, he should maintain a diary of his movement called Roznamcha Harkat (movement diary).

(i) This Roznamcha Shall contain serially numbered pages and foils and

counterfoils with the stamp of Tehsil Revenue Officer on each of them.

(ii) Whenever the patwari has to leave his head-quarters before his departure, he shall make an entry in his own hand in this Roznamcha, duly signed by him at proper serial no. and date and time clearly stating therein:-

- a) the period of his absence,
 - b) the purpose of his visit whether personal or official,
 - c) village or place he shall be visiting,
 - d) likely date and time of his return.
- (iii) The movement diary will remain with the patwari as long as he is at his headquarters but before he leaves his headquarters, he shall, after making necessary entry in it, leave it at the residence of the senior-most lambadar, i.e., the Lambardar with the longest standing in the village of his headquarters. The counterfoils duly filed up shall be left at the residence of the village Sarpanch.
- (iv) The form of the Roznamcha Harkat shall be as follows:-

S.No	Date and Time	Period of absence from headquarters	Destination and purpose of leaving headquarters	Likely date and time of return	Signatures
1	2	3	4	5	6

3.86. Partial book prescribed during measurements. When measurements are commenced in any village, the patwari will be furnished with an inspection-book (partal ki kitab) for that village, and all entries made by inspection officers of the result of their inspection in that village will be made, not on the patwari's work-book, but in this inspection book for the village, which should be

of the same size as the khataunis and be filed with them when the measurement of the village is complete. This inspection-book will contain only entries relating to the village for which it is drawn up, including lists of mistakes, and reports as to their corrections. Any entry an inspecting officer may have to make about other villages, e.g., at girdawari time, he should make on the patwari's work-book.

3.87. Reports to superiors. The communications of patwaris with their superior officers should, as a rule, be sent by hand, but where they have to submit reports or papers direct to the tehsil or sadar or to officers of or above the rank of a tehsildar they may, should no other more convenient means of communication be available forward the necessary documents by post 'bearing'. For the purposes of paragraphs 353 (2) of the Post Telegraph Guide patwaris have been recognized as Government officials and the bearing 'postage' payable on official postal articles sent by them is the prepaid rate (vide letter No. 7931, of 26th January, 1902 from the Postmaster-General Punjab, to the Revenue Secretary to Government, Punjab).

3.88. Maintenance of the registers of survey equipments, furniture and record in patwari's custody . (a) A register of the survey equipment and furniture supplied to patwaris at Government expense and remaining in their custody should be maintained in form P-X, given in appendix G, by each patwari and a consolidated copy of the same with the omission of columns 4 and 5 should be kept by each tehsil office kanungo. When the patwaris come to the tehsil in September, they should bring their registers with them and the tehsil office kanungo should compare them with his copy, note the result of the comparison in the last

column of the latter, and make any corrections that may be necessary.

Any loss of survey equipment should be immediately reported by the field kanungo to the tehsildar, who will, if the loss has been due to the patwari's negligence order the replacement of the equipment by the patwari concerned, and in order cases report to the Deputy Commissioner for its replacement at Government expense.

(b) A register in form P-X1 given in appendix G, should also be maintained by each patwari showing the records in his custody. It should be in the same volume as register in form P-X but no consolidated copy of it need be kept at the tehsil nor need it be checked by the tehsil office kanungo except under special orders of the Collector.

XXV—STATIONERY FOR PATWARIS

3.89 Covers of jamabandi etc. Every patwari will provide out of the stationery allowance leather outside cover (patta) for his diary, and paper binding covered with chintz or thin cloth for the jamabandi of each village. These covers will be used to protect papers actually to be used by the patwari, and will not be sent to the tehsil office.

3.90. Petty items of stationery . All patwaris (temporary or permanent) and will receive from Government a stationery allowance as sanctioned from time to time.

3.91. Patwaris almanac . Arrangements have been made for the annual issue of a patwaris almanac, and the issue will be ready two

months before each year commences. A copy of the almanac should be supplied to every patwari and to every kanungo.

3.92. Forms and blank paper . Collectors should indent for forms and blank papers for patwaris and kanungos in the manner described in paragraphs 3.93 to 3.97 *infra*. The Director of Land Records has been specially authorised, where necessary, to make local purchases of paper and cloth for the use of patwaris and kanungos, and also to have patwari and kanungo forms lithographed at private presses.

3.93. Standard and special forms . Forms are of two kinds-(a) Standard and (b) Special. A sample book of the standard forms in common use throughout the state has been supplied to all Deputy Commissioners, who should keep this book up-to-date by adding to it new or modified forms approved by the Director of Land Records and corrections issued by him from time to time. Specimens of standard forms included in the sample book need not be sent with the indents for these forms, but samples of special forms must always accompany the indents for such forms.

3.94. Preparation of indents for forms and blank paper . (1) A quinquennial list of all kanungo and patwari forms supplied to each patwari and each field, tehsil and district kanungo during the 5 years to which the last quinquennial jamabandi relates has been prepared and kept in tehsil and district kanungo's offices. With the aid of this list and supplemented by information supplied by patwaris when they come to the tehsil office during September as to their requirement in the following year, the tehsil kanungo should prepare in duplicate three indents for (1) standard forms,(2) special forms and(3) blank paper. He will send one copy of each

indent to the sadar office by the 15th September, keeping the other copies in his own office. Mapping sheets, abstract village notebooks, mutation registers and lal kitabs when required in the standard forms should be included in the indent for these forms.

(2) Blank paper to be used by patwaris and kanungos should be indented for according to the following scale:-

(i)	For each patwari	(a) Unbleached Royal 60x84 Centimetres. One quire or less for his diary and for reports to come on the permanent files.
		(b) unbleached Royal 60x84 Centimetres. Not more than three quires.
(ii)	For each tehsil and district kanungo	Double foolscap unbleached 42x60 Centimetres. Not more than two reams.

If more paper is required, the approval of the Director of Land Record should be obtained.

(3) Patwari and kanungo forms should be printed on following kinds of paper:-

(1)	For printing forms of permanent nature	Royal white 60x84 Centimetres
(2)	For printing forms of double foolscap size	Double foolscap unbleached 42x60 Centimetres
(3)	For printing forms of ephermeral nature	Royal unbleached 60x84 Centimetres

3.95. Submission of indent . The district kanungo should check the tehsil indent very carefully with the quinquennial list kept in his office, and the scale of blank paper laid down above, and then prepare three consolidated indents for (1) standard forms (2) special forms and (3) blank paper for the district by tehsil and his own office. The consolidated indent should be thoroughly checked in detail by the Office Incharge so that waste of forms and the submission of supplementary indents may be avoided. On the back of the indent should be entered the full addresses of the officers to whom forms and paper ought to be sent. The name of the railway

station to which consignments are to be booked must always be mentioned in the address.

The district indents for standard and special forms should be sent in duplicate to the Director of Land Records so as to reach his office on the 1st October each year at the latest. A consolidated indent for the State will be prepared in the office of the Director of Land records and forwarded to the Controller, Printing and Stationery, on the 1st December, each year along with one copy of the district indents.

The district indents for blank paper in duplicate should be forwarded to the office of the Director of Land Records by 15th April, each year whence they will be forwarded to the Controller of Stationery, Punjab, so as to reach his office on 1st June. No indent for forms and blank paper will be complied with unless it is forwarded through the Director of Land Records.

3.96. Supply of Stationery . Supplies from the Controller, Printing and Stationery, Punjab, should reach district officers not later than the end of May. Distribution to patwaris will be made by the 15th June.

As soon as supplies are received both forms and blank paper should be examined to see that the paper is of the requisite quality, that the forms are well lithographed and that the number is complete. Should there be any deficiency or other cause for complaint the Deputy Commissioners should address the Controller, Printing and Stationery, Punjab, direct. One copy of the invoice receipted or amended should be sent within a week to the authority from whom the consignment is received and the second copy of the invoice relating to forms should remain at the tehsil,

while that relating to blank paper should be signed by the tehsildar and sent to the Sadr kanungo after entry in the stock register kept in the tehsil.

3.97. Stock register. The tehsil kanungo shall keep up a stock register of forms used by patwaris kanungos and tehsildars (revised sample No.21 of the sample book).

In column 2 of the Stock Register the date on which supply was last made to the patwari should be entered, so that it may readily be seen that he is not exceeding his estimate. In column 3 of the register, the number of the patwari circle should be entered under the patwari's name. The signature of the patwari should be obtained in the column of remarks of the register. Whenever a patwari exceeds his estimate a remark explaining the reason of the excess should be recorded by the office kanungo after the patwari's signature in the column of remarks.

When supplies are received or issued to patwaris they should be entered in the stock register at once. The receipts and issues should be totalled and the balance of forms and blank paper on hand should be struck on the first of each month. The office kanungo shall keep with each kind of form and blank paper on hand a memorandum showing the number of forms or quantity of blank paper received and issued and the date of their receipt and issue and the balance on hand so that there may be no difficulty in checking the stock on hand with the stock register.

3.98. Indent for forms, mapping sheets and stationery required for use in settlements - Indents for patwari and kanungo forms (standard and non standard) and mapping sheets required for use in settlements should be sent to the Controller,

Printing and Stationery, Punjab, through the Director of Land Records and those for other forms, blank paper and stationery to the Commissioner in the manner laid down in the Punjab Printing and Stationery Manual.

XXVI –CUSTODY AND DESTRUCTION OF PATWARIS' RECORDS.

(Replaces Standing Order No. 6 ; 1st reprint, dated 8th March, 1910, 2nd reprint, dated 13th May, 1919; and 3rd reprint, dated 16th October, 1929.)

3.99 Period for which khasras girdawaris etc. should be preserved - When the patwari brings the *jamabandis* to the tehsil at the beginning of September, he should bring with him all khasra girdawaris, work books (paragraph 3.85) consisting of counterfoils and notes of inspection and abbreviated *jamabandis* in his possession that are more than twelve years old. These papers should be at once destroyed by the office kanungo. He should also bring all fards bachh in his possession prepared for villages, the *jamabandis* of which are being filed, Counter foils of Register *auraq intiqalat manzur shuda wa na manzur shuda* relating to the same *jamabandis* and completed registers relating to the realization of copying and inspection fee of patwari's records.

The fards bachh referred to here are the fards bachh *asamiwar* or *dhal bachhs* which are prepared from year to year for the purpose of showing the sums recoverable from different individuals or groups of individuals on account of land revenue, cesses, occupier's rate, etc. Fards bachh *khatewar*, which are prepared at settlement for the purpose of calculating the sums chargeable on different holdings on account of land revenue and

cesses, are settlement records and should be dealt with in the manner prescribed in paragraph 3.100 and 3.102 *infra*.

3.100 Period for which settlement records, etc. remain with the patwari . The remainder of the records with the patwari, viz:-

- (i) copies of settlement records, including fard bachh khatewar;
- (ii) mutation registers;
- (iii) detailed *jamabandis* and the maps, statements of irrigation and customs, genealogical trees and lists of revenue assignments appended thereto;
- (iv) shajra parchas until replaced by new ones and field-books;
- (v) village note-books;
- (vi) Village diaries(roznamcha) , (paragraph 3.80);
- (vii) Field Book prepared in Consolidation of Holdings Operations.
- (viii) Shajra Parcha prepared in the Consolidation of Holdings Operations, until replaced by new ones, shall remain in his custody during the currency of the settlement to which they relate.

3.101 Papers relating to expired settlements to be withdrawn from patwaris . All the papers referred to in the last two paragraphs which relate to expired settlements, also fards bachh of the last years of expired settlements not filed with a jamabandi, should be withdrawn from the patwari on the introduction of a new settlement except:-

- (1) The khasra girdawari until the new settlement has been in force for three years or until twelve years elapsed since the khasra girdawari was written, whichever period is longer;
- (2) Current mutation registers;
- (3) village note-books until the new settlement has been in force for five years;
- (4) field books in villages not subjected to remeasurement at settlement.
- (5) Field books prepared in the Consolidation of Holdings Operations of the villages which are not subjected to remeasurement.

3.102 Disposal of papers so withdrawn . The papers so withdrawn shall be disposed of thus:-

1.	(a) khasra girdawaris, (b) diaries, (c) abbreviated jamabandis, (d) village note books, (e) mutation registers with duplicate orders only in them (f) fards bachh not filed with a jamabandi, (g) fard bachh khatewar, (h) old shajra parcha which has been replaced by a new one,	shall be destroyed at once.
2.	(a) field books (when not bound up with the records of rights), (b) detailed jamabandis and connected statements,	shall be destroyed at once if twelve years old. Otherwise shall be kept in the Tehsil till they are 12 years old and then destroyed
3.	(a) records of rights and all papers bound up with them, (b) field maps (part tehsil), (c) mutation registers containing original orders (if not required in the sdar), (d) Mussavi Parat Tehsil and Shajra Sabiq on which the plotting of new Shajra has been done and list of Field Numbers, prepared in Consolidation of Holdings Operations.	shall be kept in the tehsil for ever.

But, with regard to (1) and (2) in any Sub-division where there is sufficient accommodation, the Deputy Commissioner may preserve any of the records in the tehsil for a longer period if he thinks fit.

3.103. What records should be bound. Patwaris papers have to be filed in Government offices should not be bound in boards. But standing records prepared at settlement should be bound in stiff boards covered with leather. This applies both to the copy filed in the record room and to that kept by the patwari.

3.104. Treatment of records filed by patwaris in tehsil. The records filed by the patwari in the tehsil from year to year shall be treated in the following way:-

- (1) *Abstract Statements*::- The abstract statements from which the entries in the office kanungo's copy of the village note-book are obtained shall be destroyed one year after date.
- (2) All Jamabandis filed in the tehsil shall be sent to the district office in the month of April, following or any later date not exceeding 6 months fixed by the Director of Land Records, Punjab alongwith all the maps and papers attached there to except to the fards bachh.
- (3) Fards bachh filed with a jamabandi shall be kept at the tehsil until the next jamabandi is filed along with its fards and shall be then destroyed.

- (4) Completed registers relating to realization of copying and inspection fee of patwaris records shall be kept by the tehsil office kanungo for a period of 3 years and then destroyed.
- (5) Counterfoils of Register '*aurag intiqalat manzur shuda wa na manzur shuda*' filled under paragraph 3.99 by patwaris shall be destroyed at once by the office kanungos.
- (6) Proceeding book (both parts) shall be kept in the tehsil office for 12 years.
- (7) List of consolidation fee shall be kept till the preparation of next jamabandi.

3.105. Records to be permanently kept. The following records shall be permanently preserved in district office:-

- (1) Records of expired settlements.
- (2) Mutation registers containing original orders which have not been bound with the jamabandi.
- (3) Detailed jamabandis and all the maps and papers attached thereto (excluding the fards bachh).
- (4) Khatauni Surat Sabiq and Draft Scheme without the list of filed numbers.

The office kanungos copies of the village, assessment circle, and tehsil note-books shall be permanently preserved in the tehsil.

3.106. Destructions of khataunis and abbreviated jamabandis filed in district office. (i) Khataunis and abbreviated jamabandis

filed by patwaris shall be transferred to the District Land Records Office, where the former will be preserved for the term of settlement to which they relate and destroyed after the Khataunis for the next settlement have been prepared and filed and the latter shall be destroyed 12 years after the date of receipt.

(ii) The list of names of right holders, khatauni *paimash* and *Naqsha Haqdarwar* (prepared in the consolidation of holdings operations) filed by the patwaris will be transferred to the District Land Records Office where they will be preserved for 12 years and then destroyed.

APPENDIX 'A'
(Rule 8)

Curriculum of Patwari's Schools

BOOKS

(1)	Arithmetic	Upto Middle Standard with special reference to Percentages, Average, Ratio proportion and Proportional Parts, Vulgar Fractions and Square Roots
(2)	Mensuration	Patwaris Mensuration Manual.
LAND RECORDS MANUAL		
(3)	Chapter 3 Patwaris	Paragraphs 3.14 to 3.23,3.48 to 3.52,3.57, 3.62 to 3.76,3.78 to 3.90, 3.99 to 3.101.
(4)	Chapter 4 Surveys	Paragraphs 4.1,4.2,4.6 to 4.10,4.13, 4.16,4.17(16) and Part D (excluding paragraphs 4.18 ,4.28 and 4.33) and Part F.
(5)	Chapter 7 Records of Rights	Whole (except) paragraphs 7.22 clauses (2) to (9), 7.37, 7.39 and 7.68
(6)	Chapter 9 Harvest inspection	
(7)	Chapter10Agricultural Statistics	Paragraph 10.1
(8)	Chapter 18 Procedure in partition cases	Paragraphs 18.5 (first five lines) 18.12 (last 16 lines) 18.19 (first four lines)
(9)	Standing order No.7 Assignment of land revenue and pension.	Paragraph 82 (i) and (ii) and paragraph 83 (I) and (IV) and first sub para of paragraph 83(VII).
(10)	Settlement Manual	Paragraphs 142,143,260,261, Appendix VII

		(paragraphs 1 to 21 ,25 and 27) Appendices VIII and XIV (whole) and Appendix XXI(paragraphs 12 to 25)
(11)	Local rules for alluvion and diluvion and fluctuating assessment.	
(12)	Minor mineral rules (except rules Nos. 13 and 16 to 18)	
(13)	Instruction in agriculture.	
(14)	The East Punjab Holdings Consolidation and Prevention of Fragmentation) Act, 1948, and rules framed thereunder.	
(15)	Instruction for the guidance of Consolidation Staff.	
(16)	Instruction on rural reconstruction work.	
(17)	Urdu	
(18)	Computer	

PRACTICE

1. Field survey on the square system or in hilly tracts by triangulation, and map correction as defined in Appendix XXI to the Settlement Manual and part D of Chapter 4.
2. Preparation of the various measurement papers connected with 1.
3. Copying of settlement and annual records. Also partition, mutation, diluvion and fractuating assesment papers.
4. Copying of maps.
5. Dictation, Composition and Caligraphy.
6. Preparation of electoral rolls of the Punjab Legislative Assembly.

7. Theory, law and practice of Consolidation of Holdings.

AGRICULTURE

Instruction both in the form of lectures and practical demonstration, in the identification of different varieties of seed, insects and pests, their identification and control; improved implements and other aspects of improved agriculture, a knowledge of which patwaris can use practically in the course of their ordinary duties, will, give for about two weeks by the local agricultural staff deputed by the Director of Agriculture.

RURAL RECONSTITUTION

The instruction will be for two weeks by—

- (i) informal talks and discussion, particularly on the principles of Soil Conservation.
- (ii) private study of books and other publications issued by Government on rural reconstruction work.
- (iii) Visits to farms of Agricultural Department and typical villages.
- (iv) Cinema or lantern shows or other popular interludes of an instructional nature.

INSTRUCTIONS

Seven hours daily should usually be spent in tuition. Holidays shall be the same as are fixed for Government offices from time to time.

The teaching of the books can be organised as in other schools; but at least half of each day should be given to practical work, and the practical work of two out of every three days should

consist of field survey. Each pupil should be required to copy, clearly and accurately, settlement records, *jamabandis*, mutations, partition and diluvion papers and other specimens of the current work of the patwaris of the district, being taught at the same time the chief rules applicable to the work and the meaning of the papers.

Each pupil should be made to draw up *milan rakbas* and other statements from existing *jamabandis* and jinswar abstracts from khasra girdawaris. He should also be taught to write up mutation entries from the remarks of changes in the khasra girdawari, and to make new entries in the jamabandi in accordance with the changes sanctioned in the mutation register. To practice him in area calculations, he should be given a field map without its khasra and be required to write up the areas in field book forms. For field surveying the school should work in squads of 4 or 5, one pupil directing the squad and the others working the chain and flags. Different villages will be selected for practice in field survey on the square system and in map correction. Land free of crops should be chosen for the survey work, and no marks other than flag bamboos should be put into the ground.

In the first two months of the course the duties of each member of the squad should be changed daily. After that each pupil should retain the direction of the squad in turn and work at mapping for at least 8 days continuously.

In field survey on the square system each candidate must measure two squares of land with his own hand, and prepare the field book and khataunis of the fields measured by him. He must also map 50 fields by the tarmim system and prepare the connected

measurement papers. When each squad has finished field work, the candidate should prepare the jamabandi of the areas mapped by them.

Each candidate should also be given particular instruction in the procedure for correcting field maps in the interval between two settlements (Part D of Chapter 4).

All the maps and papers made after the first two months of the course should be carefully preserved, and care should be taken that each map and other paper is really the handiwork of the pupil by whom it professes to be made. The maps and papers will be produced at the examination. No pupil should, on any pretext, be allowed to remove from the school the papers prepared by him.

APPENDIX 'B'

(Rule 8)

EXAMINATION OF PATWARIS

S. No	Paper	Marks
I	Arithmetic and Mensuration(without books)	80
II	Viva Voce examination in Patwaris Mensuration Manual	70
III	Chapters of the Punjab Land Records Manual (without books)	80
IV	Viva Voce examination in Chapters of Land Records Manual	70
V	Copying of records	100
VI	Survey Work	100
VII	Dictation,Composition and Caligraphy	50
VIII	Preparation of elcetroal rolls(without books)	30
IX	Theory, Law and Practice in consolidation of holdings(with the aid of books)	100
X	Agriculture and ruler up lift (without books)	60
XI	Urdu	60
XII	Computer theaury and Practical	50

Under subject V, the examinees will produce the whole work done by them

during the term and will be examined on the contents of the papers in order to ascertain whether they understand them. Marks will be given with reference to the excellence of the writing and to the intelligence shown by the replies.

Under subject VI, each examinee will produce a map copied by himself, both being certified by the teacher and the Headmaster of the Institution to be the pupil's work survey squads will then be taken out by the examiners and be required to work on new ground in their presence. Marks will be awarded according to the merits of each pupil's map- copy and original map and according to the working of his squad in the examiner's presence.

Under subject VII, a candidate who has passed Punjabi as an elective or optional subject, in the Matriculation or equivalent Examination of the recognised University / Board, shall be exempt to pass the paper of Dictation, Composition and Calligraphy in the examination of Patwaris.

To pass in the patwari examination, a candidate must obtain half of the total marks in each subject. If a patwari candidate, after regularly attending the Patwar school fails to pass in one subject, or more, excepting Survey-work and copying of records within a period of three years from the date of his acceptance as a candidate, his name shall be struck off, from the register of candidates. Candidates failing in Survey-work and copying of records, will have to attend the school again for the term during which the trainees are taught the said subject(s) and will be required to sit for re-examination in the same.

The papers on the subjects of "Agriculture and Rural Uplift" will be set and the answer books examined by the Officers of the Departments concerned.

APPENDIX C –DELETED

APPENDIX "D"

(Paragraph 3.57)

Instructions regarding the repairs of patwarkhanas.

1. The tehsildar or naib tehsildar should invariably be required to inspect the patwarkhanas requiring repairs before an application for funds is made to the Director of Land Records.
2. The estimate of cost when prepared should be checked by the tehsildar or naib tehsildar who inspected the patwarkhana or patwar-khanas to be repaired with a view to see that the estimate does not contain any items for which the Government is not responsible.
3. The funds placed by the Director of Land Records at the disposal of the Deputy Commissioner for this purpose should not be drawn from the treasury unless the repairs are actually taken in hand and the money allocated for the repairs of one patwarkhana should not be utilized for the repairs of another patwarkhana without the Director of Land Record's sanction.
4. The work of repairs should not be left entirely in the hands of a contractor or lambardar; revenue officers should inspect it from time to time. Payments should be made by the tehsildar or if this be not possible by the kanungo of the circle in his own presence and proper receipt taken from the payee.
5. The account should not be finally settled till the tehsildar or naib tehsildar has seen the building and signed the completion certificate which should form part of the file relating to those

repairs. The file should not be consigned to the record room till the prescribed certificates and not receipts have been attached to it, and for this the sadar kanungo should be held responsible.

6. A register should be kept for each tehsil in the sadar kanungos office showing:-

- (1) Name of patwarkhana requiring repairs.
- (2) Name of the officer who prepared the estimate together with the name of the officer who checked it, with brief details.
- (3) Amount sanctioned for the purpose, with the No. and date of letter.
- (4) Name of the person to whom work was entrusted and the date.
- (5) Name of the person reporting that the repairs according to estimate have been carried out.
- (6) Date of completion with the name of the tehsildar or naib tehsildar who inspected the completed work on the spot.
- (7) Name of the tehsildar or naib-tehsildar who signed the completion certificate.
- (8) Date of sending completion report to sadar kanungo for submission to Director of Land Records.

APPENDIX 'E'

(This appendix replaces paragraphs 19 - 27 of standing order No.16)

Employment of patwaris and temporary establishment in settlements.

1. Settlement patwaris - No one should except for special reasons to be recorded, be employed as a settlement colony patwari unless his name has previously been duly entered in accordance with the rules in the register of candidates for patwarship of some district in the Punjab, and if the candidate's name has been so entered in the register of some other district than that in which he wishes to be employed he should be required to produce a certificate to that effect and the permission of the Deputy Commissioner of his district to his taking service in the settlement. Preference should be given to candidates, who are residents of the district under settlement/colony or whose names have been duly entered in the list of candidates of that district, and among them to these candidates who have passed the patwaris examination.

2. Pay of kanungo and naib-tehsildar candidates - These rules did not apply to accept candidates for the post of kanungo or for any higher post.

3. When dispensing with the services of any members of his temporary establishment the Settlement Officer should give him a discharge certificate in the form annexed. So, too, in filling up posts in his temporary establishment, the Settlement Officer should require candidates to produce discharge certificates of the nature herewith prescribed, and should any man come without such a certificate, he should not obtain a post until he can give a satisfactory reason for leaving his last employment.

Discharge Certificate

PUNJAB SETTLEMENT DEPARTMENT

Name	Parentage and age	Residence	Appointments held	Reason discharge for	REMARKS

Date_____

Place_____

Settlement Officer

4. In regard to chairman employed in map correction the following instructions are issued with the approval of Government. At measurements or remeasurements chainmen are constantly at work chaining the sides and diagonals of squares, off sets to the corner of fields, and field boundaries. Their work is skilled labour, and much time is lost if they are changed frequently, as new men have to be taught their work. A village can nearly always produce two men to carry the chain for a week or 10 days at a time without payment, but if a man is required for a longer period, he demands wages. It is right that the State should pay those wages when they have to be paid. But for the work of map correction such chaining as has to be done can be done well enough and quickly enough by the zamindars themselves, or their menials, each taking a shift of 8 or 10 days or even less, and no payment need be made by the State for such services. In map correction, therefore, sub clause(1) of section 106 of the Land Revenue Act should be enforced, but sub clause (2) should be applied only in case of contumacy and not in order to secure trained chainmen. That is, while chainmen should be paid by the State in all villages or portions of villages which are

re-measured,. they should be provided by the zamindars in the villages in which map correction is adopted instead of remeasurement, but in such villages frequent changes in the personnel of the chainmen should not be objected to. They should also be provided by the zamindars for the remeasurement of reverain villages for which skelton maps with traverse points have been supplied by the Survey Department, as little chaining is required in such cases.

5. Owing to the large number of chainmen who are employed when re-measurement is in full swing in a district and to their being scattered among the villages of the district great difficulty is experienced in getting their pay for any one month completely disbursed before the end of the succeeding month, and a Settlement Officer is consequently precluded from drawing their pay for the latter month at the proper time in the month next following for he is required to certify at the foot of the bill that all the salaries included in the bill drawn in the last preceding month have been disbursed to the proper persons. To overcome this difficulty the Comptroller General of India Treasuries, Calcutta, agreed in his letter No.1393, dated 18th July, 1908, to the address of the Accountant-General, Punjab, to the undisbursed salaries of chairmen employed on settlement operations being retained in the hands of the Settlement Officer for two months, provided that a certificate as prescribed in Article 64(d)(2), Civil Accountant Code, is given with the monthly pay bill.

6. **Office Muharris, etc.** Temporary office moharrirs colourists and clerks need not be accepted patwari candidates, but they should, as far as possible be selected from that class, and even

if not accepted candidates should be encouraged to pass the patwaris examination.

7. The Punjab Government has ruled that the payment of messengers is a proper charge against the Settlement Budget grants for temporary establishment. This sanction only applies to mazkuris, or messengers employed on the general work of the settlement. It does not authorize the payment from the grant for temporary establishment of process servers employed in serving the process issued by the revenue courts under the control of Settlement Collectors.

APPENDIX F --Deleted

APPENDIX C (FORMS)

Form P-1 (Rule 4)

Register of accepted candidates of the post of Patwari in District _____

(N.B- This register will be kept in the Collector's Office and should not be sent to the tehsil)

1	2	3	4	5	6	7	8	9	10	11
									Subsequent entries	

Signature of officer by whose order the previous column is finally filled up	
Final result i.e. substantive appointment or cancellation of entry with dates thereof	
Note of officiating or other appointments held by candidate from time to time after date of entry of his name	
Date of passing patwari examination with copy of details entered in Pass certificate	
Signature of officer directing entry to be made	
Detail of any offices held by candidate at or before date of the entry	
Where educated what examination passed and date of passing; also copy of any details given in the certificate	
Date of birth	
Name, father's name, grand father's name and residence of candidate	
Date of entry	
Serial No. of entry	

FORM P II TO VIII (Deleted)

FORM P- IX (Paragraph 3.77)

*List of Mathematical Instruments for the year ending 31st March,
20 of District*

1	2	3	4	5	6	7	8	9	10	11
Balance in store on 20					Total in Store on 20					
Name of instrument	Serviceable	Repairable	Unserviceable	Total	Received during the year	Serviceable	Repairable	Unserviceable	Total	REMARKS

LAND RECORDS MANUAL

FORM P- X (Paragraph 3.88)

**A-Register showing Survey equipments and Almirahs
or boxes in charge of Patwari or _____
Circle _____ tehsil**

1 No.	2 Article	3 Date of Supply	4 Condition in April										5 Signature of patwari Responsible for its custody	6 Orders for removal of item from the register with date	7 REMARKS
			1995	1996	1997	1998	1999	2000	2001	2002	2003	2004			

- Note** .- 1. On transfer of charge the Patwari taking over should attest the entries and sign his name, with date in column 5 as token that he has done so.
2. Inspecting officers should enter brief remarks in column 7.
3. In April of each year the stock of each patwari should be verified and examined by the field Kanungo; and the condition of the article duly noted by him in column 4.

FORM B-XI (Paragraph 3.88)

A-Register of Records in the custody of Patwari of

_____ Circle _____ tehsil _____ District _____

1	2	3	4	5	6	7
Name of village	Serial No.	Year in which the record was prepared	Description of record	Date of filing in the tehsil office for destruction or other wise and the office kanungo's signature	Signature of Patwari responsible for the custody of the records	REMARKS

Note: 1. In column 4th documents of the standing record should be entered first and afterwards the annual records in the order in

which they are prepared during a year. Where any record consists of more than one volume this should be stated.

2. When any record is filed in the tehsil the entries relating to it in columns 2 to 4 should be scored through.

3. Four blank sheets should be allotted for each village and four sheets should be left at the end of the register for the entries of papers which relate to the whole circle, such as diary of occurrences, diary of instructions, work book Jantris, manuals, etc.

4. The patwari should sign his name (with date) in column 6 in April of each year, as evidence that the records entered in the register and not scored through are in his possession. The field kanungo should check the entries in the same month and sign in column 7 as proof that he has done so.

5. On transfer of charge, both the Patwaris concerned should sign in column 6 in attestation of the fact that the one has handed over, and the other has received all the records entered in the register and should date the entry.

FORM P- XII(Paragraph 3.48(iv)

Register showing the amount of fee realized for inspection of records and grant of certified extracts there of.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Serial No. as given in the village diary	Name of village	Date	Name of applicant	Whether the application was presented by the applicant personally or received by post.	Nature of paper of which copy or inspection is desired	Details of work					Amount of fee of extracts by V.P.P supplied													
						Khatauni Nos.(S.No.1, 7 & 19)	No. of words (S.No.2 to 6 & 10)	Field Nos.(S.Nos. 1,13,21,22 & 23)	Date of entry (S.No.12)	No. of inspection (S.No.20)	Amount of fee realized by the applicant personally	Fee.	Postage charges.	V.P.P Charges.	Registration Fee.	Remuneration for inconvenience and Extra work to the Patwari at 0.50 Paise	Total of columns 13 to 17	No. and date of V.P.P letter	No. of receipt given by the patwari to applicant in acknowledgment of amount of fee	Signature of patwari	Signature of kanungo	Date of receipt of amount of V.P.P entered in column 20.	Amount credited to Government with date and dakhila No.	Remarks and attestation of W.B.N. and other officers

N.B. The Serial Nos. referred to in columns 7-11 refer to the serial Nos. in the table given in paragraph 3.48

FORM P- X III (Paragraph 3.15)

Form of Post - card showing disease among livestock. The Veterinary Assistant of _____,tehsil _____,is hereby informed that contagious disease among _____ exists in village _____,tehsil _____ District _____.The name of the Disease is _____and upto the present _____ animals have died, and _____ animals are now affected

Dated _____ 20.

_____ patwari

Post office _____

_____ circle

To

The veterinary Assistant Surgeon,
Incharge, Veterinary Hospital _____
Tehsil _____,District _____

FORM P- XIV(Paragraph 3.15)

Report regarding epidemic disease among livestock in the village in circle _____ for quarter ending _____ 20

Name of district	Name of tehsil	Name of village	Name of disease	Number attacked in the quarterly under report			Number died in the quarterly under report			REMARKS
				Horses	Cattle	Others	Horses	Cattle	Others	

Horses include mules and donkeys; cattle include buffaloes; others include sheep and goats.

Date _____ 20.

_____ Patwari

_____ Circle

To

The Veterinary Assistant Surgeon,
Incharge, Veterinary Hospital _____,
Tehsil _____,District _____,

Note.- This form should also be submitted on the 1st day of every quarter to the Sadar Kanungo of the District after filling in figures for the preceding quarter.

CHAPTER - 4.

SURVEYS

[Replaces Standing Order 16.Original issue, dated 16th August, 1909 First reprint dated 27th October, 1911;second print dated 3rd November, 1920 and Standing Order 17, dated 15th June 1907]

PART A- SURVEY MARKS

Note:- Chapter 12 and Appendix VII of the Settlement Manual should be read in connectionwith this Chapter

4.1. As regards the erection of survey marks, Sections 100-103 of the Land Revenue Act, rules 32 and 33 under that Act , and paragraphs 241 ,250 and 251 of the Settlement Manual may be consulted.

The chief survey marks are—

A -Placed by The Survey of India marks are—

- (1) Great Trigonometrical Stations.
- (2) Base line stones placed in the course of riverain surveys.
- (3) Traverse stations supplied in estates not surveyed on the square system.
- (4) Other traverse data (such as corner stones indicating blocks in the rectangulation carried out by the Survey Department in the Sind Sagar Doab and in the colonies).

Note., Traverse data supplied by the Survey Department are not intended to be a guide to patwaris in execution of their survey except.-

- (a) Where the ground is so hilly or broken that accurate squares cannot be laid down;

- (b) Where, for special reasons, e.g., in riverain tracts a scientific traverse has been made as the foundation for the patwari's field survey.

B. Placed by the Revenue Department—

- (a) Tri-junction pillars or platforms or *sihaddas*, erected at every point where the boundaries of more than two estates meet.
- (b) Burjis (mud pillars stone slabs), set up at every angle on the boundary line between two *sihaddas*.
- (c) Masonry or stone pillars at the corners of survey squares or rectangles
- (d) International Boundary pillars.

4.2. Masonry marks at the corner of one square where estate is measured on the square system - In estates surveyed on the square system the extremities of a side of one square are marked by survey marks of stones or concrete, each mark being not less than 45 by 15 by 15 centimetres in size.

4.3. Powers of Collector to dispense with rules. Where boundaries are marked by rivers or hills or where land is exposed to the action of rivers or floods, or in other cases, for sufficient reason the Collector may by order dispense with the construction of the survey marks prescribed in the foregoing rules.

An in that case to issue special orders. In such cases the Collector may direct the erection of such other survey marks as are necessary to furnish a base or guide from which the boundary of the estate can from time to time be marked out and its interior survey be accurately renewed. In cases in which the site of tri-junction pillars is immediately exposed to diluvial action, no *pakka* pillars need be erected. Ordinarily no other exception should be allowed to the rule requiring tri-junction pillars to be made of masonry or stone.

4.4. Tri-junction pillars. The completion and maintenance of tri-junction pillars in every village is a matter of great importance, because, under the existing system of village survey these points form the connecting link between the *patwari* survey and the Survey of India, furnishing a basis (1) on which the result of the *patwari* maps

can be checked against the data of the Survey of India and (2) by the aid of which the topography of the *patwari* maps can be incorporated in to the sheets of that survey. Section 103 (1) of the Punjab Land Revenue Act requires the Revenue Officer to give the land owners 30 days with in which to erect pillars. As regards tri-junctions he should give the legal notice, at the same time informing the landowners that he is willing to arrange to erect tri-junctions for them at a given cost. Probably all will leave it to him, and after 30 days he can arrange to do the whole work through a contractor.

4.5. Preference of stone to masonry pillars - where the cost of stone is not prohibitive stone is much better than masonry. Revenue rule 33 leaves it to the Collector to say whether the tri-junction pillar is to be of masonry as there specified or a single block of stone.

4.6. (1)(a) Maintenance of Great Trigonometrical Survey Stations and International Boundary Pillars . A list of International Boundary Pillars shall be maintained in the office of the Director of Land Records, Punjab.

(b) The Deputy Commissioners will maintain in their offices a list of the Great Trigonometrical Survey Stations and the International Boundary Pillars in their districts and shall see that the instructions given below are carried out.

(2) In his field inspections the *Patwari* in whose circle and such pillar is situated should not whether the mark is in good repair in the manner prescribed for *pakka* survey marks in the instructions given in Chapter on Harvest Inspections.

(3) On the completion of the *Kharif* harvest inspection each *patwari* shall send a report in the sub-joined form to the tehsildar for submission to the Deputy Commissioner:-

1	2	3	4
No. of Pillar	Name of village in which pillar is built	Name of Police station and tehsil	Remarks on the condition of pillar

(4) Should any pillar not be situated within the boundaries of any revenue village the tehsildar shall make special arrangements for the inspection of such pillar and for the preparation of the prescribed

report by a *patwari* or *kanungo* as soon as possible after the *kharif* harvest inspection.

(5)(a) The Deputy Commissioner shall submit an annual return in the above form in respect of the Great Trigonometrical Survey Stations to the Director, Geodetic Branch, Survey of India, Dehradun, on the 1st December of each year. The Deputy Commissioner shall further carry out any repair to those pillars that the Director may desire him to make. He will provide funds for these repairs.

(b) At the conclusion of each harvest inspection, the Deputy Commissioner shall also submit a return in respect of the International Boundary Pillars to the Director of Land Records, Punjab, the Commissioner of the Division and the Financial Commissioner, Revenue, Punjab, on the 10th April and the 10th November, each year.

4.7. Maintenance of Base line stones placed in the course of riverain survey. Index maps have been supplied by the Survey Department indicating the base line stones fixed by them in the course of riverain surveys. These stones are of essential importance in connection with the maps of riverain tracts with a view more specially to the relaying of fields and village boundaries after emergence from the river. Now that almost all riverain boundaries are fixed (*vide* paragraph 5.2 *infra*) the value of base line stones is all the greater. Deputy Commissioner will prepare a list of base line stones from Index maps, which are all kept at district head-quarters and the orders contained in clauses (2),(3) and (4) of paragraph 4.6 of this chapter will apply to them but the report to be submitted by the *patwari* should be in the form given below. They will send an annual return in the following form to the Director of Land Records with the annual report on the Land Records of the district: -

1	2	3	4
Name of the village	Number of base line stones as given in the index map supplied by the Survey Department	Field numbers in which the base line stone has been laid down	Remarks on the condition of baseline stone

4.8. Maintenance of traverse stations supplied in estates not surveyed on the square system - The orders in clauses (2),(3) and

(4) of paragraph 4.6 will also apply to traverse stations supplied by the Survey of India in hilly districts.

4.9. Maintenance of other traverse data fixed by the Survey of India. The orders in clause (2) of paragraph 4.6 will also apply to other traverse data fixed by the Survey of India.

4.10. General orders relating to maintenance of all survey marks. All classes of survey marks set up by the Survey Department and tri-junction pillars and pillars at the corners of survey squares and rectangles will be given a red ink entry without number, after the field number, in which they are situated, and the *patwari* will at each harvest inspection, note in his diary if they are in good repair.

4.11. Proper preservation and inspection of survey marks. The proper preservation of survey marks of the above kinds is of such importance that the special attention of Deputy Commissioners and Settlement Officers is drawn to the matter. When inspecting *girdawari* work all Revenue Officers should satisfy themselves that the *patwari* has noted whether these survey marks are in good repair. When a Tehsildar or Naib- Tehsildar or Field Kanungo visits a village containing such marks he should invariably inspect them and should, as far as possible, put them in good order if he finds them out of repair. If the repairs require expenditure he should report the matter to the Deputy Commissioner. He should always make an entry in his diary noting the state in which he has found the marks.

4.12. Mention about the condition of survey marks in the annual report. In the annual report on the Department of Land Records, Deputy Commissioners and Settlement Officers should specially note whether the condition of all marks referred to in paragraph 4.10 has been examined during the year and whether they have been put in proper order where necessary.

PART B – SURVEY NUMBERS

4.13. Definition of a survey number. The following definition of a survey number is given for guidance in making new survey or corrections thereof: -

- (i) In all survey work each parcel of land lying in one spot, in the occupation of one person. or of several persons holding jointly, and held under one title, should ordinarily be measured as a separate survey number but large areas may be broken up into convenient fields.
- (ii) A Survey number may have part of its area cultivated and part uncultivated or part of one soil and part of another. Survey numbers should not be multiplied merely on grounds of this kind, unless it is convenient to measure waste separately and not to include irrigated with unirrigated cultivation, as this leads to errors in totalling the village area.
- (iii) Care also should be taken not to multiply survey numbers merely on account of cultivation ridges or other merely temporary divisions. In a simple state of cultivation there is usually no necessity to treat each ridge, made for convenience of cultivation as a separate field boundary.
- (iv) But in the case of valuable lands cultivated by tenants who are frequently changed special care should be taken that the measurements are made so as to show the boundaries of parcels in which the land is usually held for cultivation or irrigation. In such lands the survey numbers will necessarily be smaller than elsewhere.
- (v) In places where land is of little value, if an occupancy tenant has extended his field by ploughing out, and there is no boundary between the new and old land, nor other plain evidence, such as payment of a different rent by which the new land can be separated from the old land, the *patwari* shall survey the whole in one number. In such a case it is not his duty to distinguish between old and new land.

- (vi) Field names, if locally used, should be written under the survey numbers.
- (vii) In short, every care should be taken to make the survey simple, but not to omit details convenient for the annual *girdawari* and *jamabandi*. It should be borne in mind that every unnecessary entry increases unnecessarily the *patwari's* annual work.
- (viii) Where the boundaries of a survey number is known, but is not marked on the ground owing to rich cultivation or sandy soil, the boundary should be delineated on the map by broken lines.
- (ix) Where there is a large area of undivided waste it may be cut up into survey numbers corresponding with the limits of the survey squares.
- (x) In all cases in which a new map of any estate is prepared the provisions of this paragraph and especially of sub-section (ii) must be applied with due regard to canal requirements, and so far as may be possible the limits of canal irrigation, as ordinarily practised, must be shown in separate numbers.

PART C – SURVEYS DURING SETTLEMENT

4.14. Instructions regarding re-measurement and map correction. The instructions as regards re-measurement and map correction during a general re-assessment of a district will be found in Chapter XII and Appendices VII and XXI of the Settlement Manual.

4.15. Survey implements and mapping paper. Instructions as to survey implements and mapping paper will be found in Chapter No.3 (Patwaris). In hilly and broken land where squares cannot be used, application for plotted traverse sheets should be made to the Director of Land Records, and that officer, in communication with the Survey Department, will supply suitable sheets for the *patwari's* use.

4.16. Patwaris not to be excused measurements. The main portion of the measurement and record work should be done by the

circle *patwaris*, the settlement *patwaris* being looked on primarily as an aid to them in their work. A *patwari* must in no case be excused from doing both measurement and record work. If he is unable at first to do the work required of him he should be taught, and if he fails to learn his services should be terminated.

4.17. Riverain measurement Rules hitherto observed by the Survey Department. The following are the rules under which riverain measurements have been carried out through-out the Punjab in conjunction with the Survey Department:-

(1) It is the duty of the Settlement Officer to supply the Riverain Survey Officer, by the first of May each year, with a statement showing the villages to be traversed in the ensuing season, distinguishing those which are to be wholly and those which are to be partially remeasured, and affording information as to the scale to be used and the distance desired between traverse points. With this statement should be sent a small-scale map of the district showing the names of the different villages as well as their boundaries. The Riverain Officer will then prepare a programme for the ensuing season and submit it by the 1st of June, to the Director, North Western Circle, Chandigarh who will forward it to the Financial Commissioner for approval. Before actually commencing the work of the season the Riverain Survey Officer should consult the Settlement Officer as to the order in which villages should be traversed. The Settlement Officer must be careful to arrange in ample time (at present the Press requires about two month's notice) with the Director of Land Records for the supply of ruled and backed *mussavis* to the Riverain Drawing Officer. There will be two kinds of *musavis*, namely, 16 square and 8 square ones. The latter will be used for such outer portions of villages as can be included with them.

(2) It is the duty of the Settlement Officer to see that all existing boundary pillars are put in a proper state of repair.

(3) It is the duty of the Settlement Officer to make arrangements with a contractor for the supply of stones to mark the corners of base lines according to the list supplied by the Officer-in-charge of Riverain Survey.

(4) Early in the cold weather it will be the duty of the Officer-in-charge of Riverain Survey to arrange that traversers begin work in the

riverain track. At the commencement of work, each party should be accompanied by the village *patwari* and the *lambardar* to point out boundaries and to show where points should be thrown as well as to arrange for the supply of information, etc., and to act generally between villagers and the traversers.

(5) Such points as the Settlement Officer may require should be traversed and where necessary marked on the ground by the Officer-in-charge of Riverain Survey. These should include-

- (a) all existing tri-junction pillars;
- (b) recognizable physical features of a permanent nature;
- (c) the survey part's traverse points. These should not be more than 340 meters apart and should invariably be close to the district or tehsil boundary;
- (d) A number of points in the *kacha* area to facilitate internal measurements by the *patwaris*.

These points will usually be in cultivation.

(6) The Riverain Drawing Office should also obtain the last settlement maps of all coter-minus villages on either side of the boundary and combine them into a single four-inch map in order to see how far they agree with each other.

(7) Inside each village a suitable square should be selected by the Officer-in-charge of Riverain Survey to form the special base line of that village. This should be on ground not exposed to river action. Stone pillars should be erected at three corners of this square. A corresponding square on pakka ground should in each case be selected and similarly marked on the opposite side of the river. This will materially facilitate the relaying of boundaries on future occasions when such may be necessary.

(8) As a result of the traversers' work the Riverain Drawing Office will supply the Settlement Officer with-

- (a) musavis showing paper boundaries in those cases where it is discovered in the course of the examination prescribed in rule 6 that the boundaries of the settlement maps do not coincide;
- (b) separate musavis for each village showing the points traversed under rule 5.

This (b) series will be complete and continuous for the whole tract and will be numbered serially. Where it is found necessary because of discrepancies to prepare an (a) musavi, the (a) musavi will correspond exactly to a (b) musavi and bear the number not of a separate (a) series what of the (b) series. It will be easy to transfer the points shown in (b) to (a) with the help the squares shown in both. The patwari will work on (b) and (a) will remain in the Revenue Record Room until they are required for reference under Rule 11. It is advisable to have paper boundaries marked only on (a). If they are worked on (b) the patwaris are apt to show dissension even when there is no actual dispute on the spot. It is for this reason that the traverser should show "Chandas" only along the boundary and not to attempt to mark out the actual boundary itself.

(9) Musavis are supplied gradually by the Survey Department from the 15th December to 15th March. As the latest musavis are not issued till 15th March it is necessary for the patwaris to whom these musavis are issued to have everything in readiness to start work immediately. If the work is not completed in April the traverse marks will be washed away by the rivers rising when the snows in the hills begin to melt. The Settlement Officer should give separate musavis alluded to in rule 8 to patwaris upon which it is easy for them to carry out a rapid and accurate survey. In the kacha area of course re-measurement is required, but where the system of measurement in use is that of tarmim, the patwari need not remeasure the whole of the pakka area of each village. The pakka area may be tarmimed separately, and the work so done can for the sake of completion be transferred to the Survey musavis in continuation of the remeasurement of the kacha, either by scale or by pentagraph. The scale is the best instrument for this work, since any slight discrepancy can then be distributed, with the pentagraph this is not feasible.

(10) The kanungos who were employed with the traversers may now be appointed by the Settlement Officer to supervise the detailed measurements. It is advisable to have a special naib-tehsildar in charge of the whole cadastral survey of riverain areas.

(11) It is in connection with remeasurement of the kacha area that boundary disputes arise and discrepancies have to be reconciled, and this requires careful treatment. The naib-tehsildar will first of all mark

the external boundaries of the village as shown in the settlement Shajra. The Patwari will then easily be able to fix the field boundaries which he should show to the owner concerned. In case the settlement shajras are in such a dilapidated state that they do not clearly show the village boundaries or in case the boundaries of two villages overlap or an area has been omitted from measurement in both maps, the naib-tehsildar should prepare a statement of the cases illustrated by tracing from the musavis, and submit it to the Settlement Officer for his decision which will be marked on both sets of musavis. His report should include the statements of lambardars and owners interested in the matter. To enable him to deal properly with disputes, the naib-tehsildar will require-

(a) the settlement shajras of village on both sides of the river;

(b) all record of previous disputes and decisions. If any of the villages involved are situated in another district, it is necessary to obtain the cooperation of those authorities.

The most convenient course is to obtain jurisdiction for the Settlement Officer over the whole of the riverain area of the adjoining district.

(12) It may happen that the scales employed on each side of a river differ. It is of course essential that the whole area be plotted on one scale and the more convenient one may be selected and the internal measurements conducted accordingly, if considered necessary, reduction or enlargement of the completed map can be carried out subsequently for villages using a different scale from that adopted.

(13) An important part of the traverser's duties is the embedding of base line stones, this work must be carried out by the Survey Department who will supply the Settlement Officer with an index map showing the corners of squares so demarcated.

(14) It is the duty of the Director of Land Records to maintain a list of selected kanungos so that one may be deputed without delay as soon as the traversers arrive in the district.

(15) A supply of wooden pegs, 6 centimetres long and 15 centimetres in circumference should be provided by the zamindars under orders of the Settlement Officer for marking points.

(16) Lambardars should be made responsible that the pegs and survey marks are not removed or destroyed. A list should be maintained by the village patwari in the following form:-

- (1) No. of chanda
- (2) Field No. in which the chanda is situated.
- (3) Owner's name
- (4) Name of the tenant.
- (5) Signature or thumb mark of the owner of the field.
- (6) Seal of lambardar concerned.

The position of the pegs and chandas should be marked by the kanungo on one of the patwari's maps, it will then be easy to fix responsibility.

(17) The naib-tehsildar on special duty should be provided with a Miniature Swiss cottage tent and a shouldari. One or two Muharrirs should also be given him and a small contingent advance. He will need a good deal of tracing cloth for his reports on disputed boundaries.

PART D – PROCEDURE FOR CORRECTION OF FIELD MAPS IN THE INTERVAL BETWEEN TWO SETTLEMENTS

4.18. Responsibility of Revenue Officer for correctness of patwari's survey. All Revenue Officers are reminded of their responsibility for the correctness of field surveys executed by the patwaris whom they control—a responsibility which is much increased by the circumstance that the patwari's maps are occasionally used for the correction of the topographical sheets of the Survey of India.

4.19. Instructions regarding incorporation of field maps changes. The following instructions are issued for the purpose of collecting material from year to year for incorporating in the field map changes, which occur in fields in the interval between two settlements.

4.20. The Changes in fields, which ought to lead to the correction of a field map in the interval between two settlements, and the methods by which the map should be corrected, are stated in the following instructions:-

B tenant-at-will1 bighas/kanal/Acre

- (b) Petty cases of nautor, due to ploughing out, are not a cause for making new fields or changing the boundaries of old ones.
- (c) Field numbers should not be combined into a single field unless the clubbing is clearly desirable for the purposes of girdawari.

4.23. Method of preparation of tatimma shajras based on permanent changes. In the case of new numbers due to transactions on account of mutation order (paragraph 4.20) the Revenue Officer must not sanction the mutation in the absence of a proper map of the new field numbers attested by the kanungo and checked by himself. When the patwari enters up the mutation he will draw to scale on the back of the mutation sheet and its counterfoil the numbers effected and will enter under them the details prescribed for the field book referred to in paragraph 4.26. The new field will be temporarily numbered, e.g. 155/1 155/2 etc., permanent numbers not being adopted lest the mutation be rejected or the new fields be affected by subsequent mutation. The kanungo will check on the spot the dimensions and areas of the new numbers and will sign his name at the foot of the map with a note "attested on the spot". In the case of mutations due to sales, etc., the kanungo is responsible for seeing that the measurements correspond with the area actually transferred. In the case of partitions it will not always be possible to show the new numbers and field book details on the back of the mutation order. If so, they will be shown on separate mapping sheets. The tatimma shajra in the case of a partition will be a copy of that prepared as soon as the partition is completed (paragraph 18.12 (a) and 18.14). The kanungo who attests the tatimma shajra in the case of a partition will be held strictly responsible that the map really shows the land allotted to each share-holder and pointed out to him (paragraph 18.14). In case of a transaction based on a registered deed the revenue officer should immediately on receipt of the registration memorandum from the Registration Officer (paragraph 7.23), direct the kanungo and the patwari to proceed to the spot and prepare a tatimma shajra, if one is necessary, on the basis of the material given in the registration

memorandum and that alone. On the completion of the tatimma shajra it shall be submitted by the kanungo to the revenue officer.

4.24. Preparation of tatimma shajras necessitated by hissadari kasht etc. The changes referred to in paragraph 4.21 are already recorded by the patwari by putting a red cross in columns 10,15,20,25 or 30 of the khasra girdawari (vide note to column 10 of the form of shajra girdawari in paragraph 9.3). All such entries must be carefully checked by the field kanungo harvest by harvest. In the year in which the quinquennial jamabandi of an estate is to be prepared the kharif girdawari must be made with great care, and the field kanungo is responsible that no number which has changed permanently escapes detection. After the girdawari is finished he will at once draw up a list of the cross marked numbers and give it to the patwari who will make the necessary measurements without delay and prepare the tatimma shajras on mapping sheets of the same size as the sheets used for *jamabandis*. Field book details will be entered on the back of these maps as prescribed in paragraph 4.23. In the case of villages measured on the square system these mapping sheets will have two squares marked on them. The field kanungo will check the tatimma shajras on the spot during the cold weather before the end of January. The new fields will at this stage be temporarily numbered as laid down in the preceding paragraph.

4.25. Boundaries and dimension of new field numbers to be shown in red ink. In the maps prescribed by the two last paragraphs all new boundaries and other amendments will be shown in red ink. It is unnecessary to re-chain such of the boundaries as have undergone no alteration, and if a side of a new field includes the whole of a side of an adjoining field which is not being amended only the remaining part of the side of the new field need be re-measured. When an old field number is divided into two or more new numbers the patwari will re-calculate the areas of each of the new numbers. To facilitate identification one adjoining number which has not altered will be shown in the tatimma shajra.

4.26. Preparation of field book of new field numbers. In the case of any further changes brought to light at the rabi girdawari the procedure prescribed by paragraph 4.23 and 4.24 must be gone

through as soon as possible and when it is completed the patwari will enter all the new field for which tatimma shajras have been prepared under the above mentioned paragraphs in a field book in the form below:-

No. of fields		No. of holding	Area calculation	Area	Soil	Signature of kanungo
Old	New					

In the field book the fields will be finally renumbered as follows:-

If a field number, say 24, has been subdivided into two, and the last number in the field register of the village is 150, entry No.24 should be scored through and the new field entered as 151/24 152/24.

Where a second sub-division takes place the denominator number should simply be the numerator of the field, which is again sub-divided. Thus in the example, we should have first 151/24, then 185/151 and lastly 202/185, from each of which, if necessary it would be very easy to trace back to the old number. If field nos. 31 and 32 have been joined into one field the new entry may be 153/31 and 32, 152 being the last number in the field register. The new numbers given in the field book will be entered in red ink in the tatimma shajras prepared under paragraphs 4.23 and 4.24 above, and each entry in the field book will be initialed by the field kanungo in token of its correctness. A slip containing a copy of the entries in the field book will be given to the owner or mortgagee or in the case of land held in joint ownership to the share-holder in occupation of the new field.

In estates where field numbers have been assigned by rectangles and killa numbers in lieu of continuous numbers during the course of consolidation of holdings operations, the above rule shall not apply. The new field numbers as a result of subdivision shall be within the killa numbers for example, killa number 2 has been subdivided into two parts. It may be numbered as 2/1 and 2/2. Again a sub-division takes place then a new numbers shall be 2/1/1 and 2/1/2, 2/2/1 and 2/2/2. If killa numbers 2/1/1/ and 2/2/2 have been joined into one field, the new entry may be 2/1/1 and 32/2

4.27. Tatimma shajras to be bound with the jamabandis. The original tatimma shajras prepared on the spot under paragraph 4.24 will be bound up with the Government copy of the jamabandi, and copies checked and signed by the field kanungo will be bound with the patwari's copy of the jamabandi. No copy of the tatimma shajras prepared on the back of mutation sheets is required for the Government copy of the jamabandi, in which the original mutation sheets are incorporated, but copies of them must be made on mapping sheets for the patwari's copy of the jamabandi. The field book details need not be copied on the copies of the tatimma shajras field with the patwari's copies of *jamabandis* as the details are already given in the field book kept by him.

4.28. Check of tatimma shajras by tehsildars and naib-tehsildars. The tehsildar and naib-tehsildar shall when on tour, check on the spot at least 25 percent of the tatimma shajras prepared in each village in the period intervening between two *jamabandis*. They are not expected to do much in the way of chaining, but they must remember that they are responsible for the general accuracy of the measurement. They should be able to recognise by eye whether there is any palpable mistake in the karukan or in the area, and if there is any reason to believe that a mistake exists they must have the field re-chained and the area re-calculated in their presence. They must also check the entries in the field book referred to in paragraph 4.26. All tatimma shajras so checked must be endorsed 'Certified that this has been verified on the spot' and signed and dated.

4.29. Keeping up-to-date of maps. The above instructions apply to all districts. The intention is that the patwari's copy of the settlement map and the fair copy kept in the tehsil should include all changes from time to time brought to light, but it is recognized that when the last settlement of a district is not very recent it would be difficult to keep the maps completely up to date at present. But it is a matter of great importance that the maps of all recently settled districts should be kept completely up-to-date, and Deputy Commissioners are responsible that this is carried out. To secure this end the following additional instructions are issued.

4.30. Renewal of patwaris copies of shajra kishtwar. The patwari shall in future have in his custody only one copy of the settlement map for use at girdawari and for all other purposes. The karukan will be shown in the copy. The patwaris copy will be on latha cloth. The fair copy of the settlement map formerly in the custody of the patwari will hereafter be permanently kept in the tehsil. The patwaris copy of the map of every village must be renewed at the time of filing of every other jamabandi of that village. For special reasons, however, a fresh copy may be prepared after the lapse of a shorter period under the orders of the collector; in which case the map will be again renewed at the second jamabandi from the date of this special renewed, e.g. If a map was prepared at the jamabandi of 1970 it would be renewed in 1980 and then again in 1990; but if the Collector orders its renewal in 1978, it will be again renewed not in 1990 but in 1988. The date of renewal should always be noted on the map.

4.31. Incorporation of amendments in the parat tehsil maps and in the shajras kishtwar kept by patwaris. When the patwari brings the jamabandi to the tehsil at the beginning of September he will at the same time bring his copy of the settlement map, the tatimma shajras prepared under paragraph 4.24 the field book, the work book and the mutation register. He will, under the field kanungo's supervision, transfer to his own copy of the settlement map and to the fair copy kept in the tehsil all the new field shown in the tatimma shajras prepared under paragraph 4.23 and 4.24. The new lines of amended fields should in the first instance be shown in pencil by the patwari and then inked by the kanungo in shingraf after comparison with the tatimmas concerned. The tatimma shajras relating to mortgages of all kinds, redemptions, lessees and hissedari-kasht need not be incorporated in the fair copy of the field map kept in the tehsil. If the new fields are so small that the corrections are difficult to read they should be drawn on a larger scale in the margin of the map. If under the above instructions it becomes necessary to make any further alterations in any portion of the tehsil copy of the settlement map which portion has been already so much altered that further alterations cannot be made therein without giving rise to confusion then a tracing of the portion in which further alterations have to be made should be prepared on the margin of the map, or, if sufficient

space be not available on the margin, on a separate sheet, and the alterations necessary as well as any alterations that may have to be subsequently made in this portion should be made in the tracing thereof prepared on the margin or on the separate sheet as the case may be. The kanungo must carefully compare the changes made in the maps with those shown in the tatimma shajras, and must state in his note of the result of checking the jamabandi that he has done so. The tehsildar and naib-tehsildar shall also examine the incorporation of 25 percent, of the tatimma shajras in the parat tehsil musavi.

4.32. Preparations of Tatimma Shajras of alluvion and diluvion tract. The above instructions do not apply in their entirety to estates subject to alluvion and diluvion. In such estates no tatimma shajras should be prepared for changes due to alluvion or diluvion even if such changes necessitate the passing of mutation order, as in the case of estates where the submergence of proprietary land involves its conversion into shamilat. For changes due to other cause, however, tatimma shajras will be prepared in accordance with the above instructions. The instructions contained in paragraph 4.31 regarding the correction of maps will apply only to the portions of the estate not subject to alluvion or diluvion. As regards the remaining portion the changes due to alluvion or diluvion as well as those for which tatimma shajras have been prepared will be incorporated in the tracing to be filed with the detailed jamabandi according to local alluvion and diluvion rules or orders as sanctioned at settlement. But the fields which actually touch the fields affected by river action should always be shown in this map or tracing.

4.33. Co-ordination of departmental land plans with corresponding revenue papers. In order to obviate the difficulties that have occurred in the past the Punjab Government consider it essential that all departmental land plans of Government property should, in future, be coordinated with the corresponding revenue papers.

A sufficient number of fixed and easily identifiable points, such as tri-junction pillars, base line marks, milestones or in default of these other permanent topographical details, which may be found on the corresponding revenue map then in existence, should be plotted on

the departmental plan and the Government property should then be plotted on it with reference to such fixed points.

The following procedure will be observed:-

- (1) The Public Works Department have agreed to provide a technical surveyor to carry out the surveying on a large scale metric units of any areas of Government property required to be surveyed under the instructions issued in Punjab Government circular No.2240 (Rev. and Agri.- Genl.), dated 21st January, 1921.
- (2) In districts or portions of districts not under settlement the Deputy Commissioner will communicate to the Executive Engineer, Public Works Department, by April 1st of each year, the exact area in which Quinquennial revision of revenue records is to take place in the year commencing October 1st following, and state the parcels of Government property in that area.

In tracts under settlement, the Settlement Officer will, as his work progresses, give the Executive Engineer information as long ahead as possible of the date on which remeasurement or revision of the maps of estates in which Government property is situated, will be commenced.

- (3) The Executive Engineer will then cause to be prepared plans showing the extent and position of each parcel according to the Public Works Department's records. These plans will also show both all topographical features adjoining the Government land which are likely to assist the Revenue Officials in checking its boundaries and area and also any Revenue "fixed" points in the neighbourhood.

All distances will be shown in metric units. The plans should reach the Collector concerned by a date to be agreed on between him and the Executive Engineer.

When land plans of any area have once been prepared and discrepancies, if any, have been settled, it will not be

necessary to prepare them again at a future quinquennial revision unless in the meantime some change has occurred which necessitates an alteration in the plans. If there has been no such change the Executive Engineer should merely supply a certificate to the effect that the land plans are as they were at the last quinquennial revision.

- (4) The collector will then arrange for the plans to be checked by the tehsildar. If no discrepancies are found then the tehsildar will note in red ink on the shajra kishtwar (parat tehsil as well as on the patwaris copy) the distances given in metric units on the Public Works Department plan. "The revenue record will thus read" karamsgathas the equivalent ofmetre.
- (5) The tehsildar will then return the plan for signature by the Collector and the Executive Engineer, and for the preparation of duplicate to form an inset to the shajra kishtwar (parat sarkar) and to be similarly signed.

Note:- If relevant in a suit brought by Government the "inset" will be produced before the court by the Sadar kanungo, or his assistant.

If any discrepancy is observed, then the tehsildar will note it in pencil on the plan and return the plan to the Collector concerned for transmission to the Executive Engineer, sider these discrepancies in consultation with the patwari. If the two are satisfied that the revenue record is correct, and the Public Works Department plan incorrect, then that plan will be corrected accordingly and the papers returned to the tehsildar who will enter distances as required above in the revenue record and forwarded the plan for signature to the Collector.

If the revenue map appears to be incorrect the case will be submitted to the collector, who will, if he concurs,

direct that mutation proceedings be entered up for the correction of the map.

When mutation proceedings have been completed, a tatimma shajra will be prepared for the revenue records. Distances will be marked on it metric units according to the Public Works Department plan, and the inset signed and recorded as above.

- (6) The procedure prescribed in the preceding subparagraphs for checking departmental land plans of the Public Works Department will mutatis mutandis be carefully observed in the case of Forest, Zila Parishads and Railway Department maps also.
- (7) The detailed plan of any property belonging to the Government in the estate shall form part of the record of rights, -*vide* Financial Commissioner's notification No.1953-R, dated the 21st September, 1937.
- (8) It shall be the duty of the revenue staff to afford every assistance to the officials or other departments in matters connected with the co-ordination of departmental land plans.

4.34. Cantonment boundaries. Under instructions from the Government of India it is necessary that in any survey which may in future be made by the Revenue Establishment so as to include any portion of the boundary of a cantonment that boundary should invariably be defined by a series of straight lines drawn from each of the cantonment boundary pillar to the next, except where it is distinctly stated to the contrary in the description of the boundary published by notification in the local gazette. Before any such survey is finally accepted it should be communicated to the military authorities for information and scrutiny. The attention of Settlement Officer is particularly directed to these instructions.

PART E. – Tehsil and District Maps based on Patwaris Surveys

4.35. Preparation of the grouped (*mujmil*) map. Where fairly recent survey or other maps on a sufficiently large scale showing village boundaries do not exist the Settlement Officer should prepare for each tehsil a grouped (*mujmili*) map on a scale of two centimetres

to a kilometre. The grouped map is made on tracing cloth and is an exact reproduction of the index maps, prescribed in paragraph 19 of appendix VII of the Settlement Manual. In the case of large tehsils with big estates and much waste it may be convenient to reduce the index maps to the scale of one centimetre to a kilometre. It should for two reasons be started as soon as the index maps are available, and should not be deferred to the very end of the settlement, for (i) in piecing together the index maps errors in the boundaries are often brought to light, which are real errors of measurements which require light to be rectified by a further inspection of the ground, and (ii) there are differences in practice as regards the showing of roads, canal cuts, etc. indifferent patwaris or kanungos circles, and uniformity can only be secured by consulting the men who have actually made or supervised the measurement and who know the country intimately.

4.36. Size. The map can most conveniently be prepared in separate sheets, each of the size of an ordinary village mapping sheet, but Settlement Officers can consult their own convenience in this respect.

4.37. Copy to be sent to Survey Office. A copy of the *mujmili* map, when ready should be sent to the Director, North Western Circle, Survey of India, Chandigarh. From this the Survey Department will obtain materials for showing new roads, canals, dak bungalows, etc., in revised editions of their maps. The number of the standard sheet, in which the village will be found, should be clearly marked on each map sent to the Director.

4.38. Reduced grouped maps. If no convenient survey maps of the district exist the Settlement Officer should reduce the grouped tehsil map by pentagraph to a smaller scale (1 centimetre to 2.5 kilometres) and prepare a district map.

Preparation of maps. Such copies of these maps are required should be prepared in the office of Director, Map Publication, Survey of India, Hathi Bar-kala, Dehradun if the office is in a position to meet the requirements of the Settlement Officer. Three copies of each such map should be forwarded to the Financial Commissioner's office for record.

SURVEYS

PART F- LAND MEASURES

4.40. Instructions for converting local measure into hectares.

Prior to the Agricultural year 1971-72, the land measure used in all revenue work varied in different parts of the State. From the Agricultural year 1971-72, metric measure shall be used gradually in a single rotation of five years and all records prepared during the year 1971-72 to 1975-76 shall simultaneously indicate the metric measure, in red ink, in addition to the local measure. From the Agricultural year 1976-77, the metric measure shall only be used and the local measure shall be discontinued altogether.

The units of length and area in different parts of the State and their equivalents are as under:-

I. Throughout the State in a single gradual rotation of 5 years commencing from the agricultural year 1971-72 and ending with the agricultural year 1975-76 as also from the agricultural year 1976-77 in toto:-

1	Meter	...39.3701 inches
1	Centare (Square meter)	...1.19599 Square yards.
1	Are (100 Centares)	...119.599 Square yards.
1	Hectare (100 Ares)	...11059.9 Square yards.

II. In all the areas consolidated on the basis of the Standard measure of a karam of 66 inches:-

1	Karam (66 inches)	...1.6764 meters.
1	Sarsahi (Square karam)	...2.81031696 Square metres.
1	Marla (9 Sarsahis)	...25.29285264 Square metres
1	Kanal (20 Marlas)	...505.8570528 Square metres
1	Ghumao (Acre of 4840 Square yards-8 kanals)	...4046.8564224 Square metres.

III In the area consolidated on the basis of the local measure and the non-consolidated area of Ludhiana District and the erstwhile princely State of Jind.

1	Gatha (99 inches)	...2.5146 meters
1	Biswansi (Square Gatha)	...6.32321316
Square metres.		
1	Biswa (20 Biswansis)	...126.4642632
Square metres.		
1	Bigha (3025 sq.yards	...2529.285264
Square metres.		
-20 Biswas)		

IV In the area consolidated on the basis of the local measure and the non-consolidated area of Amritsar, Gurdaspur (except Shahpur hill circle and Chak Andar in Pathankot tehsil), Ferozepur (except Fazilka) and the erstwhile princely State of Faridkot:-

1	Karam (60 inches)	...1.524 metres
1	Biswansi or Sarsahis	...2.322576
Square metres.		
(Square Karam)		
1	Marla (9 Sarsahis)	...20.903184
Square metres.		
1	Biswa (20 Biswansis)	...46.45152
Square metres.		
1	Kanal (20 Marlas)	...418.06368
Square metres.		
1	Bigha (20 Biswas)	...929.0304
Square metres.		
1	Ghumao (8 kanals -	...3344.50944
Square metres.		
4000 Square yards)		

V In the areas consolidated on the basis of the local measures and the non-consolidated areas of Hoshiarpur, Jullundur, Anandpur Sahib (Ropar) and the Shahpur hill circle in Gurdaspur District:-

1	Karam (57.5 inches)	...1.4605 metres.
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1	Sarsahi (Square karam)	...2.13306025
	Square metres.	
1	Marla (9 Sarsahis)	...19.19754225
	Square metres.	
1	Kanal (20 Marlas)	...383.950845
	Square metres.	
1	Ghumao (8 kanals -	...3071.60676
	Square metres.	
	-3674 Square yards)	

VI In the areas consolidated on the basis of local measure and the non-consolidated areas of Fazilka(Ferozepur), Roper(except Anandpur Sahib) and the erstwhile princely States of Patiala, Nabha and Malerkotla:-

1	Karam or Gatha (57.157	...1.4517878
	metres.	
	inches)	
1	Biswansi (Square karam or	...2.1076878
	Square metres.	
	Square Gatha)	
1	Biswa (20 Biswansis)	...42.153756
	Square metres.	
1	Bigha (20 Biswas -	...843.07512
	Square metres.	
	1008.33 Square yards)	

VII In the areas consolidated on the basis of local measure and the not-consolidated areas of the erstwhile princely State of Kapurthala:-

1	Karam (54 inches)	...1.3716 metres
1	Sarsahi (Square Karam)	...1.88128656 Square metres.
1	Marla (9 Sarsahis)	...16.93157904
	Square metres.	
1	Kanal (20 marlas)	...338.6315808
	Square metres.	
1	Ghumao (8 kanals -	...2709.0526464
	Square metres.	
	3240 Squareyards)	

The following is the conversion table of local measure to metric measures

A LENGTH MEASURE

Unit	66" Karam (Metres)	99" Karam or Gatha (Metres)	60" Karam (Metres)	57.5" Karam (Metres)	57.157" Karam Gatha (Metres)	54" Karam or (Metres)
1 Karam	1.6764	2.5146	1.524	1.4605	1.4517878	1.3716
2 "	3.3528	5.0292	3.048	2.9210	2.9035756	2.7432
3 "	5.0292	7.5438	4.572	4.3815	4.3553634	4.1148
4 "	6.7056	10.0584	6.096	5.8420	5.8071512	5.4864
5 "	8.3820	12.5730	7.620	7.3025	7.2589390	6.8580
6 "	10.0584	15.0876	9.144	8.7630	8.7107268	8.2296
7 "	11.7348	17.6022	10.668	10.2235	10.1625146	9.6012
8 "	13.4112	20.1168	12.192	11.6840	11.6143024	10.9728
9 "	15.0876	22.6314	13.716	13.1445	13.0660902	12.3444
10 "	16.7640	25.1460	15.240	14.6050	14.5178780	13.7160
20 "	33.5280	50.2920	30.480	29.2100	29.0357560	27.4320
30 "	50.2920	75.4380	45.720	43.8150	43.5536340	41.1480
36 "	60.3504	90.5256	54.864	52.5780	52.2643608	49.3776
40 "	67.0560	100.5840	60.960	58.4200	58.0715120	54.8640
50 "	83.8200	125.7300	76.200	73.250	72.5893900	68.5800
60 "	100.5840	150.8760	91.440	87.6300	87.1072680	82.2960
70 "	117.3480	176.0220	106.680	102.2350	101.6251460	96.0120
80 "	134.1120	201.1680	121.920	116.8400	116.1430240	109.7280
90 "	150.8760	226.3140	137.160	131.4450	130.6609020	123.4440
100 "	167.6400	251.4600	152.400	146.0500	145.1787800	137.1600
180 "	301.7520	452.6280	274.320	262.8900	261.3218040	246.8880
200 "	335.2800	502.9200	304.800	292.1000	290.3575600	274.3200

(B) AREA MEASURES

(I) GHUMAO MEASURE

Unit	66" Karam (Square meters)	60"Karam (Square meters)	57.5"Karam (Square meters)	54"Karam (Square meters)
1	2	3	4	5
1 Sarsahi	2.81031696	2.322576	2.13306025	1.88128656
2 Sarsahis	5.62063392	4.645152	4.2661205	3.76257312
3 "	8.43095088	6.967728	6.39918075	5.64385968
4 "	11.24126784	9.290304	8.532241	7.52514624
5 "	14.0515848	11.61288	10.66530125	9.40643280
6 "	16.86190176	13.935456	12.7983625	11.28771936
7 "	19.67221872	16.258032	14.93142175	13.16900592
8 "	22.48253568	18.580608	17.064482	15.05029248
1 Marla	25.29285264	20.903184	19.19754225	16.93157904
2 "	50.58570528	41.806368	38.3950845	33.86315808
3 "	75.87855792	62.709552	57.59262675	50.79473712
4 "	101.17141056	83.612736	76.790169	67.72631616
5 "	126.4642632	104.51592	95.98771125	84.65789520
6 "	151.75711584	125.419104	115.1852535	101.58947424
7 "	177.04996848	146.322288	134.38279575	118.52105328
8 "	202.34282112	167.225472	153.580338	135.45263232

Unit	66" Karam (Square meters)	60"Karam (Square meters)	57.5"Karam (Square meters)	54"Karam (Square meters)
1	2	3	4	5
9	227.635677376	188.128656	172.77788025	152.38321136
10	252.9285264	209.03184	191.9754225	169.31579040
11	278.22137904	229.935024	211.17296475	186.24736944
12	303.51423168	250.838208	230.370507	203.17894848
13	328.80708432	271.741392	249.56804925	220.11052752
14	354.09993696	292.644576	268.7655915	237.04210656
15	379.3927896	313.54776	287.96313375	253.97368560
16	404.68564224	334.450944	307.160676	270.90526464
17 Marlas	429.97849488	355.354128	326.35821825	287.83684368
18	455.27134752	376.257312	345.5557605	304.76842272
19	480.56420016	397.160496	364.75330275	321.70000176
1 Kanal	505.8570528	418.06368	383.950845	338.63158080
2 Kanas	1011.7141056	836.12736	767.90169	677.26316160
3	1517.5711584	1254.19104	1151.852535	1015.89474240
4	2023.4282112	1672.25472	1535.80338	1354.52632820
5	2529.285264	2090.3184	1919.754225	1693.15790400
6	3035.1423168	2508.38208	2303.70507	2031.78948480
7	3540.9993696	2926.44576	2687.655915	2370.42106560
1 Ghumao	4046.8564224	3344.50944	31071.60676	2709.05264640
2 Ghumaos	8093.7128448	6689.01888	6143.21352	5418.10529280
3	12140.5692672	10033.52832	9214.82028	8127.15793920
4	16187.4256896	13378.03776	12286.42704	10836.21058560
5	20234.282112	16722.5472	15358.0338	13545.26323200
6	24281.1385344	20067.05664	18429.64056	16254.31587840
7	28327.9949568	23411.56608	21501.24732	18963.36852480
8	32374.8513792	26756.07552	24572.85408	21672.42117120
9	36421.7078016	30100.58496	27644.46084	24381.47381760
10	40468.564224	33445.0944	30716.0676	27090.52646400

(ii) BIGHA MEASURE

Unit	99" Gatha (Squaremeter)	60" karam (Squaremeter)	57.157" Karam or Gatha (Squaremeter)
1	2	3	4
1 Biswansi	6.32321316	2.322576	2.1076878
2 Biswansis	12.64642632	4.645152	4.2153756
3	18.96963948	6.967728	6.3230634
4	25.29285264	9.290304	8.4307512
5	31.6160658	11.612880	10.538439
6	37.93927896	13.935456	12.6461268
7	44.26249212	16.258032	14.7538146
8	50.58570528	18.580608	16.8615024
9	56.90891844	20.903184	18.9691902
10	63.2321316	23.225760	21.076878
11	69.55534476	25.548336	23.1845658
12	75.87855792	27.870912	25.2922536
13	82.20177108	30.193488	27.3999414
14	88.52498424	32.516064	29.5076292
15	94.8481974	34.838640	31.615317
16	101.17141056	37.161216	33.7230048
17	107.49462372	39.483792	35.8306926
18	113.81783688	41.806368	37.9383804
19	120.14105004	44.128944	40.0460682
1 Biswa	126.4642632	46.451520	42.153756
2	252.9285264	92.903040	84.307512

Unit	99" Gatha (Squaremeter)	60" karam (Squaremeter)	57.157" Karam or Gatha (Squaremeter)
1	2	3	4
3	379.3927896	139.354560	126.461268
4	505.8570528	185.806080	168.615024
5	632.321316	232.257600	210.76878
6	758.7855792	278.709120	252.922536
7	885.2498424	325.160640	295.076292
8	1011.7141056	371.612160	337.230048
9	1138.1783688	418.063680	379.383804
10	1264.642632	464.515200	421.53756
11	1391.1068952	510.966720	463.691316
12	1517.5711584	557.418240	505.845072
13	1644.0354216	603.869760	547.998828
14	1770.4996848	650.321280	590.152584
15	1896.963948	696.772800	632.30634
16	2023.4282112	743.224320	674.460096
17	2149.8924744	789.675840	716.613852
18	2276.3567376	836.127360	758.763608
19	2402.8210008	882.578880	800.921364

Unit	99" Gatha (Square meter)	60" karam (Square meter)	57.157" karam or Gatha (Square meter)
1	2	3	4
	2529.285264		843.07512
1 Bigha		929.030400	
2 Bigha	5059.570528	1858.060800	1686.15024
3 "	7587.855792	2787.091200	2529.22536
4 "	10117.141056	3716.121600	3372.30048
5 "	12646.42632	4645.152000	4215.37560
6 "	15175.711584	5574.182400	5058.45072
7 "	17704.996848	6503.212800	5901.52584
8 "	20234.282112	7432.243200	6744.60096
9 "	22763.567376	8361.273600	7587.67608
10 "	25292.852640	9290.304000	8430.751264

CHAPTER 5

TERRITORIAL TRANSFERS

Replaces standing order No.25 original issue, date 7th june, 1909 and reprint dated 30th May,1912. In connection with this Chapter paragraphs 409-437 and 834 of the Land Administration Manual should be consulted.

5.1. All cases of transfer of territory from one district to another, or from one tehsil to another are to be submitted to Government through the Financial Commissioner (Revenue) for the sanction of the Government and for the publication of the revised limits of the district under section 5 of the Land Revenue Act (Act XVII of 1887).

5.2. Deleted.

5.3. Changes in territorial jurisdiction to be reported.

Whenever any alteration in the boundaries of the State, Districts or Tehsils takes place for administrative convenience, the fact should be reported by Collectors through Commissioners to the Financial Commissioner Revenue with full details, the report being accompanied by a map of the area transferred.

5.4. Contents of report and map. The report should state the reasons for the change and the approximate area in hectare transferred and the number of occupied houses and the population, male and female, contained at the time of the last preceding decennial census, in each village comprised in it; and the prescribed map should be drawn tracing paper on a scale (ordinarily) of 1 centimeter to 1.250 kilometers unless for special reasons a larger scale should be necessary. The names should be entered on the map in Punjabi and a table of references should in all cases be added sufficient to render the map intelligible in itself.

5.5. Report to be Surveyor General. The Financial Commissioner Revenue will report to the Surveyor General to enable him to arrange for the correction of the survey maps. Changes in the boundaries of territorial units of less importance than those noted above, such as police stations or blocks, need not be reported and in all cases a copy of the map and report should be furnished to the Director of Land Records to enable him to correct the skelet-on maps and villages' lists. The director will keep the reports in a file arranged

by district so that the statistics of houses and population transferred may be readily available at the time of the next decennial census.

5.6. Deleted.

5.7. International Boundary Pillars to be inspected half yearly.

At the commencement of each harvest inspection, the Deputy Commissioners, Ferozepur, Amritsar and Gurdaspur shall inform their counterparts in Pakistan and carry out joint inspection of the International Boundary Pillars and submit a return in this respect to the Director of Land Records, Commissioner of the Division and the Financial Commissioner, Revenue, Punjab, on the 10th April and the 10th November each year.

CHAPTER - 6

ALLUVION AND DILUVION

Replaces Standing Order No.26, original issue, dated 7th June, 1909, first reprint, dated 2nd February, 1910, and second reprint dated 28th February 1928; In connection with this subject, Chapter XII of the Land Administration Manual and paragraph 455 of the Settlement Manual should be consulted.

6.1. Law and rules governing the subject. When estates affected by river or torrents have assessments of land revenue which are fixed for terms of year, it is a condition of the settlement, in default of a special agreement to the contrary, that such assessments are liable to revision when the lands of the estates are injured or improved by the action of water or sand. Such revisions are governed by section 59(I)(d) of the Land Revenue Act, 1887, and by the following general rules:-

- (i) Where land of an estate paying land revenue is injured or improved by the action of water or sand, the land revenue due on the estate under the current assessment shall be reduced or increased in conformity with the instructions issued from time to time in this behalf by the Financial Commissioner,- *vide* appendix I to the Land Administration Manual.

(ii) In every such case the distribution of the land revenue over the holdings of the estate shall be revised, so as to similarly or reduce or increase the sum payable in respect of the holding in which the land that has been injured or improved is situated.

Besides these general rules special rules have been framed in the case of certain districts to suit special local conditions, - *vide* Settlement Manual paragraph 455.

6.2. Deleted.

6.3. Removal of estates from the revenue roll in consequence of diluvion. When an estate is entirely cut away by the river it should be removed from the district revenue roll, but it should be restored on a subsequent formation of land on same site, if the original owners are entitled to recover possession.

6.4. Village lists. The tehsil office kanungo should be required to maintain a simple list of villages liable to increment or decrement of area by the action of river, his-torrent of swamps, to enable him to satisfy himself that diluvion files of such villages are prepared in due course.

6.5. Submission of annual statements. The Collector should submit for confirmation of assessments by the Financial Commissioner, Revenue, a statement in the form below, showing the net changes caused by alluvion and diluvion. These statements should be forwarded to the Financial Commissioner, Revenue, for confirmation by the first may. On receipt of such confirmation the new assessments will take effect.

Statement of financial results of alluvion and diluvion assessment for the _____ District. made in 20 ____ for the agricultural year (kharif 20 and rabi 20), and the proposed remission in the revenue roll and amount to be collected as fluctuating revenue

1	2	3	4	5	6	7	8	9
District.	Tehsil	River	Gross increase of assessment due to alluvion etc. (including jagir)	Gross decrease of assessment due to diluvion, etc., (including jagirs)	Net increase (khalsa to be collected as fluctuating revenue)	Net decrease (khalsa) to be remitted	Net amount of increase or decrease to be shown in the revenue roll of the following agricultural year	Remarks

Notes.- Column 3 the figures of the three large rivers of the province should be given separately, those for the minor streams may be lumped together.

Column:- 6,7 and 8.- Columns 6 and 7 should show the actual amount involved, not neglecting fractions of a rupee. The amount shown in Column 8 will be the difference between columns 6 and 7 expressed in even rupees, fractions of a rupee not exceeding fifty paise being neglected (of paragraph 10 of Standing Order No.31) and should be preceded by a plus or minus, as the case may be.

Column 9:- Note in this column the officer by whom the assessment were made and tested, and the method adopted in assessing Reference should be made to settlement reports prescribing such method or to correspondence conveying special sanction.

Dated

The

20

Deputy Commissioner:

6.6. Distribution of reduction or remission on account of diluvion. Where special rules have been framed, they provide for the preparation of a statement showing the distribution of the new assessment over holdings. Where no special rules have been framed, a

statement should always be filled by the patwari, showing how the reduction or remission has been distributed among the several holdings, which have suffered loss.

6.7. Assignments of land revenue how effected by alluvion and diluvion. When the land revenue of the estate has been assigned the assignee will benefit from any increase of revenue and will suffer from any loss. If he pays commutation for service in a fixed proportion upon his revenue, the commutation will fluctuate with the amount of the revenue.

6.8. Effect of removal of the land assigned by diluvion. An estate of plot, or which the revenue was assigned once swept away, has ceased to exist, and the assignee has no claim to the revenue of alluvial deposits afterwards formed upon the same site, unless when the original owners would be entitled to recover possession of the newly formed land on the ground of their previous ownership.

6.9. Form of alteration of revenue roll. Enhancements of revenue on account of alluvion or reductions on account of diluvion must be sanctioned by the Financial Commissioner (Revenue) before the alteration of the revenue roll. Reductions generally involve the remission of the current demand of land revenue, which has to be written off under the authority of the Financial Commissioner (Revenue) as an irrecoverable balance (Deleted).

6.10. Alterations to take effect from the kharif. Except where the orders passed at Settlement and still in force require the observance of a different practice, increases due to alluvion and decreased due to diluvion should take effect from the kharif season in which they occurred, but while increases due to alluvion or to excess of alluvion over diluvion, in any village will be collected as fluctuating revenue due on account of the kharif harvest in which the alluvion and diluvion occurred, the decrease on account of losses due to diluvion, or to excess of diluvion over alluvion, in any village will ordinarily be refunded by means of reductions from the collections of the fixed revenue due on account of the following rabi. In cases, however, in which no such revenue is recoverable from an individual

to whom a refund has to be made the usual refund procedure will be adopted. In all other cases a reduction will be made by the patwari in the demand recoverable for the following rabi from the individuals to whom refund is due, the reductions being duly incorporated in the fard bachh. The net increase or decrease for the district, as the case may be, will appear as an addition, or deduction in the rent roll submitted for the ensuing agricultural year in the following October.

6.11. Power of Collector to suspend in anticipation. Cases, in which it is apparent that a considerable decrease will be necessary in the demand of an estate, should be specially reported by the Tehsildar to the Collector as soon as they come to his notice during the course of inspection, and the Collector may, in such cases, at his discretion, suspend the collection of a suitable portion of the revenue, subject to the necessary adjustment, consequent on the final orders of the Financial Commissioner Revenue, on the proposed assessment.

6.12. Remissions, how shown in balance statements. The amount remitted on account of diluvion will be shown in the balance statements under the head "Irrecoverable", and the authority for remission will be the orders of the Financial Commissioner (Revenue) upon the annual statement of changes, in which the amount to be remitted shall be specified separately from the amount by which the rent roll of the succeeding year is to be altered.

6.13. Remissions for destruction of crops. Remissions for the destruction of crops should not be dealt with in diluvion work, but should be separately reported for sanction in the same way as remissions for crop failures of land other than reverain lands are reported,- *vide* Standing order No.31

CHAPTER - 7

THE RECORD OF RIGHTS

[Replaces standing order no.23, original issue, dated 19th October,1909, 1st reprint, dated 2nd September, 1912, 2nd reprint, dated 21st September, 1916, 3rd reprint, dated 3rd March, 1921, and 4th reprint, dated 1st June, 1972.]

Chapter XIV and appendices VII and VIII of the Settlement Manual and Chapter X of the Land Administration Manual should be read in connection with this chapter.

A. - RECORD OF MUTATIONS

Paragraphs 372 to 386 of Chapter X of the Land Administration Manual and paragraphs 279 to 282 of the Settlement Manual relate to the record of mutations.

7.1. Entry of mutation. The mutation register is prescribed in sections 33 (3) and 34 of the Land Revenue Act for the entry of every acquisition of any right or interest in an estate as a landowner or assignee, and under section 35 for disputed acquisition of other rights. The mutation register is not a part of the record of rights and its entries do not share in the presumption of truth attached to that record. All mutations of rights of ownership including voluntary partitions, shall be entered by the patwari in the register when they are reported to him by the transferee as required by section 34 of the Land Revenue Act, and if not so reported, then as soon as they appear to have been acted upon. When he enters a mutation affecting the shajra nasb the patwari shall note in pencil the number of the mutation against the entry affected. If and when the mutation is sanctioned he shall amend the shajra nasb in red ink in accordance with the mutation order.

7.2. Reference in Jamabandi. The patwari should, whenever a mutation case is entered in the register, note the serial number and nature of the transfer in pencil in the column of remarks of the jamabandi opposite the appropriate holding. If and when the mutation is sanctioned, he should make the above note in red ink. Serial number of fard badar entries should also be similarly noted and in

order to distinguish them from the serial number of mutations the word "badar" should be added. Fard badar entries will thus be referred to as I badar, 2 badar, etc. etc.

7.3. Register of mutations. The form of the register of mutations with instructions as to the entries to be made in it is given below: -

Register of mutations of mauza _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	Entry in last jamabandi which is proposed to correct						New entry which is proposed to substitute								
Serial No. of entry	No. of holding in last jamabandi	Taraf or well	Owner, with description	Cultivator, with description	Detail of fields, areas and soils	Revenue or rent	No. of holding in new jamabandi	Owner, with description	Cultivator, with description	Detail of fields, areas and soils	Revenue or rent	Nature and date of transfer, with price in case of sale and amount of mortgage debt in case of mortgage or redemption	Mutation fee due	Reports and orders	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

7.4. General Instructions. (i) The mutation register consists of a counterfoil and a foil. The former is the patwari's copy of the register. The latter is removed after orders have been passed, and sent to the tehsil to be filed with the jamabandi. The patwari should make his entries in columns 1 to 13 of the counterfoil, but he should make no entry in column 15. Having thus filled up columns 1 to 13 in the counterfoil, the patwari shall copy these entries in the foil. He shall then write his report in column 15 of the foil, briefly state the facts explaining the change, the names of the persons on whose information the entry is based, and require the lambardar concerned to attest the entry by seal or signature. He is however, strictly forbidden to take the thumb-mark or the signature of any of the parties to the transaction anywhere on the mutation sheet.

(ii) The field kanungo must attest, by personal examination of the papers concerned, every entry made by the patwari in the counterfoil and foil, noting briefly that he has done so. He should mention the date below the report in the latter. He must sign the entries in both counterfoil and foil.

(iii) The Revenue Officer should carefully compare entries in the counterfoil and the foil, and must write his order on the latter. He should see that all entries in the mutation sheets as well as his orders thereon are neatly and legibly written. The order should show whether the parties interested were all present; or if any one was absent, the way in which his evidence was obtained, or if it was not obtained, what opportunity was given to him to be present; also who identified the parties present, and the place at which, and date on which, it was written. Where the transfer of land has taken place through a registered deed, the mutation should be decided, even if the vendee does not turn up after one notice has been issued to him. Where the deed is not a registered one, the parties concerned (and not the one side only) must be duly notified by the revenue officer regarding the fact that the mutation case would be considered by him on a certain date and at a certain place, the place, of course, being within the estate as per existing instructions. When the parties concerned have been duly notified and more than one opportunity has been given to them to come forward and raise any plea, the revenue officer can then decide the case even though somebody is absent. No detailed record of the statements of parties and witnesses need be made, but the order must state briefly the persons examined by the revenue officer, the facts to which they deposed and the grounds of the order. Except in the case of killabandi mutations (paragraph 15 of appendix XIV to Settlement Manual) no revenue officer any more than the kanungo or patwari should take the signatures or thumb-marks of parties or witnesses anywhere on the mutation proceedings. Except where the mutation order relates to an entire holding and in cases of undisputed inheritance the revenue officer must enter with his own hand the numbers of the fields affected and their total area, in the case of mutations relating to registered companies or firms, the attesting officer shall not pass final orders unless he has satisfied himself that the company or the firm has been duly registered and the party concerned has produced a certificate of registration by the Registrar

of Companies. Mention to this effect shall be made in the attestation order.

(iv) He must write with his own hand in the counterfoil a very brief abstract of the operative part of his order giving the numbers of the fields effected and their total area, thus, "dakhil kharij number hai falan rakba falan manzur hai". No recital of the facts on which the order is based should be entered in the counterfoil.

In the case of mutation of inheritance of a Hindu lying intestate, the Revenue Officer after having satisfied himself about the following points should record in his order the facts on which he bases his orders:-

- (a) that the deceased died intestate;
- (b) that none of the heirs in Class I survives to enable the mutation being sanctioned in favour of the heir(s) in class II, category wise.

Further in the case of female Hindu dying intestate, the Revenue Officer in addition to the points (a) above should satisfy himself and record his findings of the points mentioned at (a) above; and

- (c) that none of the sons/daughters or the issues of the pre-deceased Sons/ daughters survives so that the mutation being sanctioned in favour of heirs in order of preference given in section 15 of the Hindu Succession Act, 1956.

(v) When mutation is refused the revenue officer must similarly pass his order to that effect on the foil and note the fact in the counterfoil. He must sign the entries in the counterfoil after comparing them with those on the foil.

(vi) For the action to be taken with reference to the share of the shamilat attached to land transferred, see paragraph 7.19 *infra*.

(vii) An un-contested mutation shall be attested by the Revenue Officer within a period of three months from the date of occurrence of the event necessitating the mutation. For the disposal of the contested mutation this period shall not exceed six months from such date. The Patwari shall make the necessary entries in the mutation

register within one month of the event necessitating the mutation and the attestation work shall be completed within the remaining period.

(viii) All mutations, not attested within a period of two years are shown in the quarterly business returns of revenue work for each district by tehsils. A list will be prepared in each tehsil and supplied to the tehsildar or naib-tehsildar concerned, so that special steps may be taken to ensure that all such mutations will be attested at once, if possible. Any mutations, remaining unattested by the end of the next quarter, will be entered in a special list, with the reasons showing why each mutation could not be attested. These lists will be forwarded to the Collector for information, and if any mutation in such a list remains unattested by the end of the quarter then next ensuing, a full report with an explanation will be submitted to the commissioner for any action that he may think fit to take.

(ix) A practice has been followed in some districts under which parties to a transaction pertaining to land put in an application on a court fee stamp of Re.1 before a revenue officer for recording their statements to the effect that their transaction has been completed and that the mutation be sanctioned in their absence. In pursuance of this request the revenue officer sanction the mutation. This practice is liable to gross abuse and should, therefore, be stopped. Rule 34(ii) of the Land Revenue Rules cannot be construed as doing away with the necessity of the mutation being decided in public. Persons acquiring rights can certainly report under Section 34 of the Land Revenue Act, in writing, but this does not justify a decision of the mutation being made outside the estate in the manner explained above.

7.5. Corrections previous to attestation. The entries in columns 9 to 12 should correspond in every case to the order passed upon the mutation in question. Where owing to a mistake or otherwise they do not do so they should be altered so as to bring them into correspondence with that order. Any alterations required for this purpose should be made as far as possible at the time of passing the order but if not then made, they can be subsequently made at any time before the mutations in which they are to be made are incorporated in the jamabandi. No permission, nor proceedings in review under

section 15 of the Punjab Land Revenue Act, will be necessary for the purpose of making such alterations, and any revenue officer before whom the mutations in which they are to be made are produced, will be at liberty to make them. All alterations made in accordance with this direction will be made in red ink and will be signed by the officer making them.

7.6. Corrections after attestations. At any time before a mutation is incorporated in a jamabandi, any clerical or arithmetical mistake inadvertently made in the order passed upon it can be corrected without obtaining permission for reviewing that order. The correction of such mistakes can be made by the revenue officer who attested the mutations in which the mistakes have occurred or by his successor or by a superior officer. In making such corrections the original order should not be altered, but a separate note should be recorded briefly describing the corrections made. It will not be necessary to hear the parties concerned in connection with such corrections. The fard badar procedure described in paragraph 7.29 infra may be used for the purpose of avoiding the entry of a further mutation of inheritance in cases where in entering the original mutation some of the holdings of the deceased were inadvertently omitted. In such cases the patwari will merely state in his report in the fard badar that such and such holdings have been omitted from such and such mutation and the revenue officer's order upon this report will merely state that the order already passed upon the mutation in question should be considered applicable to these holdings.

7.7. Numbering of entries. The numbering of the entries in the mutation register should be continuous for the term of settlement. A new register should be opened only when the old register has been used up. Both the counterfoil and foil sheets are numbered in the press. Only one sheet will not necessarily be used for each case. If the transfer involves lengthy entries, e.g., in the case of more than one holding being affected, one or more additional sheets may be used, but the same number should be used for the counterfoil and foil. The foils should not be detached from the register until orders are finally passed by the revenue officer, who should take them off and make

them over to the office kanungo, stitching the forms together with stout thread.

7.8. Transfer of portion of land. If the part or a share of a field has been transferred and separate possession has been taken, draw on the back of the mutation sheet and its counterfoil a map of the whole field and show as a sub-number the part transferred. No partition proceedings are necessary. The field kanungo must attest the correctness of the map after personal examination of the field on the spot and satisfy himself as to the fact of possession. He must also see that the field as drawn on the back of the mutation sheet is an exact copy of the field as shown in the shajra kishtwar. Further details in regard to the preparation, check and use of these maps on mutation sheets are given in chapter 4 of the manual. The attesting officer must defer the passing of an order sanctioning a mutation if he finds that these instructions have not been carried out exactly.

In the case of a transaction based on a registered deed the revenue officer should immediately on receipt of the registration memorandum from the Registration Office (paragraph 7.23), direct the kanungo and the patwari to proceed to the spot and prepare a tatimma shajra, if one is necessary, on the bases of the material given in the registration memorandum and that alone. On the completion of the tatimma shajra, it shall be submitted by the kanungo to the revenue officer.

7.9. Partition. Final orders in partition cases will be entered if partition is sanctioned and the order has been carried into effect. Such entries will be attested in the same way as other mutations.

7.10. Lambardari and assignment. Lambardari cases will not be entered in the mutation register. Revenue assignments are entered after final order have been passed, see paragraph 7.27 infra.

7.11. Land hypothecated to Government. Mortgages of land hypothecated to Government for repayment of takavi or for other purposes will be entered in the mutation register.

7.11-A Treatment of mutations relating to land presented to Government for specific purposes. (a) Land is sometimes verbally leased by land-owners to Government for specific purposes e.g., construction of school, hospitals, seepage drains, etc; In order to safeguard the interests of the lessor in the event of the relinquishment of the land by Government, on the one hand, and to ensure the continued utility of the schemes, in furtherance of which the leases are made, on the other, it has been decided that effect should be given to them by the entry of a mutation in the form of a lease in each case. It is of the utmost importance that the terms of the lease in each case be properly recorded both in the patwari's report and the revenue officer's order on the mutation consequently the patwari's report in column 15 of the mutation register should contain the terms of the lease and a full and correct description of the files regarding negotiations with land-owners for the use of the land. These details should also be given by the revenue officer in his order for the disposal of the mutation. Revenue officers should be careful to base their orders on the statements of the parties or their accredited agents only, so that there may be no possibility of the lease being repudiated later.

(b) The relinquishment of the land by Government should be given effect to by entering a mutation in favour of the lessor or his representatives in interest.

7.12. Order of court. In entering orders of court the patwari should note in red ink in column 15 of the foil and counterfoil the following particulars:-

- (1) Name of court;
- (2) Names of parties;
- (3) Abstract of decree.

7.13. Consideration money. When a sale, mortgage or lease embraces land in more than one estate and no specific portion of the sale or mortgage money or rent is ascribed to the land entered in the mutation, the portion of the consideration money to be entered in the mutation shall be in proportion to the share of the total area transferred that is dealt with in the mutation.

7.14. Special instructions. The instructions laid down in paragraph 7.41 infra as to entries in the jamabandi apply to the register of mutations subject to the following order:-

- (1) *Column 2 and 8* .– In a case of transfer of ownership it will usually be enough to enter the jamabandi number. In a case of a transfer of tenant's holdings, enter both the jamabandi and the khatauni number thus:-

J. 10

Kh. 23

- (2) Reasonable abbreviations may be allowed in making entries in columns 4, 5, 9 and 10 in cases affecting a number of holdings more especially where there are a large number of co-sharers and only one or two of them transfer. The names of the co-sharers transferring and their shares should be entered in detail and the names of other may be omitted with a note: - "Baki indraj jamabandi badastur". Similarly in case of transfer of ownership where the tenancy of the holding is unaffected, the only entry that need to be made in columns 5 and 10 is badastur.
- (3) Columns 6 and 11. – Except where to follow a different course may be unavoidable, the field number and area will in both columns be those shown in the last jamabandi. If the mutation relates to a whole holding this can be noted and the total area given without any detail of field numbers.
- (4) Column 8 – This column will be filled up when the new jamabandi has been prepared.
- (5) Columns 9 and 10. – If a co-sharer in a joint holding sells or mortgages the whole or a definite fraction of his share or specific fields which were in his possession before such sale / transfer / mortgage and delivers possession thereof to the vendee / transferee / mortgagee, the name of the latter shall be shown in column 9. However, the name of the vendee / transferee or the mortgagee shall also be entered in column No. 10 as co-sharer, cultivator in case of purchase of specific field after affording an opportunity of being heard to the interested parties.

- (6) Column 14. – After a mutation has been disposed of the mutation fee due should be entered in both foil and counterfoil by the revenue officer himself.
- (7) Columns 5 and 10. – These columns used to show the tenant, but as the corresponding column of the jamabandi show the cultivator they have been altered to correspond.

7.15. The scope of mutation. The status of a land owner or tenant cannot be altered except-

- (a) by agreement of all the parties interested, or
- (b) in consequence of a decree or order which is binding upon them, or
- (c) in accordance with facts proved or admitted to have occurred. (Section 37 of the Land Revenue Act, 1887)

In cases of inheritance a summary inquiry into title is necessary on the lines indicated in 5 P.R. of 1912. Where it is claimed that property devolves by reason of a will this should be treated as a case of succession by inheritance and the inquiry will include an inquiry into the validity of the will. (1934. L.L.T.1).

7.16. Transfers. Financial Commissioner's circular Nos. 74 of 1878 and 12 of 1881. In the case of transfers by gift, sale or mortgage, the patwari should ascertain whether a deed has been written. If so, he should inspect it, and take a note of its nature, the names of the parties, the dates of execution and registration, if it has been registered and any other necessary particulars, A brief note of these matters should be entered in column 15 of the counterfoil of the register. The patwari must not retain the deed in his possession, or take a copy of it. Attesting officers should satisfy themselves that the particulars as to deeds of transfer given in the patwari's mutations reports are correct.

7.17. Disallowment of transfers not yet carried into effect. Except in cases of entries of collateral mortgages in column 12 of the jamabandi, the patwari should also ascertain whether possession has passed and a mutation of transfer by gift, sale or mortgage should not be attested unless (a) possession is proved to have actually passed, or (b) the parties all agree before the attesting officer that possession has passed, or (c) the parties have all agreed in a registered document that

possession has passed. A mutation should not be refused merely because it is claimed that the alienor has no right by custom or statute to make such an alienation. Such a transaction is a "fact" until it is set aside in due course of law.

In the case of a mutation in which it is a condition of the transfer that possession be given after certain harvests, if the alienor is prepared to give and the alienee to receive possession on the prescribed date, attestation should be postponed until such time, and mutation then allowed on evidence that possession has been taken. (But, in the event of any dispute between the parties, the attesting officer should refuse the mutation on the ground that no possession has been given, leaving it to the patwari to make a fresh entry in the mutation register when the khasra girdawari shows that the change has taken place, or on the report of one of the parties to the effect.

7.18. Mortgages Punjab Government letter No. 29-Rev., dated 8th March, 1915. (i) All mortgages and sub-mortgages, whether collateral or with possession, whether contracted for long or short periods, and whether by deed or by oral agreement, should be entered in the mutation register. Redemptions of such mortgages should also be entered. Cases of mere increase of mortgage money on a previous mortgage, which is otherwise maintained unchanged should not be entered in the mutation register. In order, however, to ascertain the correct account of mortgage and redemption money for purposes to statements 5 and 5-A of the village note-book (paragraph 10.1), the patwari shall enter such cases in the village diary (roznamcha), noting therein the name of the village, parties and the amount of increased mortgage money. In cases of mutations of redemption of mustajri mortgages the patwari should note in column 13 of this register the amount of mortgage money discharged by referring to the original entry of the mutation of mortgage. If the register containing the original entry is not in his possession, he should get the necessary information from the office or the sadar kanungo. If for any reason such information cannot be secured without undue delay, the amount admitted by the parties or proved should be accepted. Care should be taken to ascertain how the mortgaged land is cultivated, how the produce or rent is enjoyed, and by whom the revenue is paid. Other conditions of mortgages need not be particularly acquired into, but the

amount of the mortgage debt as admitted by the mortgagor should be noted in column 13 of the mutation register. Collateral mortgage though entered in the register are only noted in the remarks column of the jamabandi. Nor is the amount of the mortgage debt shown in jamabandi. Land which is already subject to mortgage is sometimes mortgaged by the mortgagor to a third person on the condition that the previous mortgage will be redeemed by the latter. This second mortgage should be treated as a collateral mortgage and subsequently a new mortgage with possession should be sanctioned when the land is redeemed by the second mortgagee. A sub-mortgage, accompanied by transfer of possession is treated as a mortgage with possession.

(ii) Under paragraph 13 of standing order No.32, a mutation should be entered up in respect of land hypothecated to Government by way of security for repayment of an advance. If a second loan is taken on the same security it is not necessary to enter up a new mutation.

(iii) Transactions relating to mortgage of right of cultivation by owners, involve the acquisition of a right and as such mutation should be entered in such cases.

7.19. Cases in which mutation order must show whether the transfer includes a share in the shamilat. As regards transfers by sale, gift, mortgage or exchange, it is necessary to show whether a share of the shamilat is transferred with the land and the following instructions should therefore be observed on this subject:-

- (1) In cases of sale, gift or mortgage the mutation order should always state whether a share of the shamilat is included in the transfer. In cases of exchange the shamilat is seldom excluded from the transfer and nothing should therefore be said about it except where it is excluded when the fact that it is excluded should be mentioned in the mutation order.
- (2) If a deed of transfer by sale, gift, mortgage or exchange does not specifically mention that a share of shamilat is transferred with the land it should be presumed that the shamilat is not transferred.
- (3) Where a mutation of inheritance, sale, gift or mortgage covers a share of the shamilat, the shamilat khata

should be entered in the mutation so that the mutation of the co-sharers in the shamilat may be correctly entered in the jamabandi.

- (4) When the mutation does not cover a share in the shamilat then in column 9 of the mutation sheet and in the ownership column of the jamabandi the new alienee shall be shown as bila hissa shamilat or malik kabza so as to secure that at partition he shall not simply by being a khewatdar receive a share of the shamilat to which he has no title. The name of the person to whom the shamilat appertaining to this new khata belongs shall also be recorded in the column of ownership under that of the new owner with the title hissadar shamilat, and the khata of the new holding shall always be incorporated in the jamabandi immediately below the khata of the holding from which it was taken.

In the case of owners (1) whose entire land in any estate has been acquired by Government without a share of the shamilat, and (2) whose land has been partially acquired, the Revenue Officer shall give a direction in this order to the effect that a note showing the name of the owner and the area transferred together with the number of the relevant mutation, shall be recorded in the remarks column of the jamabandi. In the case of (1) this note will be recorded against the khewat of shamilat, and in the case of (2) against the khewat from which the land has been acquired. It should also be specifically stated in this note that the owner concerned will be entitled to a due share of the shamilat at the time of partition. In estates where the shamilat land has been vested in the Panchayat Deh, this rule does not apply. There is no need to show malik kabza with the new alienee.

- (5) When the mutation refers to a mortgage it is only necessary to show the mortgagee as murtahin mae hissa shamilat or murtahin bila hissa shamilat, as the case may be. In estates, in which shamilat land has

been vested in the Panchayat Deh, there is no need to mention hissa shamilat.

- (6) Appendix A is an example of the kind of entry which should be made in the mutation register when a share of the shamilat is transferred. It is not intended that the whole of the shamilat khata, as it stands in the last jamabandi, should be copied in the mutation register. The mutation of the share of the shamilat should be dealt with as part of the same mutation proceeding as the transfer of the original holding, but it is a part in which any of the co-sharers of the shamilat have a right to be heard, and a distinct order should be passed by the revenue officer whether the mutation of the shamilat is sanctioned or not.

7.20. Deleted.

7.21. Mutation in connection with consolidation of holdings. In respect of consolidation of holdings affected by Consolidation of Holdings two mutations should be entered, namely, one (of ishtarak) showing the separate holdings affected by the consolidation as the joint property of the proprietors of those holdings and the other of partition showing the area allotted to each owner or group of owners. No fee shall be charged on the first mutation (ishtairak) nor on the second mutation (taqsim) relating to the entry of the transfer of holdings between owners etc. on the analogy of the orders contained in paragraph 7 of Appendix XIV to the Settlement Manual.

7.22 to 7.24. Deleted.

7.25. Treatment of right of absentees. (1) Rules regarding the omission from the jamabandi of the names of persons entered as ghairhazir or ghair-kabiz are given in paragraph 281 of the Settlement Manual, sub-clauses (1) and (2), and should be carefully followed.

(2) When a right-holder entered in the record of rights or annual record as ghair-hazir or ghair-kabiz has been heard of within seven years but has not been so entered for more than twelve years, the patwari shall enter the case in his register of mutations and shall report it to the revenue officer.

(3) When a right-holder, entered in the record of rights or annual record whether he is or not described therein as an absentee (ghair-hazir) or as out of possession (ghair-kabiz), has not been heard of for seven years by those who would naturally have heard of him if he had been alive, the officer attesting a mutation may (unless he sees reason to the contrary) presume that he is dead and pass orders on the case accordingly; but before ordering the omission of his name from the record of rights or annual record, such officer should satisfy himself that all reasonable endeavour has been made to ascertain whether the absentee is alive and to give him an opportunity of appearing.

(4) No new entry of any one as ghair-hazir should be made. A right-holder should not be entered as ghair-kabiz if he is himself in legal or constructive possession, as when he has put some one else in possession on his behalf, or the land is lying waste, or he is by reason of poverty unable to cultivate it. A familiar instance would be where a sepoy has left his land in his brother's possession while he is with his regiment. In such a case the sepoy should be entered as in possession of the land through his brother. Any entry of ghair-kabiz should not be made unless some other person than the right-holder is in adverse possession.

(5) No effect shall be given to any order (1) directing the omission of the name of a right-holder who has been entered as ghair-hazir or ghair-kabiz or (2) directing the entry of a right-holder as ghair-kabiz until such order has been confirmed by the Collector or Assistant Collector 1st Grade.

(6) For reasons explained in paragraph 7.41 (4) infra the entry against a tenant-at-will of bila lagan ba waja tusuwwur milkiyat is misleading and no new entry of this description should be made, but when this entry exists it should not be altered except by mutation sanctioned by the Collector or Assistant Collector 1st Grade.

7.26. Escheats. In mutation cases dealing with lands of deceased proprietors who have left no apparent legal or customary heirs or successors, the mutation should be disposed of by the Collector or by an Assistant Collector of the 1st Grade. Deputy Commissioners should see that there is no indiscriminate or indiscreet pressing of Government's claim to escheat and careful attention should be paid to the instructions contained in paragraph 838 of the Land

Administration Manual. The Revenue Officer should ascertain the date of mortgage and mention it while passing final orders on the mutations of escheats of lands under mortgage with possession. The village Patwari should also incorporate this date in his report in column No.15 of the mutation sheet. This date of mortgage should also be indicated in the remarks column of the subsequent jamabandi (s) / misl Haqiat(s) as well as in the remarks column of the register of Government lands maintained in the tehsil/district offices.

7.27. Mutations resulting from assignments. Punjab Government notification No. 80, dated 1st March, 1888. The proceedings preliminary to orders creating or resuming assignments of land revenue, or continuing them to successors or transferees, are not entered in the mutation registers, but are recorded in separate files to which the patwari has no access. Nevertheless, the patwari's jamabandi must contain accurate entries relating to all assignments, and the proper mutation fees must be levied. It is, therefore, necessary to instruct the patwaris as to the entries to be made in each case, and to provide for the levy of the mutation fee due on the entry.

The following procedure should be adopted:-

When a final order is passed in any case of this class, it will be communicated by parwana to the tehsildar. This parwana, after the usual recital of the substance of the order will direct the tehsildar to correct the village papers accordingly. To this end, it will state the entries to be removed and those to be substituted in the annexed form:-

1	2	3	4				8	9	10
			If land is assigned details thereof viz.						
			Area of land assigned						
	Name and description of assignee	Jamabandi of No. holding	Cultivated	Uncultivated	Total	Revenue assessed	Amount of revenue assigned	if only cash revenue is assigned without specification of lands, state in this column the amount of so assigned	Amount of nazrana due annually from assignee
	Entry to be corrected								
	Entry to be substituted								
	Date of order and by whom passed								

The tehsildar will send the jarwana on receipt to the field kanungo of the circle in which the case has occurred, directing him to transcribe the parwana in red ink in the appropriate columns of the mutation register of the village concerned, attest the entry as a true copy, and return the parwana with report endorsed to the tehsildar. When the kanungo has done this, the patwari will incorporate the new entry in the next jamabandi and also include in his next list of mutation fees and fee due on the entry.

7.28. Cases where no mutations are necessary. Punjab Government letter No. 144 Rev., dated 23rd December, 1914.

With the following exceptions, no mutation of rights can be incorporated in the jamabandi until a revenue officer has sanctioned it by an order recorded in the mutation register. The jamabandi entries concerning holdings in which mutations have occurred, but on which no orders have been passed will remain unaltered, see also paragraph 7.41 (10) infra. The only entries in the jamabandi for the variation of which in subsequent records no mutation need be entered in the registers, are the following:-

- (i) The entries in columns 1-3 of the jamabandi as given in paragraph 7.40 infra.
- (ii) In column 4 –
 - (a) the name or the father's name when it has been legally changed, but in such case the former name shall continue to be shown also, preceded by the word "alias" or "formerly" (urf).
 - (b) the military rank or civil title,
 - (c) the place of residence,
 - (d) the omission of the word "minor" and of the name of the guardian under paragraph 7.41 (4) infra of the jamabandi form,
 - (e) the recasting of the form of the details of internal shares without changing the shares.
- (iii) In column 5 –
 - (a) undisputed entries relating to cultivation by an owner shown in column 4, or by a non-occupancy tenant holding under a lease,

whether oral or written, for a period not exceeding one year, provided that even for such a lease a mutation shall be entered if the owner of a joint holding to whom the tenant pays rent has to be specified;

- (b) entries relating to tenants described, otherwise than in these terms may be varied without a mutation order only to the extent that entries relating to owners may be varied under clause (ii) above.

(iv) The entries in column 6 – "Well or other means of irrigation".

(v) (a) Entries in columns 7 and 8 "field number" and "area" and "soil" resulting from map correction (chapter 4) or from measurements in connection with alluvion and diluvion or with fluctuating assessments,

- (b) corrections in addition of the area, where the area of each field has been correctly shown, but the total has been wrongly added up.

(vi) Undisputed entries in column 9, relating to rents of tenants-at-will and entries made in pursuance of an order under section 27 of the Tenancy Act.

(vii) Entries in column 11 "Demand" provided that the variations are supported by an order by the Collector, or higher authority.

(viii) Entries in column 12 "Remarks", relating to the matters specified in the instructions relating to that column given in paragraph 7.41 (10) infra; provided that new remarks shall be limited to such matters, and provided further that entries relating to the rights of mortgagors or mortgagees or assignees of land revenue or the user of trees or grass shall not be varied without orders being obtained in the mutation register.

(ix) Entries, in column 19 "Remarks" of the form of jamabandi Abadi given in paragraph 7.45 infra, of particulars relating to cases of allotment of Government land

required by the last sub-paragraph of paragraph 7.46(19) infra.

7.29. Order for the correction of clerical mistakes in records to be obtained on the fard badar. Jamabandi entries not enumerated in the preceding paragraph should not be varied in subsequent records without first obtaining orders for their variation on mutations entered for this purpose except where the variation merely consists in the removal of a clerical mistake, that is to say, of a mistake which has been made in coping the entries of one jamabandi into another or in incorporating a mutation in a jamabandi and the correction of which does not involve the alteration of any mutation order. Subject to the exception noted below, orders for the correction of such mistakes in subsequent records should be obtained on the fard badar, the form of which is given below:-

1	2	3	4	5	6
Serial Number.	Number of holding in new Jamabandi	Number of holding in last Jamabandi	Patwari's report	Field kanungos report	Orders of the attesting officer

Whenever a clerical mistake is detected in the current jamabandi after it has been finally attested and filed, whether that mistake was originally made in that or any previous jamabandi, the patwari should make the necessary entries about it in the first four columns of the fard badar. His report in the fourth column should be as brief as possible. For instance if any field has been omitted by mistake from any holding the report should merely state that such and such field has been omitted, and if any proprietor's share has been entered as one-half instead of one third, the report should merely state that the share should be one-third and not one-half. The girdawar should, from time to time, examine the fard badar entries and enter his own report in column 5 of the fard badar. His report should also be as brief as possible and where he finds that he has nothing to add to the patwari's report, he should merely put his signature in this column. In passing orders upon any fard badar entry the revenue officer should see whether it actually relates to a clerical mistake which, under the

present instructions, should be dealt with in the fard badar, and if he finds that it relates to such a mistake, he should record an order for the correction of the mistake in question in column 6. Otherwise he should order that the fard badar entry in question should be considered as cancelled. It will not be necessary to hear the parties concerned in connection with the disposal of fard badar entries. The fard badar prepared to remove the clerical mistake shall be decided by the Circle Revenue Officer if it relates to entries which were made while preparing the current (consigned) jamabandi only and has no bearing on the previous *jamabandis*. However, if the corrections extend to previous *jamabandis* also these shall be decided by the Sub Divisional Magistrate concerned.

The only clerical mistakes in jamabandi entries, orders for the correction of which in a subsequent record should not be obtained on the fard badar, are those which cannot be conveniently described in the fard badar. The difficulty of describing a clerical mistake in the fard badar may, for instance, arise where the mistake relates to the share of an owner whose name enters into several different combinations in the jamabandi entry relating to the same holding.

A few blank sheets of the jamabandi sizes will be stitched to the patwari's copy of each jamabandi. When the next jamabandi is prepared a copy of the fard badar attested by the girdawar will be attached to the Government copy of that jamabandi.

The Collector and Sub Divisional Magistrate concerned should examine fard badars from time to time in order to see that the procedure prescribed in connection therewith is properly understood and followed by the subordinate revenue staff.

7.30. Mutation of correction not to be made. When an entry has been incorporated in the jamabandi a mutation should not be entered up or sanctioned for the purpose of correcting it, except to correct a clerical error (where this cannot be done by a fard badar) or in consequence of a patent fact. The party aggrieved by such an entry must seek his remedy by suit. L.L.T 1934, page 2.

7.31. Interrogatories. If a patwari finds, when entering a case in the mutation register or otherwise, that a person whose statement is essential for the disposal of the case, is residing outside the limits of

the tehsil, he should write up an interrogatory which may conveniently be in the following form:

Interrogatory in the name of _____ son of
 _____ son of _____, village _____ tehsil _____, Distt
 _____.
 State.....

1	2	3	4	5	6	7
Name of Village with hadbast No. Name of tehsil and district	Mutation No.	Brief account of the transfer showing the name of transferes and transferee, the total area of the land transferred the nature and date of transfer, and consideration money, etc. etc.	Questions with date and signatures of patwari and field kanungo	Answers, with date and signature of persons giving statement as well as the person identifying (lambardar and that of the official recording the statement)	Order as to compliance with the interrogatory	Reports and orders, after compliance with the interrogatory

The patwari will fill in columns 1 to 4 of this statement and then despatch it to his field kanungo, noting the fact in column 15 of the mutation sheet. The field kanungo will add his signature in column 4 of the form and send it on to the tehsildar. In column 6 the tehsildar will address the tehsildar or other officer in whose jurisdiction the person is residing, or, if the interrogatory has to be sent through the Deputy Commissioner, will write his report. The tehsildar addressed should himself, as far as possible, take the statement of the person concerned, but may depute the naib-tehsildar or the field kanungo of the circle to do so, to avoid delay. The date of receipt and despatch of interrogatories should be recorded in the despatch book of every officer through whose hands they pass:

- (a) **Tehsildars and naib-tehsildars to examine all mutations.** Tehsildars and naib-tehsildars on visiting a village should examine all mutations in which interrogatories have issued and either decide such as are ripe for decision and the parties are present, or arrange for the decision of the mutation on the next suitable occasion.
- (b) **Period for replies to interrogatories.** Replies to interrogatories should generally be awaited three

months if the enquiry is to be made within the Punjab and four or five months in the case of persons residing elsewhere, but it is left to the discretion of the attesting officers to wait longer in particular cases for special reasons.

An interrogatory may also be issued under the orders of the attesting officer for the examination of person residing within the limits of the tehsil if the officer thinks that such person cannot attend without an amount of expenditure and inconvenience, which would be unreasonable in the circumstances of the case. No interrogatory should, however, be issued for the examination of a person residing within with limits of the tehsil unless such person resides at a distance of more than 40 kilometers from the village to which the mutation relates. An interrogatory issued under this clause should be entered on the same form as that prescribed for other interrogatories and should be addressed to the tehsildar who, after taking or having taken the statement of the person concerned, will return it to the field kanungo, the dates of receipt in and despatch from the tehsil being entered in the despatch book. In the absence of any special reasons replies to interrogatories issued within the limits of the tehsil should not be waited for more than three weeks.

In order to see that prompt action is taken on interrogatories, inspecting officers should devote particular attention to ascertaining that, interrogatories sent from other districts are promptly dealt with in the district concerned. The tehsildar should at the close of each month send a list to the Deputy Commissioner showing the interrogatories received in his tehsil which have not been returned to the tehsil or district concerned as well as the dates of their receipt. The Deputy Commissioner should scrutinize these lists and take disciplinary action in cases where he finds that unnecessary delay has been allowed to occur in the disposal of these interrogatories. A separate despatch register should be opened in each tehsil office for entering interrogatories only. This register will be kept by the office kanungo who will enter in it all interrogatories issued to or received from other tehsils. He will divide this register in two parts. In one part he will enter the interrogatories issued from his tehsil and in the second part those received from other tehsils, in the last column of the register will be entered the date on which the reply to the

interrogatory has been received or the date on which a reply has been sent to the tehsil from which the interrogatory was received.

Procedure as regards registered deeds of transfer. Registrars and sub-registrars send on the 15th and last day of each month to tehsildars particulars of all registered deeds, which purport to transfer agricultural land. The office kanungo forwards these slips within three days of their receipt in Tehsil Office to the field kanungo of the circle who distributes them to the patwaris concerned. The form of the notice is as follows:-

1	2	3	4	5	6	7	8
Serial No.	Name of the village where the land is situated	Nature of alienation and the area, field No. and jamabandi holding No. of the land alienated and in the case of buildings situated with the limits of a municipal committee, small town committee or notified area committee details of property according to Section 21(2) of the Registration Act.	Amount of the consideration money entered in the deed	Name and residence of person executing the deed	Name and residence of the person to whom the land is alienated	Number and date of the registration of the deed	Remarks

With the memoranda is sent a invoice in the following form:-

1	2	3	4	5
Serial No	Number of deed	Name of village	Date of field kanungo's report returning the Registration memo to the tehsil office	Remarks

Where a deed is not to take effect immediately but after a specified period, this fact should be noted in the column for remarks.

- (i) A file should be kept of all invoices received during the year and a fly index will be attached to it in the form usually adopted for miscellaneous files.
- (ii) The registration memoranda should then be sent to the filed kanungo, who will distribute them to the various patwaris for entry in their mutation registers in the usual way. The information in the memoranda is sufficient to enable to patwari to enter up the transfer in this register of mutations as soon as he receives them without reference to the transferee.
- (iii) When the field kanungo hands over the memoranda to a patwari, the latter should make a note of the fact in his diary

recording the serial number of the sheet received by him. The entry should be signed by the field kanungo. The patwari will then enter up in his register the mutations detailed in the memoranda before the next inspection of the Field kanungo and endorse the fact of entry on the memoranda giving the serial number of each mutation and the date of entry. On his next inspection the field kanungo will see that this has been done and after comparing the entries in the mutation registers with the memoranda, will sign both and himself forward the latter to the office kanungo within 15 days of their receipt. If a memoranda contains land situated in more than one patwari circle, the field kanungo will take similar action as regards all the circles concerned before forwarding the memorandum to the office kanungo.

- (iv) On receipt of the memoranda from the field kanungo the office kanungo will place them on the file together with the invoice covering them. In the "remarks" column of this he will note the date of receipt. Thus he will be able to detect any delay in the return of the memoranda and bring it home to the responsible official.
- (v) When all the memoranda appertaining to an annual file have been returned by the patwaris, a note of the date on which the last memorandum is received should be entered on the fly index. The annual file which will then be completed should be kept in the tehsil and destroyed on the expiry of one year from such date.

7.33. Mutation fee. (i) The scale of mutation fee fixed by the State Government under the authority given by section 38 of the Land Revenue Act is stated in Appendix 'B'. The mutation fee shall be recovered by the Revenue Officer at the time of attestation and deposited into the Government treasury.

Mutation fee can be legally levied only from the person in whose favour the mutation entry is made. In the case of a rejected mutation, the revenue officer may remit the fee for any special reason to be specified by him in the order. In the case of every rejected mutation whose fee is not thus remitted, the order should give the

name of the transferee from whom it should be recovered. This precaution is necessary in order to ensure that the fee is not recovered from the person from whom it is not legally recoverable.

The portion of the order referring to the recovery of mutation fee may be corrected by the revenue officer who passed the order, by his successor, or by a superior officer, for reasons to be recorded in writing.

(ii) **Rulings regarding fees. Punjab Government letter no 2180-S,Rev.dated 22nd August,1908.** The following are rulings of the Financial Commissioners on the subject of the levy of mutation fees:-

- (1) Separate mutation fees are leviable in respect of each holding created by partition proceedings (including the residuary holding if any part of the original joint holdings is left undivided and not one fee only for the whole. In the case, however, of the annual recurring partition of shamilat land affected by river action among the several shareholders, only one fee should be levied in respect of the entire holding; and when the converse case occurs and diluviated land held in severally is on recovery treated as shamilat, only one fee of course is leviable.
- (2) No mutation fee can be levied from any department of Government for land acquired in the interest of Government. As a corollary to this ruling no fee is leviable on the resumption of revenue free assignments, the mutation in such cases being in favour of Government. Fees should, however be levied on grants of, or successions to, revenue assignments. Local bodies are not exempted from the payments of mutation fees, even when the property is acquired under the Land Acquisition Act.
- (3) In cases of exchange of land a fee should be taken from each of the two parties.
- (4) No fee should be levied on simple corrections or mistakes in a previous record of rights as no right is acquired. Similarly, no fee should be levied for an entry of change of names provided that it involves no acquisition of any definite right in the estate concerned.

- (5) When land which has originally been mortgaged by a registered deed is redeemed, mutation fee of 40 paise should be charged except when the land revenue in respect of this holding is Rs. 5 or less the fee shall be 25 paise only. No fee should be charged in respect of redemption of land, which is to be sold to the mortgagee soon after the redemption.
- (6) Paragraph 7.18 supra directs that a second mortgage should be regarded as a collateral one and given effect to as such, and that subsequently a new mortgage with possession should be sanctioned when the land is redeemed by the second mortgagee from the first one. A mortgages his land in the first instance to 'B' in whose favour a mutation of mortgage with possession is sanctioned. Then 'A' mortgages the same land to 'C' and a mutation of collateral mortgage in favour of C is the result in accordance with the instructions laid down in paragraph 7.18 supra. Subsequently C redeems the land from B and consequently two mutations of redemption in favour of A- one from B and the other from C- followed by a mutation of mortgage with possession in favour of C are entered up, and sanctioned. At present there is a diversity of practice in regard to the levy of mutation fees on such redemptions. In the case of redemption from B in favour of A the mutation fee should be levied from A in accordance with the provisions of section 38 (2) of the Land Revenue Act, while no such fee should be levied in the case of redemption from C as such redemption is only a 'tartibi' one and analogous to the case mentioned in subparagraph (5).
- (7) Where the number of jamabandi holdings has been artificially swollen owing to the practice of giving each well and separate jamabandi number, only as many fees should be levied on transfers other than by inheritance as there are genuine separate proprietary holdings.
- (8) If a holding is transferred in separate parts by different instruments even though executed on the same day, the transactions should be separately recorded in the mutation register, and a separate fee should be levied for each transaction.

- (9) Where a mutation fee is to be levied in respect of a holding of which the revenue is fluctuating, the mutation fee should be calculated on the total of the kharif and rabi assessments of the agricultural year during which the transfer took place. If this, however, is the current year and the rabi assessment has not been made at the time of attestation, the fee should be calculated on the assessments of the preceding year.
- (10) No mutation fee is leviable in the case of a mortgage of land to Government or in the case of the redemption of such a mortgage.
- (11) A separate mutation fee should be levied for the shamilat holding where a transfer includes a share of the shamilat.
- (12) No mutation fee is leviable on the entry of the name of a posthumous child.

7.34. Preparation of list of village wise mutations fee. Every year in the month of September the patwari should prepare for each village in his circle, a list of the fees due on mutations attested during the past year. After the field kanungo has completed the check prescribed by paragraph 7.36 infra the patwari will, after revising the list, if necessary, submit it to the tehsil office through the field kanungo.

7.35. Deleted.

7.36. Entry of fees in lists. In order to secure the correct entry and collection of mutation fees, the patwari when preparing the lists referred to in paragraph 7.38 (v) infra, will enter in red ink over the serial number of each mutation (column 4 of the lists) the amount of the fee according to the mutation sheets, and at the bottom of column 4 will enter the total demand of the village. It is the duty of the field kanungo when checking jamabandis in the tehsil (see paragraph 7.61 infra), carefully to check these entries with the original sheets of accepted and rejected mutations, and to certify that they are correct. Any mistake discovered by the field kanungo should be communicated by him at once to the patwari who will then complete the lists referred to in paragraph 7.34 supra.

7.37. Office kanungo's statement of mutation fees Financial Commissioner's circular no.72 of 1886. As soon as the field kanungo's check is completed the office kanungo will prepare a statement in duplicate in the form below:-

TAHSIL _____

Statement of account of mutation fees for the year Kharif 20__
and rabi _____

Number of Mauza	Name of Mauza Total mutations fees of each estate

Explanation:- Give against each mauza only the total sum.

One copy of the statement should be sent by the tehsildar to the Collector as soon after the end of September as possible for incorporation in the Running Register [see paragraph 29(12)(g) of standing order no.31]. The other copy should be made over the tehsil wasil baqi navis in whose custody it will remain. It will then be the duty of the tehsil wasil baqi navis to see that the fee collected by the Revenue Officer and credited in the tehsil account tallies with this statement.

7.38. Disposal of forms containing mutation orders. The following instructions prescribe the method of disposal of forms containing mutation orders:-

- (i) Each patwari will be provided with two counter-foil registers, the one for accepted, the other for rejected, mutations. This register will be in the following form in duplicate, except that the last column will only be in the foil:-

1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---

Hadbast No. with name of village	Serial no of batch for the current year for the village shown in column 1	Particulars of Mutation				Signature of Patwaris	Signature of attesting officer	Date of receipt in tehsil with signature of office kanungo.
		Date of order	Total number of mutations	Number of Mutation sheets	Serial number of Mutation			

- (ii) On each occasion that he attests the mutations of a village, a revenue officer should have the mutation sheets, on which orders have been passed, arranged in serial order in two bundles, the one of accepted, the other of rejected mutations, and he should order the patwari to enter the necessary particulars in the registers aforesaid. The foils should then be detached from the counterfoils and affixed as indices to the two bundles, each of which should be stitched together with stout thread.
- (iii) The bundles of sheets should then be despatched, or personally made over by the attesting officer to the tehsil office kanungo. Attesting officers are responsible for the safe custody of the sheets until they are so made over and should be very careful to prevent their loss.
- (iv) On receiving the sheets the office kanungo will check them with the indices, sign the latter and then place both sheets and indices in an almirah, where he will arrange them in files by field kanungos' circles and between the boards tied round with tape or string. Within these boards the sheets should be arranged by patwaris' circles those of each village being placed together along with their indices in the order in which they reach the office kanungo. The files of accepted and

rejected mutations in each field kanungo's circle should be kept distinct and on separate shelves.

- (v) After June 15th the patwari should prepare two lists in the form below of all mutations attested during the year for each village in his circle. One list will show accepted, the other rejected mutations

1	2	3	4	5	6	7
Hadbast no. and name of village	Total number of mutations	Total Number of sheets	Numbe of mutations in serial order	Signature of patwari	Signature of tehsil office kanungo	Remarks

These lists should be prepared from the counter-foil register described in paragraph 7.4 supra and after being checked with the register of mutations should be sent to the tehsil not later than August Ist, a copy of entries in the first four columns being retained by the patwari in his dairy

- (vi) On receipt of these lists the office kanungo should compare them with the mutation sheets in his custody, arrange the latter in their serial order, remove and destroy their indices, sign the lists in column 6 in token of their correctness and attach them to the bundles of sheets to which they refer.
- (vii) As soon as a jamabandi is filed, the office kanungo should make over the accepted mutation sheets of the village in question to the field kanungo and take his receipt in the last column of the list which is attached to those sheets and which he will retain. The sheets will then be attached by the field kanungo to the jamabandi.
- (viii) The list containing the receipts of the field kanungo should be made into kuliat files, one for each field kanungo's circle. Each file should be indexed and the lists which it contains should be arranged by the serial order of the hadbast numbers

of the villages to which they relate. The files should be destroyed after five years, that is, after the next detailed jamabandi have been prepared.

- (ix) The rejected mutations sheets of any village for which a jamabandi has been prepared should be sent to the district record room along with that jamabandi and the lists attached to them. These sheets should be kept in the Land Record Office for twelve years and then destroyed.

7.39. Disposal of miscellaneous papers. Petitions and exhibits should be returned to the parties by the attesting officer. If depositions are taken by commission the essential part of them should be very briefly incorporated in the attesting order so that the mutation sheet be complete in itself. Any papers which cannot be returned should remain attached to their proper mutations. When the jamabandi of any village is filed the miscellaneous papers should be removed from the sanctioned sheets of mutations and made into distinct files one for each kanungo's circle. These should be kept with the files mentioned in paragraph 7.38 (viii) supra and destroyed them after 5 years. Miscellaneous papers attached to sanctioned mutations relating to the investigation of benami transactions, together with the benami files, should however be preserved as permanent records and filed in the General Record Room.

Note:- Paragraphs 276-278,283,284,290 of the Settlement Manual, and paragraphs 387-393 of the Land Administration Manual should be consulted:-

THE JAMABANDI

7.40. Form of jamabandi with instructions. Land Revenue Rules 72. The form of the jamabandi is as follows:-

1	2	3	4	5	6	7	8	9	10	11	12
khewat No.	khatauni no.	Name of patti or taraf; with name of lambardar and revenue	Owner, with description	Cultivator, with description	Well or other means of Irrigation	Field numbers	Area and classification of land	Rent paid by cultivator, rate and amount	Share or measure of right and rule of bachh	Demand, with detail of revenue and cesses	Remarks

(3) *Column 3.*- Enter the patti or tarafs in the order in which they appear in the shajra nasab. If there is any common land belonging to all the owners of the patti or taraf, enter it as a separate khewat number after the khewat numbers of the individual owners. Enter the total for each patti or taraf after the last of the khewat numbers contained in it.

(4) *Column 4.*- "Description" in this column includes father's name, grand father's name and residence; and for officers of the Indian Army the title of their rank, as Subedar, Resaldar, etc. If the owner is a firm, its manager should also be named and described. If the firm is registered under the Indian Partnership Act, IX of 1932, the partners need not be mention; but if the firm is not registered the partners should also be named and described and the details of their shares recorded. The mortgagee with possession, i.e. one who is responsible for the payment of land revenue for the mortgaged land, should also be entered with a similar description in this column under the name of the owner, thus, Allah Bakhsh rahin wa Sewa Ram wald Rura Ram wald Ram Lal sakin Ludhiana, murtahin. The amount of the mortgage debt will not be entered anywhere in the jamabandi. If any of the recorded owners in the joint holding is out of possession note the fact and show who is in possession of his share, thus: Allah Bakhsh ek tihai wa niz kabiz hakkiyat Rahim Bakhsh, ghair-kabiz do tihai. If the person in possession, i.e. who pays the revenue, is not owner, show this clearly, thus: Allah Bakhsh ghair-malik kabiz hakkiyat Rahim Baksh malik ghair-kabiz. Regarding the entry of a right-holder as ghair-kabiz see paragraph 7.25 supra. The practice has in the past existed of making a note in the rent column (no.9), against the entry of a tenant-at-will of bila lagan ba waja tusawwar Milkiyat. This entry, which tends to operate as one of ghair-kabiz in respect of the owner should never be made. It is in the first place inconsistent because a person who is a tenant cannot be in adverse possession; further the record is one of facts and not of claims. If the facts show adverse possession the mutation of ghair-kabiz should be made, and disposed of as shown in paragraph 7.25(6) supra. (L.L.T, 1932, page 141).

If a sharer in a joint holding sells or mortgages the whole rights is a minor, a female or otherwise incapacitated from managing his own affairs, the name of his or her sarbarah or guardian need not

be shown. It is needless to specify whether a right-holder is of age, or a minor. Where such entries have already been made the patwari may, when the right-holder comes of age, omit the designation "minor" and the name of the sarbarah without entering the case in the mutation register.

(5) *Column 5.-* "Description" in this column includes the father's name, grand father's name, and residence; and for officers of the Indian Army the title of their rank as Subedar, Resaldar, etc. If the tenant is a firm its manager should also be named and described. If the firm is registered under the Indian Partnership Act, IX of 1932, the partners need not be mentioned, but if the firm is not registered the partners should also be named and described and the details of their shares recorded. The status of the cultivator should also be recorded which may be as follows:-

- (a) *Cultivating owner:-* Khud-kasht; or if one of several share-holders is cultivating a portion of the holding (hissadari kasht) khud kasht hissadar;
- (b) Tenant holding for a fixed term under a contract (pattadar) or a decree of a Court or an order of competent authority. It should be remembered that the status of a leaseholder for a year differs from that of a tenant-at-will;
- (c) All other tenants, i.e., tenant-at-will (ghair-maurusi or ghair dakhilkars). A person who is in adverse possession should not be described as ghair dakhilkar or ghair maurusi. These words imply the relationship of landlord and tenant which is incompatible with adverse possession.
- (d) Adhjogias, Siris, Lachhains, Halis, Adhalis and other partners in cultivation should also be entered in this column, care being taken to distinguish them from tenants within the meaning of section 4(5) of the Tenancy Act. They are not "tenants" because they do not possess the right of excluding the landlord under section 12(2) of the Act from interfering in the cultivation. The entry regarding such partners in cultivation should be "khud kasht fulan ba sharakat fulan adhjogia, Siri etc." Field workers, who get fixed

wages in cash or in kind, should not find a place in the Jamabandi.

Where the cultivation of the same field in the two harvests is done by different cultivator, the name of the rabi cultivator should be entered in red ink under the kharif tenant: he should not be given a separate khatauni number. In urbanized areas to which the Land Revenue Act applies it is often not practicable to record the tenants of every class of land. The collector is given discretion, therefore, to direct that no entries be made in this column save in respect of land which is occupied or has been let for agricultural purposes or for pasture in any such area.

If a sharer in a joint holding sells or mortgages certain fields, and the transferee obtains possession, the name of the latter will be shown in this column not in column 4. He will be given a khatauni and not a khewat number.

The tenant is the person responsible for paying the rent. If he sublets the land the entry should be 'A' ghair maurusi awwal marfat 'B' ghair maurusi doyam.

(6) *Column 7.*- The field or khasra number is the number given to the field in the village map (shajra kishtwar). The order of entry should usually be that of the khasra girdawari. The soil description in the jamabandi is intended to show the permanent method of husbandry applied to each field, and not the condition applicable to any particular harvest or harvests, see paragraph 260 of the Settlement Manual. The soil entry must, therefore, be changed, when, but only when, a permanent change has occurred, as e.g., by the cultivation of land which was previously banjar jadid or banjar kadim or by the conversion of barani into chahi land owing to the sinking of a new well. Ordinarily, changes in soil classification need only be made in the year in which quinquennial attestation takes place. But in the case of changes from uncultivated land, the change of classification must be made in the next jamabandi, whether it be one made after a quinquennial attestation or not.

(7) *Column 8.*- Where the ghumao measure is in use, enter the area of holdings in kanals and marlas only reckoning out ghumaos

only in the totals of pattis or tarafs and of the estate. In the districts under settlement operations the total area only i.e. Mizan Haqiat of each holding (Khewat) and the grand total of each estate should be given both in the local measure in vogue as well as in metric system at the end of the entries pertaining to each holding estate in the Misal-I-Haqiat and later on in the quinquennial jamabandis.

Prior to the agricultural year 1971-72, the land measure used in all revenue work varied in different part of the State. From the agricultural year 1971-72 metric measure to four places of decimal of a hectare shall be used gradually in a single rotation of five years and all records prepared during the year 1971-72 to 1975-76 shall simultaneously indicate the metric measure in red ink, in addition to the local measure. From the agricultural year 1976-77, metric measure shall only be used and the local measure shall be discontinued altogether. The classification of land, should be the same as indicated in notes given below in form of khasra girdawari prescribed in paragraph 9.2 of this manual.

(8) *Column 9.*- Where rent is paid by a share of produce (batai) enter the share only. If by a lump sum note the amount, otherwise note both rate and amount in the case of cash rents. Where part of a holding pays at one rate, and part at another, see that areas, etc., are given in sufficient detail; so also where cash rents are paid on particular crops (zabti). Where no rent is paid by a person in possession other than the owner briefly explain the reason for non-payment of rent if the fact is undisputed. As above explained, the entry of no rent because of a claim to adverse possession should never be made. If the fact is that the possession is adverse the entry should be of ghair-kabiz, if the fact is that he is a tenant then if the rent cannot be ascertained it should be recorded as doubtful. For the share of partners in cultivation see sub-clause (10) (vii) below.

(9) *Column 11.*- If the revenue of a holding is assigned (muafi or jagir) enter the amount in red ink. In the totals of pattis or tarafs and of the whole estate show the whole revenue in black ink with a detail of khalsa in black and muafi or jagir in red ink.

(10) *Column 12.*- In the case of all new entries of names of owners, mortgagees with possession and alterations in shares, etc., which are supported by any mutation or fard badar entry refer in this column to the entry by which they are supported. References to fard badar

entries should be given in the manner described in paragraph 7.2 supra. If mutation of rights has occurred and has been entered up before June 15th or the date approved by the Director of Land Records but not attested, note briefly the facts which are believed to have occurred giving the serial number of the entry in the register but stating that the mutation has not been attested:

- (i) If a new well has been made, or a deserted well has been brought into use, or if a well has fallen in or been deserted, be very careful to note the fact.
- (ii) If a holding or part of a holding has been hypothecated to Government as security for a takavi loan, make a note of the fact.

If a second loan is given on the same security a second mutation is not required – see paragraph 7.18 (ii) supra – but whether a mutation has to be entered up or not, the patwari should make a note of the loan in column 12 of the current jamabandi which should be carried over to all succeeding jamabandis.

- (iii) A brief description of the terms of collateral mortgages attested in the mutation register will be entered in this column, but no entry relating to such mortgages will be made in any other column.
- (iv) If the revenue of a holding, patti or taraf, or of a whole estate, is assigned (muafi or jagir), note the fact and the names, description, and shares of the assignees in red ink in this column.
- (v) If mutation is refused in any case with reference to which notice of the registration of a deed has been received, note the fact in this column, specifying the nature of the deed (sale, mortgage, etc.), and its date.
- (vi) If any land in a colony town has been sold by Government for a specific purpose or subject to any particular conditions, then note here the purpose or the conditions.
- (vii) The amount of produce received by Adhjogias and other partners in cultivation from the landlord as their share and the contribution towards seeds, Government

dues, etc., if any, made by them, should be recorded in this column.

- (viii) A note showing in names of owners whose land has been acquired by Government wholly or partially and without a share of the shamilat, together with the area transferred and the number of the relevant mutation, shall be entered in this column. It shall also be stated in this note that the owner concerned will be entitled to a due share of the shamilat area at the time of partition. The note in question shall be copied from jamabandi to jamabandi till partition of the shamilat takes place (see paragraph 7.19 (4) supra).
- (ix) A note showing the date of mortgage with possession, in respect of escheat land shall be entered in this column.
- (x) If any area has been declared surplus by the competent authority under the Punjab Security of Land Tenure Act, 1953 the Pepsu Tenancy and Agricultural Land Act, 1955 and the Punjab Land Reforms Act, 1972 its particulars along with khasra numbers and brief details of the orders of the competent authority should be entered in this column in red ink.

7.42. Land owned by Government. All land owned by Government should be entered in one place after the village common. All land permanently appropriated for public purposes since the date of the last settlement should be entered thus -

- (1) Where land belongs to a department of the State Government the words "State Government" should be recorded in the column of ownership. Where land belongs to a department of the Government of India, the words "Central Government" should be entered in that column.
- (2) In the occupier's column the name of the department which has charge of the land e.g., Deputy Commissioner, Canal Department, Executive Engineer, Northern Railway, Postal Department, Defence Department etc.

(3) In lieu of soil entries, state the purpose to which the land is applied, e.g., encamping-ground, sarai, canal, rajbaha, bungalow, etc.

(4) When nazul or other Government property is vested in a local body, or is otherwise in its possession, such property should be described as "State Government or Central Government as the case may be maqbuza Zila Parishad or [Cantonment] Board" or as the case may be. But property acquired by a local body should be shown as owned by that body. In order to guard the interests of Government, no mutation of any new acquisition or of sale of property owned by a local body should be made without the order of the Collector.

Concerning land occupied by Government at the date of last settlement which Government still holds, the entries of the last settlement in the column of ownership will be repeated unaltered. The columns of occupancy and description of land will be filled up as above directed.

If the land is occupied only temporarily, as for instance, the approach to a ferry, the names of the owner and hereditary tenants will usually be continued, and separate numbers need not be made. Government possession can be described in the column of remarks.

7.42-A. Land held by Government on lease for specific purposes. In connection with the making of entries in the jamabandi on the basis of the mutations, referred to in paragraph 7.11-A, the following instructions are issued:-

(i) The entries in column 4 (owner) of the jamabandi should remain unaffected.

(ii) In column 5 (cultivator) the department of Government, for whose operations the lease has been effected, should be shown as lessee and the land-owner as lessor.

(iii) In column 9 (rent), the entry should be "rent at owner's rate on account of the construction and maintenance of (..... here specify the purpose of the lease)."

Sr. Number according to auction of allotment register private treaty	Khewat Number.	Khatauni Number.	Name of lambardar with revenue	Name of owner with description	Name of tenant with description	Name of owner of building material with description	Name of rent payer with description	Number of block	Field number or site number.	Area according to the registered deed or according to the original contract	Present area	Purpose for which the land was originally allotted	Purpose for which it is being used	Rent annually paid by the occupier	Class of ahata	Rate of revenue imposed	Demand with details of revenue and cesses	Remarks

Note:- This form will be used where the land in a colony town or a chak has been built upon. The ordinary form of the jamabandi (paragraph 7.40 supra) will be used in the case of land, which is still culturable though within the town limits.

INSTRUCTIONS

7.46. (1) *Column 1.-* Against each field number included in the khewat, the serial number of the auction or allotment register or the register of sales by private treaties, in which the land of each field no. is included, should be given in this column.

(2) *Column.2.-* The khewat is the number of owner's holdings, which should be arranged in the order in which the names of owners are given in the village genealogical tree. In the case of towns where the genealogical trees are not in existence, the order of khasra numbers will be followed. No one should be given a separate khewat number, until he has obtained full proprietary rights.

The old khewat number should be given in red ink under the new khewat number.

(3) *Column 3.-* The khatauni number of the holdings of persons responsible for the payment of rent or are in possession of the site. Auction purchases, peasant grantees, or persons holding sites under special conditions, will be given separate khatauni numbers under the khewat of State or Central Government. In such cases the old number of khatauni should be in red ink under the new khatauni number.

(4) *Column 4.-* The name of lambardars responsible for the realization of land revenue assessed on sites should be entered. The

total land revenue demand for which each lambardar is responsible should be entered in this column.

(5) *Column 5.-* "Description" in this column includes father's name, grandfather's name and residence, and in the case of officers of the Indian Army, the title of their ranks such as Subedar, Risaldar, Jamadar, etc. The name of a mortgagee with possession must be shown under the name of mortgagor. If a sharer in the joint holding sells or mortgages the whole or a definite fraction of his share the name of the transferee will be shown in this column. The name of sarbrah or guardian of minors or females need not be shown.

(6) *Column 6.-* In this column those persons will be entered who will ultimately obtain proprietary rights but have not yet acquired their rights. Their holdings will be entered in the following order:-

- (1) Auction purchasers.
- (2) Peasant grantees.
- (3) Persons holding on half-resumable conditions.
- (4) Persons holding land on the planting conditions.
- (5) Lambardari grants.
- (6) Lease-holders on horse-breeding conditions.

These persons will be shown within their separate groups in the order given in the pedigree table.

After the holdings of the above named persons the holdings of the following should be entered:-

- (1) Non-occupancy tenants.
- (2) Shopkeepers
- (3) Kamins (menials) permanently settled.
- (4) Additional kamins
- (5) Ahatas allotted for masjids, dharamsalas etc.
- (6) Takias.
- (7) Deras.

These persons will be shown within the groups in alphabetical order.

"Description" in this column includes father's name, grandfather's name, residence and status, e.g., rent-payer, abadkar, etc. In the case of an officer of the Indian Army, the title of his rank should also be prefixed to his name. In case the site is in the possession of malik, the words maqbuza malik should only be written.

- (7) *Column 7.*- This column will be filled in the case where the owner of the site has lent the area to another person and has at the same time allowed him to erect building at the latter's own cost. "Description" in this column also includes father's name, grandfather's name, residence. In case of an officer of the Indian Army, the title of his rank should also be prefixed to his name.
- (8) *Column 8.*- In this column those persons will be shown who pay rent to persons shown in columns 5,6 and 7. They will be shown in alphabetical order. The holdings of maliks will also be shown in this column. The "Description", in this column includes father's name, grand- father's name, residence of the person occupying the building erected by the person mentioned in column 7. In the case of officers of the Indian Army the title of their rank should be prefixed to their names.
- (9) *Column 9.*- Block number should be given against the site number or field number in column 10.
- (10) *Column 10.*- The field number or the site number means the number given to it in the map. The order of entries should usually be that of khasra girdawari.
- (11) *Column 11.*- This column will be left blank when area originally allotted has been divided or amalgamated with other areas and given separate field numbers.
- (12) *Column 12.*- The area arrived at the last girdawari of the field concerned or shown in the mutation register will be given in this column and will be in kanals, marlas and sarsahis or metric units.
- (13) *Column 13.*- This should be ascertained by reference to the order of allotment.
- (14) *Column 14.*- This should be ascertained by reference to the khasra girdawari.
- (15) *Column 15.*- The amount of rent paid annually by the occupier should be entered here. This can be ascertained from the khasra girdawari.
- (16) *Column 16.*- According to the condition of sale or allotment, as far as payment of revenue is concerned, the ahatas are classified differently such as (1) residential sites, (2) shop sites, (3) combined residential and shop sites, (4) menials sites and (5) factories, etc. This column should show the class of ahatas.
- (17) *Column 17.*- The rate of revenue sanctioned should be given.

(18) *Column 18.*- The total amount of the land revenue demand with details of revenue and cesses should be specified in this column.

(19) *Column 19.*- In the case of all new entries of names of owners, mortgages with possession, and alterations in shares, etc. which are supported by any mutation or fard badar entry, the number of such mutation or fard badar should be given.

A brief description of the terms of collateral mortgages attested in the mutation register will be entered in this column, but no entry relating to such mortgagee will be made in any other column.

If mutation is refused in any case with reference to which notice of the registration of a deed has been received, note the fact in this column, specifying the nature of the deed (sale, mortgage, etc) and its date.

In the case of allotment of Government land to local bodies or other private persons on certain conditions the following particulars should be given in this column against the khewat concerned:-

(a) Where there is a registered deed.- Place of registration, number of deed, date of registration, number of bahi and number of volume.

(b) Where the deed is unregistered. – Number of file and the date of execution of the deed. The number of goshwara should also be given.

(c) In other cases, e.g., agreements, etc. – Number of the file and the date of agreement. The number of goshwara should be given.

(20) No mutation of rights can be incorporated in the jamabandi until a revenue officer has sanctioned it by an order recorded in the mutation register. The jamabandi entries concerning holdings in which mutations have occurred, but on which no orders have been passed will remain unaltered.

7.47 & 7.48. Deleted.

7.48A (1) The provisions of Sections 54,59,107 and 123 of the Transfer of Property Act being applicable to the State of Punjab, the deeds of sale, mortgage, gift and certain leases relating to property should be properly executed and registered where mutations regarding

oral transfers have been entered, they should be rejected since the transfer of title in such cases is invalid.

(2) There may be cases in which although title has not been transferred by mutation, the transferee is in fact in possession of the property. In such cases the name of the transferor would appear in the column of ownership (column No.4) of the jamabandi and the name of the transferee should appear as a tenant at will in the cultivation column (column No 5). The rent column (column No.9) should be left blank.

(3) In some cases the transferor may remain in possession and make payment by way of rent to the transferee. In such case no rent should be entered in column No.9 of the jamabandi and the entry in column No.5 should be 'Maqbuza Malik'.

(4) The same instructions will apply in the case of colony towns where the alternative form of jamabandi given in paragraph 7.45 supra is in use.

7.49. Soil entries in the jamabandi, Financial Commissioner's circular No.1258, dated 8th February,1911 and 19 of 1889. The classification of field in column 8 of the jamabandi has its origin in each case in the entries made in the khataunis when a village is remeasured. If note 14 of the instructions appended to the khatauni form (see appendix VII, Settlement Manual), be read, it will be seen that the classification of soils may be considered under three heads:-

- (a) Land which is cultivated without the aid of irrigation,
- (b) Land which is cultivated with the aid of irrigation,
- (c) Land which is not cultivated.

In all returns in which soils or crops are classified as irrigated and unirrigated, sailab soils and crops should be included in the latter class.

7.50. Unirrigated Land. Land which is cultivated without the aid of irrigation.- In the village papers of many districts unirrigated land which are not affected by flooding or percolation from rivers (sailab) are simply classified as barani. In those districts in which the barani lands are classified according to the kind of soil (see paragraph 261-265 of the Settlement Manual), no revision of this classification

should ordinarily be attempted. If, for special reasons, as for instance, the spread of sand or reh it may sometimes be necessary to revise any entries relating to the classification of barani land, such revision should always be limited strictly to those lands in which some real occasion for the revision exists.

7.51. Classes of irrigated land. Land which is cultivated with the aid of irrigation. - In note 14 appended to the khatauni form (appendix VII of the Settlement Manual), it is directed that all land irrigated regularly from a well should be classed as chahi, and that all land irrigated regularly from a canal should be classed as nahri. And it is explained that the actual area of crops irrigated in each case will not appear from the khatauni entries, but from the crop returns. The distinction herein contemplated is further explained in paragraph 260 of the Settlement Manual. The limits of the land permanently served by each well or canal distributary having once been ascertained and indicated in the field map, the same caution should be observed in changing these entries as is directed above with respect to the alteration of classes of barani land. Ordinarily no such change need be attempted except in the year of quinquennial attestation, and in carrying out these changes care should be taken that lands once classed as irrigated be not classed as barani nor barani as irrigated unless a permanent change of this nature has occurred.

7.52. Deleted.

7.53. Land which is not cultivated. This land is described in the village papers either as unculturable waste (ghair mumkin), or as old waste (banjar kadim), or as new waste (banjar jadid). For the meaning of these terms, the instructions appended to the khasra girdawari (chapter 9), and paragraph 267 of the Settlement Manual may be consulted.

When waste land of either of these three classes is cultivated, or when cultivated land is so injured as to make it unculturable (e.g. by the action of river or torrents), there is no difficulty in showing the change at once in the annual jamabandi or diluvion paper.

The entries connected with the changing of cultivation into banjar jadid and of banjar kadim into banjar jadid are less easily carried out with accuracy. Such changes, therefore, should not be

shown in an annual jamabandi or in diluvion or fluctuating assessment paper but in the next detailed jamabandi.

7.54. Jamabandis, how and when to be prepared. Paragraph 388 of the Land Administration Manual shows why detailed jamabandis are, as a rule, only prepared every fifth year. They should be written on paper of A quality. They are prepared for those estates or parts of estates in each year in which the Collector directs that a detailed jamabandi should be prepared, and they are ordinarily prepared annually in one-fifth of the villages in a district. They should contain every field entry in full. For these villages quinquennial returns (see chapter 10) should be compiled.

A table should be given to each field kanungo, showing the arrangements approved for the preparation of a detailed jamabandis for each patwari's circle in his charge, this table being so arranged that the work of each year shall cover about one-fifth of the kanungo's whole circle.

As regards villages under fluctuating assessment, special permission has been given in certain districts by which the preparation of annual jamabandis is dispensed with unless it is required for purposes of the fluctuating assessment. The principle approved of is that when special records have been prescribed which suffice for purposes of fluctuating assessment, annual jamabandis are unnecessary.

In villages subject to diluvion, if the diluvion rules of the district prescribe the preparation of a record, which enables us to dispense with an annual jamabandi, it is unnecessary to insist on its preparation in a year other than that of the quinquennial attestation. If such rules, however, are not sufficient for this purpose, it would only be necessary to prepare a detailed revised jamabandi for those holdings, which are affected by river action. In such cases the patwari will prepare two copies of the revised jamabandi of the holdings affected, one copy to be retained by him, and the other sent to the tehsil to be placed with the last detailed jamabandi filed in the district office.

7.55. Necessity of preventing errors, etc., in the khasra girdawari. Thus for a large portion of the district no jamabandi will be prepared for one, two, three or four years, and certain precautions

are therefore necessary to avoid errors and preventing the patwaris from tampering with the entries in the *khasra girdawari* or other papers. The instructions issued for this purpose are contained in chapter 9.

7.56. Mutation occurring up to 15th June to be incorporated in the jamabandi, Financial Commissioner's circular No.30, dated 4th December, 1909. Tehsildars and Naib-tehsildars must, without neglecting record work in other villages, pay special attention to estates for which new detailed *jamabandis* are to be drawn up. All mutations upon which final orders have been passed up to 15th June inclusive or any later date approved by the Director of Land Records are incorporated in the *jamabandi* . Every effort should be made to have all mutations, which have occurred up to that date entered in the register and attested by that date.

The Tehsildar or Naib-tehsildar in charge of the circle in which any estate for which a *jamabandi* is to be drawn up is situated, must visit the estate in the cold weather before the middle of January, and, as far as possible, attest all pending mutations. All attestations of mutations during the nine months preceding the drawing up of a new detailed *jamabandi* must be carried out in the village itself. At his first visit to the estate in the cold weather the tehsildar or naib-tehsildar should see that the *patwari* and *kanungo* have arranged their work so as to carry out the instructions in the next paragraph.

7.57. Preparation for the drawing up of new jamabandi. Financial Commissioner's circular No.30, dated 4th December, 1909. Preparations for the drawing up of a new *jamabandi* should be started by the *patwari* and field *kanungo* in the cold weather, and if possible, in all the estates concerned before the middle of January. They should together visit each estate for which such a *jamabandi* is to be prepared and by enquiry from the right-holders ascertain whether any changes have occurred which have not been brought to record. The *patwaris* should, in the presence of the *kanungo* (who should have the *patwari* 's copy of the genealogical tree open before him), read out to the people the entries in the existing *jamabandi* , and note changes in pencil in the remarks column, and in cases in which mutation orders are required, make the necessary entries in the

mutation register. The *kanungo* should bring the genealogical tree up to date and should check the entries in the mutation register with the *jamabandi* and note that they agree. He should help the *patwari* to prepare a list of field, which require amendment. The *patwari* should later make tracings in pencil of such portion of the village may as required to be amended.

7.58. Rabi girdawari of estates of which jamabandis to be prepared. Financial Commissioner's circular No.30, dated 4th December, 1909. At the rabi girdawari the *patwari* must take up first the estate or estates for which a detailed *jamabandi* is to be drawn up, and be very careful to note all changes and fresh cases requiring mutation orders. If the work described in the last paragraph has been properly done the new entries in the mutation register should be few in number. They should be made before the harvest inspection of the next village is started. As soon as the crop inspection of the estate for which a new *jamabandi* is to be prepared is finished, the *patwari* should send notice to the tehsil.

7.59. Attestation of all mutations before the 15th June, Financial Commissioner's circular No. 30, dated 4th December, 1909. After receiving this notice the *naib-tehsildar* or *tehsildar* concerned must visit the estate as soon as possible, but in any case before the 15th of June, or the date approved by the Director of Land Records, and attest all pending cases.

7.60. Preparation of the jamabandi. The *jamabandi* should be prepared in duplicate and one of the copies should be eventually filed in the district office and the other retained by the *patwari*. In the months of June, July and August the field *kanungo* should pay special attention to the detailed *jamabandis*, which are being prepared by his *patwaris*. He should attest all the entries holding by holding, in the presence of the *zamindars* concerned and see that due effect has been given to the mutations on which final orders have been passed by the 15th of June or the date approved by the Director of Land Records. His attestation should be made on the copy, which has eventually to be filed in the district office. This copy should contain his report to the effect that he has duly attested it, a list of errors discovered and alterations made being added in the *kanungo's* handwriting. A copy of

this report signed by the field kanungo should be attached to the patwari's copy of the jamabandi. Any alterations that may be found to be necessary should be made at once in red ink by the kanungo in both copies of the jamabandi and signed by him. He is personally responsible that the patwari's copy tallies in all respects with the other copy. Fairing of the jamabandi by the substitution of a new page for one on which corrections have been made is absolutely forbidden.

7.60-A. Deleted.

7.61. Filing of jamabandi in the tehsil. The patwari should give the first copy of the jamabandi to the office kanungo at the tehsil not later than September 7th, or any subsequent date approved by the Director of Land Record due to special circumstances, provided such date does not exceed 6 months from 7th September. During that month the field kanungo, with a view especially to see that the changes based on mutations have been properly incorporated and that the statistical statements filed with the jamabandi are correct, should again check the latter at the tehsil, following the same procedure as before, that is, he should himself make a copy of the list of the errors discovered and the alterations made at this inspection and sign it. This copy should be handed to the patwari who would stitch it into the duplicate jamabandi and make the necessary alterations in the latter. The field kanungo at his next visit to the patwari's circle should see that the patwari has done this, and initial all the alterations made.

7.62. Check of detailed jamabandis by revenue officers. The tehsildar or naib-tehsildar in charge of the circle in which the village lies shall make his final attestation on the spot and shall observe the following instructions:-

- (i) At least 25 percent of the khatauni holdings should be read out on the spot and in the presence of the assembled right-holders,
- (ii) At least 25 percent of the mutations attached to the *jamabandis* should be compared with the khewats concerned,
- (iii) At least 25 percent of the khewat holdings should be compared with the old *jamabandis*,

- (iv) At least 25 percent of the khewat entries in the original copy should be compared with the corresponding entries in the patwari's copy of the jamabandi.

The number of the field, the tatima shajras of which have been attested, must be specified as also that of the unattested mutations entered before the 16th June or the date approved by the Director of Land Records; of these there should be as few as possible. This check must usually be carried out in the cold weather months between the end of the kharif and the beginning of the Rabi girdawari. For the purposes of this check the revenue officer should take with him the copy of the jamabandi, which has been filed in the tehsil, and he should record on this the report of the attestation and a list of mistakes discovered and alterations ordered. The report should specify what and how many entries were attested by personal enquiry from the right-holders and when and where the attestation was made. A copy of the report signed by the tehsildar or naib-tehsildar as the case may be should be attached to the patwari's copy of the jamabandi. Any alterations that may be found to be necessary should be made in both copies of the jamabandi and initialled by the revenue officer under whose orders they are made. When this has been done, the revenue officer should fill in two copies of the final attestation slip in the form given below and attach one copy to each of the two copies of the jamabandi:-

Final attestation of jamabandi for the year 20_____,
village _____, tehsil _____ District _____

1	2	3	4	5	6	7	8	9	10
Date of attestation	Place of attestation	Khatas attested	Verification of mutation orders incorporated in the jamabandi	Khatas checked with the previous jamabandi	khatas compared with patwari current copy of jamabandi	Khasra nos. of which tatimas were checked on the spot	khasra nos. of which tatimas were checked with reference to their incorporation in para tehsil map	Mutations entered but not attested before 15 th June	REMARKS

I certify that all necessary corrections have been made and that this jamabandi is correct and complete in all respects, except as regards mutations shown in column 8 and other transfers discovered to have taken place before 15th June last and referred to in the memorandum attached to the jamabandi.

Dated : _____ 20.

Assistant Collector.

If any part of the local attestation can be done adequately in the hot weather before the jamabandis are filed in the tehsil, so much the better, but in that case a further check must be made to see that the kanungo has carried out properly the instructions in paragraph 7.61 supra and the final certificate of correctness alluded to above must not be given until the second check has been carried out. A revenue officer superior in rank to the tehsildar or naib-tehsildar should note the result of his attestation on the spot, of a jamabandi on the copy to be eventually filed in the district office and attach a copy of this note signed by him to the patwari's copy of the jamabandi. He should initial all alterations made in both copies of the jamabandi under his orders. The result of any examination of *jamabandis* made by such officer in the tehsil office should be entered in the minute book of the tehsil and not on the jamabandis examined by him. The district kanungo should note the result of his attestation of a jamabandi in his diary and not on the jamabandi itself.

7.63. Appellate orders. When an order is passed in appeal, on review or revision after the 15th June, a note in red ink should be made on the original mutation sheet by the district kanungo if the *jamabandis* are at sadr or by the office kanungo if the *jamabandis* are in the tehsil office. The field kanungo of the circle will make a similar note on the patwari's copy of the mutation order. If the jamabandi entries are not in accordance with the order finally passed on appeal, review or revision, the patwari should be instructed to enter a mutation by way of correction of the jamabandi and this mutation will be given effect in the jamabandi prepared at the subsequent quinquennial attestation. No fee will be charged.

7.64. Form of list of revenue assignments with instructions. Financial Commissioner's circular No. 1 of 2nd January, 1889 and No. 46 of 18th October, 1888 . A list of revenue assignments and pensions will be compiled for every village when a detailed jamabandi is prepared(paragraph 284 of the Settlement Manual), and its form along with instructions for its preparation is appended. The field kanungo must assist the patwari in the compiling of this return, and must sign it in token that he is satisfied of its accuracy. The tehsildar or naib- tehsildar must attest every entry in the list of muafidars.

List of revenue assignments and pension.

1	2	3	4	5	6	7	8	9	10	11	12	13	
		JAGIR OR MUAFI WHERE REVENUE OF SPECIFIC LAND IS ASSIGNED											
		Area of land assigned											
No.	Name and description of assignees	Jamabandi No	Cultivated	Uncultivated	Total	Revenue assessed	Amount of revenue assigned	Amount assigned where a fixed amount of revenue is assigned without specification of land	Nazrana	Cash pension per annum paid from the treasury or through the post office	Conditions of each grant	REMARKS	

INSTRUCTIONS

Enter the assignments in four groups and total each group separately, namely:-

A-Land of which the revenue is assigned in whole or in part to the owners thereof.

B-Land of which the revenue is assigned to others than the owners thereof.

C-Grants of fixed amounts out of the village jama, no land being specified.

D-Pensions paid from the treasury or through the post office to persons resident in the estate.

Show under D pensions of all kinds and whether civil or military or political.

If the grants held by an assignee fall under more than one of the above groups, each portion should be entered under the group to which it belongs.

Columns 4-7.-Abbreviate the entries as much as possible.

Column 13.-State whether the nazrana has been paid. The field kanungo will add a note in this column or at the foot of the return explaining any difference between it and the previous returns.

The total of columns 8 and 9 should agree with column 4 of the jama wasil baki.

Note: As regards the amendment of the pensions list, see paragraph 63 of standing order No. 7.

7.65. Maps to be filed with the jamabandi. As regards the maps to be filed with the jamabandi, the relevant instructions will be found in paragraph 4.27, 4.32 and 4.33.

7.66. Genealogical tree. An amended copy of the genealogical tree of owners complete to date shall be filed with the jamabandi. In these trees the first entries shall in every case be the names of the holders at the last settlement, the earlier entries being omitted. No general statements or entries of area and revenue need be made at the foot of those amended copies. In other respects the orders in appendix VIII to the Settlement Manual apply to the amended copy of the shajra nasab. The new entries shall be attested by the field kanungo and he shall sign the paper in evidence thereof.

7.67. Arrangement of papers in annual records. The following instructions relate to the arrangement and binding of annual records:-

I.-The sheets of the jamabandi should be placed one upon the other as in a file of papers.

II.-The list of revenue assignments and pensions should come next, followed by the tatima shajras.

III.-Then should follow the mutation sheets.

IV.-Having arranged the papers in the above manner, sew them with a strong thread, but take care that it does not pass through any writing.

V.-Paste two or three pieces of paper together and cut to the size of the jamabandi, then place the jamabandi between the two

covers thus prepared and join them together by pasting chintz or garha on the outside as is done in binding. Boards should not be used. The shajra nasab should be placed in the pocket of the cover, or if too large in a separate cover.

In the case of *jamabandis* to be filed in the tehsil binding can be done, and the charge can be met from the contingent grant. In the case of the patwari's copies of the jamabandi, paper bindings covered with chintz or thin cloth should be provided.

7.68. Check of jamabandis by district kanungo. All *jamabandis* must reach the district office by the date on which the rabi girdawari ends [*vide* paragraph 3.104(2)]. On receipt the district kanungo should check them to see that all the instructions contained in paragraphs 7.60 to 7.67 *supra* have been complied with. If incomplete in any respect which admits of correction, they should be returned for completion.

APPENDIX. A

[Paragraph 7.19 (6)]

Register of Mutations of Mauza Hambran Hadbast No.1, tehsil

Jagraon,

District Ludhiana

1	2	3	4	5	6	7
Serial No. of entry	Number of holding in old jamabandi	Entry in last jamabandi which it is proposed to correct				
		Name of taraf or well	Name of owner, with description	Name of cultivator, with description	Detail of fields area and soil	Revenue of rent
84	122	..	Ram Lal son of Krishan Lal, son of Wali Ram, resident of the village	Owner	474 Maira K M 7 7 Rahwala	Net revenue 1—45
	475 to 490	..	Shamilat-deh (Hasab-rasad zarkhawat or as the case may be) Total jama of the village Rs. 230	Various owners and tenants	1,845 kanals of cultivated 830 kanals (unirrigated), uncultivated 1,015 kanals	..

APPENDIX. A concluded

[Paragraph 7.19 (6)]

**Register of Mutations of Mauza Hambean Hadbast No.1, tehsil
Jagraon,
District Ludhiana**

1	8	9	10	11	12	13	14	15	
Serial No. of entry	Number of holding in new jamabandi	New entry which it is proposed to substitute				Revenue of rent	Nature and date of transfer or mortgage money	Mutation fee due	Report and orders
		Name of owner, with description	Name of cultivator, with description	Details of fields, area and soil					
84 concl'd	..	Sunder Singh, son of Lahna Singh son of Vir Singh caste khatri resident of Hambran, except that in the case of a new purchaser who does not hold land previously in that particular estate, the entry in regard to caste and got, etc. will be made in addition to the name of the grand father	Khud kasht	474 Maira K—M 7—7 Rahwala	N e t r e v e n u e	Sold for Rs. 3,000 vide Registration Deed No. 10 dated 4/1/1970 together with the share in shamlat	Rs. Ps. 0—25	Sir Ram Lal the owner has sold 7 kanals 7 marlas of his land with share in 4 shamilat to Sunder Singh and the vendee has taken possession. The case has been entered in the mutation register on receipt of Parcha Register No. 10 dated 4-4-1970. <i>Sd/- Surjan Singh Patwari</i> Dated 20-4-1970	
	..	As before	..	Shans transferred K. M 11. 10 As before K. M 1,833.10 Total: 1845 Kanals	R.1. 45	..	0.25		

APPENDIX 'B'

[paragraph 7.33(i)]

Published in the Punjab Government Gazette dated April 10, 1992.

No. GSR 35/PA.17/1887/S.38/92-In exercise of the powers conferred by sub-section (I) of section 38 of the Punjab Land Revenue Act, 1887 (Act No. XVII of 1887), and all other power enabling him in this behalf, the Governor of Punjab is pleased to fix the following scale of fees, for the purposes of that section, with effect from the 1st May, 1992 the date from which Government of Punjab, Department of Revenue, Notification No. GSR 12/C.A.17/87/S.38/82, dated the 27th January, 1982 shall stand superseded.

RULES

1. When the entry relates to the acquisition of a right or interest by inheritance or otherwise or by a registered deed or by a decree or order of court or by an order of a Revenue Officer, making or affirming a partition under Chapter IX of the Punjab Land Revenue Act, 1887, or directing the incorporation in the record of a private partition, a fee of five rupees shall be charged, per mutation, irrespective of a number of Khatas to be mutated.
2. The fees specified in paragraph - I shall be charged on all accepted mutations.
3. The Patwaris shall not be entitled to retain any share in respect of mutation fee and whole of the fee so realized shall be credited into the Government Treasury under the head "0029-Land Revenue-800-Other Receipts 06-Mutation Fee".

CHAPTER-8

INSPECTION OF REVENUE RECORDS

Replace standing order No. 13. Original issue, dated 6th July, 1909, reprint dated 23rd April, 1913; Appendix C of standing order No. 12, 4th reprint dated 29th September, 1930; paragraphs 44-A to 46 of Standing Order No. 12, 5th reprint, dated 22nd May, 1933; paragraph 35 of standing order No. 15, 2nd reprint, dated 8th May, 1925; paragraphs 59, 60, 61 and 65 and Appendices B and C of standing order No. 19, 3rd reprint, dated 16th October, 1925.

{In connection with this chapter paragraphs 226-237 of the Land Administration Manual should be consulted.}

PART A- TOURING GENERALLY AND POINTS TO BE NOTICED AT RURAL INSPECTIONS.

8.1 Necessity for the inspection of revenue records- Assistant Collectors should bear in mind the dependence of the revenue administration on the revenue records and should remember when testing the record that the purpose they are intended to serve is not merely statistical but is also subsidiary to a just and liberal revenue policy. (Paragraph 408, Land Administration Manual). Before an Assistant Collector goes on tour he should enquire into the revenue history of the tract he is going to pass through. He should make a point of visiting villages whose circumstances are precarious, and villages in which suspensions or remissions of the land revenue demand have recently been made, and should forward to the Collector a note on the state of the crops and the resources of the revenue payers as far as he can gauge them from personal inspection. Such a note if carefully written will be of great assistance to the Collector in deciding what course to follow in the matter of recovering arrears or proposing remissions.

8.2. Chief points to be noticed at the time of village inspections. In inspecting the condition of individual villages the chief points for notice are-

- (1) The area cultivated at settlement and the present area, and the increase or decrease in the mortgaged or sold area

and in the number of cattle. For this purpose statements I to IX of the village note book should be examined.

- (2) The area which has borne a crop in the last three or four years. If recent crops have been bad, the results should be looked into holding by holding so far as there is time. The result in four or five holdings carefully discussed with the *lambardars* will give an insight into how things are going. It is not the land which pays the revenue but the crops; and the incidence of the revenue on the crops harvested should be considered and compared with the incidence of the revenue intended at the time of settlement.
- (3) Increase or decrease in canal or well irrigation.
- (4) Construction of taccavi works.
- (5) The introduction of improved seed and agricultural method, pitting and use of manure.

8.3. Responsibility for the maintenance of land records rests with the Collector and his Assistants. The responsibility for the maintenance of the land records rests with the Collector and under him with the Officer Incharge and the Sub Divisional Magistrate but it is impossible for these officers by themselves to check the work of the subordinate staff adequately and the testing of the records should, therefore, be considered an essential part of the duties of every gazetted officer on the headquarters staff. Wherever possible, an Assistant Collector Ist grade should be placed in separate charge of a tehsil or part of a tehsil for the purpose of checking the land records particularly in districts where the records have fallen below the normal standard and the discipline of the staff has suffered. This should not affect the general responsibility of the Officer Incharge and the Sub Divisional Magistrate under the Collector, the object being to ensure a better checking of the records. Apart from this the tehsildar and the naib tehsildar are required in the course of their cold weather touring to make a thorough inspection of the work of each patwari and kanungo in their respective circles. The primary duty of the superior officers deputed to supervise the land records is to test the supervision exercised by tehsildars and naib tehsildars over the work of kanungo and patwaris. The tehsildars and naib tehsildars will

in their turn, test the supervision exercised by field kanungo over the work of patwaris.

Revenue officers should check all the offices of Patwaris and kanungos every year. Failure to comply with these instructions shall be reported to the Commissioner and the Financial Commissioner.

8.4. Tehsildars to keep patwaris and kanungos provided with manuals. Collectors must hold tehsildars responsible that all patwaris and kanungos subordinate to them have in their possession complete editions of the manuals (paragraph 3.78) which should be strongly bound together. Commissioners should notice any case in which a tehsildar fails to keep his patwaris and kanungos supplied with these manuals, or to see that they are properly preserved.

PART B.- TESTING THE WORK OF FIELD KANUNGOS

8.5. Inspection of field kanungos. In addition to a careful inspection at each girdawari, the work of each field kanungo should be thoroughly tested at least once a year and if possible, more frequently. This test constitutes the principle duty connected with the land records which has to be performed during the touring season, as their accuracy depends ultimately upon the degree of efficiency attained by the field kanungos staff. If the number of circles for inspection in the jurisdiction of any inspecting officer is exceptionally large, he should, before the commencement of his tour, bring the matter to the notice of the Collector, who may be able to arrange for the inspection of some of the circles by another Assistant Collector-I Grade.

8.6. Procedure for selecting patwar circles to test the kanungo's work.- The inspection of a circle should always be preceded by a perusal of previous inspection reports as well as of the latest report of the district kanungo, and the character roll of the field kanungo should be consulted. This process may indicate the lines on which inspection is required, and will in, some cases, narrow the field of enquiry. The inspecting officer should then examine the register of patwaris' work (paragraph 2.51). The entries in columns 3-8 of this register give a fair idea, whether the patwaris are punctual or dilatory, and column 9 shows the value of their work, as it appears to the kanungo. From this register and from any other information at his

disposal the inspecting officer should then select the patwaris in whose circles he will test the kanungo's work. The majority of the patwaris chosen should be men whose work appears from the register to be fairly good, but atleast one very good, and one very bad, patwari should be included, as there is some risk of the entries in the register being affected by favouritism or spite. It is not advisable to tell the kanungo long before hand of the patwaris chosen, as this gives time for a second test of the papers, which may obscure the value of the original test. A convenient system is to tell the kanungo in the afternoon what patwaris will be seen on the following day.

It is not necessary as a rule to examine the papers in more than one village of a patwari's circle. It may be desirable in some cases, where the first village chosen gives suspicious, but not definite results; but ordinarily it is better to make a thorough test of the work in one village, than to do a little in several villages.

8.7. How to test kanungo's supervision. The most effective way of testing the kanungo's supervision is to do over again some of the work, which he claims to have done; officers should in addition check some untested work with a view to ascertaining the general standard of accuracy within the circle, and assuring themselves that the kanungo's test has not been collusive, but representative as well as thorough. No fixed amount of test is prescribed. Sufficient entries must be checked in each principal record to enable a definite opinion to be formed of the value of the kanungo's test of that record, and when a definite opinion has been formed on adequate grounds, it is useless to continue testing.

8.8. Drawing up of report for submission to Collector. As soon as the inspection is finished, the inspecting officer should draw up a report for submission to the Collector. A statement of some of the chief points to be considered at an inspection is contained in annexure A to this chapter. There is not usually time to examine all these points at one inspection, but the report should invariably give figures showing exactly what work has been tested and what mistakes found and in any case it must contain a definite finding on each of the following question:-

- (1) Is the kanungo's touring systematic and adapted to the work to be supervised at different seasons? (Paragraph 2.49).

- (2) Has he done his best to prevent delay by patwaris in entering up mutations and has he reported any patwari who failed to carry out his instructions or to comply with the orders in paragraph 3.27 (2) and paragraph 2.45?
- (3) Has he checked the girdawari work of each patwari in his circle thoroughly and systematically?
(This will be ascertained at the *girdawari* inspections and results noted here.)
- (4) Has he complied with the instructions relating to the preparation or check by him, as the case may be, of-
 - (a) the genealogical tree (paragraph 7.66);
 - (b) the jamabandi (paragraph 7.60 and 61);
 - (c) the amended field map (Paragraph 7.8 and Part-D, chapter 4);
 - (d) the statements of the village note book (paragraph 10.1)?
- (5) Has he carefully supervised diluvion work in his circle (if any)?
- (6) Has he carefully supervised the work regarding Thur, Sem, Chos and deposit of Sand affected areas in his circle (if any)?
- (7) Has he checked both copies of the fard bachh carefully? (Paragraph 3.21).
- (8) Has he a good knowledge of the agricultural and general conditions of his circle?

A printed form for the report has been prescribed and should invariably be used; the same is printed as annexure B to this chapter.

8.9. Action to be taken on the reports drawn up by inspecting officer. The report should show clearly whether the kanungo has made honest efforts to bring bad work to light, and whether he has reported bad work, or neglect of duty, or misconduct on the part of the patwari to the revenue officer to whom he is subordinate. If it is unfavourable to the kanungo, it should be shown to him, and any explanation he may offer should be considered and tested before submission of the report to the Collector. When the Collector has passed orders on the report, a brief note of the result should be made in the kanungo's character roll. The reports should be filed by circles

in the district kanungo's office, so that it may be possible at any time to ascertain the history of the circle by referring to a single file of papers.

8.10. Inspection of patwari's work by Assistant Collector, Ist Grade. An inspecting officer of the rank of Ist grade Assistant Collector is not required to inspect the patwari's work except where charges of bad work have been brought against him, but if in inspecting a kanungo he comes across bad work on the part of a patwari he should deal with him in accordance with the files. Patwari he should note his name for reward. Similarly, if he comes across an exceptionally good.

PART C-TESTING OF THE LAND RECORDS WORK OF PATWARI'S

8.11. Main duties of tehsildars and naib tehsildars relating to land record work. The main duties of tehsildars and naib tehsildars in connection with land records are details in paragraphs 241-247 of the Land Administration Manual. Paragraph 245 prescribes, during the touring season, a thorough scrutiny of every kanungo's and patwari's work, but if the Collector has been able to arrange for the inspection of each kanungo by an Assistant Collector, Ist Grade, as proposed in paragraph 8.3 supra, it should not be necessary for the tehsildar or naib tehsildar to inspect their work in detail. They should confine themselves to making a thorough inspection of the work of each patwari's circle and of as many estates in the circle as possible. In the course of these inspections and of their other revenue duties they should be able to test fully the quality of the kanungo's work. The points requiring attention at the inspection of a patwari's work are given in annexures C and D to this chapter. The answer to these points should be made into a file and sent to the district kanungo's office for necessary action.

PART D-TESTING OF THE LAND RECORDS WORK OF TEHSILDARS AND NAIB TEHSILDARS

8.12. Tehsildars and naib tehsildars to keep diaries. tehsildar and naib tehsildars should keep diaries in the form given below:-

Day and date	Detail of work done

The diary should be written up daily according to the instructions laid down in paragraph 2.52 but details need not be entered in red ink.

An abstract of the diary will be written up in a separate counterfoil book in the following form and the foil will be submitted to the Deputy Commissioner on the 1st of every month:-

STATEMENT SHOWING THE WORK DONE BY TEHSILDARS AND NAIB TEHSILDARS DURING THE MONTH OF _____ 20____

1	Name of tehsil	Name of office	Details of work and the number of days spent on each kind of work										Details of work and the number of days spent on each kind of work conclud														
			<i>Girdawari</i>					<i>Jamabandi</i>					Number of villages in which Survey marks were checked	<i>Number of partition cases</i>		Alluvion and diluvion measurement (number of fields measured)	Number of patwaris inspected	Number of field kanungos inspected	Days spent in charge of treasury and office work	Total number of days spent on tour	Number of nights spent away from the tehsil	Remarks					
3	4	5	6	7	8	9	10	11	12	14	15	16		17	18								19	20	21	22	23
			Number of village seen	Number of villages under attestation in which was checked	Is the field kanungo check the incorporation of remission as result of Thur,sem chos and deposit of sand affected area	Number of field entries checked	Number of mutations attested	Number of villages of which jamabandi is to be prepared	Number of such villages visited before 15 th January	Number of such <i>jamabandis</i> attested on the spot	Number of tatima shajras checked on the sport	Number of fard bachh checked on the spot	Instituted	Decided	Decided after visit to the spot												

8.13. Separate test of the revenue work performed by tehsildars and naib tehsildars while on tour. It should not generally be necessary for inspecting officers to make a separate test of the revenue work performed while on tour by the tehsildar and naib tehsildar. The quality of their work will inevitably come to light during the inspections of the kanungo's work referred to in Part B. After all the kanungos of a tehsil have been inspected the inspecting officer should submit to the Collector a report on the work of the tehsildar and naib tehsildar similar to that prescribed for field kanungos in paragraph 8.8 *supra*.

The revenue work of tehsildars and naib tehsildars (including the quality of their mutation work) will be further tested at the half yearly inspection of tehsil offices prescribed in standing order No. 14 and in paragraph 236 of the Land Administration Manual. The report can be deferred till the completion of inspection of the tehsil office if it is found convenient.

A list of the chief points to be considered in an inspection is given in annexure E to this chapter. The inspecting officer should examine as many of these points as he can in the time at his disposal, and note the result, and in particular give definite answers to the following questions :-

- (1) Has the revenue officer spent the prescribed period in each month between the beginning of October, and the end of April on tour? If not, what is the reason? (Land Administration Manual, paragraph 244).
- (2) Has he arranged his tours systematically so as to inspect the work of every patwari thoroughly and to visit as many estates as possible? (Land Administration Manual, paragraph 245).
- (3) Has he employed patwaris or kanungos on duties not prescribed by the rules, or collected them at the tehsil or other central place for the preparation of *jamabandis* or other returns? Does he keep the field kanungo with him on tour?
- (4) Has he attested pending mutations promptly and in sufficient numbers?

In villages under quinquennial attestation has he attested all mutations on the spot and disposed of all pending cases on or before 15th June? Is the quality of his mutation work good?

Number of villages under Thur, Sem, Chos and deposit of sand affected area, *girdawari* of which was checked.

(5) Has he adequately supervised the *girdawari* work of his circle?

(This will be ascertained at the inspection of *girdawari* work).

(6) Has he carried out properly and within the time prescribed, the instructions for checking the annual record detailed in paragraph 7.62 and part D of Chapter 4.

(7) Has he carefully supervised diluvion work, if any?

(8) Has he carefully supervised the work regarding Thur, Sem, Chos and deposit of sand affected area in his circle (if any)?

(9) Is his partition work satisfactory?

A report of this nature for each tehsildar and naib-tehsildar in the district should be submitted each year by the Sub Divisional Officer (Civil), unless the work has already been tested and reported on by another headquarters officer. It should show clearly whether the revenue officer has adequately supervised the work of the patwaris and kanungos of his circle, and whether he has brought bad work on their part to the notice of his official superiors. When the Collector has passed orders on the report, it should be filed in the district kanungo's office for reference when the annual report on the work of revenue officers is being written.

PART E-INSPECTION OF REVENUE RECORDS AT THE TEHSIL OFFICE

8.14. **Thorough test of the work of the land records agency at tehsils.** The work of the land record agency should be thoroughly tested at the half-yearly inspection of the tehsil offices prescribed in standing order No.14 and in paragraph 236 of the Land Administration Manual. A statement of the chief points requiring

attention at the inspection of the tehsil office kanungo's work is given in annexure F to this chapter. The inspecting officer should thoroughly scrutinise the mutation work of the tehsildar, naib-tehsildar and any extra naib-tehsildar who has been employed in the tehsil. (Paragraph 381 of Land Administration Manual).

PART F-INSPECTION OF DISTRICT REVENUE RECORD ROOMS AND DISTRICT KANUNGO'S OFFICE

8.15. **Quarterly inspections of district revenue record.** In all districts a separate record room called the Land Record Office has been provided for the revenue records proper. This office is in charge of the district kanungo, the assistant district kanungo performing the duties of record keeper. The exercise of constant supervision over this office will be performed by the Officer Incharge of Revenue Branches. The officer-in-charge must inspect the revenue record room at least once a quarter and the result of all inspections whether occasional ones or those made regularly should be entered in a minuite book which is to be kept up in each record room for this purpose and should be sent to the Deputy Commissioner for information. On return from the Deputy Commissioner the inspection note should be kept by the record keeper.

In order to guide the inspecting officer in this inspection a questionnaire has been drawn up and added as annexure G to this chapter. The inspecting officer is at liberty to direct his attention to such questions only as he may desire or to go beyond the questionnaire if he wishes.

8.16. **Inspection of district kanungo's office.** The district kanungo's office should be inspected twice a year by the Deputy Commissioner or the Officer Incharge at least one of the two inspections must be carried out by the Deputy Commissioner himself as required by paragraph 1.1 of the District Office Manual. A note on the points to be attended to by inspecting officers will be found in annexure H to this chapter. In the first fortnight of April and October each Deputy Commissioner should report to his Commissioner whether the required inspection has been carried out in the case of previous half year and stating reasons in case of failure. Before the

end of April and October each Commissioner should report to the Financial Commissioner's office giving a list of districts in which the required inspection has not been carried out and stating reason.

PART G-INSPECTION OF LAND RECORDS BY DISTRICT KANUNGO

8.17. **Touring of district kanungo and inspection of patwaris' and field kanungos' work by him.** The district kanungo is responsible for the efficiency of both the office and field kanungos and should be in camp inspecting their work for at least a week from 1st October to 30th April. His inspections of patwaris' papers while on tour should mainly be directed to testing the work which the field kanungos have tested. He should see that their check is systematic and comprehensive and that they understand the procedure prescribed for patwaris and insist upon its observance by them. It is no part of his work to attest *jamabandis* except in so far as this may be necessary to enable him to check the work of field kanungos and in the course of his *girdawari* inspections he should confine himself as far as possible to checking the entries which the field kanungos have already checked so as to be able to judge how far this check is reliable. It should be clearly understood that it is not intended that on his tours the district kanungo should do the work of an extra field kanungo. His proper function on tour is the supervision and instruction of field kanungos and the checking of their work with a view to correcting and removing errors and defects of procedure, etc, So far as it may be necessary for him in pursuance of the above objects personally to check the work of individual patwaris the relevant instructions contained in annexures C and D to this chapter should be borne in mind. When inspecting a field kanungo's work, the district kanungo will pay attention to the instructions contained in annexure A. His tours should be so arranged that he shall test the work of each field kanungo at least once in the year and for this purpose he must spend not less than 3 days in each kanungo Kanungo's charge. It is the duty of the field kanungo to accompany the district kanungo during the inspection of a circle except when harvest inspection work is in progress.

8.18. **Result of inspection to be recorded in field kanungo's dairy and in his own dairy.** The result of each day's inspection shall be written by the district kanungo in red ink in the diary of the field kanungo whose charge is under inspection: and the entries shall be copied by the field kanungo in the diary of the district kanungo. Such entries shall always show the numbers of fields inspected, date of testing by field kanungo, the number of those fields of which the entries were found right and the number of fields of which the entries were found wrong and the general character of the work. The district kaungo will also notice the gneual state of the work of the kanungo's charge in progress at the time of his inspection in respect of its forwardness or backwardness. The district kanungo should show in his inspection notes the date of the previous inspection of each field kanungo's circle visited so that inspecting officers may be able to see at a glance whether any circle is not being neglected.

8.19. **Inspection of office kanungo's work.** Results of the district kanungo's inspection of the records of an office kanungo shall be reported to the Deputy Commissioner not later than the day following the report being submitted through the tehsildar, who will forward it to the Sub- Divisional Magistrate. Each tehsil office shall be inspected by the district kanungo not less than once in the half year ending September and once in the half year ending March. A note on points specially to be attended to by the officers inspecting the tehsil will be found in annexure F to this chapter. It does not, however, embrace all the points to be notice by the district kanungo whose inspection should be still more searching. The inspection note shall be recorded in the minute book separately maintained in each tehsil for the inspection notes of the district kanungo.

PART H—INSPECTION NOTES

8.20. **Maintenance of inspection note-books.** At each district office and each tehsil there should be an inspection note-book in which inspecting officers should note the results of their inspections. It will be the duty of controlling officers on every subsequent inspection to see that defects previously noted have been corrected. The results of these inspections should be borne in mind by the

Deputy Commissioner and Commissioner when they write their yearly note of officers. The minute book should contain butts and be bound in boards or leather. A separate minute book shall be kept in each tehsil office for the inspection notes of Director of Land Records. Copies of all minutes recorded by the Financial Commissioners on their inspections of district or tehsil office should be forwarded to the Financial Commissioners' office for record. When a Commissioner inspects a district or tehsil office he should forward a copy of his note in the minute book to the Financial Commissioner for information and similarly a Deputy Commissioner should send a copy of his inspection note to the Commissioner of the division. For inspection notes recorded by Director of Land Records, paragraph 1.4 may be consulted.

Inspecting Officers should have the required number of spare copies of inspection notes prepared simultaneously with the fair copy prepared for signature. These notes should be sent out without delay and in any case should reach the tehsil concerned within a fortnight of the inspection.

8.21. **Inspection notes to be properly attended to by the officers for whose benefit they are recorded.** It has been found that the inspection note recorded by inspecting officers do not receive proper attention of the officers for whose benefit they are recorded. In some cases they are not even pasted into the file book maintained for the purpose. In others no action is taken to rectify the defects pointed out therein for month, and thus they lose their value. Deputy Commissioner and their Assistants should see that the defects brought out in the inspection notes are promptly set right and persons failing in this duty should be severely dealt with.

ANNEXURE A

Points requiring attention at the inspection of a field kanungo's work.

GENERAL

- (a) Does the field kanungo reside within his circle at the entries in the diary of a patwari and report to the tehsildar any matter which is important and requires his orders?(Paragraph 2.46).

- (b) Does the field kanungo reside within his circle at the headquarters nominated by the Collector; if not, has he got the written permission of the Collector to reside elsewhere?(Paragraph 225)
 - (c) Has the field kanungo been visiting the patwari's circle at least once a month and what work he inspected each time?(Paragraph 2.48)
2. Has he got a complete edition of the following (Paragraph 8.4):-
- (1) Land Records Manual,
 - (2) Financial Commissioners' standing order No. 32 (Taccavi loans),
 - (3) A copy of the rules contained in paragraphs 441 and 505 of the Settlement Manual,
 - (4) Mensuration Manual,
 - (5) Rules showing the duties of *lambardars* and *chowkidars* (Part II, *Jantri Patwarian*),
 - (6) A ready Reckoner regarding the calculation of areas.

EQUIPMENT

3. Has he in his possession two steel rods adjusted to the length metre and kept in hollow bamboos?(Paragraph 2.33).
4. Does he periodically examine and test the patwari's *adda*?(Paragraph 3.70) *Register of Patwaris' work*
5. Is the register kept in the prescribed form and up to date? Field kanungo's *Statement of Tour* (Paragraph 2.51).
6. Ascertain that when *girdawari*, *bachh* and diluvion work are going on, his whole time is given to supervising this work, and that at other times he inspects each patwari's work at least once a month. (Paragraph 2.47)

GIRDAWARI

7. Does the field kanungo check the Patwari's work systematically and carefully field by field?

8. Does the field kanungo check the *girdawari* of all villages in the circle of each patwari? (Paragraph 2.47)

9. Does he at each visit check the list of changes with details placed before him by the patwari?(Paragraph 9.9)

10. Did the field kanungo promptly check the *jinswar* statement to see that crops have been entered under their proper heads, that areas are correct and that they have been correctly converted into hectares from the local standard? (Paragraph 9.11)

10-A. Did the field kanungo check the Halat Dehi Statements (Thur, Sem, Chos and deposit of Sand affected area) to find out the correct details thereof?

11. Does he check carefully and attest all alterations of entries once made in the *khasra*?(Paragraph 9.9)

12. Did the field kanungo check the patwari's diary and satisfy himself that no alterations have been made in the *khasra girdawari* after *bachh* papers have been drawn out or corrected and in the case of alterations made, a note has been made in the diary? (Paragraph 9.9(b))

13. Does he inspect and note the condition of every *pakka* survey mark and tri-junction pillar? (Paragraph 4.11)

14. In districts to which paragraphs 4.28 to 4.31 are applicable, does he at the kharif *girdawari* draw up a list of all new fields which have come in to existence since the last [quinquennial] *jamabandi* was drawn up owing to changes of the kind mentioned in paragraph 4.21, and which ought to be incorporated in the map?

MUTATION WORK

15. Have all entries in the mutation register been attested by the field kanungo after examining the papers concerned? (Paragraph 7.4 (ii))

16. Does he attest carefully the entries made by the patwari in the foil and counterfoil of the mutation register?(Paragraph 7.4(ii))

17. Where map of new field numbers is entered on the back of a mutation sheet, does he (a) check the dimensions and areas on the spot, and sign his name with a *note* "attested on the spot,"(b) see that the measurements correspond with the area actually transferred in the case of mutations due to sales, etc.?(Part D of Chapter 4 and paragraph 7.8)

THE ANNUAL RECORD

18. Ascertain whether the field kanungo brings the genealogical tree up to date as prescribed by paragraph 7.66.

19. Was the previous *jamabandi* of the village under quinquennial attestation read out to the Zamindars in the cold weather by the field kanungo, the *shajra nasab* brought up to date, mutations entered and a list prepared showing the fields requiring amendment? (Paragraph 7.57)

20. In June, July and August, while new *jamabandis* are under preparation, does the field kanungo visit each patwari's circle at least once a month and supervise the timely and accurate preparation of the *jamabandis* and statement, which accompany them? (Paragraph 2.48)

21. Was the *jamabandi* under preparation attested by the field kanungo on the spot holding by holding in the presence of the *Zamindars* during July or August, and were mistakes detected, corrected by him in red ink?(Paragraph 7.60)

22. Does he see that all mutations attested by June 15th have been correctly incorporated in the *jamabandi*? (Paragraph 7.56).

23. Ascertain that-

- (a) he makes all alterations in red ink himself as far as possible and gives a copy of the list of errors

and alterations to the patwari to be stitched into his copy of the *jamabandi*;

- (b) he signs the alterations made by the patwari in his copy at his next inspection of the village (Paragraph 7.61)
- (c) after the revenue officer's attestation the alterations made by him are entered by the patwari in his copy and signed by the field kanungo.

24. Were the statistical statements checked by the field kanungo in the tehsil during the month of September? Were the mistakes corrected by the field kanungo himself and a copy of the list of errors given to the Patwari to correct his copy of the *jamabandi*? (Paragraph 7.61);

25. Has the field kanungo signed the alterations made by the patwari in his copy of the *jamabandi* due to the mistakes detected at the checking done in the month of September in the tehsil?(Paragraph 7.61)

26. Has the field kanungo checked on the spot the *tatimma shajras* prepared to show the changes referred to in paragraph 4.23?

27. In districts to which paragraphs 4.28 to 4.31 are applicable, has he supervised the transfer of the corrections shown in the *tatimma shajra* to the patwari's copy of the field map and to the fair copy kept in tehsil, and noted that he has done so in his note of the result of checking the *jamabandi*?

28. Did the field kanungo compare the list of pensioners in the patwari's copy of *jamabandi* with the extract supplied to him by the tehsildar and make the necessary alterations in red ink?(Paragraph 63 III of standing order No. 7).

FARD BACHH

29. In villages for which a *jamabandi* is not being prepared does the field kanungo compare the patwari's copy of the *fard buchh*

with the last *jamabandi* and the mutation register, and sign it after satisfying himself of its correctness.

29-A. Does the field kanungo check the implementation of remission as a result of Thur, Sem, Chos and deposit of sand affected area?

ALLUVION AND DILLUVION

30. Is the field kanungo's supervision thorough and accurate?

PARTITIONS

31. Does the field kanungo carefully check and sign the map and *khatauni*, after comparing them with each other and with the village map and last *jamabandi*, and after satisfying himself that no numbers have been omitted or entered twice?(Paragraph 18.14).

ANEXURE B

**Inspection note on the work of _____ field kanungo
of _____ circle of _____ tehsil
_____ district _____**

INSTRUCTIONS

- I. Add as many blank sheets to the form as may be found to be necessary to add.
- II. Total the statistics given in the statement at page *infra* for the kanungos' circle.
- III. On the subsequent pages:-
 - A. – Discuss the kanungos' work in paragraphs numbered according to the questions given in paragraphs 8.8 reproduced below:-
 - (1.) Is the kanungo's touring systematic and adapted to the work to be supervised at different seasons? (Paragraphs 2.49).

- (2.) Has he done his best to prevent delay by patwaris in entering up mutations and has he reported any patwari who failed to carry out his instructions or to comply with the order in paragraph 3.27 and 2.45.
- (3.) Has he checked the *girdawari* of each patwari in his circle thoroughly and systematically? This will be ascertained at the *girdawari* inspection and the result noted here.
- (4.) Has he complied with the instructions relating to the preparation or the check by him, as the case may be, of-
- (a) the genealogical tree (Paragraph 7.66);
 - (b) Jamabandi (Paragraph 7.60 and 7.61);
 - (c) the supplementary maps (Paragraph 7.8 and part D of chapter 4);
 - (d) the statements of the village note-book (Paragraph 10.1).
- (5.) Has he carefully supervised the dilluvion work in his circle, if any?
- (6.) Has he carefully supervised the *girdawari* work regarding Thur, Sem, Chos and deposit of sand affected areas in his circle (if any)?
- (7.) Has he checked both copies of the *fard buchh* carefully (Paragraph 3.21).
- (8.) Has he a good knowledge of the agricultural and general conditions of his circle?

B. - State whether the kanungo attested mutation entries with sufficient care and without unreasonable delay [Paragraph 7.4 (ii.)]

C.- Discuss any other points that have been examined.

D.- Give definite finding on all the questions that have been examined. Reasons for the findings, if such reasons have been already given under A, B and C, need not be repeated.

E. - Give a general estimate of the value of the kanungo's work based on your findings.

IV. Avoid discussing the work of individual patwaris. In their case a note in the patwari register or a separate proceeding is required.

SUMMARY OF INSPECTIONS

DENOMINATORS DENOTE ERRORS WHICH SHOULD BE ENTERED IN RED INK . RE-TESTED IN COLUMN 4 REFERS TO NUMBERS INSPECTED BY THE FIELD KANUNGO, AND TESTED IN COLUMN 5 TO NUMBERS NOT INSPECTED BY HIM

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
Name of Patwari's circle	Name of village	Harvest inspection register		Anural record				Dilluvion Assessment		Annual Bachh papers		Village note book		Mutations							
		Total number of fields	Number retested	Number tested	Genealogical tree		Jama-bandi	Supplementary maps		Total area affected	Area tested	Total number	Number tested with jamabandi and mutations	Number of statements	No. of Halat Dehi statements (Thur, Sem, Chos and sand affected area) checked	Total number entered since last inspection	Number tested	Explanatory remarks, if necessary			
					Total number of owners	Number tested		Total Number of Khataunis	Number tested										Total number of new feilds	Number tested	On the spot

ANNEXURE C

The following memorandum shows the main points, which call for the attention of officers inspecting the work of patwaris. The memorandum is not intended to be exhaustive. Some of the points that can be made use of at the time of inspection, have been given in annexure D.

1. The inspecting officer shall take into camp with him a sketch map with the limits of patwari circles, and assessment circle marked on it.

2. He should every evening spread out this map and settle with the field kanungo what he will do on the following day, asking him particulars concerning the villages and patwaris which lie in his route, discussing the agricultural circumstances of their circles, and then giving distinct orders as to the next day's work.

3. It should be the rule to give notice of a coming inspection, and to avoid taking village officers, either *lambardars* or patwaris, by surprise, if it can be avoided. Similarly, there should be fixed method of inspecting; that method being shaped to the matters which need most attention in each locality.

4. If crop *girdawaris* are going on, the inspecting officers should try to see two or three patwaris each day, but they should be seen at their work, and not called away from it. On approaching a patwari during crop inspection, he should be made to go on just as if the inspecting officer were not there. After the patwari has done 20 or 30 fields, enough will have been seen to judge roughly what kind of workman he is. The inspecting officer should then discuss with him the entries he has made in his presence, and after that turning back in the *khasra girdawari* to some previous work, two or three days old, he should walk over 20 or 30 of those fields and discuss the entries. If an entry appears to be wrong, the patwari should be encouraged to explain his entry, and if his explanation shows that he is overlooking any rule or order, pains should be taken to refer him to the instruction, which he has overlooked, and, to explain it to him.

5. If crop *girdawari* is not going on, the inspecting officer should not try to see more than one patwari in a day. Word should be sent on to the patwari the previous evening that he is to get out all his papers, arranging those of each village in a separate bundle; and the *lambardars* should also be made to attend, if possible.

6. The inspecting officer on arrival should first examine the patwari's workbook and see-

- (a) whether the entries in the work book are up to date (paragraph 3.85);
- (b) whether the patwari's out trun of work is sufficient;
- (c) whether all the points mentioned by previous inspecting officers have been attended to;
- (d) whether the patwari having been summoned to produce documents, attended the court in person (Rule 6; Order XVI; Civil Procedure Code);

Whether he was ever summoned during the currency of *girdawari* (paragraph 1.47 of standing order no. 3 and paragraph 2 in Chapter XV of the Rules and Orders of the High Court of the Punjab , Volume I);

- (e) when the circle was last visited by the tehsildar or naib-tehsildar, what kind of inspection was made by him and what instructions were given to the patwari.

7. He should also examine the village diary and see-

- (a) that the leaves are numbered and stamped with the tehsil seal and that the office kanungo has certified in his own handwriting and under his signature the total number of leaves (Paragraph 3.80);
- (b) that all fields in which changes in rent or cultivating occupancy were discovered during *girdawari* by the patwari have been entered by him in his diary and verified and totalled by the kanungo , but not the field numbers in which the change is such as to necessitate an entry in the register of mutations (Paragraph 9.9);
- (c) that the patwari has promptly reported to the Veterinary Assistant Surgeon concerned and the tehsildar any outbreak of cattle disease (Paragraph 3.15);
- (d) that all important occurrences in the patwari's circle have been noted in the diary on the day on which they came to the patwari's notice and that the general

condition of crops , cattle and husbandry is noted at the end of each month (Paragraph 3.84);

- (e) that the patwari has entered in his diary the deaths of pensioners residing in his circle and the marriage or remarriage of females in receipt of family pensions (paragraph 62 (i) of standing order no.7);
- (f) that the patwari has entered in his diary extracts from the annual list of changes by lapses which have occurred during the year and from that of assignees of land revenue who have neither attended nor furnished a life certificate (paragraph 59 (v) of standing order no.7).
- (g) that the patwari has entered in his village diary (roznamcha) all cases in which there has been an increase of the mortgage money on existing mortgages and has included the increased amounts in statements nos. 5 and 5-A , of the village note book (Paragraph 10.1)."

8. He should examine the *patwarkhana* and see that in case where there are no patwarkhanas the *patwari* has made satisfactory arrangements for his office(paragraph 3.57 (2))-

- (a) Has the patwari got a box or almirah for his papers?(Paragraph 3.62).
- (b) Has he got a plotting scale, chain, cross staff and a sufficient number of flag staves a wooden board or in hill districts a plane table and sighting rod in place of the board ? (Paragraph 3.68)
- (c) Is his adda correct? (Paragraph 3.70).

9. The bundle of each village should then be looked through with the object of ascertaining whether the patwari has all the papers, which the rules require and if he keeps them in order. These papers should be-

- (a) the patwari's copy of the current settlement record of rights and map (Paragraph 3.100);

- (b) the annual papers of the expired settlement so far as they are left with the patwari (P3.101), as they are left with the patwari (paragraph 3.101);
- (c) *Khasra girdawari*,
- (d) *Jamabandi* with appendices (Paragraphs 4.27 to 4.32 and 7.67).
- (e) Registers of mutations,
- (f) Fields maps,
- (g) Genealogical tree,
- (h) Diary,
- (i) Village note books (paragraph 10.1).
- (j) Alluvion and dilluvion papers, if any,
- (k) Work book (paragraph 3.85),
- (l) Register of survey equipment (paragraph 3.88),
- (m) *Fard Bachh* (paragraph 3.21),
- (n) Books of reference (paragraph 3.78) and file of instructions (paragraph 3.80).

10. Having thus gone through preliminaries the papers of any one village can be taken up for detailed examination. There are two main points to consider-

- (1) the accurate record of agricultural statistics;
- (2) whether the mutations and partitions have been recorded and given effect to in the *jamabandi*.

11. As regards agricultural statistics statements I and IX of the village note-book should be examined with special reference to the following points-

STATEMENTS No.I

- (1) Column 2 should equal columns 3 to 11.
- (2) Column 13 should equal column 11 *plus* 12.
- (3) Deleted.
- (4) Column 14 should agree with corresponding columns in statements II and III.
- (5) (a) Column 22 should equal columns 24 plus 25.

- (b) Column 26 plus 30 of previous year should equal columns 28 plus 30 of the current year.
- (c) Column 27 plus 31 of previous year should equal column 29 plus 31 of the current year.

STATEMENT No. II and III

- (6) Is there a separate heading for each crop shown separately in statement No. IV-A and B of the Season and Crop Report, and are the crops correctly grouped?
- (7) Are rabi figures and extra *rabi* figures entered in the proper columns?

STATEMENT No.IV

- (8) See that the entries in columns 3-16 tally with the kistbandi, and, if not, ascertain the reasons.

STATEMENT No.V

- (9) Shamilat land transferred should be included in this statement.
- (10) Columns 14, 19 and 24 should show details of land irrigated.
- (11) Where *ala malkiyat* is transferred, columns 14,19 and 24 should show the superior owner's dues, and where occupancy rights are transferred, these columns should be blank.

STATEMENT No. VI

- (12) In column 3 separate details should be given for "land-owners", "*shamlat*", "*abadi*" and "*sarkar*".
- (13) In village note-books columns 6 and 7 should agree with columns 2 and 8 of statement No. I and column 8 with column 5 of statement No.IV.
- (14) Columns 17 and 18 should agree with columns 7 and 8 groups A and B of the list of assignments, and columns 19 and 20 with

columns 9 and 10 of group C. Column 2 should contain particulars of the assignees where the assignments are large.

STATEMENT No. VII

(15) In the village note-books column 3 should agree with column 7 of statement No. VI.

(16) Columns 6 to 8 should equal column 9.

(17) Column 18 should equal column 17.

(18) Column 19 should show any special rates of *batai* for special crops, and if the tenant pays a share of the land revenue or cash in addition to kind rents; this should be stated. Where irrigation is done from a government canal, it should be noted how the landlord and tenant share the liability for the canal charges in the case of (a) cash, (b) kind rents.

STATEMENT No. VIII

(19) *Column 7.* - No entry should be made against total.

(20) *Columns 10 and 11.* - No entries should be made against separate classes of land, but only against total.

(21) *Columns 5 and 9.* - The entries against total should agree with column 7 of statement No. VII.

STATEMENT No. IX.

(22) See that main tribes are entered in column 125.

(23) See that important differences are explained by the field kanungos.

12. The register of mutations should then be looked at. If the village under consideration is a fairly large one and the register is nearly blank, it is an almost certain indication that the mutations are not receiving proper attention. This point should be talked out with the patwari and lambardar. It is a good plan to send for the chaukidar's register of deaths and see if it contains the name of any holder of land

whose holdings have not been entered in the mutation register. The following points should also be borne in mind:-

- (a) Have all cases which were detected at the time of attestation of the *jamabandi* on the spot by the field kanungo and at harvest inspections, or about which entries were made in the diary, been entered up in the mutation register? (Paragraphs 9.14 and 7.57).
- (b) Were all cases of inheritance entered in the mutation register within three months of the entry of the death of right-holders in the chaukidar's register? (Paragraph 3.27(2)).
- (c) Have mutation been promptly entered up from registration memoranda supplied to the patwari by the field kanungo and those memos. returned by the field kanungo? (Paragraph 7.32 (iii)).
- (d) Are interrogatories issued in accordance with the instructions contained in paragraph 7.31.
- (e) Do entries in columns 9 to 12 of the register correspond in every case with the order passed by the revenue officer? (Paragraph 7.5)

13. The genealogical tree should also be examined and the owners asked after name by name, the replies being compared with the entries noted therein.

14. The *jamabandi* should be examined with a view to see –

- (a) that owners' holdings are arranged in the order in which their names are given in the *shajra nasab* (Paragraph 7.41 (1);
- (b) that the *khatauni* holdings under one proprietary holding are arranged in the following order :-

First, the holding cultivated by the owner himself, then those of tenants-at-will (Paragraph 7.41 (2));
- (c) that in cases where there are several tenancy holdings under one proprietor, the tenants are entered in an alphabetical order in their several classes (Paragraph 7.41 (2);

- (d) that each *patti* or *taraf* is entered in the order in which it appears in the *shajra nasab* (Paragraph 7.41(3);
- (e) that the Gram Panchayat is entered after the holdings of the owners with a separate *khewat* number (Paragraph 7.41(3).
- (f) that the name, father's name, grand father's name and residence of owner is given in column 4 and in the case of officers of the Indian Army their rank also (Paragraph 7.41 (4);
- (g) that the status of the tenants is given in column 5 (Paragraph 7.41(5);
- (h) whether the following facts are noted in the column of remarks of the *jamabandi*:-

Sinking of a new well, bringing into use of a deserted well, desertion of a well, hypothecation of land to Government as security for a *takavi* loan, terms of collateral mortgages, the names, description and shares of assignees of land revenue (in red ink), and the nature of the registered deed and its date, if the mutation relating to the deed was rejected? (Paragraph 7.41 (10);

- (i) if changes of ownership have not been made in the *jamabandi* unless supported by a mutation order. For this purpose a few entries may be checked with *khasra girdawari*, mutation register and the *fard bachh*;
- (j) whether after comparing the list of revenue assignments with the *muafi* register and the list of pensioners with the annual list of pensioners received from the *sadr kanungo's* office, the entries are up to date;
- (k) whether the *patwari* report promptly to the *kanungos* the death of *muafidars* and pensioners and the marriage or re-marriage of females in receipt of a family pension? (Paragraph 63 (v) of standing order no.7).

15. The *khasra girdawari* should be examined and the following points should be borne in mind:-

- (a) Are the page totals given at the end of the day on which girdawari was done? (Paragraph 9.10).
- (b) Was the *rabi girdawari* of the villages under quinquennial attestation commenced first and were its mutations entered up before another village was taken up? (Paragraph 7.58).
- (c) Was the *jinswar* statement prepared at the completion of the field inspection of a village and before commencing girdawari in a second village? (Paragraph 9.11).
- (d) Has the *jinswar* statement been copied in the village note-book immediately after the field kanungo has checked it and before its submission to the tehsil office kanungo?(Paragraph 9.11).
- (e) Check a few entries made in the *khasra girdawari* in the presence of the owners and tenants concerned to see that –
 - (a) the names of and the areas under crops have been correctly entered (Paragraph 9.3 (ix)& (x) ;
 - (b) *kharaba* has been correctly allowed (Paragraph 9.3 (ix)& (x) ;
 - (c) in the case of mixed crops for which there is no separate column in the *jinswar* statement the area of each crop is given separately.(Instruction (g) in paragraph 9.3 (x) ; and
 - (d) changes in cultivating occupancy , possession and rent have been correctly noted (Paragraph 9.3 (xi)).
 - (f) Has the *Halat Dehi* Statement been copied in the *Halat Dehi* Register after the Field Kanungo has checked it and before its submission to the tehsil Office kanungo?

16. Ascertain from the patwari and the *zamindars* if there is any partition case pending in the village and the cause of delay in its disposal. There is an old tradition among revenue officials that no partition should be recognized unless a partition file has been made for it in the tehsil. The consequence is that brothers and relations divide their lands, and hold separately for years without the partition

being shown in the village papers. It is not always easy to trace out these cases, but usually the cultivating arrangements are correctly recorded under the column for cultivation, and a comparison of the cultivating entry with the ownership entry will show how the facts stand.

17. If unrecorded mutations and partitions are discovered, it is a good plan for the inspecting officer to have one or two cases written up before him and to attest them himself.

18. The *bachh* papers should be examined with a view to see-

- (a) that the fard *bachh* contains columns to provide for the entry of all demands to be collected through *lambardar* (e.g. special surcharge, local rate etc.);
- (b) that the fard *bachh* was promptly prepared after the completion of *kharif girdawari* (Paragraph 9.14);
- (c) that the *patwari* furnishes any information or explanation of accounts that may be required to facilitate collection; but does not himself receive payment or take any part in the collection of the revenue (Paragraph 3.20);
- (d) if the *lambardars* understand *bachh* and if they themselves collect the revenue or leave the *patwari* to do so; also whether the *khewatdars* have paid no more than the accounts show.

19. Ascertain whether there are in the village any permanent survey marks erected by the Survey Department (Chapter 4) and if so whether these are correctly entered in the map and in the *khasra girdawari* and are actually in position and in good order. See from diary when they were last inspected by the *tehsildar* and *naib-tehsildar*.

20. In villages where a fixed boundary has been laid by the Survey Department it is a good thing to inspect some of the permanent base line marks and make sure that the *patwari* can lay down the boundary from them.

21. A careful inspection often lasts three hours or more, especially if the people have much to say. Brief notes should be made steadily all through the inspection, and where short-comings are found, an attempt should be made to teach from the manuals, and blame should be reserved for only the more serious errors and shortcomings.

22. It should be ascertained whether the patwari or any of his relatives own land in the circle or is he related to any money-lender; how far is his home from his circle; and does he introduce any zamindar to any legal practitioner or take an undue interest in any civil or criminal case?(Paragraph 3.28).

23. The result of the inspection should be finally recorded in the patwari's work book and in the field kanungo's register kept up under the instructions contained in paragraph 2.51 in the former in detail, in the latter very briefly.

ANNEXURE D

Question to be used as a guide by revenue officers when inspecting patwaris' work.

MAP

1. What is the condition of the cloth field map?
2. Is it renewed at the time of filing of every *jamabandi* of the village?
(Paragraph 4.30)
3. Have all the new fields shown in the *tatima shajras* been transferred to the patwari's copy of the map?(Paragraph 4.31).
4. Have the new fields which are very small been drawn on a larger scale in the margin of the map?(Paragraph 4.31).
5. Have the new fields been numbered correctly?
(Paragraph 4.26).
6. Does the map show the date on which it was renewed last? (Paragraph 4.30).

WORK BOOK

7. Does the work book begin from the beginning of September? (Paragraph 3.85).
8. Are the entries in the work book up to date?(Paragraph 3.85).

DIARY

9. Is there a leather outer-cover for the diary?(Paragraph 3.89)
10. Has the patwari entered the condition of crops, etc., at the end of each Saka month? (Paragraph 3.84):
11. Has the patwari affixed to every entry a separate serial number in large and clear figures? Is each entry closed by an asterisk and is no blank line left between two consecutive entries? Are orders and instructions relating to rules of practice entered in red ink? Are the dates entered according to both Saka and English calendars? (Paragraph 3.82)
12. Has the kanungo's signature been affixed to all orders and instructions given by him and to all facts reported to him? (Paragraph 3.83).
13. Has the manner in which important occurrences came to the patwari's knowledge been stated and the signature or seal of one of the lambardars concerned added to the entry? (Paragraph 3.81)
14. Has the fact of the receipt of registration memoranda been noted by the patwari in the diary, recording the serial number of the sheet received by him? (Paragraph 7.32 *(iii)*)
15. Does the patwari enter in his diary a copy of entries in the first four columns of the lists of accepted and rejected mutations? (Paragraph 7.38 *(v)*).

REGISTER OF MUTATION

16. Has a map been drawn on the back of the foil and the counterfoil when a part or a share of a field has been transferred and separate possession has been taken? (Paragraph 7.8).

17. In entering mutations by order of court, does the patwari note in red ink in column 15 of the counterfoil (a) the name of court, (b) names of parties and (c) abstract of decree? (Paragraph 7.12).

18. Does the patwari's report in column 15 of the register bear the signature or thumb-impression of the lambardar concerned?(Paragraph 7.4 (i))

KHASRA GIRDAWARI

19. Is the name of the *taraf* or *patti* entered across the page above the entry of the first field included in that *taraf* or *patti* where there are *taraf*, or *patties* and are all fields included in each *taraf* or *patti* in one series?[(Paragraph 9.3(ii)]

20. Are the new numbers of sub-divided fields shown in the same place as the old number of the undivided fields and not at the end of the *khasra*?[Paragraph 9.3(ii)]

21. Is a circle in red ink drawn round the number of every field of which the revenue is assigned?[(Paragraph 9.3(vii)]

22. Is a red ink entry without number made for every survey mark or tri-junction pillar following the field in which the mark is placed and which it adjoins?[(Paragraph 9.3 (vii)]

23. Are the areas in column 4 and crop columns given in figures and not in *rakams* ? [(Paragraph 9.3 (ix)]

24. In case of irrigated or *sailab* crops, is the class of irrigation or the word *sailab* given along with the name of the crop in the column for crops.[(Paragraph 9.3 (x) (a)]

24-A. In the case of area affected by Thur, Sem , Chos and deposit of sand, is the word Thur are sem or Ghair Mumkin cho or Ghair Mumkin Sand the case may be shown in column for crops?[(Paragraph 9.3 (h) (x).]

25. Are entries about *khali*, *banjar jadid*, *banjar kadim* and *ghair mumkin* areas correct? [(Paragraph 9.3 (x) (d) (e) (f)]

26. Is the condition of wells noted at the time of harvest inspection correct? [(Paragraph 9.3 (X) (h)]

27. Is a note given against a field in which a new well has been sunk? [(Paragraph 9.3(x) (h)]

“27- A. Is the depth of water table of selected wells recorded in “*Halat Dehi*” Statement as well as in the “Remarks” column of Kharif jinswar in the Village Note Book?”

28. Is the fact that no change in cultivating occupancy has occurred in the *kharif* indicated by a stroke of pen in the column for “changes of rights, possession and rent” from the left hand top corner to the right hand bottom corner and is there another diagonal line from the Right hand top corner to the left hand bottom corner if no change has occurred in *rabi*? [(Paragraph 9.3 (x))]

29. Is a red cross given in the column for "changes or rights, possession and rent " against field whose areas or boundaries have changed in such a manner as to necessitate a correction of the field map?[(Paragraph 9.3 (xi))]

30. Is the date on which *girdawari* was done given on every page?(Paragraph 9.10)

JAMABANDI

31. Is the name of the *rabi* cultivator given red ink under the *kharif* tenant without a separate *khatauni* number in column 5 where a field is cultivated by different persons in the *kharif* and *rabi* harvests?[(Paragraph 7.41 (5))]

32. Is the amount entered in red ink in the column for “demand” where the revenue of a holding is assigned [(Paragraph 7.41 (9))]

33. Is a reason for non payment of rent given in the column for rent where no rent is paid by the person in possession who is not the owner.[(Paragraph 7.41 (8))]

34. In the totals of revenue of patties or *tarafs* and of the whole village , is the whole revenue given in black ink with a detail of *khalsa* in black and *muafi* or *jagir* in red ink?[(Paragraph 7.41(9))]

35. Is the serial number and nature of a mutation given in pencil in the column of remarks as soon as a mutation is entered and is a similar note given in red ink if and when the mutation is sanctioned? Is the serial number of fard badar entries similarly noted with the addition of word "*badar*"?[(Paragraph 7.2)]

36. Does the patwari note in pencil in the *shajra nasab* against the entry affected the number of the mutation entered and

affecting the *shajra nasab*? Is it amended in red ink in accordance with the mutation order?[(Paragraph 7.1)]

37. Is all land owned by Government entered at one place after the village common land , the word "Central or State Government "being entered in the column of ownership, the name of the department concerned in the column of cultivation, and the purpose for which the land is used in lieu of soil entries?[(Paragraph 7.42)

38. Does the patwari's copy of the *jamabandi* contain a *fard badar* [(Paragraph 7.29).]

39. Does the patwari's copy of the *jamabandi* contain a list of revenue assignments and pensions and was every entry in the list attested by the tehsildar or naib-tehsildar?(Paragraph 7.64)

FARD BACHH

40. Has the kharif copy of the *fard bachh* been promptly given to the *lambardar*?[(Paragraph 3.21)

41. Has the *kharif* copy of the *fard bachh* been corrected after the *rabi girdawari* ?(Paragraph 9.14)

41 A. Has implementation of remission as a result of affect of Thur, Sem, Chos and deposit of Sand been done?

REGISTER OF FEES RELATING TO COPYING AND INSPECTION OF PATWARI'S RECORD

42. Does the patwari maintain a register in form P. XII? and has the amount of fee realized from each applicant been duly noted therein? [(Paragraph 3.48 (iv)]

43. Does the patwari enter in his diary (a) the field nos. and *khatas* to which an extract applied for relates, (b) the fee charged for the extracts, and (c) the name of person from whom charged ?[(Paragraph 3.49 (i)]

44. If possible, make enquiries from the parties concerned whether the amounts entered in the diary and the register were actually paid. Check the entries in the diary with the register? [(Paragraph 3.49(i)]

45. Does the field kanungo check the register every month when he goes to the patwari's circle and does he sign when he has done so ? [(Paragraph 3.48 (iv)]

46. Has the register been duly checked by the tehsildar or naib-tehsildar? [(Paragraph 3.48 (iv).)]
47. Has the fee been duly paid into the treasury monthly? [(Paragraph 3.48 (iv).)]
48. Does the patwari prepare a statement showing the fees realized from 1st April to 30th September and another for the period 1st October to 31st March and does not he submit it to the field kanungo by the 10th of October and 10th of April, respectively, and is their *despatch* noted in the register? [(Paragraph 3.50 (a).)]

ANNEXURE E

Points for enquiry at the inspection of the land record work of tehsildar and naib –tehsildars

DIARIES

1. Do the tehsildar and naib tehsildar maintain diaries in the form prescribed in paragraph 8.12 ?
2. Ascertain from the diary that they –
 - (a) spend alternate fortnight in camp between the beginning of October and the end of April; and
 - (b) arrange their tours systematically so as to make a thorough inspection of the work of each patwari's circle and of as many estates as possible . (Land Administration Manual, paragraphs 244 and 245).

PROPER EMPLOYMENT OF PATWARIS AND KANUNGOS

3. Are patwaris and kanungos employed on duties other than those laid down in the rules, or are they collected at the tehsil or other central place for the more convenient preparation of *jamabandis* and other returns (Paragraphs 3.17).
4. Are the patwaris detained at the tehsil in September when the *jamabandis* are being checked? (Paragraph 2.50)

CROP INSPECTION

5. *General duties.* - Do the tehsildar and naib tehsildar –
 - (a) so lay out their work that no part of their charge remains unvisited ;

- (b) inspect a few villages thoroughly rather than a great number nominally;
- (c) pay special attention to villages in which suspensions are likely to be required ? (Land Administration Manual, paragraph 363)

6. Do they test carefully the entries of *kharaba*? (Land Administration Manual paragraph 354).

6 – A. Do they test carefully the entries of Thur, Sem, Chos and deposit of sand affected fields? (Rule 6 of the Punjab Land Revenue (Thur, Sem, Chos and Sand Remission and Suspension Rules, 1960).

MUTATION WORK

7. (i) *General* – Do the tehsildar and naib-tehsildar-
- (a) see that the orders referred to in paragraphs 3.27 (3) and 2.45 are carried out by patwaris and field kanungos respectively, and report offending patwaris and kanungos to the Collector;
 - (b) report for action by the Collector neglect by right-holders of section 39 of the Land Revenue Act;
 - (c) dispose of pending mutations promptly;
 - (d) visit the estates for which *jamabandis* are to be prepared before the middle of January and as far as possible attest all the then pending mutations; and dispose finally of all pending mutations by June 15th;
 - (e) dispose of mutations in estates referred to in (d) only on the spot and of other mutations at some place in the patwari's circle or adjacent to it ? Paragraph 7.56 and paragraph 247 of Land Administration Manual).
 - (f) dispose of mutations of consolidation of holdings promptly and on the spot.

(ii) (a) What was the total number of pending mutations in the patwari's circle at the time of the last visit by the revenue officer concerned? Were all the mutations then pending disposed of ; were there any mutations pending for over two years; if so ,why?where

were the mutations attested each time by the revenue officer and how far from the patwari's circle (Paragraph 242 of Land Administration Manual).

(b) Has special attention been paid by the tehsil revenue officer to the disposal of the mutations of estates under quinquennial attestation before 15th June and have all mutations of such villages been decided in the villages themselves?(Paragraph 7.56)

8. Do they dispose promptly of all interrogatories sent to them under paragraph 7.31 .

9. Mutation orders –

- (a) Are the contents of mutation orders in accordance with the instructions in paragraph 383 of Land Administration Manual?
- (b) Are they and the Mutation entries neatly and legibly written? [(Paragraph 7.4 (iii)]
- (c) Are the revenue officer's orders on the patwari's copy neatly and legibly written and are they in his own handwriting? [(Paragraph 7.4(iv.)]
- (d) Does the order specify the numbers of the fields affected and their total area except where an entire holding is affected and in cases of undisputed inheritance [(Paragraph 7.4(iii)].
- (e) In cases of transfer by sale, mortgage, lease or gift involving consideration value of Rs. 100 and above, does the mutation order always show whether the transaction is registered.
- (f) In cases of transfer by sale, mortgage or gift does the mutation order always show whether a share of the *shamilat* was included in the transfer or not? (Paragraph 7.19)
- (g) Are the instructions relating to absentees in paragraph 281 of the Settlement Manual carefully compiled with?
- (h) Before sanctioning a mutation due to partition, does the attesting officer satisfy himself that possession has been obtained

10. *Mutation fees* .- (a) Has the mutation fee been correctly levied and is it entered in the handwriting of the attesting officer? [(Paragraph 7.14 (6)].

- (b) In the case of rejected mutations does the attesting officer pass a definite order as to whether a fee is chargeable or not, and if so, from whom?
- (c) Are the fees correctly assessed?
- (d) Is the amount due on account of fees collected and paid into the treasury regularly? (Paragraph 7.34)

THE ANNUAL RECORD

11. *Jamabandis*.- (a) See whether the tehsildar or naib tehsildar has been paying timely visits to those villages which are to be brought under quinquennial attestation (Paragraph 7.56).

- (b) See whether the right-holders have not been collected at a central place for the purpose of attestation (Paragraph 392 of Land Administration Manual)
- (c) See whether the tehsildar or naib tehsildar before signing certificate of attestation has done the following: -
 - (i) Read out at least 25 percent of the *khatauni* holdings in the presence of the assembled right-holders.
 - (ii) Compared 25 percent of the mutations with the *khewats* concerned.
 - (iii) Compared 25 percent of the *khewat* holdings with the old *jamabandi*.
 - (iv) Compared 25 percent of the *khewat* entries in the original copy with the corresponding entries in the patwari's copy of the *jamabandi*.
 - (v) Specified the number of fields, the *tatimma shajras* of which have been attested, as also that of the unattested mutations entered before the 16th June.(Paragraph 7.62).
- (d) Did the tehsildar or the naib tehsildar correct and initial the mistakes detected at the time of his attestation both

in the Government and the patwari's copy of the *jamabandi* (Paragraph 7.62).

- (e) Does the patwaris copy of the *jamabandi* bear the tehsildar's or naib-tehsildar's certificate that it is correct and up to date with the exception of unattested mutations relating to facts which had occurred before the 16th June? (Paragraph 7.62).
- (f) Has the tehsildar or naib tehsildar filled in two copies of the prescribed final attestation slip and attached one to each of the two copies of the *jamabandi*? (Paragraph 7.62).

12. *Tatimma shajras* .- In districts to which the rules in paragraphs 4.28 to 4.31 are applicable , do the tehsildar and naib tehsildar when on tour check on the spot the *tatimma shajras* and field book? (Paragraph 4.28).

FARD BACHH

13. Do the tehsildar and naib-tehsildar of the circle check some of the entries and sign the patwari's copy? (Paragraph 3.21).

14. Are Government dues collected and credited into the treasury promptly?

NOTE BOOKS PARAGRAPHS 400, LAND ADMINISTRATION MANUAL AND PARAGRAPH 10.4.

15. In statement No. 10 of tehsil copy does the tehsildar in the year in which a new *jamabandi* is drawn up, enter a brief history of the village since the last *jamabandi* was prepared, or at other times whenever any event of serious importance occurs? Does he always make such a note when suspensions, recoveries or remissions are ordered?

16. Does he record remarks when necessary in the circle and tehsil note-books? Are such remarks recorded annually for tracts where there are fluctuating assessments?

ALLUVION AND DILUVION

17. Do the tehsildar and naib-tehsildar carefully supervise the work of the patwaris and kanungos in alluvial record and assessment work (Land Administration Manual, paragraph 444).

17-A. Do the tehsildar / Naib-tehsildar carefully supervise the work of the patwaris and kanungos connected with Thur, Sem, Chos and deposit of Sand affected areas? (Paragraph 9).

PARTITIONS (Chapter 18).

18. Does the tehsildar or naib-tehsildar hold the first hearing in or near the village? Have the parties been properly summoned, and have all the objectors had a reasonable opportunity of appearing?(Paragraph 18.6).

19. In his report does he state clearly what are the points remaining for decision, and deal fully with them.

20. If the partition is to be made by the patwari does the tehsildar or naib-tehsildar give him, on the spot, if possible, detailed instructions? Does he leave disputed points to the patwari's discretion or does he decide them himself? (Paragraph 18.12).

21. Does he attest the partition in or near the village? After attestation does he correct the *khataunis*, and communicate the corrections to the kanungo and patwari?(Paragraph 18.15).

22. Does he dispose of partition work without unnecessary delay?

ASSIGNMENT AND PENSIONS

23. Does the tehsildar supply the patwaris with extracts from the lists of –

(a) changes by lapse which have occurred during the year;
and

(b) assignees who have neither attended before him nor furnished a life certificate?

(Standing order No.7, paragraph 59, rule V).

24. Do the tehsildar and naib tehsildar satisfy themselves during their tours that assignees and pensioners entered in the registers are living, and report their deaths promptly?

25. Do they inspect, all *muafi* institutions regularly, and see that the conditions of the grants are fulfilled and the assignees are alive?

SURVEY MARKS

26. Do the tehsildar and naib tehsildar verify the condition of permanent survey marks as required in chapter 4?

ANNEXURE - F

Points requiring attention at the inspection of the work of the tehsil office kanungo

Before making the inspection the office kanungo should be asked to prepare the statements referred to in X, XI, XII, XVI, XXIX and XXXIV.

I - STAFF.

1. See that no patwari is made to work with the office kanungo against paragraph 3.13 (4).

2. See that the office kanungo is not made to keep any registers, which are not prescribed in paragraph 8 of standing order 55 and should be kept by other tehsil officials.

II.- PREVIOUS INSPECTIONS.

3. Give dates of previous inspections and see that the work has been inspected twice a year by the Deputy Commissioner or his Assistant and twice a year by the district kanungo (Paragraph 8.14 and paragraph 8.19).

4. Ascertain that the defects pointed out in previous inspections have been promptly remedied.

5. See that a separate minute book is maintained for the inspections of Director of Land Records (Paragraph 8.20).

III.- ACCOMODATION.

6. See that the accommodation is sufficient and suitable both for records and for the office kanungo, if not, what proposals have been made and what action has been taken on these proposals.

IV.- RECORDS.

7. Ascertain that the papers withdrawn from patwaris are kept in *bastas* with *goshwaras*. [(Paragraph 19.40(ii)].

8. Check a few *bastas* and see that their contents agree with the entries made in the *goshwaras*, and the papers ripe for destruction have been destroyed as required by paragraph 3.102.

V. FILES OF INSTRUCTIONS, STANDING ORDERS, ETC.

9. See that the office kanungo has got one copy each of the Settlement Manual, Land Administration Manual, Land Code, Land Records Manual, Financial Commissioners' Standing Orders and Director of Land Records Circulars (Paragraph 2.57).

10. See that these books are complete with correction slips up to date and the latest published indices are pasted in them.

11. See that there are separate files for Financial Commissioners' and Director of Land

Records' Circulars and that these are up to date.

12. See that a separate file is maintained for the instructions issued by local officers.

13. See that a check list of periodical reports and returns is maintained.

14. See that the office kanungo has got a table of villages under quinquennial attestation duly approved by the collector (Paragraph 7.54).

VI.- LIST OF PENSIONERS (PARAGRAPH 63 OF STANDING ORDER NO.7).

15. See that on 1st February each year the district kanungo sends to the tehsildar a copy of the additions and corrections communicated to him by the Post-Master and the Treasury Officer. Also see that the

district kanungo compares his list with those of tehsils at his periodical inspections.

16. See that extracts from this list are duly supplied to field kanungos who compare the extracts with the lists of pensioners in the patwaris' copies of *jamabandis* and make such alterations in red ink in the lists, as are found to be necessary.

17. See that the deaths of pensioners are duly reported by patwaris and on the occasion, of the death of a military pensioner the pension certificate is recovered by the patwari from the person in whose custody it is and forwarded through the field kanungo to the tehsildar for transmission to the Deputy Commissioner.

VII.- SURVEY MARKS (PARAGRAPH 4.6 AND 4.11).

18. See that the office kanungo maintains a list of villages which contain base line marks or trigonometrical survey stations.

19. See that all sorts of survey marks are inspected by tehsildars, naib-tehsildars and field kanungos when they visit a village containing such marks and note in their diaries the date in which they find the marks.

20. Ascertain that on the completion of *girdawari*, patwaris send a note in the prescribed form as regards the condition of survey pillars in their circles.

VIII.- PATWARKHANAS.

21. See that a list of *patwarkhanas*, in good condition, is maintained.

22. Ascertain that annual report on the condition of *patwarkhanas* is sent by field kanungos on 1st January each year [(Paragraph 3.57(viii)(1)].

23. Ascertain that the field kanungos' reports are punctually forwarded to the District Office [(Paragraph 3.57(viii)].

IX.-INDENTS.

24. Ascertain that a quinquennial list of patwari and kanungo forms is maintained [(Paragraph 3.94(1)].

25. Ascertain that the forms indented for do not exceed the number given in the quinquennial list and in the case of blank paper, the prescribed scale (paragraph 3.94).
26. See that the indents are *despatched* from tehsils by 1st October (Paragraph 3.94(1)).
27. See that the balances are correctly shown in the indent.
28. Ascertain that the forms and blank papers are received in tehsil before the end of July and distributed among patwaris in September (Paragraph 3.96).
29. Ascertain that the duplicate copies of invoices received from the press are returned from tehsils within one week of the receipt of forms.

X.- PAY OF PATWARIS.

30. Deleted.
31. Deleted.
32. Ascertain from acquittance rolls that the amount drawn each day is disbursed the same day (Paragraph 3.34).
33. Ascertain that the purpose for which remittance is made is written by the office kanungo on the acknowledgement portion of the money-order form (Paragraph 3.36).
34. Ascertain that the salary register is properly maintained, being signed by payees paid personally and showing the numbers and dates of money orders issued [(Paragraph 3.37 (3) and (4)].
35. Deleted.
36. Ascertain whether rewards are given to patwaris for consolidation of holdings and reporting cattle diseases and cases of plague, cholera and small-pox (Paragraph 3.53 and 3.54).
37. Deleted.

XI.-PAY OF KANUNGOS.

38. Deleted .
39. Deleted.
40. Ascertain that all sums drawn are disbursed the same day.

XII.- REGISTRATION MEMORANDA (PARAGRAPH 7.32)

41. Have the following statement prepared: -

Year	Month	Date of receipt from Registration Office	Number pending

42. Ascertain that registration memos. and promptly sent by registrars and sub-registrars each month.

43. Ascertain that the registration memos. are promptly sent to the field kanungos and promptly distributed by them to the various patwaris.

44. Ascertain that mutations are entered by patwaris immediately on receipt of memos.

45. See that the files of registration memos. are properly arranged by the office kanungo and the date on which the last memorandum is received, is noted on the fly index.

46. Ascertain that files of registration memos. are destroyed a year after the date of the receipt of the last memorandum.

XIII.-ARRANGEMENT OF MUTATION SHEETS.

47. See that mutations are arranged by field kanungos circles, patwaris' circles and by villages (Paragraph 7.38(iv)).

48. See that accepted and rejected mutations in each field kanungo's circle are kept distinct and on separate shelves [(Paragraph 7.38(iv))].

49. See that miscellaneous papers detached from sanctioned mutations are kept in bundles by field kanungo's circles and destroyed after five years (Paragraph 7.39).

XIV. – FEES.

50. See that the fee is entered in red ink on each mutation against its number in the annual list and that the fee entries are checked at the tehsil by the field kanungo (Paragraph 7.36).

51. Check the entries of a few villages with the sheets of accepted and rejected mutations and see that the entries made in the annual list are correct.

52. Give the demand for the tehsil for the latest complete year.

53. See that the office kanungo prepares in duplicate, statement of fees, one copy for the tehsil and the other for the *sadar wasil baqi nawis*.

54. Deleted.

XV.- INTERROGATORIES.

55. See that a separate *despatch* book is maintained for showing the receipt and despatch of interrogatories (paragraph 7.31).

56. Ascertain that interrogatories are not issued for the examination of the persons residing within the limits of the tehsil unless such persons reside at a distance of more than 25 miles from the village to which the mutations relate (Paragraph 7.31).

XVI.- REGISTER OF PATWARI CANDIDATES.

57. TO 62. Deleted.

XVII.- STOCK REGISTER OF PATYWARI AND KANUNGO FORMS.

63. See that the register is in the prescribed form (Paragraph 3.97).

64. See that receipts are entered promptly and a monthly balance is struck (Paragraph 3.97).

65. Ascertain that the supplies in hand agree with the entries made in the register.

66. See that a memo, is kept with each kind of form and a balance struck and dated when forms are received or issued (paragraph 3.97).

67. See that issues are made generally once a year in September when patwaris come to tehsil to file their *jamabandis* (paragraph 3.96).

XVIII.- CHECK OF FEES RELATING TO COPYING AND INSPECTION OF PATWARIS' RECORDS.

68. Ascertain from the *tehsil wasil baqi nawis* that the patwaris bring their registers for his check during September. What action, if any, is taken against the defaulters? (Paragraph 3.48 (iii)).

69. Ascertain that the discrepancies noticed by the *tehsil wasil baqi nawis* are brought promptly to the notice of tehsildar.

70. Ascertain that half-yearly statements of demand are received from the field kanungos on due dates and that the *tehsil wasil baqi nawis* submits a consolidated statement of the whole tehsil to sadar on the prescribed dates. (Paragraph 3.50).

71. See that the fees shown in the demand statements are duly credited into the treasury. Is any action taken against the patwaris who fail in this respect?(Paragraph 3.50).

XIX.- REGISTER OF MUTATIONS OF THE NAMES OF LAMBARDARS (PARAGRAPHS 8 OF STANDING ORDER NO.55)

72. See that there is space for the entries of several years.

73. See that column 1 shows the serial number of *lambardars*.

74. See that in column 2 the names of villages are given in topographical order with the topographical number in red ink below the name of the village.

75. Check the register with a few *jamabandis* and the *misalband* register and see that it is up to date.

XX .- MUAFI REGISTERS (PARAGRAPH 59 OF STANDING ORDER NO.7)

76. See that the general register of *muafis* is maintained in three parts and separate registers are maintained for *inams* and roadside groves and wells.

77. Check this register with the *misalband* register and see that it is up to date.

78. Ascertain from columns 14 and 15 of the register that there is no delay in reporting changes.

79. Ascertain that a list of changes by lapses and change of occupancy by inheritance is sent by the end of April each year.

80. Ascertain that three inspection registers are prepared and the existence of assignees and the proper maintenance of grants is attested on the spot by tehsildars in March and a list of assignees who have neither attended nor furnished a life certificate sent to sadr as well as a report on the condition of grants.

XXI.- REGISTER OF PERMANENT ADVANCE.

81. See that the applications for recoupment are made regularly and noted in the margin of the register and dealt with promptly at sadr.

82. See that no irregular payments are made and that every entry in the register is initialled by the tehsildar.

83. Check the balance in hand and voucher, if any.

XXII.- REGISTER OF PATWARI EQUIPMENT (PARAGRAPH 3.88).

84. See that the register is compared with the patwaris' register in the September and the discrepancies detected are duly reported to the sadr.

XXIII. – VILLAGES EXPOSED TO RIVER ACTION.

85. See that a list is maintained.

XXIV. - PATWARI CIRCLES (PARAGRAPH 2.60).

86. See that the register begins with an alphabetical index, which is followed by a page for each field kanungo's circle.

87. Ascertain that the totals of the field kanungos' circles are amended quinquennially, and in the case of patwaris ' circles entries are made annually and below the last village of the circle.

88. See that the old entries are scored out when new entries are made.

89. Check column 3 of the register with the *misalband* register of patwari cases, and the patwaris, pay-bills and columns 5 to 10 with the last quinquennial *jamabandi*.

XXV -.RAINFALL.

90. See that the register is in the prescribed form (paragraph 12.15).

91. See that rainfall is reported on each day on which the rainfalls (Paragraphs 12.15).

92. See that a slight fall is denoted by the letter R. (Paragraph 12.14).

93. Ascertain that the raingauge is suitably placed and that the distance between the gauge and the nearest object is at atleast twice the height of that object (Paragraph 12.4).
94. Ascertain that the raingauge is firmly fixed in the ground, that the mouth of the funnel is one foot above ordinary level of ground and is approximately level and that the rim of the funnel is circular (paragraph 12.5).
95. Ascertain that the raingauge has been inspected twice in the year by an officer of rank not below that of an Extra Assistant Commissioner (Paragraph 12.18).
96. Ascertain that the office kanungo has got a spare measuring glass (paragraph 12.8).
97. Deleted.
98. See that the monthly rainfall reports are properly prepared.(Paragraph 12.16).

XXVI. - PRICES.

99. See that a record of prices is only kept, if really required (paragraph 14.9).
100. See that the entries are made daily, weekly or fortnightly as circumstances require.
101. See that the items are as few as is consistent with the supply of the information required and the prices of only those articles are given for which there is a proper market.
102. See that the entries are made in kilograms after proper enquiry and are checked and signed by the tehsildar.
103. Compare the prices with the harvest prices given in the circle note-books and see that the prices given in the note-books are generally lower than those given in this register.

XXVII.- ANNUAL RETURNS (PARAGRAPH 8 STANDING ORDER NO. 55)

104. See that the quinquennial *jamabandis* and annual statements are filed by due dates.
105. See that the crop abstracts of more than one village of a patwari's circle are not filed on the same day ;and if so whether the

patwari or the kanungo is to blame and whether suitable action has been taken against the defaulters.

106. See that suitable action has been taken against those patwaris who have failed to file their returns by due date.

XXVIII.- NOTE-BOOKS (CHAPTER 10).

107. Do they contain blank pages at the end?

108. Are areas in whole hectares, gross amounts in whole rupees, and rates in rupees and paise?

109. Are the quinquennial statements sent in by the patwaris signed by the kanungos?

110. Are the books kept in almirahs or boxes, and permanently preserved?

111. When there is fluctuating assessment, are the note-books suitably amplified?

112. Are large variations explained?

113. *Statement 1-*

Column 2 should equal columns 3 to 11.

Column 13 should equal column 11+12.

Column 14 should agree with corresponding column in statement II and III.

Column 22 should equal column 24 plus 25.

Column 26 plus 30 of previous year should equal column 28 plus 30 of the current year.

Column 27 plus 31 of previous year should equal 29 plus 31 of the current year.

114. *Statement II and III-*

Is there a separate heading for each crop shown separately in statements IV-A, B and C of the Season and crop Report, and are the crops correctly grouped?

Are *rabi* figures and extra *rabi* figures entered in the proper columns?

Is the rise or fall in water table noted in the 'Remarks' column of Kharif Jinswar?

Are harvest prices entered in the circle note-books after approval by the Collector?

Has the office kanungo a list of centers, and do the field kanungos report prices punctuality?

Does the tehsildar send a copy of the prices to Revenue Courts every six months? (Paragraph 12 of standing order No. 2).

115. Statement IV.-

See that the entries in columns 3-16 tally with the *kist-bandi*, and, if not, ascertain the reasons.

116. Statement V.-

Shamilat land transferred should be included in this statement.

Columns 14,19,24 should show details of land irrigated.

117. Statement VI.-

In column 3-separate details should be given for *land owner*, "*Shamilat*" "*abadi*" and "sarkar".

In village note-books column 6 should agree with column 2 of statement I and column 8 with column 5 of statement IV.

Columns 17 and 18 should agree with columns 7 and 8 of groups A and B of the list of assignments, and columns 19 and 20 with columns 9 and 10 of group C. Column 2 should contain particulars of the assignees where the assignments are large.

See that the totals in circle and tehsil note-books are obtained by adding to the previous totals the new totals of villages under quadrennial attestation and deducting the old totals of these villages.

118. Statement-VII-

In the village note-books column 3 should agree with column 7 of statement VI.

Columns 6 to 8 should = column 9

Column 8 should = column 17

Column 19 should show any special rates of *batai* for special crops, and if the tenant pays a share of the land revenue or cash in addition to kind rents, this should be stated. Where there is irrigation from a State Canal, it should be noted how the landlord and tenant share the liability for the canal charges in the case of (a) cash, (b) kind rents.

119. Statement VIII.-

Column 7. No entry should be made against total.

Columns 10 and 11.- No entries should be made against separate classes of land, but only against total.

Columns 5 and 9. - The entries against total should agree with column 7 of statement VII.

120. *Statement IX.-*

See that main tribes are entered in column 125.

See that important differences are explained by the field kanungo.

121. *Statement X.-*

Is the danger rate noted in the remarks column of part II ?

Are remarks entered: -

(a) in the village note-book in the year of quinquennial attestation?

(b) in the village, circle or tehsil note-books when any thing important has occurred ?

(c) annually in the circle note-books of tracts under fluctuating assessment?

Are the remarks intelligent and useful or a mere repetition of statistics?

XXVIII- A-HALAT DEHI

121-A. *Register:-*

Has the results of Thur, Sem, Chos and Sand Girdawari been incorporated in the Halat Dehi Register by the Office kanungo after every harvest on receipt from the patwaris?

XXIX- PARTITIONS

122. Have the following statement prepared:-

Pending from previous year	New institution	Total	Disposals	Pending	Years of Pending Cases		
					Year	No.of Cases	pending

123. Examine the *mislband* register and see if there have been delays in-

- (a) referring (column 6);
- (b) carrying out orders (column 8).

Examine some pending files to see, if –

- (a) there have been undue delays or adjournments;

- (b) the preliminary hearing has been held on the spot in important cases;
- (c) the mode of partition has been clearly reported ;
- (d) the partition has been properly carried out and without delay.

124. Compare the parties in the application with the *parcha jamabandi*, and see if all necessary persons are parties, and that all have been duly notified.

125. See that the patwari is not allowed to point out the land to the share-holders except in petty cases, and these only under the order of the tehsildar or naib-tehsildar.

126. See that he enters up mutations as soon as the partitions is due to take effect.

127. Does the kanungo check and sign the map and *khatauni* (paragraph 18.14).

128. Does he personally point out the land to the parties and give them copies of the *khataunis*, noting that he has done so in his report to the tehsildar?

129. Does he communicate all alterations to the parties and correct their *khatauni*, and order the patwari to correct his?

XXX- ABSTRACT VILLAGE NOTE-BOOKS (CHAPTER 10)

130. Are annual entries prefaced by a settlement entry in red ink?

131. See that there is no one volume for each assessment circle, or for a suitable number of villages where the circle is large.

132. Is an index of villages kept at the beginning of each volume?

133. Is a map of the circle kept with the volume?

134. Are total figures for the whole circle entered at the end of volume or volumes of that circle?

135. Are remarks recorded on blank pages by Deputy Commissioner or any of his assistants?

136. Compare the entries of a few villages in each assessment circle with the village note-books and the totals of the assessment circle with the circle note-books, and state the result.

137. Are quinquennial totals made?

XXXI- CORRECTION OF FIELD MAPS BETWEEN TWO SETTLEMENTS (PARAGRAPHS 4.29 AND 4.31)

138. Are the maps amended in September in the tehsil office by patwaris under the supervision of field kanungos, and do the latter make a note of this in the *jamabandis*?

139. Are amendments correctly and neatly made with proper red ink and a pen?

140. Compare the *tatimma shajras* of a few villages with the settlements maps, and state the result.

141. Are the patwari's copies of the map also amended?

XXXII- ANNUAL RECORDS.

142. Ascertain that all *jamabandis* are sent to the record room in April [(Paragraph 3.104(2))].

143. Examine some *jamabandis* and ascertain if-

- (a) they contain an amended genealogical tree, and amended field map and sanctioned mutations;
- (b) the attestation notes of field kanungos and revenue officers are in accordance with the instructions in paragraph 7.60 and 7.62; and

- (c) a reference to a mutation order is given in the column of remarks in cases of alteration of names[(paragraph 7.41(10)].

144. See that the patwari's copies of the *fard bachh* for the five proceeding years are filed with the *jamabandis*.

145. See that they have been checked and signed by the field kanungos and by the tehsildar or naib-tehsildar of the circles, and that the *kharif* copy has been corrected after the *rabi girdawari*.

146. See that the form of the *fard bachh* provide for the entry of all Government demands to be collected through the lambardars (e.g. surcharge local rate , etc.).

147. Check some of the entries with the jamabandi.

XXXIII- TOURING OF REVENUE OFFICER.

148. Ascertain with reference to the diaries of tehsildars and naib tehsildars that they are in camp for atleast 15 days a month,that during their cold weather touring they make a thorough inspection of each patwari's work in their circles, that they check a sufficient number of *tatimma shajras*, that they inspect survey marks and note the fact of their having done so in their diaries, that they visit the villages in which *jamabandi* is to be prepared before 15th January, and also at the time of harvest inspections or before 15th June , and that they check a sufficient number of *dhal bachhes*.

XXXIV- MUTATIONS.

149. Have the following statement prepared for the last four quarters and examine entries and orders:-

Quarter	Decided	Pending

ANNEXURE G.

Points requiring attention at the quarterly inspection of District Land Record Office.

PREVIOUS INSPECTIONS.

1. See that a separate minute book is maintained (paragraph 8.15).
2. See that the record room is inspected once a quarter and the result of the inspection recorded in the minute book (paragraph 8.15).
3. Ascertain that all the defects pointed out at previous inspections have been duly attended to.

ACCOMODATION.

4. See that the accommodation is sufficient and suitable for records and the staff; if insufficient what proposals have been made by the Deputy Commissioner and what action has been taken on those proposals.
5. What precautions have been taken against white ants, rats and damp.
6. What arrangements have been made to save the old settlement records from decay.
7. What precautions have been taken against fire? Is a Minimax Fire Extinguisher kept and does the district kanungo and his assistants know how to use it.
8. See that instructions contained in Junior Secretary to Financial Commissioners' letter No. 721-321-5, dated 29th October, 1917 are compiled with.

RECORDS.

9. See that records of rights are kept in shelves (paragraph 19.13).

10. See that *goshwaras* are divided into two sections (paragraph 19.6) and see that records have been entered in the *goshwara* in order of their receipt.

11. Examine a few *bastas* and see that their contents agree with the entries made in the *goshwaras* that all the necessary records have been filed and that destruction is up to date.

12. See that all the files and registers excluded from the record room are promptly destroyed when the period for their preservation has elapsed (paragraph 19.12).

13. See that only those registers, books, files and records, etc., which have been shown in chapter 19 have been kept in this record room.

14. See that the current registers and books have been kept separately from old ones (paragraph 19.34).

15. Are all newly received files duly entered in the register and *goshwaras* and placed in the village or other bundles to which they properly belong, and is the village *goshwaras* number given on the index.

16. See that files are being kept in annual *kuliat* bundles and current files kept in separate *bastas* (paragraphs 19.14 and 19.34).

INSPECTIONS OF RECORDS.

17. See that application for inspection of records are properly stamped, and that time taken up in inspecting records is noted on them (paragraph 19.25).

18. Are paragraphs 19.24, 25 and 26 regarding the inspection muharrir-?

- (a) In this connection examine a few files to see if fresh applications with a new stamp are invariably put in when the records are not inspected on due date.
- (b) Examine the accounts of the inspection muharrir and see if the inspection branch of the record room is self-supporting: if not; suggest reduction.

19. Is the person desiring to inspect a certain record or case required to submit an application in writing and to affix there to proper court-fee stamps to cover the search and inspection fees prescribed in rules 4 & 5 of Chapter 16-c of High Court Rules and orders. Volume IV , and rules contained in paragraph 19.25 and 19.26?

20. (a) Are all the applications referred to in the preceding question, entered by the inspection muharrirs in the register maintained for the purpose and are the court-fee stamps cancelled by such muharrirs immediately on receipt of application in the manner laid down in section 30 of the Court-Fee Act?

(b) Is the time spent on the inspection of a record noted in the register maintained by the inspection muharrir?

(c) Are the applications for inspection preserved till the audit inspection for the period is over?

21. Are the receipts from the record room credited without delay to proper heads (paragraphs 19.32)?

ISSUES

22. See that the issue registers are maintained in form R-9 separately for each court, for copyists and for the special kanungo or patwari muharrir (paragraph 19.19).

23. See that on the second day of the first month of each quarter, list in form R-10 of all the files which have not been returned is sent to all courts below that of the Financial Commissioners and the High Court [(paragraph 19.19(ii)].

24. See that an official letter is sent to the offices of the Financial Commissioners and the High Court when files sent to these offices are not returned within 6 months [(paragraphs 19.19(iii)].

25. See that requisitions for files are sent by courts in Form R-8 and in duplicate in outlying courts (paragraphs 19.18).

26. See that requisitions are placed in *bastas* in place of the files taken out (paragraph 19.18).

27. See that a "Number Book" in form R-II is maintained and shows the number of *bastas* actually handed each day (paragraph 19.19)(vi).

28. See that the recently returned records have been placed in the relevant *bastas*.

PRODUCTION OF RECORDS BEFORE COURTS

29. Ascertain from the summons issued by courts that the points on which information is required to be supplied by the special kanungo or patwari muharrir are stated succinctly.

30. Ascertain that the special kanungo or patwari muharrir is not required to give opinions , is not used as a local commissioner or asked to provide instances in support of or to refute an alleged custom.

31. Ascertain that the special kanungo or patwari muharrir is not required to supply copies of records which should be obtained through the copying Agency .

MUSAVIS

32. See that musavis are kept in a flat condition in iron or wooden almirahs.

33. Are they in good condition; if not, what measures, if any, are being adopted to set them right?

34. Enquire as to whether any of the *musavis* were sent to other departments; if so, whether they were properly packed and despatched under the custody of a responsible official.

35. Ascertain that *musavis* were not spoilt or destroyed by the departments to which these were sent on loan.

JAMABANDIS

36. See that all *jamabandis* were received in the record room by the date on which the *rabi girdawari* ended (Paragraph 7.68).

37. See that these were checked by the district kanungo according to the instructions contained in (paragraph 7.68)

38. See that the *jamabandis* which were found incomplete in any respect were returned to tehsils for completion (paragraph 7.68).

39. See that *jamabandis* have been properly bound and entered in the respective village *goshwaras*.

40. See that rejected mutations with lists are entered in the village *goshwaras* and destroyed after 12 years from the date of filing in the record room.

REVENUE COPYISTS

41. See that as far as possible separate copyists have been employed for making copies of papers kept in the Land Records Office, so that there may be no occasion for removing the papers elsewhere for copying purposes.

42. See that separate registers have been kept for copying transactions of the Land Records Office.

ANNEXURE H.

Points requiring attention at the inspection of the work of the district kanungo.

Before making the inspection the district kanungo should be asked prepare the statements referred to in sections V, VII, XV, XVI and XVII, XXII and XXIII.

I. - STAFF

1. See that there is a sanctioned distribution of work between the district kanungo and his assistants and that it is adhered to.
2. See that no patwari is allowed to work with the district kanungo (paragraph 3.13)(4).
3. See that the district kanungo is not required to do work which should be done by the main office.
4. See that the district kanungo is not used as reader by the Officer Incharge (paragraph 2.29).

II. – STANDING ORDERS, ETC.

5. See that the district kanungo has got one copy each of the Settlement Manual, Land Administration Manual, Land Code, Land Records Manual and Financial Commissioners standing order (paragraph 2.57).
6. See that these books are complete with correction slips up to date and the latest published indices are pasted in them.
7. See that there are separate files for Financial Commissioners and Director of Land Records' circulars and are up to date.
8. See that a check list of periodical reports and returns is kept.
9. See that the district kanungo has got a table of villages to be quinquennally attested, approved by the Collector.

10. See that the district kanungo has got a steel measuring tape (paragraph 2.33).

III. – FILES OF TRANSFER OF PATWARIS AND KANUNGO.

11. Ascertain from the relevant files that on resignation or transfer, patwaris make over their papers, records and equipment to their successors and in case of dismissal or suspension to the field kanungos (paragraph 3.59).

12. Ascertain that mention is made in the patwari's charge reports of *patwarkhanas* [(Director of Land Records' circular letter No. 31(No. 2617-1.29, dated 29th October 1924)]:

13. Ascertain that patwaris are not transferred merely as a punishment and that fines are not excessive and are recovered by short drawals on pay bills (paragraph 3.59).

14. Ascertain that kanungo's charge reports are endorsed by tehsildars and those of the District kanungo and his assistants by Officer-incharge (paragraph 2.36).

IV. – PATWARKHANAS.

15. Ascertain that a list of *patwarkhanas* in good condition is maintained.

16. Ascertain that annual reports on the condition of *patwarkhanas* are sent by field kanungos by the 1st January every year [(paragraph 3.57 (viii)(1)].

17. Ascertain that the field kanungos' reports are punctually forwarded by the tehsildars to the District Office and action taken promptly [(paragraph 3.57 (viii)].

V. – INDENTS.

18. Have the following statement prepared:-

tehsil	Date of receipt of indent at headquarters	Date of despatch to Director of Land Records and the Government Press

19. See that indents are *despatched* from tehsil offices so as to reach district kanungo's office on 1st October at latest and despatched by Sadar kanungos so as to reach office of Director of Land Records on 2nd November and the Government Press on 1st December at the latest (paragraphs 3.94 (1) and 3.95).

20. Ascertain that a quinquennial list of patwari and kanungo forms is maintained [(paragraph 3.94(1)].

21. Ascertain that the forms indented for do not exceed the number given in the quinquennial list and in the case of blank paper, the prescribed scale (paragraph 3.94).

22. Ascertain that tehsil indents are carefully checked by the district kanungo and the Officer Incharge (paragraph 3.95).

23. Ascertain that forms and blank papers are received promptly and the duplicate copy of the invoice despatched from the tehsil within one week of the receipt of the supplies (paragraph 3.96).

VI.-PATWARI SCHOOL

[24-28. Deleted].

VII. - PAY OF PATWARIS

[29-34. Deleted].

35. Ascertain whether rewards are given to patwaris for consolidation of holdings, reporting cattle diseases and cases or plague, cholera and small-pox (paragraphs 3.53 and 3.54).

VIII.- PAY OF KANUNGOS

[,36.-38.Deleted]

IX. - BUDGET

39. Ascertain that the budget under head 2029-Land Revenue-b-Land Records is prepared by the district kanungo, checked by the Officer Incharge and despatched in time so as to reach Director of Land Records' Office on 5th September, at the latest.

40. Ascertain that accurate budget provision has been made for all heads of expenditure.

41. Ascertain that allotments are not exceeded without sufficient reasons and that applications for additional grants are made in good time.

X. - PATWARIS CHARACTER ROLLS.

42. Ascertain that patwaris character rolls are kept in order and are written up annually during the first quarter of the year.

43. Ascertain that no order necessitating an entry in a character roll is filed until the district kanungo has certified that he has made the necessary entry in the character roll.

44. Ascertain that entries made by inspecting officers in field kanungo's register of patwari circles are copied in the patwaris' character rolls.

45. Check the character roll with the *misalband* register of patwari and kanungo cases, original files and the acquaintance rolls and see that they are up to date.

XI.- PATWARIS AND KANUNGO'S SERVICE BOOKS.

46. See that entries of service books are attested every year.

47. See that leave accounts are attached to service books and are up to date.

48. See that all the entries made in the service books are attested by gazetted officers.

49. Compare the service books with the *misalband* register, original files and the acquittance rolls and see that they are up to date.

XII.- KANUNGO'S CHARACTER ROLLS.

50. Ascertain that character rolls are written up annually by the Collector during the first quarter of the year and that each kanungo is called on to state whether he has acquired any new interest in land during the year (paragraph 3.9 of District Manual).

XIII.- DIARIES OF PATWARIS AND FIELD KANUNGOS .
(SECTION XXIV OF CHAPTER 3 AND PARAGRAPH 2.52).

51. Have the following statement prepared from the diaries of the last six months-

Date of dairy	Date of receipt	Date of sadr kanungo's report	Date on which orders were passed by Sub-Divisional Magistrate (Civil or Deputy Commissioner)	Date of issue of orders to tehsildars	Date of receipt of tehsildar's replies

52. Ascertain that diaries are sent by field kanungos immediately on the close of the month to which they relate, and are promptly forwarded by the tehsildar to the district kanungo.

53. Ascertain that the diaries are carefully scrutinized by the district kanungo and the Sub-Divisional Magistrate, and bad work detected and punished.

54. Ascertain that orders issued on the diaries are promptly attended to by tehsildars.

55. Ascertain that diaries of patwaris and kanungos are closed with an abstract of the work done.

XIV.- TOUR STATEMENTS OF FIELD KANUNGOS.

56. Ascertain that tour statements are submitted by the 10th of the month succeeding the conclusion of each quarter (paragraph 2.49).

57. Ascertain that the touring is systematic and that each patwari's circle is visited once in the month (paragraph 2.48).

58. Ascertain that the district kanungo attached a similar statement of his own touring to the statements of the field kanungo (paragraph 2.49).

59. Ascertain that these statements are carefully checked by the district kanungo and the Officer Incharge.

XV.- DIARY AND TOURING OF THE DISTRICT KANUNGO.

60. Have the following statement prepared :-

TEHSIL					TEHSIL					Total number of touring days	REMARKS
Month	Field kanungo circle	Field kanungo circle	Field kanungo circle	tehsil office	Field kanungo circle	Field kanungo circle	Field kanungo circle	tehsil office	Miscellaneous		

61. Ascertain that the district kanungo is in camp inspecting the work of office and field kanungos for at least 15 days each month from 1st October to 30th April (paragraph 8.17).

62. Ascertain that the work of every tehsil office kanungo is inspected by the district kanungo twice a year (paragraph 8.19).

63. Ascertain that the district kanungo tests the work of each field kanungo at least once in the year and comes to a definite finding on his work (paragraph 8.17).

64. Ascertain that on return from tour the district kanungo submits his diary to the Officer Incharge or the Deputy Commissioner and the diary is carefully scrutinized by them and orders passed on the points requiring attention (paragraph 2.61).

65. Check the sadar kanungo's *basta* of pending papers and ascertain that he has no old papers on which no action has been taken.

XVI.- REGISTERS OF PATWARI CANDIDATES.

66. Have the following statement prepared: -

Number of Patwaris and	Number of candidates	Matriculation pass	Below Matriculation	Patwar pass	Number of candidates since last inspection who have failed to pass the patwari examination within three years of acceptance	Number of posts filled in during the year

67. Ascertain that the total number of patwari candidates does not exceed fifteen per-cent of the total number of patwaris . (Paragraph 3.6)

[68.-70 Deleted.]

71. See that the register of patwari candidates is revised from time to time and kept up to date.

XVII. - KANUNGO

72. Have the following statement prepared:-

Total number of kanungo establishment	Number of kanungos appointed by direct recruitment	Number of kanungos appointed by Promotion from amongst Patwaris

[73-79 Deleted].

PATWARI CIRCLES (PARAGRAPH 2.60 AND 2.60-A).

80. See that the register begins with an alphabetical index which is followed by a page for each field kanungo circle.

81. Ascertain that the totals of the field kanungo's circles are amended quinquennially and in the case of patwari circles, entries are made annually and below the last villages of the circle.

82. Ascertain that the old entries are scored out when new entries are made.

83. Check column 3 of the register prescribed in paragraph 2.60 with the *misalband* register of patwari cases and the patwaris' pay bills and column 5 to 10 with the last quinquennial *jamabandi*. The entries of register prescribed in paragraph 2.60-A should also be checked.

XVIII. - RAINFALL.

84. See that the register is in the prescribed form (paragraph 12.15).

85. Ascertain that rainfall is reported from out-stations on each day on which the rainfall (paragraph 12.15).

86. See that the remarks in the monthly weather reports are copied into the register (paragraph 12.16).

87. Ascertain that the raingauge is suitably placed and that the distance between the gauge and the nearest object is at least twice the height of that object (paragraph 12.4).

88. Ascertain that the raingauge is firmly fixed in the ground; the mouth of the funnel is one foot above ordinary level of ground and is approximately level and that the rim of the funnel is circular (paragraph 12.5).

89. Ascertain that the raingauge has been inspected twice in the year by an officer of rank not below that of an Extra Assistant Commissioner (paragraph 12.18).

90. Ascertain that the district kanungo has got a spare measuring glass (paragraph 12.8).

XIX. - RETAIL PRICES.

91. See that the register of retail prices shows the retail prices of every article separately specified in the crop abstract of the district and that the price of the produce locally grown or consumed and of the quality in common demand is given (paragraph 14.1).

92. See that the register is allotted in 12 sheets, one sheet for each month and prices recorded twice a month (paragraph 14.1).

93. See that the statement showing retail prices is sent to the office of Director of Land Records punctually and in the prescribed form and in the case of articles whose prices are not given, the reason for omission is given (paragraph 14.1).

94. See that the prices given in the statement are those obtained on the last day of each fortnight and are in *kilograms* (Note under form P.C.1 in chapter-14).

95. Ascertain that a gazetted officer whose duties require him to remain at headquarters is made responsible for checking prices (paragraph 819 of Land Administration Manual).

XX.- ZALIDARS.

[96.-99. Deleted]

XX1.- MUAFIS (PARAGRAPH 59 OF STANDING ORDER NO. 7).

100. See that the general register of *muafis* is maintained in three parts and separate registers are maintained for *inams* and for roadside groves and wells.

101. Check the general register of *muafis* with the *misalband* register and see that it is up to date.

102. Ascertain from columns 14 and 15 of the register that there is no delay in reporting changes.

103. Ascertain that a list of changes by lapses and change of occupancy by inheritance is sent by the end of April each year.

104. Ascertain that the existence of assignee and the proper maintenance of grants is attested on the spot by the tehsildars in March and a list of assignees who have neither attended nor furnished a life certificate sent to sadar as well as a report on the condition of grants.

XXII.- LIST OF PENSIONERS (PARAGRAPH 63 OF STANDING ORDER NO.7).

105. See that a complete list of pensioners, civil and military, is maintained by the district kanungo, which is kept up to date from the lists received from the treasury and the Head postmaster of the district.

106. See that a copy of the additions and corrections communicated to the district kanungo by the Postmaster and the Treasury Officers is supplied to all tehsils on 1st February each year.

107. Check the list of Pensioners with a few *jamabandis* recently filed in the Land Record Room .

XXIII.- REGISTER OF WASTE LAND IN CHARGE OF THE DEPUTY COMMISSIONER.

108. See that the register is maintained in the prescribed form and that land acquired for public purposes, *nazul* lands and encamping grounds are excluded from it(paragraph 2, Appendix III, Land Administration Manual).

XXIV. - CONTINGENT REGISTER.

109. See that allotments are entered in red ink at the beginning of each year and are not exceeded.

110. See that detailed contingent bills are sent by the 10th of each month to the Director of Land Records and the date of despatch is noted in the appropriate column (paragraph 2.64).

111. See that each entry in the register has been checked by gazetted officer and is initialled by him.

112. See that expenditure is charged to the appropriate heads; and no expenditure chargeable to district contingencies is entered in this register.

XXV.- SURVEY MARKS

113. See that a list of the Great Trigonometrical Survey Stations is maintained (paragraph 4.6).

114. Ascertain that on the completion of *kharif girdawari* patwaris send a note in the prescribed form as regards the condition of survey pillars in their circles [paragraph 4.6(3)].

115. Ascertain that an annual return as regards survey pillars is submitted to the Surveyor General of India, Dehradun, on 1st December each year [paragraph 4.6(5)].

116. Ascertain that there exists the index showing riverain base line marks laid down by the Survey of India.

XXVI. - NOTE-BOOKS

(CHAPTER 10).

117. Are they contain blank pages at the end?

118. Are areas in whole hectares, gross amounts in whole rupees, and rates in rupees, and paise?

119. Are the books kept in almirahs or boxes, and permanently preserved?

120. When there is fluctuating assessment, are the note-books suitably amplified?

121. Are large variations explained?

122. *Statement I-*

Column 2 should equal columns 3 to 11.

Column 13 should equal column 11 + column 12.

Column 14 should agree with corresponding columns in statements II and III.

Column 22 should equal columns 24 plus 25.

Column 26 plus 30 of previous year should equal column 28 plus 30.

Column 27 plus 31 of previous year should equal 29 plus 31 of the current year.

123. *Statements II and III.*-

Is there a separate heading for each crop shown separately in statements IV-A, B, and C of the Season and Crop Report, and are the crops correctly grouped?

Are rabi figures and extra *rabi* figures are entered in proper columns?

Is the rise or fall in water table noted in the 'Remarks' column of Kharif Jinswar?

[Paragraph 9.3 (x) (j)].

Are harvest prices entered in the circle note-books after approval by the Collector?

Has the office kanungo a list of centres, and do the field kanungos report prices punctually?

Does the tehsildar send a copy of the prices to Revenue Courts every six months (paragraph 12 of standing order No.2)?

124. *Statement IV.*-

See that the entries in columns 3-16 tally with the *kistbandi*, and, if not, ascertain the reasons.

125. *Statement V.-*

Shamilat land transferred should be included in this statement.

Columns 14, 19 and 24 should show details of land irrigated.

Where *ala milkiyat* is transferred, columns 14, 19 and 24 should show the superior owners' dues and where occupancy rights are transferred, these columns should be blank.

126. *Statement VI.-*

In column 3 separate details should be given for "land owners", "shamilat", "abadi", and "Sarkar".

127. *Statement VII.-*

In the village note-books column 3 should agree with column 7 of statement VI.

Column 6 to 8 should equal column 9.

Column 8 should equal column 17.

128. *Statement VIII.-*

Column 7. - No entry should be made against total.

Columns 10 and 11.- No entries should be made against separate classes of land, but only against total.

Columns 5 and 9.- The entries against totals should agree with column 7 of statement VII.

129. *Statement IX.-*

See that main tribes are entered in column 125.

130. *Statement X.-*

Is the danger rate noted in the remarks column of part II?

Are remarks entered-

- (a) in the village note-books in the year of quadrennial attestation;
- (b) in the village, circle or tehsil books when anything important has occurred ;
- (c) Annually in the circle note-books of tracts under fluctuating assessment?

Are the remarks intelligent and useful or a mere repetition of statistics?

XXVII. - A REGISTER HALAT DEHI

130-A. Whether Halat Dehi Statements (Thur, Sem, Chos and Sand Girdawari results) are copied in the Halat Dehi Register after every harvest on receipts from the tehsildars.

XXVIII.- ABSTRACT VILLAGE NOTE-BOOKS (PARAGRAPH 10.7)

- 131. Are annual entries prefaced by a settlement entry in red ink?
- 132. See that there is one volume for each assessment circle, or for a suitable number of villages where the circle is large.
- 133. Is an index of villages kept at the beginning of each volume?
- 134. Is a map of the circle kept with the volume?
- 135. Are total figures for the whole circle entered at the end of volume or volumes of that circle?
- 136. Are remarks recorded on blank pages by Deputy Commissioner or any of his assistants?

137. Compare the entries of a few villages in each assessment circle with the village note-books and the totals of the assessment circle with the circle note-books, and state the results.

138. Are quinquennial totals made?

XXIX. - FURTHER POINTS TO BE NOTICED AT THE TIME OF THE INSPECTION OF DISTRICT KANUNGO'S OFFICE

139. Whether settlement correspondence is kept in the office in a separate almirah in the same order as it is entered in the catalogue.

140. Whether a register showing the distribution of books of reference and their correction slip is maintained (Director of Land Records circular no. 37., dated 27th February, 1925).

141. Whether regular inspections are made of the field kanungo's work by Extra Assistant Commissioners and of the patwaris' work by tehsildars and naib-tehsildars (paragraphs 8.4 and 8.11).

142. Whether the mutation work of the district is up to date and arrears are not being allowed to accumulate.

143. Whether the partition work of the district is up to date.

144. Whether the Financial Commissioners, orders regarding consolidation of holdings are carried out in the districts to which they relate.

145. Whether orders regarding the preparation of crop forecasts and season and crop reports are properly carried out (Chapter 11 and 13).

146. Whether tehsildars and naib-tehsildar check a sufficient number of *tatima shajras* and *dhal bachhes* (paragraph 18 in annexure C *supra* and paragraph 4.28).

147. Whether the tehsildars and naib- tehsildars submit their diaries punctually and whether their touring is adequate.

148. What is the Government demand on account of mutation fees for the last year.

149. Whether the annual demand statements on account of mutation fees are sent to the Director of Land Records by 10th September each year.

XXX. - GAZETTEER, VOLUME B.

150-171 *Deleted.*

CHAPTER 9

HARVEST INSPECTIONS

(Replaces standing order No.22, original issue, dated 3rd August 1909, 1st reprint, dated 4th June, 1912; 2nd reprint, dated 21st November, 1921)

In connection with this chapter, Chapter IX of the Land Administration Manual should be read.)

9.1 (a) **Date on which inspection of each harvest should begin.-**

The date on which the inspection of each harvest shall commence may be fixed for each district by the Commissioner as its special circumstances may require. But in the absence of any special order, the inspection of each harvest shall commence as follows:-

Kharif	-----16 th September to 15 th October.
Rabi	-----1 st March.

Besides, if extra Rabi crops, such as melons, Summer Moong and tobacco, are grown, which can not be observed in March, the patwari shall make an inspection of these from 1st May to 15th May. In the case of zaid kharif crops such as toria and potatoes, which are sown in September-October, the inspection be carried out in the last fortnight of November. When for any reason the ripening of the crop is later than usual, the Deputy Commissioner may postpone the inspection for a period not exceeding fifteen days.

9.1(b) If natural calamity occurs in a particular District/village after the normal inspection of each harvest, as laid down in (a) above, has already taken place, the Collector of the District may require a special harvest inspection to be carried out after a period of ten days of the date of occurrence of the natural calamity. This special Girdawari, if so ordered, may be completed within a week.

9.2. **Form of the khasra girdawari with instruction** . The form of the khasra girdawari, or harvest inspection book, with instruction regarding the entries to be made in it, is given below:-

Khasra girdawari or harvest inspection book.

Khasra No	Owner (Written jamabandi No.)	Cultivator with rent (written short with khatauni)	Area	Classification of land according to the last jamabandi	Year 20				Changes of rights possession and rent	Year 20				Changes of rights possession and rent
					Cultivated	Uncultivated	Cultivated	Uncultivated		Kharif Crop	Rabi crop with number of fruit-bearing trees			
											Cultivated	Uncultivated	Uncultivated	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Year 20				Changes of rights possession and rent	Year 19				Changes of rights possession and rent	Year 20				Changes of rights possession and rent
Cultivated	Uncultivated	Cultivated	Uncultivated		Kharif Crop	Rabi crop with number of fruit-bearing trees								
						Cultivated	Uncultivated	Uncultivated						
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

N.B.-1. Cultivated area includes area sown with different crops in that harvest and the area under current fallows, i.e. 'khali' (area sown under different crops is to be shown distinctly and separately for each crop).

2. Uncultivated area includes (1) Forest, (2) Barren and unculturable (3) Land put to non-agricultural uses (4) culturable waste, (5) Permanent pastures and other grazing lands (6) miscellaneous tree crops and groves not included in the Net Area sown and (7) other fallows. (If any portion of forest land is not actually wooded, but put to some agricultural use that portion shall be included under the appropriate heading of cultivated or uncultivated land).
3. Survey number means the field or khasra number given to the field in the village map.
4. 'Khewat number' (Also called Patta number or Jamabandi number) means the number of owner's holdings.
5. 'Khatauni Number' means the number of the holding (Khata) of the person responsible for the cultivation.
6. 'Tenure' denotes the relationship between the Government and the holder of the land, e.g. Zamindari Raiyatwari, Inam, etc.
7. 'Tenancy' denotes the relationship between the holder of the land and the cultivator, e.g. Khudkhast, batai.
8. 'Cultivator's holding may be defined as all land that is used wholly or partly for agricultural production and is cultivated alone or with the assistance of others without regard to ownership, size, or location.
9. 'Forest' denotes all actually forested areas on the lands classed or administered as forest under any legal enactment dealing with forests whether state-owned or private. If any portion of such land is not actually wooded, but put to some agricultural use, that portion shall be included under the appropriate heading of cultivated or uncultivated land.

10. 'Current fallowes' (Also called *Khali*) denote lands which are left fallow during the current year (i.e. Kharif and Rabi harvests of that year), only.
11. 'Other fallowes' (Also called banjar jadid) denotes all lands, which were taken up for cultivation, but are temporarily out of cultivation for a period of not less than one year and not more than five years.
12. 'Culturable waste' (Also called Banjar qudim) denotes all lands available for cultivation whether not taken up for cultivation or abandoned for more than five years for one reason or the other. Such lands may be either fallow or covered with shrubs and jungles, which are not put to any use. They may be assessed or unassessed and may lie in isolated blocks or within cultivated holdings. Land once cultivated, but not cultivated for five years in succession shall also be included in this category, at the end of the five years.
13. Barren and unculturable land (also called ghair-mumkin) denotes all barren and unculturable land like mountains, deserts, etc., Land which cannot be brought under cultivation unless at a high cost shall be classed unculturable, whether such land is isolated blocks or within cultivated holdings.
14. Land put to non-agricultural use denotes all lands occupied by buildings roads and railways or under water, e.g., rivers and canals and other land put to uses other than agricultural.
15. 'Permanent pastures and other grazing lands' (also called charagah or charand) denote all grazing lands, whether they are permanent pastures and meadows or not Village common and grazing lands within forested areas, shall be included under this head.
16. Miscellaneous tree crops and groves not included in the net area sown denote all cultivable land, which is not included under net area sown but, is put to some agricultural use. Land

under Casuriana trees thatching grass, bamboo bushes and other groves for fuel, etc. which are not included under orchards, shall be classed under this category.

17. 'Net area sown' denotes the net area sown to crops, counting areas sown more than once in the same year only once.
18. 'Cultivated area' (also called *raqba mazura*) is the sum of net area sown and area under current fallows.
19. 'Gross cropped area' represents the sum of net sown area and area sown more than once in the year.
20. 'Net irrigated area' means the area irrigated from different sources, counting area irrigated more than once in the same year only once.
21. 'Area of crops irrigated' denotes the gross irrigated area which is the sum of net irrigated area and area irrigated more than once in the same year.
22. Normal yield should be computed as a moving average of the average yield per hectare obtained by the method of crop-cutting experiments based on the random sampling technique, wherever available, conducted during the preceding ten years.
23. 'Condition factor' denotes the condition of the crop in any season in terms of the normal crop.
24. Harvest price of a commodity may be defined as the average wholesale price at which the commodity is disposed of by the producer at the village site during the specified harvest period.
25. At the end of the Rabi Girdawari while striking out page wise and village wise total (i) the area irrigated more than once and (ii) the double cropped area should be shown separately.

26. The canal irrigated areas should be shown separately for Government canals and private canals.
27. The chahi irrigated areas should be shown in detail under (i) Government wells (ii) private wells, (iii) Government tube wells run with electricity and (iv) Private tube wells run with electricity, and (v) Government tubewells run with mechanical power (oil engines); and (vi) Private tube-wells run with mechanical powers (oil engines).
28. The areas irrigated by lifts or tanks should be shown separately from Abi areas.
29. Unirrigated areas should be classified as (a) Barani (dependent on rain) and (b) Sailab (flooded or kept permanently moist by rivers).
30. Irrigated areas should be classified as
 - (I) Surface Water**
 - (i) Tanks (a) Large (b) Small
 - (ii) Flow irrigation: (a) Major and Medium (b) Minor
 - (iii) Lift irrigation (a) Major and Medium (b) Minor
 - (iv) Other sources (a) lift irrigation (b) flow irrigation
 - (II) Ground Water**
 - (a) Public Tubewells
 - (b) Private Tubewells
 - (c) Ordinary wells with pumpsets
 - (d) Ordinary wells without pumpsets.
31. In the case of chahi-nehri areas, the name of major source of irrigation should precede the supplementary source of irrigation, e.g. chahi-nehri where the major source of irrigation is a percolation well and the canal is a supplementary source. Nehri-chahi (where the major source of irrigation is a canal and the supplementary source is a percolation well).

32. The area sown under cotton, sugarcane, maize tobacco, rice, bajra, potato, and wheat crop should be classified separately under Desi and improved varieties.
33. If for two harvests in succession in a single year, no crop is sown in a field and no fruit-bearing trees are standing thereon, it should be entered as current fallow (khali) in the kharif and rabi harvests of that year and then as other fallow banjar jadid in the succeeding 8 harvests and thereafter is culturable waste (banjar qadim).

9.3 (i) A new khasra girdawari shall be brought into use whenever a new quinquennial jamabandi has been prepared.

(ii). Where tarafs or patties are chakwat and all fields included in the taraf or patti are in one series, the name of the Taraf or patti should be entered across the page above the entry of the first field included in it. The same procedure may be adopted in the case of well holdings. Where taraf or patties are khewat, the name may be entered below the khasra No. if the information is considered to be required for any purposes, as e.g., to help the Irrigation Department in framing demand statements patiwari.

(iii). In estates under fluctuating assessment, and else where, if considered desirable for special reasons, a new khasra girdawari may, if necessary be prepared each year. The form used in such cases should be as simple and brief as possible. If not already sanctioned by the Financial Commissioner, it must be referred to the Director of Land Records for approval.

(iv). The ordinary form should be used in the case of urban lands to which the Land Revenue Act applies.

In it both agricultural (Zarai) and urban (sakni) land should be included. Land specially assessed as potential building land, should be classed as in the former, but distinguished from other agricultural land by the addition of the words "kabil tamir". The girdawari for all such urban lands should be dealt with by the patwari in the usual way at the ordinary girdawari.

(v) Column I. – The fields shall usually be entered in the order of the field map (shajra kishtwar). New numbers of sub-divided fields will be shown in the same place as the old number of the undivided field and not at the end of the khasra.

If it is necessary to re-number a field, this should be done as in the following example:-

If a field number, say 24, has been sub-divided into two, and the last number in the field-register of the village is 150, entry No.24 should be scored through and the new fields entered as 151/24 and 152/24 . Where a second sub-division takes place, the denominator number should simply be the numerator of the field which is again sub-divided. Thus, in the example; we should have first 151/24 then 185/151 and lastly, 201/185 from each of which, if necessary, it would be very easy to trace back to the old number. If field Nos. 31 and 32 have been joined into one field, the new entry may be 153/31 & 32, 152 being the last number in the field register. In the estates, in which field numbers, have been assigned by killa numbers within rectangles instead of continuous series, the sub-divided numbers will be given new field numbers within the same killa number.

Care must be taken not to increase numbers and sub-numbers needlessly. They should not be increased for temporary changes of cultivating possession, or because part of a field is cultivated and part uncultivated. Temporary changes of cultivation can be shown in the column headed Changes of rights, possession and rent, thus-

- A. Owner, 2 bighas/kanals/Ares.
- 2. Tenant-at-will; 1 bigha/kanal/Are.

Similarly when part is cultivated and part uncultivated, the entry in the harvest column can be-

Khali, 1 bigha	Kanal/Are
Wheat, 2 /bighas	Kanals/Are
OR	
Banjar jadid, 1 bigha/Kanal/Ares	
Wheat, 2 bighas/Kanals/Ares	

The chain should not be used for such measurements; they should be made by stepping or by rough estimate as may in each case be suitable.

(vi) A circle in red ink should be drawn round the number of every field of which the revenue is assigned.

(vii). A red ink entry without number will be made for every pakka survey mark or trijunction pillar or base line mark or international boundary pillars following the field in which the mark is placed and which it adjoins. In his field inspections the patwari should note whether the mark is in good repair.

(viii). *Column 3.* – Rent should be entered as briefly as possible.

(ix). *Column 4.* - The areas in this column and in the crop column must be in figures and not in rakms.

(x). *Columns 6-9.*

(a). When a crop fails to germinate or dries up, or is destroyed by calamity of season, enter it as kharaba. Very careful attention must be given to partially failed crops, that is, crops of which the yield appears to be much below average. When the actual yield as a whole of the crop grown in one khasra number is estimated by careful inspection to be not more than 75 per cent of the usual or average yield, then a deduction from the whole area of the crop should be made ; for example, an inferior field of wheat , area 4 kanals, may be returned as (Wheat 3 kanals, kharaba 1 kanal), but this should only be done when the actual yield of the whole crop is estimated to be not more than 75 percent of the average, and the kharaba allowed should be only as much as is necessary to raise the whole crop of the area returned as under crop to the average of an ordinary harvest. The average yield is that adopted by the Settlement Officer at the previous settlement for the assessment circle in which the village is included, unless some other yield has been specially prescribed in the dastur-ul-amal or elsewhere. The crops for which average yields are not fixed at settlement are generally unimportant. The revenue officials concerned should judge for themselves what yield should be regarded as average in such cases. Where two or more distinct crops are grown separately

in different portions of one khasra number, the above procedure should be applied separately to each of such distinct crops. Deductions for kharaba made under this instructions should , unless some other special local scale has been prescribed by proper authority, be entered as far as is reasonably practicable in accordance with the following scale taking 100 Paise as the average yield of a crop:-

Yield more than 75 paise	---	No deduction.
Yield more than 50 paise but not more than 75 paise	---	Deduct $\frac{1}{4}$ of the sown area
Yield more than 25 paise but not more than 50 paise	---	Deduct $\frac{1}{2}$ of the sown area
Yield more than 25 paise	---	Deduct whole sown area.

Jowar which fails in the year ; should be entered not as "jowar kharaba" but as "chari pukhta". The same details should be given for failed crops as for matured crops. Gowara, hemp, indigo and jantar crops, ploughed in as green manure should be recorded in the khasra girdawari as *gowara hemp*, indigo or janter, used as manure. They should be exempt from land revenue assessment provided they are ploughed in before 15th September. The concession shall be allowed only on canal irrigated area under fluctuating assessment. Where land revenue on such areas is assessed by the revenue patwaris, the following procedure should be adopted in this behalf:-

Zamindars shall not necessarily have to apply for this concession. As soon as green crop is ploughed in, the patwari will make a suitable note in the Khasra girdawari and intimate the fact to the field kanungo, who within 14 days of the date of receiving such intimation shall inspect the field and verify the patwari's note in the khasra. To verify this, the field kanungo should scrape away the soil at several places in the field and satisfy himself that the whole crop and not merely the roots have been ploughed in as no remission is permissible if this crop is cut and only the roots are ploughed in. Revenue Officers should also make a point of checking some proportion of the

green manure remission during partal and check of kharaba.

(b) Enter the area of the crop, etc., below the soil description. Except for garden produce, smaller fractions than a biswa or ¼ kanal or 50 centares need not be stated. In the case of mixed crops for which there is no separate column in the jinswar statement, enter the area of each crop by estimate.

(c) In fields containing a well, note whether it is at work (jari) or out of use (uftada). If a new well has been made, note this.

(d) In the village under ordinary thur Sem Girdawari, the following instructions should be followed regarding the recording of damaged areas:-

- (1). At the time of each harvest inspection, all those fields which may have been rendered unfit for cultivation due to Thur, Kallar, Reh or Sem , shall be entered in the khasra Girdawari by the patwari as Thur, kallar, Reh, or Sem as the case may be, along with the word Khali. Similarly all the fields which have been rendered unfit for cultivation or grazing due to the action of Cho or deposit of sand in consequence of heavy floods, shall be entered by him as "Ghairmumkin Cho" or "Ghairmumkin-Sand" as the case may be.
- (2) Whenever a field affected by Thur, Kallar, Reh, sem, Cho or Sand is sown with a crop which yields less than twenty-five percent of the normal yield, the entry shall be "Kharaba" together with the word Thur, Kallar, Reh, Sem, Cho, or deposit of Sand, as the case may be.
- (3) Whenever a part of the field is affected by Thur, Kallar, Reh, Sem, Cho or deposit of Sand, only the area affected thereby shall be taken into consideration.
- (4) All such fields shall be checked by the Field kanungos as also, up to at least fifteen per cent by the tehsilar or Naib tehsildar concerned . A specific note showing that such inspection has been made, shall be recorded by the

Inspecting Officer. The District Revenue Officer or The Sub Divisional Magistrate shall also check the Girdawari of at least ten per cent of the villages which are affected by Thur, Kallar, Reh, Sem, Cho or deposit of Sand.

- (5). Where an entry is made in respect of such a field or part thereof successively for three harvests and a similar entry has to be made in the fourth harvest also, the word "Banjar Jadid" shall be substituted for "Khali" in the fourth harvest and if this entry persists further for four succeeding harvests, it shall be changed into Banjar Qadim in the eighth harvest. In the case of lands affected by Cho or deposit of sand, the entry shall continue to be "Ghairmumkin Cho" or "Ghairmumkin Sand", as the case may be.
- (6) When any field or part thereof shown in the Khasra Girdawari as "Banjar Jadid", Thur, Kallar, Reh or Sem or Banjar Qadim, Thur, Kallar, Reh or Sem or Ghairmumkin Cho or Ghairumkin Sand, is again brought under cultivation, the entry in the Khasra Girdawari shall clearly show the crop sown.
Provided that if the crop yields less than twenty five per cent of the normal yield, it shall be shown as "kharaba".
- (7) The land-revenue of every field or part thereof, shown in Khasra Girdawari as "Banjar Jadid/Qadim," Kallar, Reh or Sem Ghairmumkin Cho or Ghairmumkin Sand, shall be remitted with effect from the rabi harvest if such a entry is made in that harvest and from the next Rabi harvest, if the entry is made in the kharif harvest.
- (8) The remission shall cease and the assessment of land-revenue revived after the field or part thereof relating to which the remission was granted, has produced four crops, each yielding more than 25 per cent of the normal yield . This revival of assessment of land-revenue shall take effect from the fifth harvest if it is Rabi and from the sixth harvest if the fifth harvest is Kharif.

- (9) After the expiry of Rabi harvest every year and within five days of the expiry of the Rabi Girdawari of the village, the patwari shall draw up a statement in form A showing all the field numbers earning remission and another statement in Form C showing the field number meriting revival of assessment of land-revenue.
- (10) Every field kanungo shall carry out a cent per-cent comparison of these statements with the relevant entries in the khasra girdawari and record a certificate thereon to that effect. The tehsildar or Naib-tehsildar concerned shall carry out a similar check of 25 per cent of the entries in Forms A and C. The Assistant Collector, first Grade and the Collector may, at any time carry out random checks of these forms.
- (11) After the statements in Forms A and C have been prepared and checked by the Revenue Officers, the same shall be forwarded to the tehsildar concerned.
- (12) The tehsildar shall have a consolidated statement prepared for his tehsil in Form B and submit it, together with the statements in Form A, to the Collector by the 20th April each year.
- (13) On receipt of Form B the Collector may remit the proposed land-revenue if the total demand for remission for the tehsil does not exceed Rs. 3,000 or suspend if it exceeds this limit and forward the proposal for remission to the Commissioner of the Division for sanction. The order of suspension or remission thus made by the Collector or the Commissioner, as the case may be, shall be initially conveyed to the tehsildar, who shall give effect to it. The necessary changes in the Dhal Bachh and other relevant papers shall be made accordingly.
- (14) The patwari shall enter in his daily diary statement of all fields mentioned in Forms A and C for each village at the time of their submission to the tehsildars.

(15) A parcha in Form 'D' of the field number mentioned in Form 'C' shall be delivered to the land-owner in the manner laid down for the service of summons in Sub-sections(1) and (2) of Section 90 of the Punjab Tenancy Act, 1887.

(e) In villages under Thur Sem-Girdawari, the following instruction should be followed regarding the recording of depth of water table of selected wells:-

The Patwari should select one or more pukka wells in each affected village, according to its size, record the name with Khasra numbers of those wells in the *Halat Dehi* statement and during kharif girdawari in October every year measure the depth of water table from natural soil surface in those wells and record the measured depth in the "*Halat Dehi*" statement as well as in the Remarks column of Kharif jinswar of the village Note Book. The field kanungo of the circle and the tehsil Revenue Officer concerned should invariably check the recorded depth of water table during harvest inspections and particularly mention the fact in their Kharif Girdawari inspection notes. Any rise or fall in water table should also be reported in the 'Remarks' column of the Kharif jinswar.

(f) The land which is prepared for cultivation for long duration crops, like Sugarcane and Cotton at the time of the Rabi crop inspection, as well as the land in which the stems of such long duration crops exist should be recorded as "Taradadi Baraikasht Kamad or Taradadi Kamad Modha or Kapah Modhi."

(xi) *Column 10.*- When no change in the cultivating occupancy has occurred in the Kharif the patwari should make a stroke of the pen across the oblong space provided for changes in the khasra from the left hand top corner to the right hand bottom corner, and another diagonal from the right hand top to the left hand bottom corner, if no change has occurred in the rabi.

Put a red cross in this column, or in column 15, or 20 or 25 or 30 according to the year against a field, the boundaries or area of which have changed in such a manner that correction of the field map is required.

9.4. The form of Khasra girdawari or harvest inspection book for colony towns and chaks with instructions regarding the entries to be made in it is given below :-

KHASRA GIRDAWARI FOR COLONY TOWNS AND CHAKS

1	2	3	4	5	6	7	8	9	10	11	12	13	
Block No.	Khasra No. or Site No.	Name of owner in brief with khewat No.	Name of tenant or occupier or rent payer (in brief) with khatauni No.	Area according to the registered deed or according to the original contentt.	Area given in the last jamabandi	Class of site according to the last jamabandi	Purpose for which the land was originally allotted.	Year 20...					
								Name of occupier of rent payer (in brief)	Amount of rent paid.	Present Area	Purpose for which the land is used	Changes in ownership	

14	15	16	17	18	20	20	21	22	23	24	25	26	27	28	29
Year 20					Year 20					Year 20					
Name of occupier or rent-payer (in brief)	Amount of rent paid	Present area	Purpose for which the land is used	Changes in ownership	Nam of occupier or rent-payer (in brief)	Amount of rent paid	Present area	Purpose for which the land is used	Changes in ownership	Name of occupier or rent-payer (in brief)	Amount rent paid	Present area	Purpose for which the land is used	Changes in ownership	Nam of occupier or rent-payer (in brief)

Note:- This form shall be used where the land in colony towns and chaks has been built upon. The existing form of khasra girdawari (paragraph 9.2) will continue to be used in the case of land, which is still culturable though situated within the limits of towns and chak. A new khasra girdawari will be brought into use whenever a new quinquennial jamabandi has been prepared

INSTRUCTIONS.

9.5. *Column 2.*- The khasra number or site number will usually be entered in the order of the field map(shajra kishtwar). New numbers of the sub-divided sites will be shown in the same place as the old numbers of the undivided sites and not at the end of the khasra .For renumbering of site numbers the procedure given in the example under column 1 of the ordinary khasra girdawari from [Paragraph 9.3(vii)] should be followed.

In case where blocks have their sites numbered serially blockwise, the number khasra or site number should be entered accordingly.

Column 4. - The entries in this column will be the same as in column 6 or 8 of the last jamabandi, as the case may be.

Column 5. - This column will be left blank when the area originally allotted has been divided or amalgamated with other fields and separate field numbers have been given to it.

Column 9.- In case the site is occupied by the owner the word maqbuza malik should be written. The person occupying the upper flat should be entered in this column also.

Column 10. - In case the site is occupied by the owner, this column will be left blank. If the site is occupied by a tenant, the total amount of rent paid during the years, should be given.

Column 11.- The area held by each tenant or occupier or rent-payer should be stated separately, in kanals, marlas and sarsahis or metric units.

Provided that where the holding is joint, it is not necessary to specify the exact share of each shareholder; and

Provided that where there is an upper flat the area of that flat will not be entered, but the words "Bala Khana " will be written against the names of the occupiers of that flat given in column no.9;

Provided further, that where Government land is encroached upon, full details should always be given.

Column 13. - The number of mutation and the names of the new owners should be entered in this column.

The instructions for columns 14 to 18, 20 to 23, 24 to 28 and 29 to 33 are the same as in the case of instructions for columns 9 to 13.

9.6. Patwari not to hinder agriculturists during harvest operations . When making the harvest inspection, the patwari must on account hinder the harvest operations of any agriculturists.

9.7. Rough tracing of field map to be used. In working over the fields, the patwari will carry in his hand his cloth copy of the field map.

9.8. Entry of crops and rights The crops shall be entered in the Khasra girdawari as the inspection proceeds, in the column provided for the purposes. The changes in rights, rents and possession will be noted in the appropriate column. And, where the boundaries or area of a field have changed in such a manner as to require a correction of the field map, the patwari shall make rough measurements, sufficient for the crop entries.

9.9. Prevention of errors in Khasra Girdawari Register. The following subsidiary instructions shall be observed for preventing errors etc., in the khasra Girdawari:-

“(a) The Patwari shall supply a copy of Fard Raftar to the Sarpanch and Lambardar concerned. He should take with him the Sarpanch or any member of the Panchayat and the Lambardar as also the persons concerned at the time of his field to field inspection. An entry to the effect that harvest inspection was done in the presence of the particular Sarpanch or a member of Panchayat and Lambardar as also a few notable persons (mentioning their names) shall be made by him in his Roznamacha Waqiti. The signatures of the Sarpanch or

such member of Panchayat and of the Lambardar who accompanied the Patwari shall be obtained against this entry.

(b) The Patwari must enter in his diary a list of all field numbers in which any change of cultivating occupancy or rent has occurred in the following forms: -

Changes in rent -- field Nos. so and so.

Changes in cultivating occupancy – field Nos. so and so.

The Patwari will place this list before the Field Kanungo at his next visit for verification. The numbers so entered will be verified on the spot by the Kanungo and totalled under his signatures.

The Patwari shall also furnish a list of all such changes to the village Panchayat for display at a conspicuous place indicating the names of the parties and the field numbers. in which any change of rent or cultivating occupancy has occurred.

But if the change is such as to necessitate an entry in the register of mutations it need not be entered in the diary as well.”

Changes in rent-field numbers so and so changes in cultivating occupancy-field numbers so and so place this list before the Field Kanungo at his next visit for verification. The numbers so entered will be verified by the Kanungo and totalled under his signatures.

But if the change is such as to necessitate an entry in the register of mutations it need not to be entered in the diary as well.

(c) A patwari may alter an entry made in the khasra Girdawari after making an entry in his diary, during the crop inspection period, in the following circumstances:-

(i) When all the interested parties agree to a change being made, after obtaining the signatures of all the interested parties in his Roznamcha; and

(ii) Where specific orders have been passed by a competent authority regarding a change in the girdawari entry.

In cases falling under (i) where any of the interested parties does not turn up before the patwari, he should not alter the entry in the khasra girdawari but should treat it as a case in which the change is disputed.

In cases where the change is disputed the patwari should make a note of the entry regarding the rent or cultivation being disputed and also record a note to this effect in his "Roznamcha Waqiyati" and put up a list of such cases before the Kanungo, at the time of the latter's visit for checking of the Girdawari.

The Kanungo will verify each and every entry in the list of numbers in which any change of occupancy or rent has occurred, at the spot and also verify that the signatures of all the parties concerned have been obtained by the Patwari in his Roznamcha Waqiyati. The Kanungo will, then, refer the matter to the competent Revenue Officer for decision.

- (d) Whenever a patwari has to correct a typographical or clerical error in any entry once made in the Khasra girdawri, he may, after making a note of such an error in his Roznamcha Waqiyati, correct with red ink the error in question. All such entries shall be scrutinized by the Kanungo on his next visit. No such correction may however be made after the kacha papers of the harvest have been drawn or corrected.
- (e) The entry regarding crops in the khasra girdawari may be corrected by the patwari, during the girdawari inspection period, after making a note to this effect in his diary and that may be endorsed by the supervisory Revenue Officers under their signatures.
- (f) At the time of attestation of the Jamabandi or at an earlier stage, a Revenue Officer of the rank of Naib-Tehsildar or above, after giving to the parties concerned an opportunity of being heard, may pass appropriate orders in relation to each and every alteration of entry regarding rent or cultivation that is disputed. Such cases should, as far as possible be decided at the spot and there should not be any delay in passing such orders. The corrected entries should be made in red ink.

9.9-A. **Competition of entries of khasra Girdawari with the register of Canal Patwari** - (i) At the conclusion of each girdawari in the canal-irrigated areas the local Revenue and Canal Patwaris shall compare their khasra girdawari registers by the 15th November in kharif harvest and by the 15th April, in Rabi harvest each year and, where undisputed, incorporate the correct area, crops and cultivating possession recorded by the one and left out by the other. The Revenue Patwari shall record a note to this effect in the following form in his daily diary of occurrences (Roznamcha Waqiyati) and have it attested by the Canal Patwari in token of verification :-

Changes in ownership, mortgage with possession, cultivating possession and area discovered during the girdawari of _____ harvest _____ 20 .

Entry originally made by the patwari					Correct entry made after comparison				
	Area with crop	Owner or mortgage	Cultivating possession			Area with crop	Owner or mortgage	Cultivating possession	
1	2	3	4	5	1	2	3	4	5

(ii) If a discrepancy detected by comparison is disputed, it will be reconciled by a joint inspection of the area by the Local Naib-Tehsildar and the Canal Zileadar, under intimation to their respective superiors.

9.10. Patwari to show the work done on each day's inspection -

At the end of each day's work the patwari should total the pages completed. He should write at the top of each page the day on which the inspection work recorded in it was done.

9.11. Crop abstracts and their record and dispatch -

As soon as the field inspection of a harvest is finished in any village, the patwari shall complete the crop abstract (jinswar), before commencing work in another village . When the field kanungo has seen the abstract and signed it, the patwari shall enter a copy in his jinswar register and dispatch the abstract to the office kanungo of the Tehsil. The field kanungo will satisfy himself that areas have been correctly converted into hectares from the local standard.

9.11-A. **Halat Dehi Statement** - As soon as the thur and sem girdawari of an affected village is completed, the patwari should prepare the Halat Dehi Statement from the khasra girdawari register, incorporate it in his register of thur and sem girdawari results, and forward it to the Tehsil office Kanungo through the field Kanungo, before undertaking the girdawari in the next village.

9.12. **Form of crop abstract** - The form of the crop abstract (goshwara jinswar), with instructions for preparing it, is given in chapter 10 (agricultural statistics).

9.13. **Date of filing jinswar returns** - The returns of the kharif and rabi crops should reach the Tehsil within a month of the date on which girdawari commenced; those of the extra rabi by 1st June..

An additional ten days for filing crop abstracts may, if necessary, be allowed to patwaris of circles containing canal irrigation.

On receipt of the 'Halat Dehi' Statements from the patwaris, the office kanungo shall prepare village-wise consolidated statement of the whole Tehsil and send one copy of it to the Sadar Kanungo or the Thur sem Kanungo of the district as the case may be. The Sadar Kanungo or the thur, sem, kanungo shall prepare a consolidated statement (of the statement) of the whole district and submit the results on the prescribed form, to the Financial Commissioner, Revenue, Punjab, Thur, and Sem girdawari results for kharif harvest should reach the Financial Commissioner's office before the 1st January and those for Rabi harvest before the 31st May, at the latest.

9.14. **Patwari's work in intervals between harvest inspections.** On the completion of the kharif jinswars of his circle, the patwari shall prepare the bachh papers and write up the mutation registers, and then under the orders of the field kanungo, shall undertake any amendments of the field map or remeasurements that may be necessary. (See appendix VII to the Settlement Manual and chapter 4 of this Manual). This will be the ordinary course; but in riverain chaks it may be necessary to amend the survey before preparing the bachh and mutation papers. On the completion of the rabi girdawari, the patwari shall similarly first make any corrections that may be required in the bachh papers, then write up the mutation registers, and

afterwards set to work on the jamabandis that have to be prepared for the current year.

CHAPTER 10.
AGRICULTURAL STATISTICS.

Replace standing order No.24 original issue. dated 28th July, 2009 corrected 20th April , 2010,Ist reprint, dated 26th April 2012, IInd reprint, dated 25th July, 2021.

Chapter XVII of the Settlement Manual and Chapter XI of the Land Administration Manual should be read with this chapter.

10.1. Forms of agricultural register with instructions - The forms of the nine registers included in the patwari's copy of the village note book (paragraph 398 of the Land Administration Manual), with instructions for their preparation, are given below. The note-books for each village and assessment circle and for the Tehsil are kept in the Tehsil in the same form, except that they have an additional statement, No. 10. Variations in the forms of the several statements to adapt them to the special circumstances of a district, tehsil or circle, can be sanctioned by the Financial Commissioner. Statements 1 to 5 are prepared annually, but statements 6, 7 and 8 are only prepared in the year of quennial attestation of the jamabandi. The field kanungo will carefully supervise and guide the patwari in preparing statements 6, 7 and 8 as they are of a somewhat difficult character. He will be responsible for their correctness, and they will be signed by him as well as by the patwari.

REVENUE REGISTERS
OR
VILLAGE NOTE BOOK

Mauza _____ No. _____ situate in assessment circle
_____ Tehsil _____
District _____.

GENERAL INSTRUCTIONS

1. The entries in these registers are obtained by exception from the jamabandi last prepared, the crop inspection registers, the mutation register, bachh papers and the Patwari's dairy.

2. All entries are given according to the agricultural year, which commence with the beginning of the Kharif season and ends with the close of the rabi. The year should be calculated by the Christian, not the Saka, era.

3. Areas should be stated in hectares. Fractions of an Hectare need not be shown. In converting areas from the local standard in to hectares, when the remainder is less than half an hectare, the lower number should be entered. When the remainder is or exceeds half an hectare, the higher number should be taken. Thus $48 \frac{1}{3}$ Hectares will be entered as 48 Hectares and $48 \frac{2}{3}$ as 49 Hectares.

4. When entering gross amounts of rupees, omit paise. When entering rates state them in rupees and paise.

Statement No.1

Milan Rakba

Annual area statement of mauza

No.

Land Utilization Abstract

(NB.- Omitting fractions) write in figures (not in rekams)

AREA UNDER

Year	Total area according	Forests	Barren and	Land put to non-	Culturable waste	Permanent pastures	Miscellaneous trees and groves not included in the area	current fallow	Other fallow	Not area sown	Area sown more than	Total cropped area	Total area of crops by Jinswar returns
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Surface Water		Ground water				total ground water	New and Old wells which have been made fit for use during the year		Fallen or become otherwise unfit for use during the year	
Tanks		Public Tube wells	Private Tube wells	Ordinary Wells			Ordinary wells	Tube wells	Ordinary wells	Tube wells
Large	Small			With pump sets	without pump sets					
15	16	17	18	20	20	21	22	23	24	25

Total in use or fit for use			Number of oil engines	Net Irrigated and Rainfed area			Remarks
Ordinary wells	Tube wells	Reservoirs			Irrigated and Rainfed area sown more than once	Gross irrigated and unirrigated area	
26	27	28	29	30	31	32	33
				SURFACEWATER			
				Tanks	Large Small		
				Flow irrigation (Nehri)	Major and Medium Minor		
				Lift irrigation	Major and Medium Minor		
				Other resources Ground Water	Lift irrigation Flow irrigation		
					Public tubewells private tubewells Ordinary wells with pumpsets Ordinary wells without pumpsets Total irrigated Abi Sailab Barani Grand Total		

Column No. 2.. should show the area according to village papers in the Revenue records.

Column No. 3.. Should show all actually forested area in respect of the lands classed or administered as forests under any legal enactment dealing with forests, whether state owned or private. If any portion of such land is not actually wooded, but is put to some agricultural use, that portion shall be included in the one shown under the appropriate heading of 'cultivated' or 'uncultivated' land.

Column No. 4. Should show all barren and unculturable land like mountains deserts, thur, kaller and sem i.e. land which cannot be brought under cultivation unless at a high cost, shall be classed as 'unculturable', whether such land is in isolated blocks or within cultivated holdings.

Column No. 5.. Should show all land occupied by buildings, roads and railways or under water, e.g. rivers and canals, and other lands put to uses other than agricultural.

Column No. 6.. Should show all lands available for cultivation whether not taken up for cultivation or abandoned for more than five years for one reason or other. Lands once cultivated, but not cultivated for five years in succession shall also be included in this category at the end of five years.

Column No. 7.. Should show all grazing lands, whether permanent pastures and meadows or not. Village common and grazing lands within forested area shall be included under this head.

Column No. 8.. Should show all cultivable land, which is not included under net area sown, but is put to some agricultural use. Lands under casuarine trees, thatching grass, bamboo bushes and other groves for fuel etc., which are not included under orchards, shall be classed under this category.

Column No. 9.. Should show all lands which are left fallow during the current year only.

Column No. 10.. Should show all land, which were taken up for cultivation, but are temporarily out of cultivation for a period of not less than one year and not more than five years.

- Column No. 11** Should show the net area sown, which represents the area sown to crops counting area sown more than once in the same year only once.
- Column No. 12..** Should show the area sown with crops more than once in the same year.
- Column No. 13..** Should show the total or gross cropped area which is the sum of areas under all crops and represents the sum of net sown area and area sown more than once in the year.
- Column No. 14..** Should show the total area of crops ascertained from Jinswars Abstracts of Kharif and Raibi.. Only matured areas according to Jinswars statements are to be mentioned in this column.
- Column No. 15..** Should show the number of large tanks with Ayacut of more than 100 hectares.
- Column No. 16..** Should show the number of small tanks with Ayacut of less than 100 hectares.
- Column No. 17..** Should show the number of Government tubewells.
- Column No. 18..** Should show the number of Private tubewells.
- Column No. 20..** Should show the number of pacca and katcha wells with electric/oil engines operative pump sets.
- Column No. 20..** Should show the number of pacca and katcha wells.
- Column No. 21..** Should show the number of katcha & pacca new and old wells, which have been made fit for use during the year.
- Column No. 22..** Should show the number of new and old tube wells, which have been made fit for use during the year.
- Column No. 23..** Should show the number of katcha and pacca ordinary wells, which have fallen or become otherwise unfit for use during the year.
- Column No. 24..** Should show the number of tube wells, which have fallen or become otherwise unfit for use during the year.
- Column No. 25..** Should show the result of Column No. 20 (+) Column No. 21(-) Column No. 23.

- Column No. 26..** Should show the result of Column No. 17 (+) Column No. 18(+) Column No. 20(+), Column No. 22(-) Column No. 24.
- Column No. 27..** Should show the number of reservoirs if any in the estate.
- Column No. 28..** Should show the number of oil engines used for irrigation and other agricultural activities such as thrashing etc.
- Column No. 29..** Should show the details of the area irrigated by different means of sources and the unirrigated area its grand total will tally with the total shown in Column No. 11. Major and Medium irrigation projects denote such scheme which irrigate more than 2000 hectares. Minor irrigation projects denote such schemes which irrigate land upto 2000 hectares.
- Column No. 30..** Should also indicate the similar details but its total must tally with Column No. 12.
- Column No. 31..** Should show the result of Column No. 29 (+) Column No. 30.

STATEMENT NO.2,

1. Annual Kharif Crop Register
2. Annual Kharif Crop Register of Mauza.....,hadbast no.....
Jinswar or crop return of theharvest.....

[N.B.-Write in figures (not in remarks) all fraction omitted]

Year and Crop	Description of Cultivation	CEREALS								
		Rice	Jowar	Bajra	Maize	Swank	Jowar Bajra			Total
1	2	3	4	5	6	7	8	9	10	11
Surface Water										
Tanks	(i) Large (ii) Small									
Flow irrigation (Nehri)	(i) Major and Medium (ii) Minor									
Lift irrigation	(i) Major and Medium (ii) Minor									
Other resources	(i) Lift irrigation (ii) Flow irrigation									
Ground water	(i) Public tubewells (ii) private tubewells (iii) Ordinary wells with pumpsets (iv) Ordinary wells without pumpsets Total irrigated Abi Sailab Barani Total									

Pulses							SUGARCANE				
Moong	Mash	Arhar	Moth	Kulth		Total	Desi	Improved			Total

(green gram)	(black gram)	(Red gram)		(horse gram)								
12	13	14	15	16	17	18	20	20	21	22	23	24

Fresh Fruit							Dry Fruit			
No. of fruit bearing trees	Pears and Peaches	Grapes	Apples	Gauva	Plum	Peaches	Others	Total	Almond	Total fresh and dry fruits
25	26	27	28	29	30	31	32	33	34	35

Vegetables										
Potatoes	Sweet Potatoes Shakar-Kandi	Onions gourd	Gourd Pumpkin (Kaddu)	Lady's Finger (Bhindi Tori)	Brinjal	Arbi	Hadwana	Palak	Others	Total
36	37	38	39	40	41	42	43	44	45	46

Misc. Food Crops	Total food crops	Fibres						Oil seeds				
		Cotton Desi	Cotton American	Hemp (San and sankukra)			Total	Edibles				
								Ground nut (Moong-phalli)	Sesam (til)			Total
47	48	49	50	51	52	53	54	55	56	57	58	59

Non edible			Dyes and Tanning Material					Drugs and Narotics				
		Total	Indigo (neal)	Kikar etc.			Total	Tea	Poppy			Total
60	61	62	63	64	65	66	67	68	69	70	71	72

Condiments and spices					Fodder crops							
Ginger (Adrak)	Turmeric (Haladi)	Chillies		Total	Sorghum (uoh i[nko])	Cluster bean (r[nkok])	Napier hybrid (B/ghno jkjhphov)	Pear Millet (pkiok)	Teosinte (wZe uoh ukok)	Maize (wZeh) (rkuk)	Cowpeas (jotK) (b'phn k otK)	Pulses (Mot Bean, Moon etc. tkb/uko/(w'm w[zr
73	74	75	76	77	78	79	80	81	82	83	84	

Other Kharif Fodders (; kT [Dh dk j 'o ukok)	Total	TOTAL SOWN	AREA	AREA CROPPED	NET AREA CROPPED	Total assessment	Incidence of	Remarks on ch of harvest and r
--	-------	------------	------	--------------	------------------	------------------	--------------	--------------------------------

		Matured		Failed		MORE THAN ONCE				of the harvest	assessment on area	for kharaba
		Pure		Mixed		Pure	Mixed	Pure	Mixed			
86	87	88	89	90	91	92	93	94	95	96	97	98

- N.B.- (1) The entries in the Khsra girdawari should be make crop-wise according to the source of irrigation or the mode of irrigation.
- (2) Any other crop(s) sown in any locality should be entered in the blank columns provided under the appropriate head mentioned above.
- (3) Any other major crop mixtures sown in any area may be entered in the common dialect in the blank column provided under proper head.
- (4) Peaches and peas include plums, apricot, cherries, etc.
- (5) Citrus fruit includes ,mitha, nimbu, galgal, sangtra , malta, etc.
- (6) Other fresh fruit includes jaman, shahtut, strawberries, date (khajoor), Lichi, phalsa, figs, papaya and grapes (angoor)
- (7) Guard ,includes halva, petha, ghia, chappan kaddu.
- (8) The zaid kharif crops should be shown with light vertical stroke by eviding the column of the crop and be entered under the stroke in that column.
- (9) The failed crops should be shown in red ink under the crops which is to be shown in black ink under the appropriate hand.

STATEMENT NO.3

Annual Rabi Crop. Register

Annual Rabi crop Register of mauza_____NO._____

Jinswar or crop- return of the-----harvest_____

(N.B-write in figures (not in rakams)omitting fractions)

Year & Crop	Description of cultivation	Creal							Total
		Wheat	Barley	Gram	Wheat barley	Wheat gram	Gram barley		
1	2	3	4	5	6	7	8	9	10
Surface Water									
Tanks..	(i) Large (ii) Small								

Flow irrigation.. (i)Major and Medium (Nehri) (ii)Minor									
Lift irrigation.. (i)Major and Medium (ii)Minor									
Other Sources..(i) Lift irrigation (ii)Flow irrigation									
Ground water ..(i)Public Tubewells (ii)private tubewells (iii)Ordinary wells with pumpsets (iv) Ordinary wells without pumpsets Total irrigated Abi Sailab Barani Total									

PULSES				Number of fruit bearing trees	FRESH FRUIT					
Masur	Peas		Total		Citrus fruit	MANGO	Lichi	Straw berries	others	Total
11	12	13	14	15	16	17	18	20	20	21

VEGETABLES											
Potatoes	carrots	Cauli- flower	Turnips	onion	radish	Mattar	Tomatto	Melone	Chilli	Others	Total
22	23	24	25	26	27	28	29	30	31	32	33

FIBRES		OIL- SEEDS								
	Total	Edible					Non- edible			
		Toria	Taramira	Sarson/ sarshaf	Mustard	Total	Linseed		Total	
34	35	36	37	38	39	40	41	42	43	

DYEING AND TANNING			DRUGS AND NARCOTICS				CONDIMENTS & SPICES			
		Total	Tabacco	Bhang		Total	Dhania	Zeera		Total
44	45	46	47	48	49	50	51	52	53	54

FODDER CROPS								
Lucrene	Barseen	Saftal	Oats	Sanji	Methra	Japan	Others	Total

						Rape		
55	56	57	58	59	60	61	62	63

TOTAL AREA SOWN				AREA CROPPED MORE THAN ONCE		NET CROPPED AREA		Total assessment of the harvest	Incidence of assessment on area	Remarks on character of harvest and Reason for kharaba
Mature		Failed		Pure	Mixed	Pure	Mixed			
Pure	Mixed	Pure	Mixed	Pure	Mixed	Pure	Mixed			
64	65	66	67	68	69	70	71	72	73	74

N.B.(1) The entries in the Khasra girdawari should be made crop wise according to the source of Irrigation or mode of irrigation.

- (2) Any other crop(s) sown in any locality should be entered in the blank column provided under the appropriate head mentioned above.
- (3) Any other major crop mixtures sown in the area may be entered in the common blank column provided under the proper head.
- (4) Peaches and peas include plums apricot, cherries etc.
- (5) Citrus fruit includes mitha, nimbu, galgal, sangtra, malta etc.
- (6) Other fresh fruit includes jaman, shahtut, strawberries, date, (khajoor), lichi, phalsa, figs , papaya and grapes (angoor)
- (7) Gaurd , includes halva , petha, ghia, chappan kadu.
- (8) The zaid rabi crops should be shown with light vertical stroke by dividing the column of the crop and be entered under the stroke in that column.
- (9) The mango should be treated as exta rabi or zaid rabi crop.
- (10) The failed crops should be shown in red ink under the crop which is to be shown in black ink under the appropriate head.

4. Annual Rev. account of
Mauza _____ Hadvast
No. _____ Revenue account or jama wasil baki

N.B.-All fractions omitted .write in figures ,not in rakms)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----

Year	Harvest	Total assessment			Suspended on account of harvest	Balance for collection	Arrears ordered of previous harvests	Arrears ordered for collection	Total to be collected	Collection on account of			Remitted	Balance		Remarks
		Khalsa	Assigned	Total						Current harvest	Arrears	Total		Under suspension	Not under suspension	

Note: Land revenue and malikana only will be shown in the statement .Where the collection of any revenue is deferred owing to progressive assessment or protective leases, such revenue should not be shown in this statement until the period for which its collection was deferred has expired.

Column 4.- Revenue not collected because it is assessed on lands of which the revenue is assigned to the owners ,will be included in the assigned revenue shown in this column.

*Columns 11-13.-*Revenue not collected because it is assessed on lands on which the revenue is assigned to the owners or because the jagirdars are allowed themselves to collect the assigned revenue, will,

5. Annual Transfers by owners_____of mauza_____hadbast no._____

Yearly totals of transfers of rights of owners

N.B.-Write in figures (not in rakams) omitting fractions.

Year	Nature of rights transferred	A-partitions			B-Transfers by inheritance		C-Gifts	
		No. of cases	Area partitioned		Number of cases	Area transferred	No. of transactions	Total area transferred
			Total	Of which cultivated				
1	2	3	4	5	6	7	8	9

D-EXCHANGE		E-MORTGAGE WITH POSSESSION INCULDING TEMPORARY TRANSFRS FROM DEBT BY ORDERS OF COURTS				
Number of transactions	Total area transferred	Number of mortgages	Total area	Of which cultivated	Revenue	Mortgage money in rupees
10	11	12	13	14	15	16

F-REDEMPTIONS OF MORTGAGES				G-SALES & PERMANENT TRANSFERS FOR VALUE							
Number of redemption	Total	Of which cultivated	Revenue	Mortgage money discharged in rupees	Number of transfers	Total	Of which cultivated	Revenue	Price in Rupees	Number of mutations written up but unattested at the close of the year	Remakrs
17	18	20	20	21	22	23	24	25	26	27	28

N.B.- (1) The figures for this statement are compiled from the mutation register and in case of increase of mortgage money on existing mortgage from the patwari's daily diary of occurrence(roznamcha waziati)

(2) Shamlat land transferred should also be included.

(3) In irrigated villages, columns nos,14,20, and 24 should show how much of the land entered is irrigated.

5-A. Annual Statement of sales and mortgages of ownership by classes of land.

Mauza _____, hadbast

No. _____

(N.B.-Units in figures (not in rakams) (Omitting fractions))

Year	Class of land according to the milan rakba statement	Mortgages with possession, including temporary transfers for debit				Sales and permanent transfers for value				
		Number of mortgages	Area	Revenue	Mortgage money in rupees	Number of transfers	Area	Revenue	Price in rupees	Remarks
1	2	3	4	5	6	7	8	9	10	11
20..	Mixed irrigated Mixed unirrigated Mixed irrigated and unirrigated									
	Total									

N.B.- (1) The figures for this statement will be taken from the mutation register and in cases of increase of mortgage money on

existing mortgages from the patwari's diary of daily occurrences(Roznamcha waqiyati).

(2) Sub mortgage i.e.,further mortgages by the first mortgages as opposed to re-mortgage by the first mortgages should be excluded from this statement.

(3) In the blank space in column no.2 enter the classes of land as given in statement No.1(Milan Rakba Statement).

6.- Quinquennial abstract of ownership, mortgages and revenue assignments of mauza _____, hadbast no. _____

Abstract of Ownership,mortgage and revenue assignment

(N.B.- write in figures (not in rakams) omitting fractions of hectares/rupees)

Year	Description of tenure	Detail of owners	Number of jamabandi holdings	PART 1-TENURE AND OWNERSHIP			
				Number of owners & share-holders (Hissedar)	Area		Total revenue
					Total	of which cultivated	
1	2	3	4	5	6	7	8
	Total villages..						

PART 11-TOTAL AREA HELD UNDER MORTGAGES				PART 111-REVENUE ASSIGNMENTS							
Number of mortgages	Area		Revenue assessment of the mortgaged land	Details	Number of assignees	Area of which the revenue is assigned in whole or in part	Revenue		Amount of land revenue assigned not by apportionment of land but by cash allotment out of total assessment	Nazrana annually paid by assignees	Remarks
	Total	Of which cultivated					Total assessment of land assigned	Amount thereof assigned			
9	10	11	12	13	14	15	16	17	18	20	20
				1.In perpetuity 2.For life or lives 3.For term of settlement							
				Totals							

The above is the form, in the village note-book. In the statement filed by the patwari in the tehsil, column no.1 is omitted.

N.B. - (1) In large villages where the sub divisions of the villages are of importance, it may be convenient to fill up part I of this statement by sub division adding between column 1 and 5 a column for the name of the sub division (taraf or patti).

(2) In column No.2, the tenure will be described either as (1) Zamindari (2) Pattidari (3) bhaaichara, or (4) by lease from Government without grant of ownership.

(3) In column No.3, give separate details for (1) panchayat, (Aadi Deh and (3) Government Property.

(4) In column No.5, no entry need be made against the Panchayat, village abadi or Govt. property.

(5) In column Nos. 3 to 8 enter the number of maliks (owners) and the particulars relating to them.

(6) In column No.8 the total should agree with column no.5 of the jama wasil baki.

(7) In column Nos.9 to 12, should be entered number of mortgages and the particular relating threto

(8) In column no.13, the grants for service and the condition for maintaining the institutions will be entered under head I.

(9) in column no.16 and 17, the entries will agree with corresponding entries under parts A and B of the statement of revenue assignments (column Nos.7 and 8 thereof).

(10) In column no.18, the entry will agree with part C of the statement of revenue assignments

(11) In column no.20, the entry will agree with that in column No.10 of the statement of rev. assignment.

(12) In column no.20, give particulars of the assignees where the assignments are large. The field kanungo will explain here any important difference between the old and the new entries. He will sign the statement meant for the tehsil.

Quinquennial Abstract of cultivating occupancy of Mauza _____, Hadbast No.

(N.B.-write in figures (not in Rakams) omitting fractions.

Year	Detail	Total cultivated area	Area cultivated by owners	Area cultivated by tenants free of rent or at a nominal rent	Area cultivated by tenants paying rents <i>without right of occupancy</i>			Total held by tenants paying rent	Details of classes of land (as in milan rakba)
					Paying at revenue with or without malkana	Paying in other cash rents	Paying in kind with or without addition in cash		
1	2	3	4	5	6	7	8	9	10
20 ...	Holding.. Area.. No. of tenants..								

Details of rents in kind and area of which paid by tenants at will								
Zabti rents	½ produce or more	2/5 th and less than ½	<i>Rent/Number</i> 1/3 rd & less than 2/5 th	Less 1/3 rd	By fixed amount of produce	Total area under rents in kind	Share of straw taken by the land lords	Remarks
11	12	13	14	15	16	17	18	20

N.B.(1) Zabtirents should be reckoned in this return as rent in kind.

(2) In column no.4 include all land cultivated by owners jointly with persons who bring their own cattle and share in the labour taking some share of the produce, i.e., bhaiwal.

(3) In column no.17 enter the total area which should agree with the area entered in column no.8.

(4) In column no.20, show any special rates or batai in the case of special crops. If the tenants rent pays a share of the land revenue state this ,and where there is irrigation form a canal ,state how the landlord and the tenant share the liability for the fluctuating canal charges in the case of (a) cash rents and (b) kind rents. Also state any cash items paid as Nazarrana by the tenants to the landlord in addition to kind rent.

(5) The field kanungo should sign the statement meant for submission to the Tehsil.

8. Zabti rents and cash rents paid by tenants without rights of occupancy not consisting of land revenue and cesses with or without the addition of a malikana

Cash rent for area given in column 7 of statement 7.

year	zabti rents		On holdings containing one class of land			
	crop	Rate per hectare	class of land	Area	Rent	Average per hectare
1	2	3	4	5	6	7

On holdings containing more than one class of land				Remarks
class of land	Area	Rent	Average per hectare	
8	9	10	11	12
Total		Total		

column 2. - Enter all crops on which zabti rents are paid.

column 4 and 8. -Enter whatever classes of land are necessary.

(These will usually have been fixed at settlement)

column 7.- -No entry will be made opposite "Total".

column 10-11 -No entries will be made opposite separate classes of land, but only opposite "Total".

column 12. -Note here any hectare rates that are commonly paid.

9. Quinquennial Live stock return No.9 (Number of livestock, poultry, agricultural Machinery an implements) in village _____, Hedbast No. _____

N.B.- write in figures (not in rakms) omitting fractions)

Quinquennial livestock Census

20

Livestock
Males over three year

Name of head of household with Serial No.	Census house NO.	Used for breeding only	Used for breeding and work both	Used for work only		bulls and bullocks over 3 years not in breeding or work	Total males over 3 years	Females over three years		
				castrated	uncastrated			Breeding cows i.e., cows over 3 years kept for breeding or milk production		Not calved even once
1	2	3	4	5	6	7	8	In milk or dry 15 th April, 20__	10	

(x) The animals entered in this column 16 should not be added up while giving totals of cattle in columns 26 and 27. Thus columns 26 will be equal to the sum of Columns 8 and 23 and column 27 will be equal to the sum of columns 15 and 24 sub-columns may be provided under columns 3 and 4 for showing breed of bulls.

LIVESTOCK

CATTLE-concl.

Names of Head of Household with Serial No.	Census House No.	Females over three years				Young stock					
		Cows over 3 years used for work only	Cows over 3 years not used for work or breeding purpose	Total females over 3 years	Of the total number of cows in column 15 those in milk in December, 20	Under 1 year			1 to 3 years		
						Male	Female	Total	Male	Female	Total
1	2	13	14	15	16	17	18	20	20	21	22

Total three years and under			Total cattle			Buffaloes-Males over three years	
Male	Female	Total	Male	Female	Total	Used for breeding	Used for breeding and work both
23	24	25	26	27	28	29	30

LIVESTOCK

BUFFALOES

Males over three years Females over three years

<i>used for work only</i>		Bulls and bullocks & over 3 years not in use for breeding or work	Total males over 3 year	breeding cows i.e. cows over 3 years kept for breeding of milk production				Cows over 3 years used for work only	Cows over 3years not in use for work or breeding purposes
Castrated	Uncastrated			In milk on 15 th April, 20	Dry	Not calved even once	Total		
31	32	33	34	35	36	37	38	39	40

BUFFALLES-

contd.

Females over three years stock

Young

Total female over 3 years	*Of the total no.of cows in col.41 those in milk in December,20__	<i>Under 1 year</i>			<i>1 to 3 years</i>			<i>total 3 years and under</i>		
		Male	Famale	Total	Male	f.male	Total	Male	female	Total
41	42	43	44	45	46	47	48	49	50	51

*The animals entered in the column 42 should not be added up while giving totals of buffaloes in column 52 and 53,thus column no. 53 will be equal to the sum of column 41 & 50.

Buffaloes-continued

yaks												
<i>Total buffaloes</i>			<i>3 years and under</i>		<i>above 3years</i>		<i>Total yaks</i>		<i>Total bovine</i>			
Male	females	total	male	female	Male	female	Male	female	Total	Male	Female	Total
52	53	54	55	56	57	58	59	60	61	62	63	64

Livestock

upto one year	Sheep			Goats						
	<i>over one year</i>			<i>Upto one year</i>		<i>Over one year</i>				
	Male	Female	Total	Total sheep		Male	Female	Total	Total goats	
65	66	67	68	69	70	71	72	73	74	

--	--	--	--	--	--	--	--	--	--	--	--

Livestock

HORSES AND PONIES

<i>Over three year</i>			<i>Young stock</i>								
			<i>Upto one year</i>			<i>One to three year</i>			<i>Total three year and under</i>		
Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
75	76	77	78	79	80	81	82	83	84	85	86

LIVESTOCKS

<i>Young stocks</i>						<i>Camels</i>				
<i>Total horse and ponies</i>			<i>Mules</i>			<i>Donkeys</i>			<i>Over 4 years</i>	
Male	Female	Total	Upto 3 years	Over 3 years	Total	Male	Female	Total	Male	Female
87	88	89	90	91	92	93	94	95	96	97

LIVESTOCK

		<i>Camels</i>		<i>Fowls</i>				<i>Total Fowls</i>	
<i>Four years and under</i>	Total	Pigs	Total livestock	Hens	Coks	Chicken*	Total	Desi	Improved
98	99	100	101	102	103	104	105	106	107

- The criterion to distinguish between adult fowls and chicken is the ability to breed. Of the total number of fowls in column.105 Desi and improved varieties may be shown in columns 106 and 107 respectively.

**Poultry
Implements**

Agricultural machinery and

	<i>Ducks</i>					<i>Ploughs</i>			<i>Sugarcane Crushers</i>	
Ducks	Duckes	@ Duck lings	Total	Others	Total poultry	Wooden	Iron	Carts*	worked by power	worked by bullocks
108	109	110	111	112	113	114	115	116	117	118

@ The criterion to distinguish between adult ducks and ducklings is the ability to breed.

- Carts and Tractors used for agricultural purposes should be included in these columns.

AGRICULTURAL MACHINERY AND IMPLEMENTS (concluded)

Tractors					Ghanis	
oil engine with pump for irrigation purposes	Electric pumps for irrigation purposes	Persian wheels or rahat	Government	Pvt..	Five kilog. and over	Less than five kilograms
120	120	121	122	123	124	125

In column no.1 the area owned or cultivated by the head of the house hold may also be shown, with detail of owned as owner and cultivator/ cultivated as tenant without right of ownership.

urban area:(a) will include municipal, Cantanment, small town, notified civil lines area .

(b) A village inhabited by not less than 5,000 persons and having urban charactericts should also be treated as an urban area.

village:- The village for the purposes of the livestock census is the Revenue estate(village)which has well defined boundaries excluding (b) above.

House and Household :- (columns No.1 and 2) A house is defined as any human dwelling having a separate main entrance.

A house hold is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevent any of them from doing so.

concept of possession:-The livestock should be enumerated against household where it is located at the time of enumeration irrespective of ownership.

cows in milk.-Signifies cows which yield milk on the date of enumeration or census of a particular area or any other date specified for the collection of such data.

yak- means as ox of Tibet which is a long haired ,humped gruting will or domesticated animal

plough:-means an implement or ploughing and not yokes of oxen.

cart:- means bullock-cart capable of carrying agricultural product and does not include Raths and Behlies'

10. Assessment statement of Mauza _____ with remarks of Officers

I. Assessment guides and estimates

Nature of estimates	Amount	Circle rates per hectare on each class of land	Remarks
		Rate per hectare on area cultivated at the time.	
	Rs.	Rs. Paise	
A. Guides of expiring settlement .. last summary settlement ,actual assesment .. First regular settlement ,actual assesment .. Expiring settlement } Reveune rate estimate actual jama assessed ..			
B. Guides of settlement now made .. Estimate at circle half-net assest rate .. Estimate at sanctioned circle revenue rates ..			

10. Assessment statement of Mauza _____ with remarks of Officers (concluded) II New assessment imposed from _____ harvest of _____

	Amount	Rate per hectare on cultivation	Remarks
1. Gross	Rs	Rs. paise	

<p>assessment..</p> <p style="text-align: center;">:</p> <p>2. Deduction , viz.</p> <p>(a) on account of favourable assessment on gardens etc..</p> <p>(b) On account of unexpired protective leases ..</p> <p>(c) on account of progressive assessment..</p> <p>Total deductions (a),(b)and (c):</p>			
--	--	--	--

	Amount		Rate per hectare on	Remarks
	Rs.		cultivation paise	
3. Balance being the net new assessment with detail as below:- Mafis Talukdari allowance (when a deduction from the Revenue) jagir.. Total assigned revenue : Balance khalsa .. Total .. 4. Ceases at per cent on total No.3 .. 5. Total new assessment and cases (Nos. 3 and 4) .. 6. Commutation due to Government on jagirs.. 7. Malikana due to Government.. 8. Future increase by progressive assessment or expiring protective leases.. A.D.. A.D.. A.D..				

III ceases per cent, on revenue assessment:

Detail	Former		New		Remarks
	Rs.	Paise	Rs.	Paise	
Local rate					
Lambardari cess					
Lambardari cess					
Total					

In the "Remarks" column of part –II the "danger rate" of the village should be stated if such a rate has been fixed.

Blank pages are provided at the end of the village, circle and tehsil note-books in which the sub divisional officer the tehsildar and the naib-tehsildar should record remarks from time to time when any thing specially notes worthy in the history of circumstances of the village, circle or tehsil occurs. In tracts under fluctuating assessment yearly remakes in the circle not-books at any rate, should be recorded giving such details of the past sessions as will explain the success or otherwise of the village.

Village, circle and tehsil note-books maintained at tehsils.

10.2. The registers in the village note-books maintained by the office kanungo of the tehsil (Paragraph 400 of the Land Administrative Manual) are filled up from the statement submitted by the Patwaris. Figures for the register in the assessment circle and tehsil note-books also maintained by him are obtained by adding together those in the village note-books.

Record of harvest Price.

10.3. The orders regarding the record of harvest prices in circle note-books will be found in paragraph 401 of the Land Administration Manual.

(General remarks in circle and tehsil note-books)

10.4. General remarks applicable to the whole of an assessment circle or of the tehsil may be entered in the circle or tehsil note-book by the tehsildars or sub Divisional Officer on the blank pages(statement no.10) provided for the purposes at the end of the book. In cases where there are fluctuating assessment, particular attention should be paid to the yearly record of sufficient remarks in this part of the circle note-books. These remarks should give such details of the past season as will explain the success or otherwise of the cultivation, and, if recorded with sufficient care for the whole circle, no very lengthy note against each village will usually be required on this subject.

Arrangement of note-books

10.5. The note-books for villages circles and tehsils will be properly arranged by the kanungo in almirahs provided for the purpose.

Note-books maintained by the districts kanungo

10.6. The note-books for assessment circles and tehsil and for the whole district, are kept up by the district Kanungo (paragraph 403 of the Land Administration Manual) in the same form as the circle and tehsil books kept at tehsils. The entries for them are obtained from statements submitted by the tehsil Office, Kanungo.

ABSTRACT VILLAGE NOTE-BOOKS
Instructions as to abstract village note-books

10.7. The following are the instructions to the maintenance of abstract village note- books

(1) The abstract village note-book and its uses are described in paragraphs 405-407 of the Land Administration Manual .For each district as it comes under settlement a separate form adapted to the special circumstances of that district ,will be submitted by the Settlement Officer through the Commissioner to the Director of Land Records for the orders of the Financial Commissioner.

(2) The books should be kept at Sadar in the Office of the District Kanungo who is responsible for their safe custody and maintenance.

(3) There should be one volume for each assessment circle, or if the assessment circle is large, for a suitable number of villages. Blank sheets for remarks are inserted after the statistics of each village. The entries are made in hectares and in English numerals by the District Kanungo or his assistant. The annual entries should be prefaced by a settlement entry in red ink data for which are available in the village assessment statistics. At the end of the volume or volumes for an assessment circle the total figures for the whole corciel should be entered in the same form as that prescribed for each estate. Quinquennial averages be given in all village note- books from the beginning of the current settlement in red ink.

(4) To enable the columns as to cropping and the incidence of revenue in each harvest to be written up as early as possible the tehsil office kanungo should send the necessary figures to the Sadar immediately after the filing of each jinswar. The remaining columns should be filled in from information obtained by the tehsil office kanungos from the statements filed by the patwaris in September. Details as to revenue should, if necessary, be procured from the tehsil wasil baqi navis.

(5) As soon as any figures for entry in the note-books are received, the district kanungo or his assistant will see that they are in

due form and will then copy them as carefully and neatly as possible into the columns for which they are intended.

(6) The reports containing the figures sent from the tehsils in any one year should be kept in the district kanungo's office till the figures for the following year have been copied into the note-books and should then be destroyed.

Note.- As an alternative method to that prescribed in (4) to (6) above to avoid the preparation of long statements by the tehsil office kanungo, the District kanungo, after the filling of the zaid rabi jinswar, may either himself take the abstract note-books to each tehsil in turn and there enter up the jinswar and other figures for the whole year with the help of the tehsil office kanungo and return the books to Sadar, or may depute one of his assistants to visit the tehsils for this purpose.

(7) The village inspection of the Settlement Officer should be written in or copied into the abstract note-books. Assessment statements and a small scale map of each village may also be added if thought advisable.

(8) A copy of the map of assessment circle showing village boundaries and natural features with the name and number of each village should be made on a small scale and kept in the pocket of the cover of the volume concerned. This copy should be made on tracing cloth and insecure fluctuating and grazing tracts within the limits of the circle should be coloured.

(9) At the beginning of each volume there should be an index in the following form:-

This book contains statements for _____ villages in the _____

assessment circle, arranged in the order of their topographical numbers as follows:-

NO.(Topographical)	Name of Village	Page
--------------------	-----------------	------

(10) The abstract note-books are not intended to supersede the ordinary village note-books. They will help the Deputy Commissioner to decide questions of suspensions and

remissions of revenue, and, generally speaking, will enable him, the Sub Divisional Magistrate, to see at a glance what villages appeal to require to have their circumstances carefully enquired into. Such further enquiries as may be necessary should of course only be conducted after full examination of the detailed village note-book in each case.

It is hoped that when the Deputy Commissioner, or any of his assistants, are in camp, they will take with them the abstract note-books of each assessment circle in which they are touring and consider the statistics of each village while marching through it. The tehsil note -book of a village should not be sent for in the camp until reference to it is found necessary.

The proper place for the Deputy Commissioner to record remarks is the abstract note-book and not the ordinary note-book. As regards the entry of remarks, paragraph 407 of the Land Administration Manual should be consulted.

CHAPTER – 11.
REPORTS AND RETURNS
PART A, WEATHER AND CROP REPORTS

[Replaces standing order No.36,original issue dated 11th June,2009; reprint dated 1st july,2029 and portions relating to Season and Crop Report and Report on the Operations of the *Department* of Land Records, of Standing Order No.53; original issue ,dated 29th November,2009; reprint dated 21st May 2012, and reprint, dated 18th December,2029].

11.6.- Deleted.

PART B. OTHER REPORTS.

11.7. In accordance with the orders of the Government of India, the following schemes of the reports mentioned hereafter are prescribed or substituted for those hitherto in use, as the case may be.

11.8. Reports, dealt with in this chapter, with their dates of submission to the various authorities ,are given in the statement below, which is followed by detailed instructions as to the preparation of all the reports and of each severally:-

Serial No.	Description of report	1. Date of Submission to commissioner and of office copy to Director of Land Records. 2. Date of submission of fair copy to Director of Land Records.	Date of submission to the Financial Commissioner,	Date of submission to Government.
1.	Season & Crop report	1. 10 th july	16 th October.	23 rd October.
2.	Report on the operations of the Department of Land Records	2. 25 th july 15 th October to Commissioner 1 st November to Director of Land records.	5 th February.	28 th Febebruary

11.9. Following rules are applicable to the report enumerated in the above table:-

- (i) Deputy Commissioners about to leave the district shortly before the date of submission of the report must

write as much of it as can be written before their departure.

- (ii) The report must follow the prescribed order of subjects, but if in any year there is nothing to say on any prescribed subject, it is important that noting should be said. The invention of remarks which are necessary merely to fill up a report is an objectionable practice, which should be discontinued.
- (iii) The reports is to be written on half margin foolscap, on both sides of the paper. A separate sheet should be used for each prescribed subject if there is anything to report. A consolidated statement should be given for the subjects for which no remarks are made.
- (iv) The report is intended to set out events and results of the year to which it relates. It is not a means of obtaining orders or the places to discuss plans for the future. Diffuseness and argument should be avoided; and references requiring orders should be made separately.
- (v) As a rule the old practice of repeating in annual reports. The figures of the preceding year has been abandoned. There is no greater waste of time than the invention of commentaries on small variations in annual figures which do not require any explanations at all, If, however ,figures of one year are, for any reason repeated in the report of the next, this should be done without alteration, or if necessary alterations must be fully explained. Although repetition of past figures is to be avoided as much as possible, officers preparing the report will themselves compare the figures and results of the year under report with those of the preceding year and will note in the body of the report such variations only as have real importance and therefore required explanation, which should be supplied as far as practicable mere conjectures based on no reasonable grounds should be avoided.
- (vi) In sending up district reports Commissioners will avoid the mere recapitulation or condensation of the

information contained in the report and will make such remarks as they think necessary, usually in the form of a marginal comment, or an addition on the sheet or sheets used for a certain subject.

- (vii) It is the duty of the Commissioners and Deputy Commissioners to see that no pains are spared in their respective offices to make every report, and returns annexed there to as accurate as possible. In particular, orders of Government require that returns and statement shall be checked for accuracy in Commissioner's Offices.

I SEASON AND CROP REPORT.

11.10. Following instructions should be observed while preparing the season and crop report:-

(1) The season and crop report, together with the following statements:-

- (i) Rainfall, - form I.
- (ii) Classification of Area.
- (iii) A, B, and C –Sources of water supply and irrigated area under food and non- food crops.
- (iv) A, B and C- area under food and non – food crops and details of cropped area.
- (v) A and B – out-turn per hectare and total out – turn.
- (vi) Prices at harvest time of the principal crops;
- (vii) Agricultural Wages.
- (viii) Number of livestock, Poultry and Agricultural Machinery and implements. (to be prepared only in the year when this census is undertaken) .

should be sent by Collector to the Commissioner of the Division by 10th July, Office copies of statistics attached to the report should be forwarded direct to the office of the Director of Land Records by the same date. Commissioners should forward the report and returns received by them from Deputy Commissioners with such marginal notes as they may desire to make, to the Director of Land Records by

the 25th July, The Director of Land Records report shall be issued by 16th October each year and shall be limited to 16 pages of letter-press, exclusive of statement.

(2) The season and crop report will review agricultural conditions of the whole agricultural year which begins at the beginning of the *kharif* season and ends with the end of the *rabi* season next before the report is prepared. It will include information regarding rainfall, cultivation, sown areas, irrigation, out-turn per hectare, prices, trade in food grains, food-stocks, agricultural stock, agricultural deterioration, and the condition of the agricultural population.

(3) Following general instructions apply to the returns for both harvests:-

The best time for the drawing up a description of the character and results of an agricultural season is the close of that season. All facts connected with it are then fresh in every ones memory, and half an hour spent then by each Tehsildar, and by the Collector or any selected officer at the headquarters of a district in writing out these facts concisely, will give far more useful results than any later information gathered from an annual report. The account of the results of each harvest should mention very concisely those matters which chiefly affect the area of the yield of any important staple.

The duty of drawing it up should be assigned to a selected officer before the crop inspection commences, and should fall usually to that officer, generally the Officer-Incharge of the Revenue Branches, who will be chiefly engaged in supervision the *girdawari* . He should avail himself of any reports furnished by Tehsildar; and while, on the one hand, both he and the Tehsildars should speak mainly from personal observations, on the other hand, they should check their own conclusions very carefully by the opinions of the most reliable agriculturists.

(4) The Director of Land Records Office will compile form III-B and III-C from forms IV-A and IV-B , so as to give crop statistics for both harvests . In doing so percentages of the normal will

be worked out and shown for each district and for the State for the *kharif* and *rabi*, and for the total area in the year. Percentages on the normal will also be shown for all the crops in districts in which they are of importance as well as for the state. For these purposes that figure should be taken as the normal figure which in existing circumstances might be expected to be attained in the year if the rainfall and seasons were normal for the tract under consideration, that is, neither very favorable nor the reverse. The Directors' office will similarly prepare form V-B which shall be printed in the State Report from materials supplied, by districts and Agriculture Department in returns V-A and IV-A and IV-B.

(5) Detailed memorandum of the contents of the season and crop report:-

(i) ***Character of the seasons.***-Review briefly the seasons, the amount and distribution of the rainfall of each seasons, and their influence on agricultural operations and on the harvests. Mention any calamities of importance, such as famine, scarcity, drought, floods, epidemics and any other events materially affecting agricultural interests adversely.

(ii) ***Damage to crops by other calamities.***- Review briefly the diseases and other natural calamities that damage the crops.

(iii) ***Classification of area.***-Review briefly the reasons for variations in the figures of net area shown, forests, culturable waste, Current fallow, not available for cultivation and the area shown more than once.

(iv) ***Irrigated area of the year.***- Note and account for any marked fluctuations in the area of crops grown with the aid of irrigation.

(v) ***Crop Acreage.***- Review briefly the reasons for increase or decrease in the figures of area sown,

matured, irrigated and unirrigated (both) under principle crops.

- (vi) ***Yield per hectare (in Kilograms.-*** Review briefly the reasons for increase or decrease in the yields per hectare as compared with the normal (quinquennial) yield.
- (vii) ***Total Out-turn of crops.-*** Review briefly the reasons for increase or decrease in the figures of normal quinquennial average and total productions of principal crops.
- (viii) ***Prices, trade and stocks.-*** comment briefly on the figures in statement VI which shows the harvest prices of principal crops on the average shown in the assessment circle note-books of the district, the corresponding prices of the previous year, and normal prices. Harvest prices are those at which the produce of the harvest was actually disposed of by the cultivators. Comment on the course of trade in the products of the principal crops and on the food-stocks held in the districts.
- (ix) ***Agricultural Wages.-*** Review briefly the increase or decrease in daily wages or agricultural labour and the availability or otherwise of agricultural labour.
- (x) ***Agricultural stocks.-*** Give only a brief account of the general condition of cattle, of the state of fodder supply, of any unusual mortality and of the prevalence of any disease of importance. Results of the quinquennial census of agricultural stock when taken should be compared with those of the previous census in

the Cattle Census Report, which is issued separately.

- (xi) ***Agricultural Deterioration.***- Separate notice should be taken of any tracts in which there seems reasons to fear that the standard of agricultural prosperity is being lowered, with causes of deterioration and measures taken or recommended to remedy it.
- (xii) ***Condition of the Agricultural Population.***- Give any available information regarding wages and the state of the labour market ,so far as it affects agricultural laboures.

FORM NO.1
Rainfall (in Millimeters) in District for the year

Hot Weather									Moonsoon										
(1 st March to 31 st may)									(1 st June to 30 th September)										
March		April		May		Total for the season			June		July		August		September		Total for the season		
Current	Normal	Current	Normal	Current	Normal	Total Rainfall	Corresponding Normal	Number of rainy days	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Total Rainfall	Corresponding Normal	

FORM NO.1 (continued)
Rainfall (in Millimetres) inDistrict for the
year.....

POST –MONSOON									WINTER								
(1 October to 31 st December)									(1 st January to 28 th February)								
October		November		December		Total for the season			January		February		Total for the season			Total for the year	
Current	Normal	Current	Normal	Current	Normal	Total Rainfall	Corresponding Normal	Number of rainy days	Current	Normal	Current	Normal	Total Rainfall	Corresponding Normal	Number of rainy days	Total Rainfall	Corresponding Normal

FORM NO.11

**Classification of area in the
District for the year.....**

District/ Tehsil	Total Geographical Area		Classification								Net area sown	Area sown more than once	Total cropped area
	By professional survey	By village papers	Forest	Baran & unculturable land	Land put to non- agricultural Use	Culturable waste	Perment pastures and other growing lands	Land under misc. , tree, crops and groves not included in area shown	Current fallows	Other fallows land			

FORM NO. III-A

Source of water supply and area irrigated therefrom in _____ Distt.for the year:

CANALS					WELLS								TANKS						
Government			Private		Tube- wells			Number of other wells used for irrigation purposes only											
Name of District	Number	Milage	Number	Milage	Government	Private	Total	Government		Private		Total	Number of wells used for domestrect purposes only	Number of wells not in use	RESERVOIRS	With Ayacut 100 hectares or more	With Ayacut less than 100 hectares	Total	No. of Oil Engines
								Masonry	Non Masonary	Masonry	Non Masonary								

NET AREA IRRIGATED BY (IN HUNDRED HECTARES)						
	Government, canals					
	Private Canals					
	Tanks					
	Wells					
	Other sources					
	Total					
	Percentage of net area irrigated to net area sown					
	Area irrigated more than once in the same year (in hundred hectares)					
	Total gross area of crops irrigated (in hundred hectares)					
	Percentage of total gross irrigated area to total sown area					
	No. of wells having independent ayacuts					
	No. of wells supplementing recognized sources of irrigation					
	Percentage of area irrigated by wells having independent ayacuts to the total area irrigated					

FORM NO.III-B

Irrigated area under Food crops inDistrict for the year.....

District	Rice				Wheat	Jowar			Bajra	Barley	Maize	Ragi	Kangni	Kodo or Varagu	Little Millets	Common Millets	Other Cereals	Gram	Green Gram or Mung	Red Gram or Arhar	Black Gram or Mash	Horse Gram or Kulthi	Other Pulses	Massar	Sugarcane	Potato	Chillies	Ginger	Pepper	Turmeric	Cardamons	Other Food Crops	Total Food Crops
	Autumn	Winter	Summer	Total		Rabi	Kharif	Total																									

FORM NO.III-C

Irrigated area under non-food crops in thedistrict for the year.....

D.i	Cotton	J	u	S	a	C	i	C	o	S	e	S	a	M	u	L	i	C	a	I	n	R	u	T	a	C	o	T	e	I	n	O	p	C	i	F	o	O	r	T	o	T	o
-----	--------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Area under Food crops in the.....district for the year

District	Rice						Wheat		Jowar or Cholum						Bajra or Cumbu		Barley		Maize		Ragi or Marua		Italian Millets		Kodo or Varagu		Little Millet or Kutki		Common Millet			
	Autumn (Aus)		Winter (Aman)		Summer (boro)				Rabi		Kharif		Total																			
	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal		
Irrigated																																
Unirrigated																																

District	Cereals							PULSES												
	Other cereals						Total cereals		Gram		Green Gram or Mung	Red Gram or Tur Arhar		Black Gram or Urd Mash		Horse Gram		Massar		
	Kharif		Rabi		Total															
Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	
Irrigated																				
Unirrigated																				

Form No. IV (Contd)

OTHER PLUSES								Total		Total Pulses		Total grains(Cereals and Pulses)		Food and		SUGAR CROPOS			
KHARIF				RABI												Sugar cane		Other sugar crops	
Current		Normal		Current		Normal		Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal		
Mooth	Others	Moth	Others	Peas	Others	Peas	Others												

Fruits and vegetables

FRUITS AND VEGITABLES

Fruits

FRESH FRUITS																DRY FRUITS		
Apples		Grapes		Bananas		Citrus Fruits		Mangoes		Peaches and Peas		Other fresh fruits		Total fresh fruits		Cashew nuts		
Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	

Form No. IVA (Contd)

FRUITS AND VEGITABLES-(concl)

FRUITS-concl						VEGITABLES																			
DRY FRIOTS-concl																									
Other dry fruits		Total dry fruits		Total fruits fresh and dry		Potatos		Tapioca		Sweet Potatoes				Onion		Winter		Summer		Other vegetables				Total	Fruits & vegetab 1es
Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Total other Vegetables		Total Vegetables			
Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal
Total unirrigated irrigated																									

Form No. IV-A(contd).

CONDIMENTS AND SPICES

Betelnuts		Cardamoms		Chillis		Ginger		Pepper		Turmeric		Other Condiments and spices		Total Condiments and spices		Other Miscellaneous Food Crops		Total Crops		Food	
Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal

Form No. IV-B (Contd.)

FORM NO.IV- B (contd)

DRUGS AND NARCOTICS –(Concl)										Fodder Crops		Other Miscellaneous Non- Food Crops		Total Non- Food Crops		Total Food and Non- Food Crops		
Indian Hemp		Opium		Cinchona		Other Drugs and Narcotics		Total Drugs and Narcotics		Current	Normal	Current	Normal	Current	Normal	Current	Normal	
Current	Normal	Current	Normal	Current	Normal	Current	Normal	Current	Normal									

FORM NO IV- C

Details of cropped area in _____ district for the year _____
(In hundred hectares)

GROSS CROPPED AREA

Kharif	Rabi	Total	Grand Total	Area cropped more than	Net cropped area	Cropped area of forecast crops	Total cropped area	Area under mixed showing	Crop Mixute
								Wheat- barley (Crop mixture)	

Food crops	Non food crops	Food crops	Non food crops	Food Crops	Non Food Crops					Matured	Failed	Matured	Failed	Gross area (unadjusted)	Net area under		Gross area (unadjusted)	Net area under		Total unadjusted area under mixture

* One separate column may be given for each crop mixture.

FORM NO. V -A

Standard yield per hectare and the yield hectare in Kilograms of Principal crops in _____ district for the year _____

FOOD CROPS

	RICE			WHEAT						JAWAR			OR CHOLUM								
	Autumn (aus)			Winter (aman)			Summer Bora			Rabi			Kharif			Bajra or Cmbu					
	Standard	Condition factor	Current	Standard	Condition factor	Current	Standard	Condition factor	Current	Standard	Condition factor	Current	Standard	Conditionfactor	Current	Standard	Condition factor	Current	Standard	Condition factor	
Unirrigated																					
Irrigated																					

	Standard	Condition Factor	Current																				
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Form No V- A (contd)

Hemp			Groundnut			Coconut			Sesamum			Rape			Mustard			Linseed			Castor					
Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current			

FORM NO.V -A (contd)

District	Indigo			Rubber			Tobacco			Coffee			Tea			Indian Hemp		
	Standard	Condition Factor	Current	Standard	Condition Factor	Current												
Irrigated																		
Unirrigated																		
Total																		

FORM NO. V- A (contd)

District	Opium			Cinchona			Cardamoms			Chillies			Ginger			Pepper			Turmeric			
	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	Standard	Condition Factor	Current	

Ground-nut	Castor seed	Linseed	Rape	Mustard	Toria	Sesamum	Tobacco	Ginger	Pepper
------------	-------------	---------	------	---------	-------	---------	---------	--------	--------

FORM NO. VI (Concl'd)

Total																		
Unirrigated																		
Irrigated																		

	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year
	Current year
	Last year

FORM NO-VII

Agricultural wages in the _____ district for the year _____

District	JULY						AUGUST						SEPTEMBER						OCTOBER						NOVEMBER						DECEMBER					
	Normal no. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours					
	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen
	Carpenters	Blacksmiths	Cobblers										Carpenters	Blacksmiths	Cobblers										Carpenters	Blacksmiths	Cobblers									

FORM NO.VII (concl'd)

JANUARY						FEBRUARY						MARCH						APRIL						MAY						JUNE					
Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours						Normal No. of Working Hours					
Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen	Skilled Labour			Field Labour	Other agricultural Labour	Herdsmen						
Carpenters	Blacksmiths	Cobblers				Carpenters	Blacksmiths	Cobblers				Carpenters	Blacksmiths	Cobblers				Carpenters	Blacksmiths	Cobblers				Carpenters	Blacksmiths	Cobblers				Carpenters	Blacksmiths	Cobblers			

FORM VIII

Number of livestock, poultry and Agricultural Machinery and implements in the---

District according to last Census in

LIVESTOCK

	CATTLE				BUFFALOES			
District	Males over 3 years				Males over 3 years			
Breeding Bulls, i.e. entire bulls over 3 years kept or used for breeding purposes only.	Other males over 3 years			Females over 3 years	Breeding cows i.e. cows over 3 years kept for breeding or milk production			Females over 3 years
Other males over 3 years	Breeding cows, i.e. cows, over 3 years kept for breeding or milk production			Other cows over 3 years	Other males over 3 years			Other cows over 3 year
Young Stock	Total Cattle			Young Stock	Total buffaloes			Young stock
								Total Bovine
								Total sheep

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

FORM NO.VIII (conld)

					POULTRY				AGRICULTURAL MACHINERY AND IMPLEMENTS							
Total goats	Horses and Ponies				Fowls (Hens, Cocks and Chickens)	Ducks(Ducks drakes and drakings)	Others	Total poultry	Ploughs	Carts	Sugarcane crushers	Tractors	Oil Engines	Electric Pumps	Ghanis	
	Males over 3 years	Females over 3 years	Young stock	Total horses and ponies												

II.REPORT ON THE OPERATIONS OF THE DEPARTMENT OF LAND RECORDS PUNJAB.

11.11. Following instructions should be observed in the preparation of the report on the Operations of the Department of Land Records.

This report is prescribed by the orders in the resolution of the government of India , Revenue Department No.VIII 3/39.1, dated the 20 th March, 1897, as modified by the letter from the Government of India (Revenue and Agricultural Department) No.6-231 –I , dated 8th March, 2006. The following subjects are dealt with in the report:-

Land record Establishments.

Utilisation of Land records.

The following memorandum shows subjects which Deputy Commissioners should discuss in their annual reports. Their reports, dealing with the year ending 30th September, should be submitted to their Commissioner by 15 th October, and forwarded by the latter to the Director of Land Records by Ist November, each year. Office copies of the reports and returns should be forwarded to the Director of Land Records at the same time when the fair copies are sent to Commissioners. The Departmental report shall be limited to 16 pages octavo of print, exclusive of statements. Forms of the statistics attached to the report are appended of these Deputy Commissioners will forward statements III to VIII as usual to the Director of Land Records to supply him with data to prepare statements I and II, which alone will be printed with the annual report

DETAILED MEMORANDUM AS TO THE SUBJECTS TO BE DEALT WITH IN THE REPORT ON LAND RECORDS.

Detail of subjects, with notes as to treatment.

(1) **Patwari candidates**----Measures taken to train the candidates, patwari schools; number of passed candidates.

Action taken to the enlist patwari candidates possessing higher educational qualifications.

(2) **Patwaris**:- Note on the conduct and efficiency of patwaris; punishment and rewards of patwaris; punctuality in submission of their returns; extent to which they have obtained promotion to posts of Field Kanungo, Judicial Muharrir, Wasil Baki Navis, Siah Navis, etc.

Explain the circumstances which led to the appointment of any non-qualified candidates during the year (vide side-head 10 of Form No. VI at page 33).

Rewards granted to patwaris for reporting cattle diseases and contagious diseases among human beings or for work done by them in connection with consolidation of holdings or co-operative societies and for conspicuous good work in connection with their ordinary duties.

Inspection of Patwaris' work by Tahildars and Naib-Tehsildars under paragraph 8.11.

Reasons for increase or decrease in the annual expenditure during the preceding year.

Note on the conditions of the patwarkhanas and what measures have been taken to enforce residence of patwaris within their circles.

The extent to which the responsibility of the patwaris for the maintenance in good repairs of the patwarkhanas on the list is enforced.

(3) *Kanungos*- Mention the measures taken to train candidates in actual survey work. Any departure from the observance of the rule, laying down that three out of every four posts vacancies should be given to persons who are patwaris, should be explained. If there are any Kanungos or officiating kanungos who have not yet passed the Departmental Kanungo Examination reasons should be given. Note to what extent kanungos have obtained promotion to higher appointments. Note on the efficiency of kanungos and the qualities and amount of the inspection work done by the District Kanungo.

(4) *Records of Rights*:- Notice the character of the records and any special measures other than regular settlement operations in progress for their revision.

Damage done to revenue records by book-battle and white-ants and measures taken to prevent further damage to records.

Accommodation provided for the records and measures taken to extend or improve the existing buildings.

(5) **Mutation work.**- Review shortly the mutation work done; mention if special officers have been appointed to assist in mutation work, and review the work done by the special staff and the ordinary district staff. Note how for the mutation work was scrutinized on the spot and at tehsil inspections by officers above the grade of Tehsildar.

Speedy disposal of mutations of consolidation of holdings. The average length of time elapsing between applications for sanction of mutations and the passing of orders in such cases should be noted.

(6) **Annual Records.**- Review the work done to bring the records up to date: quinquennial attestation work done on the spot by field kanungos and revenue officers, with special reference to partition case work; special diluvion records, etc.

Checking of girdawari by Sub-Divisional Magistrate - Number of jamabandis checked by the Collector and Sub-Divisional Magistrate should be stated separately.

Note any general orders issued with regard to the preparation and maintenance of the records.

(7) **Village and circle Note-books and Abstract Village Note-books (Pargana Note-books).**—State whether these note-books have been written up-to date. Note whether any observations have been recorded in the abstract village note-books during the year by the Deputy Commissioner or his Assistants.

Remarks recorded in the village and circle note-books by Tehsil revenue officers.

(8) **Survey.**- Note separately for each kind of survey marks, trijunction platforms, square survey marks (specially those at the end of the base lines), traverse points permanently preserved and trigono metrical survey pillars, the conditions of the mark and report what action is being taken to repair them. Are the instructions in paragraphs 9.2, 4.6 and 4.7 observed?

Tatimma shajras checked and survey marks inspected by Tehsildars and Naib-Tehsildars.

Special mention about riverain base line marks should also be made and the Deputy Commissioners should specifically supply the information in the following form:-

- (1) Name of village.
- (2) Number of base line stone as given in the index map supplied by the Survey Department.
- (3) Field number in which base line stone has been laid down.
- (4) Remarks on the conditions of base line stone

(9) **Other matters.**- Note on the condition of rain gauges and the rainfall registers. Have they been inspected by the Deputy Commissioner and his assistants during the year, and, if so, were any defects detected? (This information will not be mentioned in the State report). It is intended for the annual report separately submitted to the Director-General of Observatories, Poona, by the 15th of May, under paragraph 12.20 on Rain-gauges, etc.

A statement in the following form should also be prepared and sent along with the statements prescribed in this Chapter:-

District	Tehsil	Date of inspection of the Kanungos office by the Deputy Commissioner	Date of inspection by the Sub Divisional Magistrate or any other Extra Assistant Commissioner deputed by the Deputy Commissioner for the purpose	Number of mutations checked at each inspection.	Remarks
1	2	3	4	5	6

Note- Whether the office of the District Kanungo was inspected twice a year by the Deputy Commissioner or Officer Incharge Revenue Branches, if so, give dates.

CHAPTER- II

FORM NO. I

Statement showing the total numbers of kanungos, patwaris and the Annual Expenditure on the Patwari Establishment for the year ending 30th September, 20 .

1	2	3	4	5	6	7	8	9	10	11
Division	District	Total No. of kanungos	Patwaris			No. of a Kanungos promoted to Naib-Tehsildar-ship or other higher appointment.	No. of patwaris promoted to kanungoship or other higher appointment	Annual Expenditure on Establishment		
			Total No.	who have passed				Salaries of Patwaris	Patwari School	Survey Equipment
				Matriculation	School Examination or Primary Examination					

Note:- This statement is to be prepared by the Director of Land Records.

FORM NO. II

Statement showing the working of Land Record Agency during the Year ending 30th September,20 .

1	2	3	4	5	6	7	8	9	10	11	12	13
Division	District	No. of villages	Mutations		Partition		Jamabandis		Crop Inspections		District Kanungos Work	
			No. for disposal	No. attested	No. for disposal	No. decided	No. prepared	No. checked by Collector	No. checked by Collectors or Assistant Collectors I Grade	No. of villages checked by Tehsil-Officers	No. of field kanungo circles inspected	No. of days spent on

Note:- This statement is to be prepared by the Director of Land Records.

FORM NO. III

QUINQUENNIAL RETURN -----District
 Cha. II (Not to be printed with Annual Report)

Table showing the statistics of Existing Patwari and Field Kanungo circles for the Year ending 30th September,20 .

1	2	3	4	5	6	7	8	9	10	11	12	13
District	No. of field Kanungos	No. of Patwaris	Area and revenue (00s) omitted		Assessment	No. of fields	No. of khatauni holdings	Average per field Kanungo		Average per patwari		Remarks
			Area in Hectares					Fields	Khatauni holdings	Fields	Khatauni holdings	
			Total	Cultivated								

Note:- Columns 4-8- Information is to be obtained from the annual paper filed in September, -vide paragraph 7.61 on the Record of Rights.

FORM NO. IV.
(Not to be printed with Annual Report)

Statement showing the educational qualifications of Patwaris and Patwari candidates and punishments and promotions of Patwaris for the year ending 30th September,20 .

1	2	3	4	5	6	7	8	9	10	11	12		
District	No.	Patwaris and Assistant Patwari				Total of columns 3 and 4	Percentage of columns 5 on column 2	No. Dismissed	No. reduced, Suspended or fined	No. of promoted Kanungships or other appointments	Number	% of column 10 on column 2	The old entrance or
		The old entrance or present Matriculation Examination of the University or higher examination	The old University Middle School Departmental School Examination										

FORM NO. V.
(Not to be printed with Annual Report)

Statement showing the educational qualifications of Kanungo candidates and promotions of Kanungos for the year ending 30th September,20 .

1	2	3	4	5	6	7	8	9	10	11	12
District	Kanungos		No. of Kanungo who are under graduate	Kanungo Candidates						No. of Patwaris who have passed the Kanungo examination	Remarks
	Total no. of the kanungo	No. of kanungo who are Graduate		No. of kanungos promoted to Naib- Tehsildarship	Total No. of direct candidates	No. of kanungo candidates who are	No. of kanungo candidates who are	No. of kanungo candidates who are under graduate	No. who have passed kanungo examination		

Paragraph No. 11.11 L.R.M.

Form No. VI.
(Not to be printed with Annual Report)

Statement showing the recruitment and promotions of Patwari and Kanungo Agency in the District of _____ for the year ending 30th September,20 .

Patwaris

1. New candidate accepted during the year .
2. Of the above, the number of Patwaris possessing lower educational qualifications than Matriculation or equivalent Examination.

3. Patwaris newly appointed during the year.

4. Number of Patwaris (out of those mentioned at S.No. 3 above) who have not passed the qualifying examination.

Kanungos

5. New candidates accepted during the year.
6. New appointments made during the year from the direct recruited candidates.
7. How many promoted from amongst the patwaris during the year.
8. Number of kanungos (out of those mentioned at S.No. 7 above) who have not passed the qualifying examination.

CHAPTER -11
Land Records Manual
FORM NO. VII.

(Not to be printed with Annual Report)

Statement showing the working of the Land Record Agency during the year ending 30th September,20 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
District	No. of villages	Mutation					Partitions								Inspections made by Collectors and their Asstt	
		No pending from last year	No. instituted	Total for disposal	No. Attest- ted	Balance unattested at close of year	No pending from last year	No. instituted	Total for disposal	Number decided	Area in acres, involved in decided cases	Cultivated area, in hectares included in column 12	Number of cases pending at close of year	District Kanungo offices	Tehsil Offices	

17	18	20	20	21	22	23	24	25	26	27	28	29	30	31	32	
Detailed jamabandi		No. of jamabandis filled by due date	No. of villages in which crop inspections were checked			District kanungo's work			No. of field kanungo's circle inspected by the distt. kanungo during the year.	Boundary, survey and base line marks						
No of villages for which jamabandi prepared during the year	No. of villages whose detailed jamabandis prepared last year were checked by collector & his asstt. this year		By collector & his asstt.	By Tehsil dar	By Naib Tehsildar	No. of days spent on tour	No.of villages tested	No. of inspections of tehsil offices		Total repaired during the year						
										Trinjunctions pillars	Square survey marks	Travers points	Trigonometrical survey pillars	Baseline stone	International boundary pillars	

CHAPTER –II
 FORM NO. VIII.
 REPORTS AND RETURNS
 (Not to be printed with Annual Report)

Annual expenditure on the patwari establishment for the year ending 30th September, 20 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14
District	Total No of patwaris including assistant patwaris	Cost	Salaries	Stationary		Patwari school	Survey Equipment	Rewards	Gratuities	Other Charges	Total		Remarks
			Annual Avg. per head	Cost	Annual avg. per head						Cost	Annual avg. per head	

FORM NO. IX.

(Not to be printed with Annual Report)

Statement showing the details of jamabandi prepared, checked and consigned during the year ending 30th September, 20 .

Distt	No. of jamabandis, the preparation where of			No. of Jamanbandis prepared during the year.			No. of jamabandis Checked by the Revenue Officers			No. of Jamabandis consigned		
	Was Out standing at the close of the last year (Give year-wise details)	Was due this year	Total	Pertaining to previous year(Give year-wise details)	Pertaining to this year	Total	Pertaining to previous year(Give year-wise details)	Pertaining to this year	Total	Pertainin tothe previous year(Give year –wise details)	Pertaining to this year	Total

CHAPTER 12

RAIN-GAUGES, RAINFALL AND SNOW FALL

Replaces Standing Order No.37, Original issue, dated 11th June, 2009, revised issue, dated 9th April 2015, first reprint, dated 5th August, 2030, Second reprint, dated 20th August, 2030.

REFERENCE MAY BE MADE TO THE PARAGRAPH 816, LAND ADMINISTRATION MANUAL.

12.1 The rainfall organization - The registration of the rainfall of the Punjab is under the control of the Director of Land Records. The duties of controlling officer, as specified in the Meteorological Department circular on rainfall, are :-

- (a) The suitable distribution of rain gauge stations so that the rainfall of the province is properly represented.
- (b) The choice of suitable sites for the gauges.
- (c) The issue of rain-gauges and measuring glasses by countersigning indents on the National Instruments Institute, which will not, as a rule, supply a rain-gauge unless the indent is countersigned by the controlling officer.
- (d) The collection of data.
- (e) The preparation of rainfall statement for publication in the official Gazette.

In cases of doubt as to the desirability of starting new gauges and changing the sites of old ones, the Director-General of Observatories should be consulted.

In the later case a site plan showing the distance and bearing of the new site with respect to the old one should be sent.

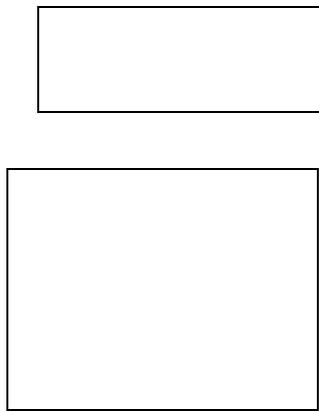
12.2 Under Whose charge placed - Rain-gauges at the headquarters of a district should be placed in charge of the Assistant to the District Kanungo, or other clerk, as may be convenient in each case. Those at tehsils should be in charge of the Tehsil Office Kanungo.

12.3 Pattern of Rain gauge - Except at canal stations, in respect of which the irrigation Department issues its own instructions, the rain-gauges in use are of non-recording Fiberglass.

REINFORCED POLYESTER (FRP)
PATTERN:
GUN METTAL RIM

This pattern of gauge is shown in Figure I, and is called "Rain-gauge". 200 mm dia; fall Is: 5225.

The gauge is build of three parts, (a) the Collector (b) the base and (c) the bottle. These are shown in figure 2



12.4 Locality of rain gauge - It has been found that a rain-gauge exposed on a perfectly open space registers less than the true amount of rain. This arises because the wind forms an eddy over the mouth of the gauge and carries away small drops that would otherwise have entered the gauge. Accordingly a certain amount of protection from the wind is advantageous: at the same time no obstacle should be so near to the gauge as actually to shield it from rain which may be falling at a considerable angle.

The following rule has been found to be most satisfactory in practice:-

"The distance between the gauge and nearest object should be at least twice the height of that object."

If this rule is followed the presence of trees and bushes in the neighborhood of a gauge is rather to be encouraged than otherwise: but (as trees may be allowed to grow without being effectively lopped) no tree should be planted within thirty yards of the gauge.

The gauge should never be situated on the side or top of a hill if a suitable site on level ground can be found. In the hills, where it is difficult to find a level space, the site for the gauge should be chosen where it is best shielded from high winds, and where the wind does not cause eddies.

*Only under very exceptional circumstances should a gauge be exposed on a roof.

If it is impossible to choose a site in conformity with the above stipulations a detailed report should be made to the controlling officer, and his sanction obtained to erecting the gauge in the abnormal site proposed.

12.5 Erection of the gauge - A masonry or concrete foundation for the gauge should be provided, the best form being a cube of 600 mm sides sunk into the ground so that its top is just 50 mm; above the general level of the ground. Into this foundation the base of the gauge (A figure 2) is firmly cemented, so that the top of the complete gauge is exactly 300 mm. above the ground level (see figure 3). Great care must be taken when setting the gauge to ensure that the mouth is perfectly level. The horizontality should be checked with a Spirit level laid across the rim.



* It is not intended that all the gauges now on roofs should be at once removed to ground sites. Opportunities should, however, be taken as they arise for effecting a change for example, when an office is removed from one building to another, or when a site on a roof becomes unsuitable.

12.6 Protection of gauge - It is often desirable to protect the gauge from being damaged by cattle, and for this purpose a fence may be erected around it. This can be made of any suitable material, but it must be of such a size that the top of the fence is not higher above the mouth of the gauge than half its distance from the gauge (see paragraph 12.4 above)

It is also desirable to keep the rain-gauge locked and to have it painted periodically to prevent its surface from corroding. The National Instruments Limited can supply rain-gauges with locking arrangements.

12.7 Measurement of the rainfall - To measure the rainfall the water in the receiver is poured into the glass measuring cylinder which is to be placed on a level surface. The eye is then brought into horizontal line with the bottom of the meniscus, the curved surface of the water, and its reading taken. Each of the graduations on this cylinder represents 0.2 mm. rainfall and the observer must count here is figure 4 Rain measure for 200 cm Diagram the number of the divisions covered by the water. In order to facilitate this, numbers are engraved on the glass at 1,2,3,4, etc. ; divisions. If the water comes up to the third division above the line marked 2 the rain fall is 2.6mm. In writing up the amount recorded the observer has simply to put the number of millimeters in front of a decimal point, and double the number of division after it. Thus if he has measured one mm, and three divisions, he writes 1.6mm. The observer will make no mistake if he always writes one figure after the decimal point.

If there is more water in the receiver than the measureglass will hold, the glass should be filled nearly up to the top graduation mark and the reading taken. This water should then be thrown away and the aboe process repeated till all the water collected has been measured. The total rainfall is the sum of all these measurements. Thus if the measure-glass holds 20mm. i.e., and the amounts measured are 20.0,18.0 and 17.0mm. the total rainfall is $20.0+18.0+17.0$ mm. or 54.0mm.

The rainwater in the gauge should be measured every day at 8.30 A.M. and the raingauge should be examined every day at that hour even when in the observer's opinion no rain has fallen. During heavy rains it must be measured three or four times in the day, lest the receiver fills and overflows; but the last measurement should be taken at 8.30 A.M. and the sum total of all the measurements during the previous 24 hours entered as the rainfall of the day.

If it is raining at the time of observation, it is necessary, to complete alloperations as quickly as possible to avoid considerable error.

The receiving bottle, as a rule, does not hold more than 200 mm. of rain.

Snow and frozen rain water -When the receiver contains or frozen rain water, the amounts or precipitation can only be measured by converting the contents into water. To do this a definite amount of very warm water should be accurately measured into the measuring glass, and then added to the contents of the receiver, through the funnel (which may contain a certain amount of frozen water). The quantity of water added should be sufficient, or a little more than sufficient, to melt all the ice. The exact measurement of the ice in the receiver is thus obtained by subtracting the amount of warm water added from the total amount measured i.e., the total contents of the receiver, after all the ice has been melted by the addition of a known quantity of warm water.

12.8 Breakage of the measure-glass - It is desirable that every raingauge station should be supplied by the local authority with an extra measureglass. When the measure-glass in regular use is broken the spare measure-glass should be at once brought into use, and another measure glass should be at the same time indented for in the manner prescribed in paragraph 12.9 below.

If it should heappen that the measure glass at any station, not provided with a spare one, should be broken, the following arrangement should be made for the measurement of the rainfall during the interval between the breakage of the measuring glass and the arrival of a new measure-glass an ordinary cc measure-glass should be temporarily used to measure the rainfall(the measurement being recorded in the monthly return in fluid cc.) until the broken measure-glass is replaced. In such a case care must be taken to strike out the printed word "milimetres"and to substitute "cc."which must be clearly and boldly written. In the event of the measure-glass being broken and a cc measure-glass not being procurable, the rainfall collected on each day must be stored up in a separate bottle and kept corked. Each bottle containing the rainfall for each particular day should be labelled, and on receipt of a new measure-glass the rainfall can be measured and entered as usual.

200 cc. of water is equal to 10 mm. of rain.

12.9 Supply of rain gauges and measure-glasses - All rain gauges and measure-glasses, etc., required at rain-gauge stations in India are supplied by the National Instruments Limited, Calcutta, the responsibility for their accuracy rests, however, with the Meteorological Department, who test them before they are issued. Price list of rain-gauges, etc., rules and regulations and indent forms are obtainable from the National Instruments Office.

Whenever a rain-gauge or measure-glass is required at any station, an indent from (page 11) should be obtained from the controlling officer, and after being filled in should be returned to him for countersignature. The indent will be forwarded by the controlling officer to the National Instruments Limited, who will on its receipt send the rain-gauge or measure-glass, etc., direct to the station requiring it, and will recover the cost from the local authority signing the indent unless otherwise directed. The form of indent and the instructions for its preparation are printed as Appendix B.

12.10 Miscellaneous expenditure connected with rain-guage - All expenditure in connection with the erection, repairs and removal of raingauges under the control of Deputy Commissioners should be debited to the head ("0029- Land Revenue-800 other receipts") Charges-Contingencies-Miscellaneous".

12.11 Inspection of rain-guages - It is of great importance that rain-guages should be inspected as the observers often allow large changes to take place in the exposure of a guage without being aware that action is necessary.

The object of the inspecting officer should be to determine –

- (a) Whether the instrument is suitably placed and is in good order :
- (b) Whether the observer can make the rainfall measurements correctly and enter them properly in the rainfall records;
- (c) Whether the rainfall records are properly and neatly kept up and are in good order;
- (d) Whether the observer makes his measurements at 8.30A.M.; and
- (e) Whether any part of the rain-guage requires repair or replacement.

In order to determine whether the instrument is suitably placed and in thoroughly good order he should ascertain-

- (1) Whether there are any trees growing up or houses being built which are likely to affect the exposure;
- (2) whether the gauge is firmly fixed, so that it is not likely to be blown over;
- (3) whether the rim, when pressed home, is level. As all gauges are made level when first erected it will not be necessary for the Inspector to use spirit level. He will only need to see that no obvious displacement of the gauge has taken place.
- (4) Whether the rim or mouth of the funnel is circular. All gauges are accurately measured before being issued, and unless the rim is obviously damaged or out of shape, it is not necessary to measure the diameters.

In order to ascertain whether the observer can measure the rainfall accurately and make entries correctly, the glass receiver should be partially filled two or three times with different quantities of water, and the observer required to measure them and write down the entries. If he can do this correctly, nothing further is necessary; if not, the inspecting officer should teach him fully.

The Inspector should also see that the rainfall book, prescribed in paragraph 12.14, is in good condition and the entries in it carefully and neatly made. He should also verify that the rainfall observer knows how to make entries in the various rainfall returns.

12.12 New rain-gauges - Applications by District Officers for sanction to establish a new rain-gauge or transfer or abolish an existing one, should be submitted to the Director of Land Records. They should be accompanied by a map of the district showing the rain-gauge stations and should give detailed reasons for the proposals made. Before sanctioning a new gauge, the Director of Land Records should obtain the assent of the Director-General of Observations thereto, and in all cases he should send to the Director of Agriculture a copy of the orders passed. It may be added that as the State already possesses an adequate number of rain-gauge stations for

meterological purposes, sanction for the erection of new gauges will be very sparingly accorded.

12.13 Observatories under the direct control of the Government of India - Appended is a list of meterological observatories which are under the direct control of the Meterological Department of the Government of India. If any rain-gauge or measure-glass at one of these observatories is found to be defective by an inspecting officer, he should not order it to be replaced, but should report the matter to the Meterological Department of the Government of India.

Observatories List.

1. Adampur (Air force)
2. Amritsar
3. Bathinda
4. Ferozepur
5. Jalandhar
6. Pathankot (Air Force)
7. Patiala
8. Ludhiana
9. Halwara (Air Force).

12.14 Register of rainfall:- At each rainfall station there should be kept, in the form given below, a strongly bound book, for the due care of which the rainfall observer should be held responsible :-

Meterological Register kept in the office of the
 _____ of _____ for the month of _____
 _____ 20 .

Date	Day of Week	RAINFALL 24 PRECEDING 8.30 A.M.	HOUR	Remarks
		Milimeters		
1	2	3		4

Note .- Falls so slight as not to admit of measurement should be denoted in the register by the letter R.

The record of the rainfall at that station from the commencement of observations or in continuation of it should be kept

in this "Rainfall Book", and the entries in it should be made as neatly as possible, and every care should be taken for its preservation.

12.15 Headquarters Register of Rainfall:- At the headquarters of a district the Sadar Kanungo will keep a register in the form given below, in which he will enter daily(a) all rainfall observed by himself at the rain-gauge in his charge, if any, and (b) all rainfall recorded at outstations. The rainfall recorded at outstations will be reported, on each day on which rainfalls, to him by postcard. It is unnecessary for the Sadar Kanungo to keep up the register prescribed in para 12.14.

**DISTRICT
REGISTER OF RAINFALL FOR THE MONTH OF _____**

(N.B.- Enter rainfall in millimeter, using English numerals.)

RAIN-GAUGE STATIONS IN THE DISTRICT

Date	-----	Remarks
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
20		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

12.16 Monthly return - A monthly statement of a rainfall should be prepared by the Deputy Commissioner in duplicate in the form printed as Appendix C and despatched not later than the 5th of the following month – one copy to the Commissioner and one copy to the Director of Land Records. No copy of the return should be kept in the Deputy Commissioner's office. The Sadar Kanungo's register prescribed in paragraph 12.15 will supply all the information that may at any time be required. The remarks recorded by the Deputy Commissioner in the monthly statement should be copied in the register.

If more than one rain-gauge is kept at any station, the entries in the register should show only the data of one gauge.

The following matters should be noticed under the different heads in the column of remarks :-

- (1) The extent and effect of rainfall, if any, during the month, and the proportion of sowings made, i.e., whether $\frac{1}{2}$, $\frac{3}{4}$ or $\frac{5}{6}$, etc., of the expected sowings.
- (2) The state of the standing crops all over the district.
- (3) The probable outturn-average, good or bad; and, in months when crops are being harvested, the estimated outturn of each important crop in detail for leading classes of soil.
- (4) The condition of the healthy stock with reference to the amount and description of fodder and grazing available. Cattle disease, only so far as it affects agricultural operations.
- (5) Any disease in towns or villages, if it affects agriculture operations.
- (6) The supply in canals, the sufficiency or deficiency of floods from rivers or torrents, and whether the normal area under each class has been irrigated.

12.17 Reports from canal rain-gauges - Reports of rainfall are received from canal rain gauge stations direct by the Director of Land Records, for inclusion in the Punjab Gazette. The Director of Land Records is, with the concurrence of the Chief Engineer, Irrigation Branch, empowered to add to the number of such stations.

12.18 Deputy Commissioners will arrange to have each rain-gauge inspected twice a year by an officer of rank not below that of Extra

Assistant Commissioner. The points to which attention should be directed are indicated below. If any serious defect is found, it should be reported to the Director of Land Records. Defects should be remedied at once under the Deputy Commissioner's orders. The practice of reporting the results of inspection by postcard to the Metrological Department to the Government of India, and to the Director of Land Records will be discontinued.

POINTS REQUIRING ATTENTION

- (1) Is exposure of raingauge good? Distance between gauge and neighboring object should be at least twice the height of that object.
- (2) Are any trees growing up or houses being built which are likely to affect the exposure?
- (3) Is rain gauge firmly fixed in ground ? How is it fixed?
- (4) Is mouth of funnel 300 mm. above ordinary level of ground?
- (5) Is mouth of funnel approximately level?
- (6) Is rim of funnel circular, or does it appears to be indented or distorted?
- (7) Are measuring glass and receiver clean?
- (8) Test observer to see if he can measure correctly.
- (9) Has rainfall been accurately measured at the fixed hour, i.e. 8.30 A.M., since last inspection ?
- (10) Are rainfall records properly and neatly kept up?

12.20 Report on the working of rain gauges - The Deputy Commissioners and the Superintending Engineers in charge of Irrigation Circles will submit to the Director of Land Records on the 20th April, for the preceding financial year, a very brief report on the working of the rain registration system. The reports on gauges in the charge of canal Officers will be sent by Executive Engineer to the Superintending Engineer by the 10th April, who will submit a consolidated report for his circle to the Director of Land Records by the 20th April. The Director will then compile and submit the State report to the Deputy Director-General of Observatories, Poona, by the 15th May.

12.20 Supply of printed forms - Printed forms of the monthly rainfall Return and of the district register can be obtained, on indent from the Controller, Printing & Stationery, Punjab, Chandigarh.

- 12.21 Deleted.
- 12.22 Deleted.
- 12.23 Deleted.
- 12.24 Deleted.

APPENDIX A. Deleted.

**APPENDIX B
On Indenting for Raingages**

(a) The National Instrument Limited, Calcutta supplies not only complete rain-gauges, but also the component parts. It often happens that only a part of a gauge is damaged and in such case a new part, not a new gauge, should be ordered. There are two main parts to a gauge besides the rain receiving bottle and these are shown in figure 1. The correct names of these parts are -

- (i) Top part (Collector).
- (ii) Receiver.
- (iii) Bottom part (Base).

In ordering it is only necessary to specify the part required by these names, and then unless it is definitely stated that the part is required for an exceptional gauge, it will be supplied to fit a standard five inch gauge.

(b) In forwarding indents to the National Instrument Limited it is important that the instructions for filling up the indent should be strictly followed. If this is not done unnecessary delay and correspondence results. The indent form is attached.

The entries are to be as follows:-

Column (3) – In this column it must be clearly stated whether a complete gauge or only a part is required. In the latter case the correct name as given in paragraph (a) above must be used.

Columns (4 to 6) – These columns should be filled in with the information required.

Column Book transfer (Vide top of Indent Form "A")

The cost of gauges and

(Cash payment)

measuring glasses issued to official rain-gauge stations will in practically all cases be recovered by "book transfer".

Column-"Name of Account officer" (Vide top of Indent Form "A". This column is the one which is most often incorrectly filled in. What is required is the designation of the Accounts Department Office by whom the transaction or the indenter's accounts are adjustable such as Accountant-General, Bombay, Pay and Accounts Officer, United Provinces, etc. etc. Past experience has shown that this column is often erroneously filled in with the name of the Officer controlling the Rain-fall Registration or that of the indenter's departmental head, and this causes much unnecessary delay and correspondence.

Column-"Articles to be dispatched to etc.," (Vide bottom of indent Form "A"). Full details of how and where the gauge is to be dispatched must be given. Great care should be taken that the name of the station is clearly written to prevent dispatch to another station with a similar name.

- (c) When instruments are to be sent by post the name of the Post Office as well as the district in which it is situated should be given; and when by railway, the nearest railway station should be distinctly stated. In the latter case the name of the Post Office and district should also be given for dispatch of correspondence.
- (d) Every indent must be signed by the Indenting Officer with his official designation placed under his signature and then forwarded to the Officer controlling the Rain fall Registration for the State for counter-signature and dispatch to the National Instrument's Limited.
- (e) Sometimes the National Instruments Limited is requested by a Controlling Officer to dispatch an article to a rain-registering officer in anticipation of formal indent. In such cases it is very necessary that the letter containing the

request should also give the information required by paragraph (b) above.

- (f) When an indent for supply on "book transfer" is complied with, the National Instruments Limited forwards an invoice in triplicate. One copy of this invoice should be signed by the receiving officer in the place provided for the purpose entering his official designation below his signature, and after being so signed should be returned to the National Instrument's Limited without delay. Of the remaining 2 copies he will file one copy in his own office and attach the third copy to his contingent bill (Article III, Civil Accounts Code, Volume I).

Form A SURVEY OF INDIA
DUPLICATE NOT REQUIRED
NATIONAL INSTRUMENT OFFICE

Indent No. _____, dated _____. On the National Instrument Office, Calcutta, for supply of Instruments, & c, required for the use of _____

Accounts to be adjusted by Book Transfer Designation of Accounts Officer by _____

Cash Payment

whom the "Book Transfer" transaction is to be adjusted or who finally audits the accounts of the indenting Officer _____

Serial No. of Items	Reference number as per M.I.O. price list	Description of instruments	Quantity or number in use or in store	Quantity or number now indented for	Purpose for which required	Probable price as per price list	COLUMNS 8 TO 11 ARE RESERVED FOR USE BY NATIONAL INSTRUMENT OFFICE				
							Class No.	Substitute offered	Progress date	Work No	Re
1	2	3	4	5	6	7	8	9	10	11	12

Articles to be dispatched by Passenger or Goods train and addressed to the _____

I hereby certify that the articles specified on this Indents are indispensably necessary for the purposes set forth to the best of my knowledge and belief, after the most careful examination

* The price of instrument & c., issued to “ Government Departments” and such Railways as are entitled to deal with the M.I.O must be adjusted by “ book transfer”

Signature.

Signature

Recommended and countersigned by _____
Official designation of Indenting

Officer.

Official designation of

approving authority.

APPENDIX C

**Monthly Rainfall Return of the _____ Distt.
 for the month of _____ 20 .**

Paragraph 12.16 of Chapter 12.

RAIN GAUGE STATION IN THE DISTICT													REMARKS
Date													1. The extent and effect

(2) The names of stations should be written in the same order as these

are published in the Local Gazette.

(3) The entries opposite marginal Headings marked * will be made

from the data supplied by the office of the Director of Land Records, Punjab.

(4) A day with 2.5 millimeters (or 10 cents) or more should be counted as a rainy day.

(5) The figures should be in the international form of Indian numerals

(1,2,3, etc.) and should be written up legibly in ink.

(6) (a) If the rainfall observations are not taken on any day for any reason, the fact should be clearly indicated by the symbol 'X' in the

appropriate columns (date and month) of the statement.

((b) The word 'Nil' should be written up only when the rainfall recorded is Nil, i.e. when there is no rainfall on any day.

(7) The statement should reach the office of Director of Land Records,

Punjab, not later than the 5th of the month following that to which it relates.

Dated

Deputy Commissioner

CHAPTER 13
FORECAST OF CROPS

Replaces Standing Order No.38, original issue, dated 11th June 2009. First Reprint dated 5th February 2014.

13.1 Forecast reports have to be submitted by the Deputy Commissioners and Settlement Officers as noted in paragraph 817 of the Punjab Land Administration Manual to the Director of Land Records, Punjab, in form F.C.I of the crops shown in the statement below:-

Name of Crop	Distt. from which the forecast are required to be submitted	Dates on which forecasts are to reach the office of Director of Land Records Punjab.							Remarks
		First Forecast	Second Forecast	Third Forecast	Fourth Forecast	Final Forecast	Supplementary Forecast		
1	2	3	4	5	6	7	8	9	
Cotton	All Distt.	2 nd August	2 nd October	29 th November	30 th January	..	Ist April		
Wheat	Ditto	7 th January	7 th March	--	--	7 th May	--		
Linseed	Ditto	12 th December	21 st February	--	--	5 th May	--		
(Sarshaf, Taramira, Toria and Mustard	Ditto	Ditto	Ditto	--	--	Ditto			
Sugar Cane	Ditto	11 th June	6 th October	--	--	30 th April	--		
Ground Nut	Ditto	7 th August	30 th October	--	--	31 st January	--		
Seasamum	Ditto	Ditto	7 th October	--	--	15 th December	--		
Rice	Ditto	7 th October	7 th December	--	--	5 th February	--		
Bajra	Ditto	7 th August	--	--	--	23 rd November	--		
Maize	Ditto	Ditto	--	--	--	22 nd November	--		
Barley	Ditto	5 th January	5 th March	--	---	Ist May	--		
Gram	Ditto	Ditto	Ditto	--	--	Ditto	--		
Jawar	Ditto	Ist August	--	--	--	31 st October	--		
Other Kharif pulses mung, mash moth and others	Ditto	25 th August	--	--	--	15 th December	--		
Tobacco	Ditto	10 th March	--	--	--	--	31 st July		
Other Rabi pulses	Ditto	25 th December	--	--	--	20 th April	--		

massar, peas & others								
Ginger	Ditto	--	--	--	--	20 th Feb.	--	
Pepper	Ditto	--	--	--	--	12 th March	--	
Chillies	Ditto	21 st January	--	--	--	Ist June	--	
Potatoes	Ditto	--	--	--	--	16 th August	--	
Sweet Potatoes	Ditto	--	--	--	--	15 th April	--	
Red gram	Ditto	16 th August	15 th December	--	--	Ist January	--	
Guar (Tur)	Ditto	--	--	--	--	Ist June	--	
Turmeric	Ditto	--	--	--	--	Ist January	--	
San-Hemp	Ditto	Ist August	--	--	--	Ist January	--	
Garlic	Ditto	16 th August	--	--	--	--	--	
Onion	Ditto	Ditto	--	--	--	--	--	

The potato crop year for purposes of these estimates should be that beginning with the summer crop and ending with the winter crop. First estimate should contain areas under potato crop and general information regarding growth and prospects, and in the final estimates information relating to area and production of potato crop be given. In both of these estimates, the figures for summer and winter crops should be shown separately.

13.2 Importance of punctuality in the despatch of forecasts -The publication of crop forecasts is always anxiously awaited by business firms. As delay detracts greatly from their value, special efforts should be made to despatch all forecasts to the Director of Land Records by their due dates. There should be no difficulty as regards the first and second forecasts which are merely estimates. The third or final forecasts, however, should contain a statement of the actual area sown, together with an estimate of the yield per hectare. Where it is found impossible to complete the crop inspection in time for the inclusion of correct figures of area in the third or final forecasts, the best possible estimates should be submitted in their place. It should be noted that revised figures will follow, and these should be despatched as soon as they have been prepared.

13.3 Deleted.

13.4 The Director of Land Records prepares and publishes the State forecasts in Form F.C.2 on the basis of the information supplied by the Deputy Commissioners. In the case of third or final forecasts, the Director of Agriculture checks the tehsils estimates of outturn with those reported to him by the field officers and then fixes the yield in kilograms per hectare for each district separately for irrigated and unirrigated areas. Then the total outturn of the State is calculated in the Director of Land Records the province is calculated in the Director of Land Records office by applying this yield to the sown area reported by the Deputy Commissioners in their forecasts and a draft report of the forecasts together with a statement is submitted to Director of Agriculture for countersignatures. After these forecasts are countersigned by the Director of Agriculture, a copy of each forecast is supplied to the Economic and Statistical Adviser to Government of India, Ministry of Agriculture, New Delhi, Revenue Secretary to Financial Commissioners, Punjab and Controller, Printing and Stationery, Punjab. A copy is also posted at the office of the Director of Land Records, and the Director of Agriculture, Punjab, for the information of the public. Printed copies of forecasts are also supplied gratis to various firms in and outside India.

13.5 Disposal of Forecast reports - The final reports of Forecasts should be retained till next settlement and then handed over to the Settlement Officer. The intermediate reports of Forecasts should be preserved for two years from the date of submission and then destroyed.

The Director's printed reports on forecasted crops should be similarly disposed of.

13.6 Deleted.

13.7 (1) The estimates of production for the final forecasts and revised estimates should be based on the results of crop-cutting experiments by Random Sampling Method in the case of crops on which such experiments are carried out in the State.

(2) The method of framing pre-harvest as well as post-harvest forecasts for crops not covered by the Sample Surveys shall remain the same as before (i.e., on the basis of the normal yield, modified

according to the condition factor as ascertained through eye estimation) For framing the final forecasts and revised estimates, the results of the crop-cutting surveys by the Random Sampling Method should be utilized. For the yield of the crops in the State as a whole and for major Divisions and districts there should be no difficulty in utilizing the results of such surveys since they give estimates of reasonable accuracy for these administrative units. With regard to the yield for districts of minor importance from the point of view of crop acreage, however, the crop-cutting surveys do not provide results to the same degree of accuracy and, therefore, the data from crop-cutting experiments should be supplemented by ancilliary information collected at present under the existing official methods such as the product of crop acreage, the normal yield and the condition of crops ascertained through eye estimation.

(3) Wherever a change is made on the basis of calculating production of a crop from eye estimation to the crop cutting surveys, two sets of figures should be published side by side arrived at by each method, for a period of two years, in order that the production figures in the current year can, be compared with the previous years and to denote the extent of change in the production estimates made by the old and the new method.

(P.G.Memorandum No.ESA-56/1890 dated the 17th October, 2056)

FORM F.C.1

Primary Forecast Return.....

Year.....due on.....

Name of Crop.....details of cultivation of

Village.....Hadbast

No.....Tehsil.....Distt.....

Number of Forecast	Due on	Total area in the current year			Total area in the last year			Cause of increase or decrease	Details of area of current year (A)		Valuation of the land in the current year in rupee or paisa or average yield
		Pure	Mixed Net	Total	Pure	Mixed Net	Total		Irrigated	Unirrigated	
1	2	3	4	5	6	7	8	9	10	11	12
First Second Third Fourth Final Supplementary											

Signature.....

(a) To be filled in for final forecast only

Date.....

In the Remarks column mention.....

1. Whether the sowings were early or in time or late;
2. Whether the harvesting commenced in time.
3. Specify gross areas under mixed crops separately in the remarks column.

FORM F.C.II

Forecasts State Return

Forecast report on.....Crop for the year
20.....State

AREA IN ACRES

District	Of current year crop	Of previous year crop	Average of Preceding		Percentage by which column No.2 exceeds or is less than			of Percentage areaeach irrigated in the current	Of Current year 's crop only
			3 years	5 years	Column No.3	Column No.4	Column No.5		
1	2	3	4	5	6	7	8	9	10

Due Date fixed by Central Government.....

Date of which this return is despatched.....

Reasons of delay, if any.....

CHAPTER 14

CURRENT PRICES

In connection with this chapter, paragraph 820 of the Land Administration Manual should be read.

14.1 Register maintained by Deputy Commissioners - (i) Every Deputy Commissioner shall maintain a register as in Form P.C.1 showing the retail prices at district headquarters of every article specified in the crop abstract of the district referred to in paragraph 10.1 of manual and firewood and salt. This register shall be arranged in twelve sheets , one sheet for each month, and the prices will be recorded twice a month, viz, on the 15th and on the last day of the month, those of each month of the current year following the entries for the same month of the preceding year. The duty of maintaining this register is entrusted to the district kanungo, who should obtain his information from the tehsildar of the headquarters' Tehsil.

(ii) **Return sent to Director of Land Records** - From the prices contained in this register a return as in Form P.C.2 will be compiled in the General Office of the Deputy Commissioner, and despatched on the 1st and 16th of each month to the Director of Land Records. It is not necessary to keep a copy of this return. If the price of any article is not stated , the reason (e.g., "not procurable", "not produced", etc.) should invariably be given.

(iii) The price in this return are those required for the reports submitted to the Government of India, and the articles of which prices are shown should not therefore be altered or added to in any case except under instructions from the Financial Commissioners.

14.2 Report of Wholesale prices - Deputy Commissioners are required to report to the Director of Land Records on the 1st and 16th of each month, the wholesale prices of the principal, food grains, etc., in form P.C.3. This information is supplied to the Deputy Commissioners by the tehsildars of Jalandhar, Ludhiana, Ferozepur, Amritsar, Gurdaspur, Phagwara, Pathankot, Bathinda, Faridkot and the Naib Tehsildar Abohar and Dhuri after collecting figures from their mandis.

Care should be taken to prepare this return strictly in accordance with the instructions given at the foot of the form.

Registers will be maintained in the districts named for wholesale prices in the same way as for retail prices.

14.3.- 14.7. (Deleted)

14.8. Preparation of lists or prices in special emergencies - Orders as to lists of prices which have to be prepared in special emergencies when troops are on the march, or for checking of accounts, will be found in part G (price lists) of standing order No.58-Troops, which is repeated here.

**(PART G OF STANDING ORDER NO.58)
PRICE LISTS**

1. (a) for troops on the march - (i) Besides having to supply articles, Deputy Commissioners may also be called upon to furnish information as to the current prices for the same. This information is usually required merely as a safeguard against overcharging on the part of shopkeepers in the camp.

(ii) For this purpose Deputy Commissioners should give to tehsildars a list of the camping grounds where price lists are to be kept, and also a list of the articles to be included in these price lists. Nothing should be included which cannot form the subject of a requisition as described in the preceding paragraph. The price lists need only be prepared during the camping season when troops are on the march, and in the case of the less frequented camping grounds, it will be sufficient to prepare them on intimation being received of the passage of troops. The 'prices' quoted will be those prevailing in the vicinity of the camping ground in question with such enhancement for carriage as may be reasonable.

2. Cancelled.

3. For audit of bills for compensation for dearness of provisions -

(i) A third occasional price list which Deputy Commissioners may be called upon to supply is connected with the audit of bills for compensation for dearness of provisions consumed by troops on the march. The following rules relating to this occasional price list are still in force.

(ii) When so called upon, Deputy Commissioners will supply prices current of any of the following articles mentioned in the requisition of which the form is given under paragraph 11.2 of Part F of standing order No.58:-

- (1) Gram
- (2) Barley
- (3) Bajra
- (4) other inferior grains
- (5) Grass
- (6) Wheat Flour, usual first or second quality
- (7) Rice, usual first or second quality
- (8) Dal }
- (9) Ghee first or second quality } First or Second quality.
- (10) Salt }
- (11) Gharrahs.

(iii) It appears to be the practice of Commanding Officers in some cases to ask for prices of both first and second class qualities of wheat flour, dal, ghee and salt. If such a requisition is made and quotations are available for one quality only, that should be assumed to be the first or usual quality unless it is expressly reported to be some thing else and the entry against the second quality should be "Nil".

(iv) The prices to be entered are to be ruling or prevailing prices. If the average of a week or a month is available it may be given. But it is not necessary to record the prices daily for the purpose of striking an average. What is wanted is a statement of the prices usually paid during the period, if any specified in the requisition, or if no period is specified, during the week preceding the requisition.

(v) When purchases of the provisions have been made in a bazar, the current prices to be supplied by civil officers are to show the rates ruling in that bazaar. If the purchases have not been made in a bazar the rates to be shown are those prevailing in the large town or bazar nearest to the place of purchase. It follows that the rates must be reported by the tehsildar in whose tehsil the bazar or the town in question is situated. The tehsildar shall primarily be responsible for the accuracy of the rates which he reports to be prevailing. The

certificate to be supplied to the Commanding Officer must be signed by the Deputy Commissioner, whose signatures will imply that he is satisfied that the tehsildar's report be accepted as correct.

4. The price list enumerated above, together with those periodical returns, which are described in this chapter, are all that Deputy Commissioners can be called upon to supply to military officers, and no other information should be given without the sanction of the Financial Commissioner.

14.9 Maintenance of a general register of prices at every headquarters' tehsil - At every headquarters tehsil and for Abohar and Pathankot a general register of prices must be maintained for such articles as are required locally in order to comply with the orders contained in this chapter and standing order No.58. Entries will be made daily or weekly as circumstances require. At other tehsils it is left to the discretion of the Deputy Commissioner to abolish this register if price lists are rarely or never supplied to the military authorities under part G of standing order No.58 (Reproduced in paragraph 14.8 supra).

14.10 Price list for general information- In certain large towns, and especially where there is a large civil station, a practice exists by which Deputy Commissioners publish a price list for general information. As long as this information is obtained from the tehsil registers referred to in paragraph 14.9 supra and causes no more labour than is involved in copying out the entries, the practice is unobjectionable, but it should be realised that it is not obligatory and is supported only by usage. The matter is left entirely to the discretion of the Deputy Commissioners. A simple way of meeting the expectation of the public is where it can be so arranged without cost to Government, to send a weekly list to the local press. Individual applications for information as to prices should, in no circumstances, be entertained.

14.11 Price list not furnished to hospitals - No list of current prices will be furnished to hospitals or dispensaries under the control of the Director Health Services and any application for the supply of such lists should be referred for the orders of the Financial Commissioner.

14.12 Instructions for the attestation of prices - It is the duty of the Deputy Commissioners to see that instructions contained in paragraph 14.1 and 14.2 supra are properly carried out by the Extra Assistant Commissioners responsible for the attestation of prices. Care should be specially taken to avoid, in all lists of prices compiled, the following obvious errors :-

- (i) the entry of constant prices for months together in one station, while in neighboring stations considerable fluctuations are shown ;
- (ii) the entry of wholesale prices higher than the retail prices reported for the same food grains in the same station for the same period ;
- (iii) the entry of prima facie absurd variations in prices from fortnight to fortnight in the same station.
- (iv) the entry of prices apparently for the same quality of any particular food grain in successive periods when in fact the prices quoted are not for the same quality.

Experience has shown that unless precautionary measures are taken, the actual work of recording prices is apt to degenerate into routine and to be left to a low paid clerk, and most of the mistakes may ultimately be traced to this fact.

14.13 Inspection of registers of prices - The Director of Land Records is required to check the register of prices maintained at district and tehsil offices at the time of his inspection.

14.14 [Deleted]

14.15 Lists and registers of prices to be prepared with care - With regard to the lists and registers referred to in paragraphs 14.9 and 14.10 supra the attestation of Deputy Commissioners is drawn to the fact that the nirkhnama rates are often below bazar rates and consequently contractors and shopkeepers at camping grounds do not receive full price. On the other hand, it must be remembered that the military authorities sometimes issue contracts, e.g., for the supply of bhusa to camel crops, based on the rates shown from time to time in

the list of bazar prices supplied to them. These lists should therefore be carefully prepared to ensure that the public money is not wasted by the record of exaggerated rates.

14.16 [Deleted]

FORM P.C.1

(PARAGRAPH 14.1)

_____ DISTRICT

REGISTER OF RETAIL PRICES FOR THE MONTH OF _____ STATED IN KILOGRAMS PER RUPEE.

Year	First or Second fortnight												Remarks

INSTRUCTIONS

Arrange the various articles of produce as nearly as may be under the groups and in the order prescribed for statement IV of the Season and crop report. No attempt should be made to strike averages for the fortnight. The rate given should be that obtained on the last date of each fortnight. The prices are to be those obtained at the headquarters of the district, and no averages are to be struck for other places in the district. The salt of which the prices current will be entered should be that commonly used in the district.

FORM P.C.2

_____ DISTRICT

RETAIL PRICES CURRENT OF FOOD-GRAINS ETC. AT THE HEAD QUARTERS OF THE DISTRICT AT THE CLOSE OF THE HALF _____ MONTH ENDING _____ (KILOGRAMS)
PARAGRAPH 14.1 (ii)

1	2	3	4
Items	Amount per rupee Kilogram		
Wheat
Barley
Rice (Basmati)
" (Common Sort)
Jowar (Sorghum Vulgara)
Bajra (Pennistem typhoidium)

Items	Wholesale price in rupees		Remarks
Rice unhusked (Basmati)	
Rice husked (Basmati)	
Rice unhusked (Common Sort)	
Rice husked (Common Sort)	
Wheat	
Barley	
Oats	
Jowar	
Bajra	
Maize	
Gram	
Dal (Arhar or toor)	
Moong	
Mash	
Massar	
Linseed	
Rapeseed(Sarshaff)	
Groundnut	
Til (jinjilli seed)	
Sugar (raw) gur	
Sugar (refined)	
Cotton {Desi	
(Cleanned) {American	
Cotton {Desi	
(unginned) {American	
Cotton seed	
Ghee	
Potatoes	
Onions	
Chillies	
Flour Wheat(Maida)	
Atta Wheat	
Tobacco	
Turmeric (underground)	
Salt refined (Ground	
common(unground)	
Dry hides (Ist and 2nds { } Framed	
rejection) of {Cows }	
{ } Country	
{ } Framed	
{ BULLS} Framed	
{ } Country	
Hydrogenated Vegetable oils	
Bran	
Grass (dry)	
Bhusa (White)	
Jowar stalks	
Bengal Coal (Soft Coke)	
Kerosene oil (per tin statins the brand)	
Toraia	

INSTURCTIONS

(a) No return need be made by any district of prices of articles which are not staples of local trade.

(b) The rates quoted should be those for wholesale transactions on the last day of the fortnight under report, or, in default of such, for the most recent transactions in the fortnight. Where wholesale price is not available retail price should be shown with the prefix "R" against the rate.

(c) Following quantities shall be regarded as wholesale transactions:-

(1) at least 40 kilogram of tobacco leaf (dry) turmeric (unground), and raw and refined sugar and at least 4 Quintals for all other articles

(d) The prices should be rendered in terms of rupees for a quintal.

(e) The prices should be collected on the 15th and on the last day of each month, on which dates the retail prices of food grains and salt are collected and of which fortnightly returns are now published in the official Gazette. This arrangement will enable the staff which now collects the retail prices to collect the wholesale prices at the same time.

(f) Full explanation should be given for all differences of 20 percent, or over in quotations as compared with those in the preceding statement.

FORM P.C.4.
[Deleted]

FORM P.C.5.
[Deleted}

FORM P.C.6.
[Deleted]

CHAPTER 15

CROP EXPERIMENTS

(Replaces standing order No.9-A original issue, dated 18th October,2029)

EXPERIMENTS BY REVENUE STAFF

15.1 The Government of India having directed tables to be prepared quinquennially showing the average produce of the crops cultivated, the Agriculture Department in all districts of the State. With the help of the results of these experiments the existing estimates of the normal rates of yield will be revised at the end of each period of five years. When a district comes under settlement, the Settlement Officer will conduct as many reliable crop experiments as he can in the manner prescribed in appendix X to the Settlement Manual and report the results to the Commissioner, who will forward them with his remarks to the Director of Land Records.

15.2 *Experiments by agricultural staff.*- In all districts where agricultural officers are stationed, experiments will, under the orders of Government, be conducted by members of the Agricultural Department. Results of experiments conducted by them shall be communicated by the Director of Agriculture after each harvest to the Director of Land Records.

15.3 [Deleted].

15.4 Preliminary reports by agricultural staff – (a) Each Deputy Director of Agriculture and Statistical Department of Agriculture shall personally make one experiment with cotton and one with wheat each year. Each agricultural officer on district work shall conduct seven experiments in Kharif and six experiments in the Rabi harvest with the crops shown in table C as follows :-

Kharif – Cotton two, and rice, maize, jowar, cane,
and bajra, one each.

Rabi – Wheat two, barley, gram, toria, sarson and
tobacco, one each.

Table C attached shows the principal crops in which, and the kind of land on which, experiments are to be made.

(b) On the following dates each year the officer in charge of the experiment should make a preliminary report in table D to the Director of Agriculture, stating in what villages

and in what zamindars lands, he will conduct the experiment for the crop then ripening. The assessment circle in which the villages in question are situated should also be stated. This can be ascertained without any difficulty by enquiry from the tehsil :-

Crops	Date
Toria	Ist December
Rape and taramira	15 th January
Rabi Crops	Ist March
Tobacco	21 st May
Kharif Crops	15 th September

15.5 *Instructions as to how experiments are to be carried out.* – The plots on which experiments are to be undertaken should be selected at random.

15.6 As far as possible the plots selected for experiments should be long narrow strips, at least five times as long as broad, of which the areas should be not less than 1/20th of an hectare and not more than 1/10th of an hectare. In the case of cane the area should be 1/80th of an hectare.

15.7 The field selected should be an average field in an average village in the assessment circle concerned by irrigated crops are meant crops in which water has been supplied by the ordinary methods in use in the district, as by canals, wells etc. The kind of irrigation applied to each crop experimented on should be noted. Experiments in crops which are specially noted as unirrigated should of course only be made in rain fed crops. At the time of selection the Officer deputed to conduct the experiment should invariably record what the zamindars associated with him in the selection calculate the outturn will be, and whether they consider it average of the harvest for the crop and soil under experiment. Their opinion should be noted in the column of remarks of table B. The particulars regarding the history and circumstances of the holding and other information required in the printed form of report should be stated intelligently, but in the briefest form.

15.8 With all the crops specified, excepting cotton, tobacco and cane, the process of conducting the experiment is simple and easy. The crop should be dead ripe. It may then be cut and exposed to the sun till it is fit for threshing. The produce should then be trodden out or threshed in the way common in the neighborhood. Care must of course be taken that grain is not lost during threshing or winnowing. In weighing the grain and tobacco a deduction of five percent, will usually be sufficient for dryage, but, if the grain and tobacco seem at all most, five kilograms of them should be thoroughly dried and weighed again, and the resulting deduction applied proportionately to the whole quantity.

15.9 Cotton is picked several times at intervals of several days as the pods ripen. In the case of tobacco the crop after cutting is exposed to the sun for about a week and then buried under ground for a similar period after which it is taken out. The leaves are then dried, twisted into ropes, and weighed to fix the yield per hectares. It will, therefore, generally be difficult for an officer to supervise the whole of the experiment on these two crops personally. He should see the first and at least one of the subsequent pickings performed in case of cotton, and the cutting and weighing operations in case of tobacco, and must depute the remainder of the work to a trustworthy subordinate. In the case of sugar cane it may not be possible to get the canes crushed at once and the juice boiled within a reasonable time. It may, however be possible either to obtain a correct result by weighing the cut cane after removal of the trash and tops, and by then ascertaining what weight of gur or rab is produced from a given weight of similar cane; or else the area of the experiment may be sufficiently reduced to permit of a complete direct experiment being carried out.

15.10 The agricultural officer incharge of the experiment should at the end of each harvest submit to the Director of Agriculture a report of the result of the experiments in the form of table B. Separate forms should be used for each district experimented on. Printed copies of, this form will be supplied by the Director of Agriculture's office. In filling up the form care should be taken that the instructions printed thereunder as foot notes are correctly carried out.

15.11 After each harvest all experiments made during it, by the agricultural staff, should be carefully examined in detail by the Directors of Agriculture and of Land Records, sitting together, and any experiment they consider unreliable, for reasons to be briefly recorded, should be discarded.

15.12 The Director of Land Records should, after each harvest, write a short note for the information of the Financial Commissioners and Government, showing for each crop experimented on in each district the results of the experiments made by the Agricultural Department and by Settlement Officers separately in the proceeding crop, the number of experiments, are experimented on and the like. It should also show the outturn assumed at last settlement. To this note should be appended a statement in the following form :-

Dist.	Tehsil	Assessment circle	Number of experiments conducted	Outturn per hectare of all accepted experiments on		Total area experimented on	Remarks
				Irrigated Land	Unirrigated Land		
1	2	3	4	5	6	7	8

15.13 Crop experiment returns should be kept till next settlement and then made over to Settlement Officers.

TABLE B
Statement of results of crop experiments in the _____ district for _____ Season 20

1	1(a)	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Serial no.	Tehsil	Assessment circle	Village	Kind of Crop	Area sown with the crop	Class of irrigation	Status and resources of cultivator	Details of cultivation in three preceding seasons	Details of manuring and watering of crop under experiment	name and rank of officers and date of making the experiment	Area out	Weight of produce in kilogram		Produce per hectare in kilogram		Quinquennial average outturn per hect. of grain in kilogram	Average outturn per assumed at last settlement of grain in kilogram	Remarks
												Grain	Straw	Grain	Straw			

Notes: In column 6 enter the class of irrigation of the crop experimented upon according to girdawari.

In column 7 state whether the cultivator is man of good, average or insufficient resources as regards cattle, labour, etc. extent of his holdings, whether indebted or not; if considered relevant.

In column 8 enter crops according to girdawari, specifying class of irrigation and whether matured or failed.

In column 9 if a proceeding crop was matured, as, for instance, when wheat follows manured maize, mention, this, give number of ploughings, weeding etc. etc., also in case of rabi crop whether ploughed before or after rainy season,; if only one watering was given, mention whether it was before or after sowing.

In column 12 and 14 enter the weight of the main produce in its marketable form. In the case of cotton enter weight of cleaned cotton. In case of tobacco enter the weight of dry leaf ordinarily marked by the cultivator. In case of sugarcane, enter weight of gur or rab.

In case of maize enter weight of grain removed from cob.

In column 13 and 15 enter the weight of marketable products giving their names. In case of cotton, enter weight of seed. In case of tobacco enter weight of stalks. In case of jowar, straw, etc. etc., enter weight of straw dried.

In column 16 enter the outturn given in the latest quinquennial statement issued by the Director of Land Records, showing the approximate yield per hectare in kilograms of the principal crops in each district of the Punjab.

Important variations of column 14 as compared with those of 16 and 17 should be explained.

In column 18 state the reasons for the selection of the site of the experiment mention any other circumstances affecting the value of the result, and give probable reason for any specially good or bad yield, as for instance whether the crop was sown late or early; nature of soil, whether light or heavy, high or low; whether the season suited such soil; whether any damage occurred from wind, hail, frost, vermin or other causes.

If more than one experiment has been made in any class of crop, enter each separately, it is not necessary to give an average for the whole. The weight of "cane" for the area under experiment as well as the yield per hectare of "cane" in addition to the weight of gur shown in columns 12 and 14 should also be noted in this column.

TABLE C

Crops in which experiments will be made by the officers of the agriculture department

Sr. No.	District	Kharif																	
		Sugarcane						Jowar		Bajra		Cotton				Rice		Maize	
		Irrigated	Unirrigated	Planted		Rantoon		Irrigated	Unirrigated	Irrigated	Unirrigated	American		Desi		Irrigated	Unirrigated	Irrigated	Unirrigated
				Irrigated	Unirrigated	Irrigated	Unirrigated					Irrigated	Unirrigated	Irrigated	Unirrigated				

Rabi												
Wheat		Barley		Gram		Tobacco			Toria and Rape		Name of Officers incharge of experiments	
Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated		Unirrigated		Irrigated		Unirrigated
						N.Rustica	N.Tobacum Virginia type	N.tobacum Desi type				

TABLE D

Preliminary Report on crop experiments proposed to be conducted in the _____ District for _____ Season 20_____

Serial No.	Kind of Crop	Name of Village	Assessment Circle and tehsil	Owner's name and description	Class of Soil	Area field of	Estimated outturn per hect.	Remarks
1	2	3	4	5	6	7	8	9

CHAPTER 16

QUINQUENNIAL WAGE CENSUS

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CHAPTER 17

GAZETTEERS

(Replaces Standing Order No.43, Original Issue, dated 20th October, 2009)

17.1 Introductory - The orders of the Government of India as to the preparation of Gazetteers will be found in paragraph 836 of the Land Administration Manual. The revision of Gazetteers has now been entrusted to a separate organization under the supervision and control of the State Editor, Gazetteers, who undertakes the work of revising Gazetteers under the administrative control of the Financial Commissioner, Revenue. The latest instructions of the Government of India regarding the revision of Gazetteers are contained in their letter No.F.23-1/55.C-1(A) dated 17th November 2056. Besides making the gazetteers more detailed and comprehensive, the new instructions provide for only one volume of the gazetteers for both descriptive and statistical matter instead of having two separate volumes 'A' and 'B' as provided in paragraph 836 of the Land Administration Manual.

17.2 Plan of Gazetteers - The District Gazetteers will have 20 chapters. To ensure "uniformity of form contents and standard", the Government of India laid down chapter headings and contents "providing", however, "room for variations and additions to meet the local or special needs." This pattern is detailed hereunder:-

DISTRICT GAZETTERS

CHAPTER 1

GENERAL

(a) Introductory:-

- (i) Origin of the name of the district,
- (ii) Location, general boundaries, total area and population of the district.
- (iii) History of the district as an administrative unit and the changes in its component parts;
- (iv) Sub-Divisions, tehsils and Thanas.

Note – For the sake of convenience a general reference may be made to these subjects in the chapter of "General Administration".

(b) Topography:-

- (i) Natural Divisions, Elevation, configuration etc.
- (ii) Hills; Mountains system to which they belong, main peaks, heights situation, vegetation etc.
- (iii) Plateaus and plains; Variations in sea- level and lines of natural drainage;
- (iv) Deserts.
- (c) River System and Water Resources –
 - (i) Main Rivers and Tributaries and Canals;
 - (ii) Under ground water Resources.
- (d) Geology –
 - (i) Geological Formation;
 - (ii) Mineral Resources;
 - (iii) Seismicity
- (e) Flora-
- (f) Fauna –
- (g) Climate –
 - (i) Climatic divisions and seasons and their duration;
 - (ii) Temperature and humidity;
 - (iii) Rainfall;
- (iv) Atmospheric pressure and winds.

CHAPTER II HISTORY

- (a) Pre-history and Archaeology.
- (b) Early period
- (c) Medieval period
- (d) Modern period.

Note – The section headings are given only to indicate the general scope of the subject and the State Editors might effect such changes as they consider necessary to present local history in the proper light. The study should be based on standard works, due attention being paid to recent advances in historical research. Adequate attention should be paid to the pre-British period and the post-Mutiny developments which have not received adequate attention in the old Gazetters. Matters relating to economic, social and cultural life should receive as much attention as political history. Particular regard should be had to public life and popular movements of the 20th century which have received scant attention in the past. In the treatment of events

after the First World War, there is need for very great objectivity and the account should be limited to a narration of well-accepted facts. Since the history of India as a whole will be dealt with at length in the Central Gazetteers, the District Gazetteers should aim at highlighting the local history and local manifestation of all-India events. Papers in the Local Record Rooms, family archives and papers with religious and other institutions may be utilised to the extent resources permit. Such of those papers as can well go in with the Gazetteers may be given in the Appendix. But many documents of great historical value, which cannot appropriately be included in the Gazetteers, may come to light in the course of the work on the Gazetteers. The attention of the State Government may be drawn to them to secure their publication outside the Gazetteers Scheme.

CHAPTER III PEOPLE

(a) Population :-

(i) Total population:

Emigration and immigration.

(ii) Distribution of population between rural and urban areas.

(b) Language.

(c) Religion and Caste.

Principal Communities

(d) Social life :-

(i) Property and Inheritance;

(ii) Marriages and morals:

Marriage.

Widow Re-marriage.

Morals.

Birth and Death Ceremonies.

(iii) **Home Life** –

Types of Dwellings.

Furniture and Decoration.

Dress and Ornaments.

(iv) **Communal Life** –

Fairs and Festivals.

Folk Songs and Cultural Life.

Games and Recreations.

(e) **Rehabilitation-**

Rural Re-settlement

Urban Re-settlement.

Note – It was the practice of the old Gazetters to deal with the manners, customs and beliefs of each caste and tribe at length. A briefer treatment would appear to be adequate for the present purpose. Those who are interested in further details can consult the old Gazetters and books on social anthropology. Castes and tribes which are culturally distinct and unique may, however, require fuller treatment. The old Gazeteers also overstressed the prevalence of animistic beliefs and survivals of old customs and rituals. Valuable as these studies are they do not give a correct picture of the people as a whole. Sufficient attention should be paid to the influence of higher religious ideas and also to the new religious and social reform movements.

CHAPTER IV

AGRICULTURE AND IRRIGATION

(a) **Land Reclamation and Utilisation -**

(i) Land utilisation.

(ii) Cultivable waste.

(iii) Reclamation of Waterlogged Areas, Swamps, etc.

(b) **Irrigation –**

(i) **Irrigation facilities -**

Canals.

Wells.

Tube-wells and pumping sets.

(c) **Agriculture including Horticulture –**

(i) Set-up and Activities of the Agriculture Department;

- (ii) Soils, climate and crops -
 - Soils
 - Major and subsidiary crops.
 - Vegetables.
 - Fruit crops and gardens.
- (iii) Improved Agricultural Practices;
- (iv) Crop competition scheme;
- (v) Agricultural Co-operatives -
 - (1) Primary Agricultural Credit-Service Societies.
 - (2) Agricultural Non-credit societies:
 - Co-operative Marketing Societies
 - Co-operative Farming Societies
 - Other Societies.
- (vi) Programme of Scientific Agriculture-
 - Agriculture Implements.
 - Seeds.
 - Crop rotation.
 - Fallow cultivation.
 - Fertilizers and Manures.
 - Chemical Fertilizers.
 - Local Manurial resources.
 - Rural Compost and Cattle Dung Manure.
 - Green Manuring.
 - Town Compost and Sewage Utilization.
 - Urban Compost..
 - Sewage/Sullage Utilization..
- (vii) Agriculture diseases and Pests and Obnoxious Weeds.
- (d) Animal Husbandry and Fishries –
 - (i) Animal Health and Breeding Wings.
 - Animal Health Wing.
 - Animal Breeding Wing.
 - Intensive Cattle Development Project Centres.
 - Development of Gaushalls.
 - Cattle Fairs and Shows.
 - Castration.
 - Control of Menace of Wild and Stray Cattle.
 - Gosadans.
 - (ii) Area under Fodder Crops;
 - (iii) Dairy Farming;
 - (iv) Sheep Breeding;
 - (v) Poultry Farming;
 - (vi) Piggery ;
 - (vii) Fisheries;
 - (viii) Animal Diseases and Veterinary Hospitals.
- (e) **Forestry** -
 - (i) Importance of Forestry in the economy of the District;
 - (ii) Forest produce.
- (f) Floods.
- (g) Famine.

APPENDICES.

Note – Particular attention may be paid to institutions formed for exploiting on a larger- scale, agricultural, forest and animal husbandry resources, e.g. coffee and tea plantation. Special attention may also be paid to co-operation in the production and marketing of agriculture products.

CHAPTER V

INDSUTRIES

- (a) Old time Industries and Industrial Development.
- (b) State Aid to Industries.
- (c) Industrial Training.
- (d) Industrial areas and Estates.
- (e) Sources of Power.
- (f) Growth and Development of Industry.
- (g) Industries and Manufactures of the District –
 - (i) Large Scale Industries;
 - (ii) Small-Scale Industries;
 - (iii) Village/Cottage Industries and Handicrafts;
 - (iv) Industrial Arts;
- (h) Industrial Potential and Plans for future Development.
- (i) Role of Industrial Co-operatives.
- (j) Labour and Employers' Organisations.

Note – In respect of each of the Industries, the following particulars may be given; the location of the Factories, when they were started, number of persons employed, capital investment, wages, sources of supply of raw material, significant features in the manufacturing process, and finished products and their marketing. More important of the Industries may be considered individually, while the others may be treated under appropriate groups. Special mention may be made of State or Municipal management of industries and also of co-operative ownership and management of industries. Under the head "Industrial Arts", the manufacture of articles which transcend purely utility considerations and reach the realm of art may be mentioned.

CHPATER VI BANKING, TRADE AND COMMERCE

(A) Banking and Finance -

- (a) History of Indigenous Banking.
- (b) General credit facilities:-
 - (i) Indebtedness, Rural and Urban;
 - (ii) Role of private money-lenders and financiers;
 - (iii) Government and Semi-Government credit agencies.
 - (iv) Joint Stock Bank;
 - (v) Other loan and investment companies;
 - (vi) Co-operative credit;
- (c) Insurance and Small Savings.
- (d) Currency and Coinage.

(B) Trade and Commerce –

- (a) Course of Trade.
 - (b) Trade Centres –
 - (i) Regulated and Unregulated Markets.
 - (ii) Fairs Melas and Other Rural Marketing Centres.
 - (c) Co-operation in Trade –
 - (i) Co-operative Marketing.
 - (ii) Co-operative Consumers Stores.
 - (d) State Trading.
 - (e) Merchants and Consumers Associations and Organs for Dissemination of Trade News.
 - (f) Weights and Measures.
 - (g) Storage and Warehousing.
- Appendices.

CHAPTER VII

COMMUNICATIONS

- (a) Old time trade routes and highways and modes of conveyance.
- (b) Road Transport;
 - (i) Classification of Roads -
 - National Highways.
 - State Highways.

- District Major Roads.
- District Minor Roads.
- Village Roads.
- Municipal Roads.
- (ii) Vehicles and Conveyances –
 - Automobiles.
 - Cycles.
 - Cycle Rickshaws.
 - Horse Carriages.
- (iii) Public and Private Transport
- (c) Railways :
 - Rail Road Competition.
- (d) Waterways, Ferries and Bridges.
- (e) Air Transport
- (f) Travel and Tourist Facilities ;
 - Dak Bungalows and Rest Houses.
- (g) Posts, Telegraphs and Telephones.
- (h) Radio and Wireless Stations.
- (i) Organisations of Owners and Employees in the Field of
Transport and Communications.

Appendices.

CHAPTER VIII MISCELLANEOUS OCCUPATION

- (a) Public Administration –
 - State, Central and Local Government Services.
 - Public Employees Organisation.
- (b) Army.
- (c) Learned Professions –
 - Educational Services.
 - Medical and Health Services.
 - Legal Services.
 - Engineering Services.
- (d) Personal and Domestic Services –
 - Personal Services.
 - Barbers.
 - Washermen.
 - Tailors.
 - Self-employed persons.
 - Domestic Services.
- (e) Miscellaneous Services –
 - Transport Services.

CHAPTER IX ECONOMIC TRENDS

(a) Livelihood Pattern and General Level of Prices and Wages and Standard of Living.

(b) Employment situation –

Employment Exchange.

Employment Market Information Scheme.

Vocational Guidance Scheme.

(c) Planning and Community Development.
Appendices.

CHAPTER X GENERAL ADMINISTRATION

(a) Historical Background and Divisions of the District Administrative Divisions.

(b) District Authorities –

Deputy Commissioner.

Sub-Divisional Magistrate.

Tehsildars and staff.

(c) Development Organisation.

(d) Panchyati Raj –

Panchayats.

Panchayat Samitis

Zila Parishad.

(e) General Arrangement for disposal of Business-

General Assistants.

Public Grievance Officer.

District Development and Panchayat Officer.

Civil Defence Controller.

Executive Magistrate.

Assistant Commissioners.

Registration.

Official Receiver.

Oath Commissioners.

Notary Public.

District Attorney.

(f) District Committees.

(g) Other Important Officers –

Police.

Judiciary.

Military.

(h) Other State and Central Government Officers.

CHAPTER XI REVENUE ADMINISTRATION

(a) Land Revenue Administration –

(i) History of Land Revenue Assessment and Management.

(ii) Collection of Land Revenue.

(iii) Organisation for purposes of Land Administration.

(iv) Income from Land Revenue and Special Cesses.

(b) Land Reforms –

(i) Security of Land Tenures.

- (ii) Utilisation of Lands.
- (iii) Consolidation of Holdings.
- (iv) Agrarian movements, Bhoodan, peasant organisations ,etc.
- (v) Rural wages and condition of agricultural labour.
- (c) Other sources of Revenue, State and Central.

CHPATER XII
LAW AND ORDER AND JUSTICE

- (a) Incidence of Crime in District.
- (b) History and Organisation of Police –
 - Organisation of Police.
 - Civil Police.
 - Punjab Armed Police and Mounted Police.
 - Prosecution Staff.
 - Criminal Investigation Department.
 - Vigilence Police.
 - Anti-Smuggling Staff.
 - Police Wireless Station.
 - Railway Police.
 - Excise Police Staff.
 - Village Police.
 - Punjab Home Guards.
- (c) Jails and Lock-ups –
 - (i) Location of Jails and Lock- ups and prison organisation.
 - (ii) Prison discipline.
 - (iii) Welfare of Prisoners : Vocational Training, educational facilities, recreation, etc.;
 - (iv) District Crime Prevention Society
 - (v) District Probation Officer.
- (d) Organisation of Civil and Criminal Courts.
- (e) Bar Associations.

CHAPTER XIII
OTHER DEPARTMENTS

- (a) Public Works Department.
- (b) Public Relation Department.
- (c) Co-operative Department.
- (d) Food and Supplies Department.
- (e) Finance Department

- (f) Planning Department
- (g) Language Department

Note – The arrangement should follow the organisational pattern of each State. In view of the recommendations of the Second State Editors conference, the scope of the chapter is limited to a consideration of the activities of those departments whose work has not been reviewed in other chapters.

CHAPTER XIV LOCAL GOVERNMENT

- (a) Evolution of Local Government in the District.
- (b) Organisation and Structure.

Functions and Duties of Municipal Committees.

- (c) Town Planning and Housing.
- (d) Panchayati Raj; its organisation and structure;

powers and duties; financial resources; special achievements, if any ;
etc..

APPENDICES.

CHAPTER XV EDUCATION AND CULTURE

(a) **Historical Background** : Centres of Learning in ancient, medieval and early modern time. Beginnings of Western Education and pioneer work, done in the district.

- (b) **Literacy and Educational Standards :-**

Educational Societies rendering service in the field of education;

Women's Education;

Education of Scheduled Castes and Backward Classes;

Role of Local Bodies in the Field of Education;

Medium of instruction ;

Educational Set-up ;

- (c) **General Education :-**

Pre-primary Schools;

Primary and Basic Schools;

Secondary Schools;

Higher Education;

(d) Professional and Technical Education :-

Teachers Training;
Medical Education;
Engineering;
Technical Education;
Commercial Colleges, etc.

(e) Physical Education :-

Sports Department;
National Fitness Corps;
National Cadet Corps;
Bharat Scouts and Guides.

(f) Schools for Cultivation of Fine Arts : Music, Dancing, Painting , etc.

(g) Oriental Schools and Colleges.

(h) Education for the Handicapped : Deaf, Dumb and Blind.

(i) Adult Literacy, Social Education and Measures for the Diffusion of Culture among the Masses.

(j) Cultural and Literary Societies and Periodicals.

(k) Libraries and Museums.

**CHAPTER XVI
MEDICAL AND PUBLIC HEALTH SERVICES**

(a) Public Health and Medical Facilities in the Early Times.

(b) Vital Statistics: General Standard of health as reflected by the statistics. Important causes of mortality.

(c) Diseases Common to the District.

(d) Medical and Public Health Services.

Hospitals, Primary Health Centres, Dispensaries, etc.

Blood Banks.

School Health Services.

Medical Aid during Floods.

Prevention of Adulteration of Foodstuffs.

(e) Private Hospitals and Nursing Homes.

(f) Medical and Public Health Education Institutions.

(g) Sanitation.

(i) Public Health and Sanitation in Urban Areas.

(ii) Rural Sanitation and Water Supply.

Appendices.

CHPATER XVII

OTHER SOCIAL SERVICE(S)

- (a) Labour Welfare
 - Labour Legislation
 - Subsidised Industrial Housing Scheme
 - Labour Welfare Centres
- (b) Prohibition
- (c) Advancement of Backward Classes and Tribes
 - Scheduled Casts and Backward Classes
 - Measures Adopted for Betterment of the Conditions of Scheduled Castes and Backward Classes.
 - Social Welfare Schemes
 - Industrial Training Schemes
 - Representative Institutions
- (d) Other Social Welfare Activities
 - Old Age Pension Scheme
- (e) Public Trusts, Charitable Endowments and Muslim Wakfs

Appendix

CHAPTER XVIII

PUBLIC LIFE AND VOLUNTARY SOCIAL SERVICE ORGANISATIONS

- (a) Representation of the District in the State and the Union Legislatures.
 - Historical Retrospect
 - General Elections held under the Constitution of India
- (b) Political Parties and Organisations
 - All-India Parties
 - State Parties
- (c) Newspapers and Periodicals.
 - Newspapers and Periodicals Published in the District and their Importance.
 - Newspapers and Periodicals Published outside but in Fairly Large Circulation in the District.
- (d) Voluntary Social Service Organisations

General Welfare Institutions.
Women's Organisations.
Youth Organisations.
Other Organisations.
Organisations of National or International
Repute.

CHAPTER XIX

PLACES OF INTEREST

All places of historical and tourist interest, pilgrim centers, commercial and trading centres, and other important places.

Note – The names should be arranged in a strictly alphabetical order.

17.3 *Map, charts and photographs* - To add to the utility and interest of the District Gazetteers, a small scale general map of the district 1 c.m. = 2.5344 k.m. (4 miles to the inch), charts and photographs of important objects should be provided therein.

17.4 *Printing and Publication* - On completion, the draft of the Gazetteer will be submitted to the Government of India for scrutiny and approval. In the light of the suggestions of the Government of India, necessary additions and alterations will be made in it.

Thereafter, the Gazetteer will be sent for printing to the Controller, Printing and Stationary, Punjab, Chandigarh, who will arrange that proof sheets are forwarded to the State Editor, Gazetteers, for correction.

17.5 *Collection and Compilation of material for Gazetteers* - Whenever the preparation of a District Gazetteer is taken up, the State Editor, Gazetteers, will issue questionnaire/letters to the concerned district and State/Central Authorities and knowledgeable persons and institutions for supplying the necessary information. Information will also be collected personally by the State Editor, Gazetteers, and his staff from departmental reports and other Government publications, relevant books, periodicals and newspapers and by visiting places of interest.

CHAPTER 18
Procedure in Partition Cases

[This replaces standing order no.27, original issue, dated 7th June 2009 and reprint, dated 28th January,2020]

(IN CONNECTION WITH THIS CHAPTER, CHAPTER XIII OF THE LAND ADMINISTRATION MANUAL SHOULD BE CONSULTED)

18.1 Private Partitions - Although no formal application has been made, the patwari is bound, under chapter 7.1 to record voluntary partitions for orders in the mutation register as soon as they have been acted on. In passing orders such mutations care must be taken not to treat as partitions of proprietary right arrangements which the parties did not intend to be permanent. Share-Holders may be content for years to have in their cultivating possession less than their full share of a common holding without intending to give up any part of their rights of ownership. If any of them objects of the record of the alleged partition and the attesting officer considers the objection valid, he should refuse mutation of names and refer the party seeking it to proceedings under section 123 of the Land Revenue Act. But if he finds that the objection is vexatious or frivolous, and that a fair private partition has actually been carried out he should, either affirm the partition himself or refer the case to the Assistant Collector Ist Grade.

18.2 Partition Cases - Partition cases are excluded from the jurisdiction of the civil courts, [Section 158(2) (xvii) and (xviii) of the Land Revenue Act]. They are heard by a revenue officer of a class not below that of an Assistant Collector, Ist grade (section 126 of the Act). Only an officer who is empowered to decide the case should receive an application for partition. A qualified officer to whom the application has been presented can either conduct the whole enquiry himself or refer it, under section 17(3) of the Act, to a revenue officer of a lower grade for investigation and report. The latter course is usually adopted, and it is, as a rule, the best way of dealing with the case. But the officer before whom the case has been instituted is responsible for its proper conduct throughout and should exercise close supervision over the proceedings of the subordinate official to

whom he has referred it for enquiry. A revenue officer, who in a disputed partition case, is content to pass orders on reports received from the tehsildar or naib tehsildar, without ever having the parties before himself distinctly fails in his duty. In particular, he is responsible that no undue delay takes place at any stage of the proceedings. In serious cases of delay it is not sufficient to issue reminder. The cause of the delay must be ascertained, and if it be avoidable, suitable action must be taken against the subordinate official concerned.

18.3 Investigation by tehsildar or naib tehsildar - It is to the tehsildar, or to the naib tehsildar in whose circle the estate concerned lies under the division prescribed in paragraph 242, Land Administration Manual, that the case is referred for investigation or report. But when settlement operations are in progress the reference should be made to the settlement tehsildar, who should himself conduct the first stages of the proceedings including the method of partition (paragraphs 18.6 to 18.10 infra). When the method of partition has been sanctioned he may, if he thinks fit, send the file to the naib tehsildar of the circle to complete the remaining stages of the case under his supervision. The naib tehsildar will maintain no register, and the tehsildar will remain responsible that the naib-tehsildar carries out the work entrusted to him correctly and without undue delay.

18.4 Who may apply for partition - Any joint owner may apply for partition if –

- (a) his share is entered in the last record-of-rights or
- (b) his right to a share has been established by decree of court, or
- (c) his title has been admitted in writing by all persons interested in the admission or denial thereof(section 111). The mere fact that a man is a "landowner" as defined in section 3(2) of the Land Revenue Act does not entitle him to apply unless he fulfills one or other of the above three conditions.

A mortgagee cannot apply for partition unless he proves that he is entitled to it by custom or by the term of his mortgage.

A widow in possession of her husband's undivided share can apply for partition.

18.5 Applications to be accompanied with an extract from jamabandi - The application should be accompanied with an extract from the last detailed jamabandi, giving usually the complete entry for the holding or holdings of which partition is desired. A note of any mutations attested after the filing of the last detailed mutations attested after the filing of the last detailed jamabandi should be added. Although the petitioner may only wish to divide part of the joint holding, he should, as a rule, be made to file a copy of the entries for the whole, for the other shareholders may object to a partial partition. The names of all owners and mortgagees must be given. If the revenue officer has not from the first a list of all the interested parties on his file, great delays are certain to occur. If, however, the area to be divided is very large, consisting, e.g., of a whole village or patti, or of the common land of a whole village or patti convenient abbreviation should be allowed in the extract. If the extract is manifestly incomplete, the application should be returned to the petitioner by the officer receiving it, with an order endorsed on it that it may be presented again accompanied with a proper extract. If the imperfection of the extract is not discovered till the case has been referred to the tehsildar, that officer should fix a reasonable time for the filing of a full extract, and, if the petitioner fails to comply with this order, he should return the application to the officer from whom he received it with the suggestion that it should be removed from the pending file.

18.6 Attendance of parties - All parties interested should be summoned by the officer making the enquiry to appear [section 113(a)] If they are so numerous that personal service on each of them is not reasonable practicable, the procedure laid down in section 20(3) and 22 of the Land Revenue Act is generally desirable and is preferable to postal service under section 20(4) of the Act, as the latter procedure involves the parties in unnecessary expense. Whether the parties are many or few, it is expedient to post up a proclamation on a village rest house or on some other conspicuous place in the village calling on any persons who may have objections to urge to appeal and state them within a certain time. The date fixed should usually be that

on which the parties have been summoned to attend. The summonses and proclamation should be issued simultaneously. Dates should not be repeatedly changed because the parties have failed to appear. When the requirements of the law as regards the service of summonses have been complied with, and the revenue officer is satisfied that all interested parties have had an opportunity of being present, he should proceed with the hearing on the date fixed, putting on the file a note of the names of any parties who have both appeared. In cases in which the share holders are numerous, or which are likely to present any difficulty, it is advisable to hold the first hearing in or near the village in which the land is situated. The real points in dispute and the merits of any objections raised are in this way easily brought to light and can be properly tested. The failure to ascertain from the first what is the actual contention of those who oppose partition is a fertile cause of delays and wrong decisions.

18.7 Rejection of application - The real points in dispute having been elicited by a careful examination of the parties, the Revenue Officer should consider whether there is any sufficient cause for absolutely rejecting the application (section 115). If so, he should report the case for the decision of the officer who referred it to him for inquiry. The latter should usually, before passing his final orders, give the parties an opportunity to appear before himself. The discretion disallow partition given by section 115 of the Land Revenue Act should not be exercised arbitrarily but ordinarily on the grounds set forth in section 111 and 112. Special attention should be given to the requirements of the village including those of non-proprietors in the matter of grazing, and the *Wajib-ul-arz* must be dealt with under section 117 as a question of title.

18.8 Procedure when there are disputes as to title - If the investigating officer does not consider that there is any valid reason for rejecting the application entirely, but it appears that there are disputes as to title, which must be dealt with in manner laid down in section 117, he should record clearly what the points in issue are, and return the case for the orders of the officer who is competent to decide it. He must not himself take action under section 117. Examples of disputes as to questions of title are –

- (a) the respondent denies the correctness of the entry in the record-of-rights;
- (b) The respondent admits the correctness of the entry in the record-of-rights, but asserts that the applicant is not in possession of his share, and is, therefore, not entitled to claim partition at all, or that he is not entitled to do so till he has had a settlement of accounts with respondent, or raises any other objection as to the locus standi of the applicant to ask for partition.

18.9 Procedure of Assistant Collector under section 117 - The Assistant Collector Ist grade on receiving back the file should himself examine the parties and, if he finds that there is a question of title involved, either decline to grant the application for partition until the question of title has been determined by a competent court, or himself decided the questions of title raised under one or other of the procedures laid down in section 117(2)(a) and (b). The cases which will involve action under this section may be divided broadly into two classes – first those in which an applicant believing that the partition proceedings will give him an advantage over the opposite party has chosen that procedure in order to evade direct resort to the civil courts in respect of a question of title which he knows would be disputed; and, secondly, those in which the applicant is acting in a straight forward manner, that is to say, in which a partition is really require official assistance. In the class of cases first mentioned the revenue officer should file the proceedings with leave to either party to apply to have them reopened, on showing that the point at issue had been determined by a competent civil court. In the latter class of cases a revenue officer should exercise the full jurisdiction vested in him by law, and should refrain from putting the parties to the trouble of separate proceedings in civil court, even although the question is one which would ordinarily fall within the jurisdiction of such a court. When the respondent in the partition proceedings puts forward an objection as to title the revenue officer should invariably unless there is some special reason to the contrary, proceed to determine the question himself and not refer the objector to a civil court. When he stays proceedings until the question of title has been settled in a civil court, he should send the partition file to the record returns as a decided one. If, on the termination of the proceedings in the civil court, the application petitions to revive the partition case, the file will be restored to the register of pending cases and he reckoned in the

business return as a new institution. If the revenue officer determines to hear the case himself and the burden of proof is on the application for partition, he should order the applicant to put in by a certain date a written statement giving full particulars of his claim. Similarly, if the objecting party is the respondent in the partition proceedings, he should be required to put in a written statement by a certain date giving full particulars of his objections. If either party fails or refuses to obey these instructions the revenue officer should pass orders under order VIII, rule 10 of the Civil Procedure Code record a brief note stating whether the question at issue is cognizable by a revenue court, [section 117(2) (b)] of the Land Revenue Act, and consequently what his future procedure is intended to be. Although in case of appeal the appellate court would have to decide by what description of court the question was really cognizable, the note of the revenue officer will determine the course of appeal in the first instance and thus save both litigants and the appellate court much trouble.

18.10 Enquiry as to method of partition - (i) If there are no disputes as to title, or all such disputes have been decided under section 117, and the case has been returned to him for report, the tehsildar should proceed to enquire into any question to the property to be divided and the method to be followed in dividing it [section 116(b)]. A map of the land to be partitioned should be obtained from the patwari and a statement showing the area to be divided and the share of the parties should be prepared. Form Ptn.-1 in the appendix is given as a specimen, but it may be modified to show further details when this is considered necessary. In reporting the mode of the partition for sanction, the tehsildar should state clearly what are the points remaining for decision, and they should be fully dealt with. The first matter to be noticed is whether the applicant's share only will be separated off, the other co-sharers continuing to be hold jointly, or whether all the shares will be divided. If there is any provision regulating partitions in the village administration paper, it should be referred to ; if not, the absence of any such provision should be stated. It should be noted whether all the land is to be thrown into one account or whether different classes are to be distinguished. The distinction may consist in part being cultivated, part culturable waste and part barren. Some land may be more valuable than the rest on

account of its natural quality or its situation, or the existence of means of quality or its situation, or the existence of means of irrigation. Part may be mortgaged, or held by a tenant-at-will who cannot equitably be turned out. It will, as a rule, be quite impracticable to give every man his exact share of every sort of land, and the investigating officers should set forth clearly how far deviation from the rule of equal proportions is to be allowed, and how men receiving inferior land are to be compensated by an increase in the area allotted to them or otherwise. In this connection efforts should be made to persuade co-sharers to abstain insisting on an exact application of the rule of equal proportions where this would result in the formation of an excessive number of small scattered plots or fields. It should be pointed out that such a division of holding has many disadvantages from the point of view of agricultural efficiency. It entails waste of the cultivator's time and labour, and adds to the work of his bullocks by multiplying journeys to and from his land. It causes waste of water and even water-logging by involving the use of unnecessarily long, tortuous or badly aligned watercourses from wells and canals. It makes the sinking of wells, drainage, leveling and other agricultural improvements more difficult, while small fields may often be an obstacle to the employment of improved agricultural implements and machinery. Should the parties, nevertheless, desire the application of the rule of equal proportions of each class of land, the revenue officer has discretion under section 118, Land Revenue Act, to refuse compliance if he thinks that the circumstances of the case render that rule inappropriate, and he may instead authorize duly specified deviations from it.

(ii) It is impossible to settle every detail till the partition is actually made on the ground. Something must be left to the patwari, aided if necessary by arbitrators but to order a partition, "*bali haz nakas wa kamil*" as is constantly done, is to throw everything into the patwari's hand. The extent to which existing possession will be respected must be noted. It should be maintained, especially when it is of old standing, as far as this equitably be done. If it is proposed to appoint arbitrators, the matters which they are to determine should be noted, and also what remuneration, if any, they are to receive. The value of the land, for the purpose of calculating the stamp duty on the

instrument of partition, the amount of the stamp duty and all fees and costs, and the proportion of the total costs to be borne by the different parties, should be mentioned so that sanction to their recovery may be given. The stamp duty on instruments of partition should be calculated in accordance with item no.45, read with item no.15 in schedule I-A appended to the Indian Stamp Act, II of 1899, as amended by the Indian Stamp (Punjab Second Amendment) Act, XXXIV of 2060. The provisions of the two items are reproduced below. Revenue Officers are warned that they should give immediate effect to give any further amendment of the stamp law without waiting for a correction slip to this chapter :-

For the amount or the value of the separated share or shares of the property –

Proper Stamp Duty

Where the amount or value secured does not exceed Rs.10	Thirty paise
Where it exceeds Rs. 10 and does not exceed Rs.50	Sixty Paise
Where it exceeds Rs.50 and does not exceed Rs.100	One rupee, Fifteen Paise
Where it exceeds Rs.100 and does not exceed Rs.200	Two rupees, Twenty Five paise
Where it exceeds Rs.200 and does not exceed Rs.300	Three rupees, Forty paise
Where it exceeds Rs.300 and does not exceed Rs.400	Four rupees, Fifty paise.
Where it exceeds Rs.400 and does not exceed Rs.500	Five rupees, Sixty-five paise
Where it exceeds Rs.500 and does not exceed Rs.600	Nine rupees
Where it exceeds Rs.600 and does not exceed Rs.700	Ten rupees, Fifty paise
Where it exceeds Rs.700 and does not exceed Rs.800	Twelve Rupees.
Where it exceeds Rs.800 and does not exceed Rs.900	Ten rupees, Fifteen paise
Where it exceeds Rs.900 and does not exceed Rs.1000	Seven rupees, Twenty five paise.
and for every Rs.500 or part thereof in excess of Rs.1000	Five rupees, Sixty-five paise

N.B. – The largest share remaining after the property is partitioned (or if there are two or more shares of equal value and not

smaller than any of the other shares, then one of such equal shares) shall be deemed to be that from which the other shares are separated :

Provided always that –

(a) when an instrument of partition containing an agreement to divide property in severalty is executed and a partition is effected in pursuance of such agreement the duty chargeable upon the instrument effecting such partition shall be reduced by the amount of duty paid in respect of the first instrument, but shall not be less than one rupee, fifteen paise ;

(b) where land is held on revenue settlement for a period not exceeding thirty years and paying the full assessment, the value for the purpose of duty shall be calculated at not more than ten times the annual revenue;

(c) Where a final order for effecting a partition passed by any revenue authority or any civil court, or an award by an arbitrator directing a partition, is stamped with the stamp required on an instrument of partition and an instrument of partition in pursuance of such instrument shall not exceed one rupee, fifteen Paise;

(iii) The attention of revenue officers is drawn to the necessity of considering in partition cases any equitable claims which a shareholder who has spent money and labour in reclaiming ravine lands may have to protection from ejection or to compensation as a preliminary to partition.

18.11 Orders of Assistant Collector on method of partition - On receiving the file from the investigating officer, the officer empowered to decide the case should, if he finds that there is a dispute between the parties on any of the points connected with the proposed mode of partition, fix a date for hearing the case, and have the parties duly informed thereof, so as to give them an opportunity of appearing before him. On the date so fixed, he should examine, so far as may appear necessary, any of the parties who may be present, and should then record with his own hand his orders as to the method of partition, the amount of costs, and the proportion in which they are to be recovered from the different parties. The orders as to the method of partition should be clear and unmistakable, and care should be taken

that every essential question raised by the investigating officer's report, or contained in the pleadings, is decided. Even in cases in which the investigating officer has indicated alternative courses, and a decision is required between them, it is too common to find vague and general terms of sanction used, such as "the method of partition proposed by the investigating officer is sanctioned." The case will then be returned to the investigating officer. Before taking any step to carry out the partition, the investigating officer should direct the parties to deposit the whole amount of the costs in cash by a fixed date. If the money is not deposited within that period, the case should be forwarded to the officer empowered to decide it for orders. If the applicant is in earnest in desiring the partition he is often willing to pay in the whole costs, if the amount is not large, and the shares due from defaulters can ultimately, under section 98(a), be recovered as arrears of land revenue and made over to the applicant. But if it appears to the revenue officer that the applicant has paid in his share of the costs, but that the respondent, in order to delay the case, refuses or neglects to pay his share he should order the amount due from the respondent to be at once recovered as an arrear of land revenue. All sums received as costs will be credited in the naib sheriff's accounts and paid into the treasury, the number and date of the dakhila being noted under the tehsildar's signature in the tehsil register of partition cases (page 10 of standing order no.55). Such costs, as are not susceptible of speedy disbursement, should be treated as revenue deposits (Civil Account Code, article 205). Receipts for all disbursements will be put on the partition file.

18.12. Method of carrying out partition - If the partition is to be made by the patwari, the tehsildar should give him on the spot, if possible, detailed instructions from which he should not be allowed to deviate. As little as possible should be left to the patwari's discretion, and he should not be called on to decide how land should be classified or as to its respective value. Points of this sort are for the parties to agree upon among themselves; if they cannot agree, the tehsildar must decide them himself. He may, however, appoint arbitrators to do so, if the parties desire it, and he thinks their appointment likely to lead to an equitable and speedy decision. The patwari should only be required to make a correct survey and record of the lands to be partitioned, and

of the manner in which they have been divided. Measurements are necessary if numbers are broken up, and in order to determine the proper boundaries of the joint fields, if these have been encroached upon to a serious extent by any of the share holders. If the shares are equal and the particular parcels of land to be allotted to each shareholder are to be decided by lot, "kurras", in the form of khatauni slips, should be prepared for each share, the names being left blank. When the partition is completed, the following papers must be drawn up by the patwari and put on the file :-

- (a) A tracing from the shajra showing the new field numbers. If the village has been measured on the square system, the square should be shown on the map and the position of the new numbers within the square should be correctly indicated.
- (b) A khatauni showing the names of the shareholders, and a full list of the fields allotted to each with their areas.
- (c) A field-book of all new fields.
- (d) A statement showing in separate columns the area to which each shareholder was entitled according to his recorded share and the area which he has actually received. A specimen form Ptn.-2 is given in the appendix, but it may be modified to whatever extent appears desirable.

18.13. Employment of *amins* forbidden - The employment of amins to carry out the partition in ordinary cases is forbidden. In the case of partitions of small joint holdings the patwari can do any survey and record work required without detriment to his ordinary work. When a large area, such as the common land of a village or patti has to be divided, the patwari should in ordinary cases be responsible for the partition, but if the work is heavy a qualified assistant may be appointed to help him in carrying on his ordinary duties and the assistant's pay can be charged as part of the costs of the partition. The patwari himself should receive no extra remuneration for what is part of his proper duties.

18.14. Duties of Field Kanungo - (a) The papers filed in partition cases are often full of errors, which pass from them into the annual papers and are corrected with great difficulty when they come to light long afterwards in the course perhaps of a new settlement. The field kanungo is as responsible for the accuracy of the patwari's partition

work as he is for that of his ordinary work, and this responsibility should be rigorously enforced. He is bound to see that the patwari is carrying out exactly the instructions he has received, and that the work is being done regularly and in order. If not carefully supervised, patwaris spend far more time than they need on partition cases. The map and khatauni should be tested and signed by the kanungo. He must compare the map and khatauni with each other and with the village shajra and the last jamabandi, and see that no numbers are omitted and none entered twice. He must check the entries as to the dimensions and areas of fields as he would check similar entries in the patwari's map and field book when re-measurement is going on. He should make the patwari take copies and himself sign these in token of their agreement with the original. The kanungo should then point out to the parties on the spot the lands allotted to each, making over at the same time to each shareholder a copy of the khatauni relating to his land attested by himself. In forwarding to the tehsildar or naib-tehsildar the map and the khatauni which are to be filed with the record, he should report that he has pointed out the land and distributed the khatauni to the parties. Mud pillars should be put up to define boundaries where numbers are divided. It sometimes happens that, when the parties are asked by the tehsildar if they agree to the partition, they answer that they do not know what land has been allotted to each. And cases have frequently occurred of a man being allotted one field in the khatauni, but in reality getting possession of another. The patwari following the partition papers records him as holding the latter field merely as a tenant-at-will, and the recorded proprietor may take out a notice of ejectment against him after he has been dealing with the land for years as full owner. It is therefore, of the great importance that there should be no room left for misunderstanding as to the locality of each man's field or fields. In petty cases, the duty of pointing out his land to each shareholder may be entrusted to the patwari under a special order of the tehsildar recorded on the file.

"(b) In an estate or part thereof which has been repartitioned through the Consolidation of Holdings Department the inspector or kanungo consolidation shall give demarcations on the spot by actual measurement.

18.15. Attestation of partition before the tehsildar - On receiving the map and khatauni with the field kanungo's report, the tehsildar or naib tehsildar must give notice to all the parties to appear and state whether they agree to the partition or not. Repeated notice should not be issued to absentees, but, as soon as he is satisfied that all parties have had an opportunity of appearing, the tehsildar should dispose of the case, making any modifications in the partition which are shown to be necessary, and correcting the khatauni accordingly. He should then send the case for sanction to the officer empowered to decide it. All corrections made by the tehsildar should be communicated to the kanungo and patwari. The former should point them out to the parties on the ground and correct their khatauni and the latter should correct his copy of the khatauni. If the tehsildar can arrange to collect the parties when he is in or near the village and dispose of objections on the spot, this stage of the proceedings will be shortened and much trouble saved.

18.16. Transfer of shamilat at partition - The attestation of all revenue officers dealing with partition cases is drawn to the following ruling. The onus of proving that a deed relating to the transfer of specific land carries with it as necessary thereto a proportionate share of shamilat, lies, when the deed is silent upon the subject upon the person who asserts that the gift operates to grant more than it purports to grant. In other words, if a deed of transfer does not specifically mention that a share of the shamilat is transferred with the land the presumption is that the shamilat is not transferred. Officers should not blindly follow the khewat, but should throw on alienees the onus of proving that they have a share in the shamilat. See also paragraph 7.20.

18.17. The instrument of partition - When sanction has been received, any further correction in the papers which is rendered necessary by the order of the sanctioning officer must be made and communicated to the patwari and kanungo and to the parties. The kanungo should point out to the parties any changes in the allotment of land made under the order finally passed, and should correct their khataunis, after the period for appealing has elapsed without any appeal being lodged, or after any appeal that has been presented has been decided, an instrument of partition must be drawn upon stamped

paper by the officer empowered to decide the case (section 121). It should describe the claim and give a detail of the division effected with a reference to the order sanctioning it. The date on which the partition is to take effect must be noted. The form Ptn.-3 given in the Appendix may conveniently be followed and to each such instrument of partition in which new field numbers are shown in column 4 of the schedule a copy of the tracing of shajra referred to in paragraph 18.12(a) supra should be attached. The instrument of partition should thus be complete in itself so as to enable a civil court in any subsequent litigation to ascertain from it without reference to any other files or records (1) what belonged to whom jointly; and (2) who got what severally. This object will be secured if the schedule of the form of instrument of partition given in the appendix is carefully filled up. Before sending the case to the record room, the deciding officer should ascertain that the sums paid in as costs have all been disbursed and that vouchers for the expenditure are on the file. If there is any balance, he should pass a distinct order as to the manner in which it is to be disposed of.

18.18. Obtaining possession As a rule the parties will have no difficulty in obtaining possession of the lands allotted to them if the procedure laid down in paragraph 18.14 supra is carefully observed. But if any party to the proceedings is refused possession by another party he can, at any time within three years from the date entered in the instrument as that form which it will take effect, apply under section 122 to the revenue officer to be put in possession.

18.20. Mutation in consequence of partition - As soon as may be after the date mentioned in the instrument of partition as that form which it will take effect, the patwari should enter in his mutation register all changes consequent on the partition. Before sanctioning any mutation due to partition the attesting officer must satisfy himself that possession has been obtained. In the case of uncultivated land it is not necessary that there should be any tangible sign of the possession of the person to whom the land has been allotted so long as no one else is in adverse possession.

18.20 District kanungos and record keepers not to be employed in checking partition files - District kanungos and record keepers

should not be employed in checking partition files. All needful checking can be done by the reader of the revenue officer who decides the case.

18.21. Employment of arbitrators - Allusion has been made in paragraphs 18.10 and 18.12 supra to the employment of arbitrators in partition cases. If the patwari is an experienced and trustworthy man, it is rarely advisable to appoint arbitrators, who cannot in any case prepare the partition papers without his help. Arbitrators nominated by the parties themselves are usually ignorant men, and each is apt to be the partizan of his own nominator. It will, therefore, generally be expedient for the tehsildar to advise the appointment of some man of more standing as umpire. In fact, it is often best to appoint some man of influence in the neighborhood sole, arbitrator [section 127, (2)(d)]. The tehsildar should carefully explain to the arbitrators what they are expected to do, and should arrange that the patwari gives them the assistance they require.

FORM PTN-2 (PARAGRAPH 18.12)

Statement comparing area by share and area allotted

1	2	3	4	5	6	7	8	9	10
No.	Name of share holder	share	<i>Area according to share</i>			<i>Area Allotted</i>			Remarks
			<i>cultivated</i>	<i>uncultivated</i>	<i>Total</i>	<i>cultivated</i>	<i>uncultivated</i>	<i>Total</i>	

Note- The entries in the first columns 1 to 3 and 7 to 9 of form PTN 1. Details of soil may be added where necessary. The entries in column 10 will be made by the tehsildar himself.

FORM PTN.-3 (PARAGRAPH 18.17)

INSTRUMENT OF PARTITION

(STAMP)

Before _____-, exercising the powers of an Assistant Collector of the Ist grade, under section 6(3) of the Land Revenue Act. Partition case under chapter IX of the Land Revenue Act XVII of 1887, between A.B., first party, and D, second party. Claim to divide

Bighas/ ghumaos of land value _____held by then in *mauza hectare* tehsil____. Whereas this case come before me for final disposal at _____on the _____day of _____ and it was then ordered that partition be made of the land described in columns 1 and 2 of the schedule hereto annexed, and whereas the period of appeal against the said order has expired without an appeal being presented [or whereas the said order has been varied (or maintained) by an order of the _____ dated the _____ day of _____]. This instrument of partition is now prepared in order to give effect to my order aforesaid, dated the _____ day of _____ [*first order* (as varied or maintained), by the order of the _____ dated the _____ day of _____ *second order if any*] and it is hereby declared that this partition will take effect on and from the _____ day of _____ 19 .

(Seal of the Assistant Collector Ist grade)

_____Signature

SCHEDULE

1	2	3	4	5	6
JOINT LAND BEFORE PARTITION			SEPARATE LAND (PARTITION)		
Field No. in village <i>shajra</i>	Area	Names of Joint owners with <i>jamabandi number</i>	Field no. in village <i>shajra</i> or in tracing of <i>shajra</i> hereto attached (in case of new numbers)	Area	Name of owners to field in allotted in partition

Note- A separate entry should be made for each field number

CHAPTER 19

LAND RECORD OFFICE

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PART I. – DISTRICT LAND RECORDS OFFICE

19.1. The Land Records Office - In all districts a separate record room called the Land Records Office has been provided for the revenue records proper. This office is in charge of the district kanungo, the assistant district kanungo performing the duties of record-keeper. The exercise of constant supervision over this office will be performed by the Officer In charge of Revenue Branches of the district.

The rules in this chapter will also apply *mutatis mutandis* to the Land Records Offices of the Sub-Divisions, the land records whereof are not consigned to the District Land Records Offices. The Sub-Divisional Magistrate will in such cases be the officers-in-charge of the Land Record Offices.

19.2. Permanent establishment - The permanent establishment of the District Land Records Office consists of the district kanungo, assistant district kanungo, bills clerk, special kanungo or patwari muharrir and one or two inspection muharrirs, where sanctioned. Where the *muafi* and *jagir* work is heavy a separate *jagir* muharrir will be appointed who will work under the supervision of district kanungo.

19.3. Temporary establishment - From Director of Land Records grant under head “2029-b Land Revenue-D-Land Records”-temporary clerk will be supplied for such purely temporary purposes as the re-arrangement of records.

Where records have been damaged by book beetle or white-ants, coolies may be engaged temporarily for short periods to have the records dusted, aired and exposed to sun shine.

19.4. Destruction Work - No separate destruction muharrirs are employed. The work must be done by the ordinary establishment.

19.5. Settlement papers - All correspondence papers, and maps relating to the settlement of a district should be made over to the Collector by the Settlement Officer on the conclusion of settlement operations and be kept in an entirely separate almirah in the Main Office with a separate register. The Superintendent of Office is responsible for its safe custody. In order to enforce this responsibility, the outgoing Superintendent should make over this correspondence, etc., to the incoming Superintendent who should verify that the files correspond with the catalogue, and this fact should be mentioned in the charge report. Inspecting Officers should at their inspections see that this order is properly carried out.

19.6. Form of catalogues- The assistant district kanungo will keep in each *basta* a catalogue (*goshwara*) in the annexed form, R.-20.

The *goshwara* will be divided into two sections, viz :-

(a) Settlement records.

(b) Annual records, etc.

Files will be entered in the *goshwara* in order of their receipt.

Rejected mutations with lists will, on receipt in the record room, be entered in these *goshwaras*. Since these must be kept for 12 years in the record room one entry for the sheets received with each *jamabandi* will be sufficient.

19.7. Supply of copies of documents kept in the Land Records Office - The rules for the supply of copies of records under the control of the Deputy Commissioner apply to the Land Records Office. The copying work of this office will be under the charge of the officer-in-charge of the copying agency at district headquarters.

Separate copyists should be employed for making copies of papers kept in the Land Records Office so that there may be no occasion for removing papers elsewhere for copying purposes.

Separate registers should be kept for the copying transactions of the Land Records Office.

19.8. Record-keeper not to be asked for reports - The assistant district kanungo will perform the duties of record-keeper but as he has

to do a lot of other office work, the inspection muharrirs, where they exist, will perform the duties of deputy record-keepers and will be responsible for the safe custody, issue and despatch of records kept in the record room. But it should be remembered that the responsibility of assistant district kanungo will in no way be relaxed. In the interest of work it is essential that the record-keeper and his assistants be kept strictly to their proper duties. The officers should not call upon them for reports stating particulars and result of previous cases but should require the parties to a case to file necessary copies or have an extract prepared through the special kanungo or patwari muharrir.

19.9. Control and Inspection of the Land Records Office - The control of the District Land Records Office and the ultimate responsibility for its good working rests with the Collector. The duty of exercising a constant supervision over the District Land Records Office should be made over to the Officer-in-charge who will be specially responsible for the proper performance of the work. The Financial Commissioner attaches importance to the frequent detailed inspections of the Land Records Office registers by the Collector and once a quarter at least the officer-in-charge must make complete inspections thoroughly examining the work of temporary as well as the permanent establishment. For further instructions in this behalf annexure G to chapter no.8 "Inspection of Revenue Records" should be consulted.

The Collector must insist on the fact that no undue requisition for files is made on the record office. Any court or officers continually infringing this rule should be brought to the notice of the Collector by the officer-in-charge.

19.10. Monthly totals of work - The Collector should also require the record-keeper to lay before him or before the officer-in-charge, Land Records Office, the work register maintained by the Deputy Record-Keeper (inspection muharrir) in form R-12 monthly so that comparison with previous entries may be made. Government will sanction applications for additional establishment only to a limited extent and under well established necessity and it is, therefore, essential that by constant vigilance a maximum outturn of work by existing establishment should be secured.

The maintenance of diaries of work performed by each hand in the record room may be ordered if necessary by the Collector.

19.11. Arrangement of files before they are sent to record room-

In the arrangement of records there are two operations which must be separately noticed :-

1st. – The compilation of the file (*misl*) and record-of-rights, and

2nd – the placing of the file and record-of-rights in their proper place in the record room.

No standing records-of –rights, annual records or file should be received in the record room unless properly compiled. The district kanungo is responsible for checking the record-of-rights or *Jamabandis* before they are actually consigned in the record room (Paragraph 7.68). In the case of other files the assistant district kanungo or inspection muharrirs should see that they are properly indexed or the papers shown in the fly index tally with those on the file.

The following rules relate to the compilation of files :-

I. – Papers which form part of the same case or proceedings(*misl*) should first be brought together. The leaves which compose it should be numbered according to date on the outer corner of each leaf and should be united by a thread and have an index on a separate sheet attached to them.

The index should show prominently the name of the village, the nature of the case and the date of the final order. It should also give the designation and dates of the papers composing the file, each entry being marked with a number corresponding with that borne on the outer-corner of the leaves of the paper. The lists should be totalled, closed and signed where closed so as to prevent future additions, any additions necessary to be made by the record department being in red ink. The preparation of the index and the arrangement of the file should be very carefully attended to by the *ahlmad* personally, as mistakes in them throw considerable work on the record room establishment. The record-keeper should be required

to bring to the notice of the Collector constant neglect on the part of any *ahlmad*.

II. – The file of every case belonging to the Branches under the control of Assistant Superintendent Revenue and Record even if the case consists only of a single application, must have an index, on which shall be entered a list of all papers belonging to the file;

III. – The list must be drawn up as the case proceeds and each paper entered in the proper column of the index.

19.12. Papers which need not go into the record room - All files which are to come into the record room must be arranged in accordance with the above orders. There is, however, a large number of general papers which are now excluded from the record room. In their case it is not, as a rule, necessary to prepare an index: the papers should, in the first instance, be arranged chronologically and then disposed of by the moharrir in charge of them in the manner laid down in the second column of the list referred to below. The destruction should be carried out by the moharrir in the presence of the district kanungo and of tehsildar or naib-tehsildar in tehsils.

A list of files to be excluded from the record room will be found in Part III, paragraphs 19.52 and 19.53 *infra*.

19.13. Arrangement of village records - The records of each village should be placed as can conveniently be kept together and should be bound in a cloth *basta*. These *bastas* should be placed topographically. The *bastas* should be arranged by tehsils, each tehsil having a different colored cloth . Coloured *bastas* can be obtained from the Jail Department and the cost should be debited to district contingencies under head 19 – General Administration.

Bastas labels in Form R.-21 which has been standardized should be pasted on each *basta*.

The *goshwara* (Form R.21) should remain with their proper *bastas*. When the new *goshwaras* are prepared the old ones should not be destroyed but kept in *bastas*.

The records-of-rights should be kept in shelves, village maps in iron almirahs in flat condition and the other records in the *bastas* as stated above.

19.14. Kuliati files - Files treated as *kuliati* should be arranged in annual and not in village bundles and are entered only in the *goshwaras* in Form R-4. The index of these files will be prepared in Form R.-20. It is convenient to keep certain classes of *kuliati* files in tehsil annual bundles instead of in the usual district bundles and it is not necessary to have a separate set of *kuliati* bundles for every class of *kuliati* file listed, but there should be a separate *goshwara* for each set of bundles. Whether any particular class of files should be kept in tehsil or district bundles, and which classes can be most conveniently kept together in one bundle, depends on local consideration and, for facility of destruction, on the periods for which the files are preserved. These questions are left to the discretion of the Collector in each district.

19.15. Receipt of files in the Land Records Office - As has been noted the record-keeper and his assistants are charged with the work of receiving, examining, registering, placing, issuing and restoring files and records-of-rights on their entry into the Land Records Office.

Chalans should not be prepared in the case of offices at headquarters but the *mislband* register should accompany the file.

Standing Record-of-rights or *jamabandi* and other files when sent to the District Land Records Office for filing will be accompanied by duplicate *chalans* one of which will be returned to tehsil duly signed by the record-keeper.

19.16. Particulars showing the date of destruction - Most of the records filed in Land Records Office are of permanent nature. As regards the destruction of *khatauni* with *fard*, *partal*, *chitha wajib-ul-arz*, *chitha hquq chahat*, *chitha shajra nasab* and sheets of rejected mutations the record-keeper (naib-sadar kanungo) will make such arrangements that each document is destroyed at the proper time. The particulars for the destruction of *kuliati* file will be noted on the fly index.

19.17. Entry in *goshwara* and subsequent disposal - As soon as the file is prepared for record it will be entered in its appropriate *goshwara* and consigned to its proper place. As soon as it becomes ripe for destruction it will be destroyed and a note to this effect made in the "Column of destruction".

19.18. Issue of files from record room - Files required by a court should be accompanied by a requisition in the form R-8. A separate form should be used for each file as it has to be placed in the *basta* from which each file is taken and in the case of outlying courts this should be in duplicate as a copy has to go back with the file.

Issues to outlying courts should be made by registered post: in the case of courts at headquarter the signature of the *ahlmad* should be taken in the issue register.

The district kanungo should comply with only those requisitions which are made in accordance with the rules referred to above.

19.19. Register of Issues - (i) The form of issue register (*Daramad baramad*) is prescribed in Form R.-9. It should, generally speaking, be kept separately for each court but outlying courts may, if desirable, be included in one register. There should, however, always be separate registers for precepts from the High Court, and requisitions from the Financial Commissioners.

(ii) On the second day of the first month of each quarter the record department should send a list in Form R.-10 of the files, which have not been returned to all courts below that of the Financial Commissioners and the High Court, and ask them for a verification regarding each file.

(iii) When files are not returned within six months from the offices of Financial Commissioners and High Court an official letter should be sent by the Collector to the officials concerned.

(iv) Copyists have been instructed to quote on the copy where the original has been consigned to the record room the name of the village in the *basta* of which the file is deposited and its *hadbast* number, also the *basta* number if that is available. These particulars should be entered in the requisition. When the copy does not show such particulars, the court making requisition should specify the name of the village in the *basta* of which the file is likely to be found. The

duty of finding out what are the connected files which are likely to be required by the court making requisition should not be thrown on the record department except when it is beyond the knowledge of the said court to furnish such details. Sufficient time should always be given to the record department for complying with requisitions, and except in emergent cases immediate requisitions should be avoided.

(v)(i) Ordinary records required by the copying department will be supplied by the regular revenue record room staff on production of the application for copies accompanied by a requisition, containing full particulars of the document for being placed in the *basta*. Where, owing to the defective information supplied by the applicant the search for the record involves or is likely to involve an unreasonable amount of trouble, the office-incharge of the record room may impose a search fee at the following rates and endorse the charge on the requisition :-

(i) Re.1 for the first *Jamabandi* searched and Paise fifty for every additional *jamabandi*.

(ii) Misal-Haqiat-as above.

(iii) Field Map-as above, and

(iv) For all other documents-50 paise per document.

In such cases the search fee payable shall be certified by the record-keeper to the Copying Agent who will recover it from the applicant and credit it under the head "0029 Land Revenue-800-Other Receipts as a Record Office receipt. The search, for which a fee is charged, will be made by a member of the record room staff under the supervision of the record-keeper. The record-keeper will furnish receipt for search fees from his counter-foil search fee book in Form R.-13.

(vi) As files are occasionally placed or replaced in the wrong *bastas*, in order to limit the area of searching for a missing file so misplaced, the inspection moharrir will maintain a "Number Book" in Form R.-11 showing the *bastas* actually handled each day.

19.20. Test of the proper arrangements of records - Care will be requisite to maintain the proper arrangement of records when they have once been put in order. In a well regulated office only a few minutes should be occupied in producing required papers.

19.21. Summary - In order then to satisfy oneself of the efficient state of a record office, it will be necessary to ascertain that the records are rightly arranged, and can be quickly produced; that they are placed up to the latest date required by the standing rules of the office, and entered where necessary in the registers; that the *goshwaraas* for each village are properly kept up; and that the files themselves are rightly compiled, the papers being properly numbered and enumerated in the list and the list closed and signed and the stamps re-punched.

19.22. Revenue documents which may be inspected or of which copies may be granted - The following are the documents which may be inspected:-

Records-of-rights and annual records and maps, and any other record or proceeding framed under the Land Revenue Act.

Records of revenue courts and of any proceeding under the Tenancy Act, or under any other Act pursuant to which a revenue officer has jurisdiction. Any proceedings under the Colonization of Government Lands (Punjab) Act, V of 1912, instituted with regard to any person or persons and conducted by the Revenue Officer. Formal orders in the *misl taqsim* showing for each village the allotment of land actually sanctioned by the Colonization Officer.

Notes prepared by clerks and notes written by the presiding officer to refresh his memory are not open to inspection.

The inspection of general files containing records of executive proceedings including reports made by the Revenue Officers under the Colonization of Government Lands(Punjab) Act, V of 1912, is not permitted.

19.23. Inspections of revenue records and cases pending and not pending - Inspections of records and cases that are not pending are subject to the control of the head of the office in which they are kept for custody. They are open to the inspection of the public.

Ordinarily permission for inspection should only be granted by the officer-in-charge of the record office.

The inspection of pending cases is subject to the control of the Revenue Officer or court before whom they are pending. And they shall not be inspected on a day fixed for the hearing thereof, except

with the special permission of that officer or court. Ordinarily they are open to the inspection of the parties only and of their pleaders or agents. "Inspection by petition writers is forbidden and legal practitioner's clerks may only inspect only records when the legal practitioner concerned is present."

19.24. Time and place of inspection of revenue records - The inspection of records shall be made at such time, in such place, and in the presence of such officials as the head of the office, in the case of records of decided cases, and the presiding revenue officer, in the case of records of pending cases, may direct. If a record is not inspected on the date fixed by the proper officer, it shall be restored and a fresh application must be submitted before the record can again be taken out for inspection. When any person inspecting the record of a case desires to continue inspection of the same record on the following day he may give notice of his intention to the official in whose presence inspection is made, and in such cases no fresh application need be made in writing provided that the inspection is continued from day to day. This will not affect the fees payable under paragraph 19.26 *infra*.

19.25. Application for inspection of revenue records - Application for inspection of records shall be made in writing, and shall distinctly specify the record, inspection of which is desired.

The application shall bear a one-rupee court-fee stamp, being the amount of the fee charged for search.

19.26. Fees - The inspection fee is one rupee for each hour or part of hour for ordinary and Rs.2 for each hour or part of hour for urgent inspections, i.e, inspections on the date of hearing.

The fee shall be paid by means of an additional court-fee stamp or stamps, affixed to the original application before the file is handed over to the applicant.

If more time than is covered by the above fee is occupied in the inspection, the balance shall be paid at the close of the inspection by affixing an additional stamp or stamps to the application.

The fee prescribed by this rule is not payable in respect of records sent for inspection by a revenue court or office on the application of party in a suit or proceeding pending before it.

19.27. Separate application and separate fee for each record - A separate application shall be made and a separate fee paid for each record, inspection of which is desired unless the records are so closely connected that, in the opinion of the head of the office or presiding revenue officer, they may be regarded as one, in which case one application and one fee will suffice.

19.28. Copying of documents prohibited - The copying of any document or paper of a record during inspection and the use of pen and ink are strictly prohibited. Pencil and paper may be used for the purpose of taking notes, but no mark shall be made on any record or paper inspected. Infringement or attempted infringement of this rule shall deprive the person infringing of the right of inspection.

19.29. Destruction of revenue files and registers - The periods for which revenue files and registers are to be kept are given in part III. At the conclusion of the periods specified the files mentioned will be destroyed, a note of the destruction of files being entered in the *goshwara* if all the papers are destroyed and in the fly index if some only are destroyed. The note should be attested by the record-keeper.

19.30. Destruction of records, how to be carried out - All records and registers which under these rules have become liable to destruction shall be destroyed as soon as the period for their retention has expired. The destructions of such records and registers shall be carried out under the supervision of the record-keeper.

All papers liable to destruction shall be torn up, care being taken that all court-fee stamps are duly cancelled; they shall then be sent to the Superintendent of the nearest jail who will purchase the paper at market value and return the bill drawn by the office, from which the purchase is made duly countersigned for transmission to the Accountant-General. If there is no jail, or if the jail authorities decline to take the paper, the orders of the Commissioner shall be taken as to its disposal.

19.31 Detail of the destruction procedure-The record-keeper should be responsible for the destruction work and should see that the inspection muharrirs are properly performing their duties in this respect. A progress statement should be kept by each muharrir in

form R-14. Every quarter the record-keeper should submit through the officer-in-charge statement in form R-15

19.32 Record room receipts - The receipts from the district revenue record room are as follows:-

- (1) Fees for the inspection of records.
- (2) Copying and record office fees.
- (3) Search fees.
- (4) Sale-proceeds of waste paper.
- (5) Misc.

The first is credited to stamp revenue as the fees is paid in court-fee but the amount received can be seen from the stamp-applications for inspection.,

Nos .2 and 3 are credited to 0029-Land Revenue-800-Other Receipts or XVII-Administration of Justice, as the case may be, and Nos 4 and 5 to 0029- Land Revenue-800-Other Receipts.

It is an important duty of the record-keeper that inspection and search fees should be promptly recovered, accounted for and credited to Govt. and that no abuse of any kind takes place in the Land Record Office.

19.33 Budget estimates of record room receipts- The budget estimates of revenue record receipts and expenditure are due on the dates specified in the Budget Manual. Contingent charges, connected with Land Records Office, such as cost of stationery, book-binding etc., should be defrayed from the district allotment for revenue contingencies : major repairs, extensions, cost of new rack, etc., will be met by the Financial Commissioner from the funds placed at his disposal for revenue works subject to the rule applying to major and minor works.

19.34 How registers, books and files should be kept - Registers and books should be kept in convenient shelves not in *bastas* and current registers and books should be kept in separate *bastas*. No other records should be kept in the Land Records Office, and no records shown in part III of this chapter should be kept elsewhere without the sanction of the Director of Land Records. Papers shown in paragraphs 19.52 and 19.53 *infra* as excluded from

the Land Records Office should remain with the district Kanungo or clerk concerned or at the tehsil as may be ordered.

19.35 Transmission of records-of-rights - When records-of-rights are transmitted by post or otherwise to Civil or Revenue Courts, they should be securely packed in boxes of suitable size made of wood of block tin and fastened with lock and key. The key should be sent separately to the presiding Officer of the Court, or in the case of the High Court to the Registrar, by whom it will be returned to the district record office. Boxes required for the purpose should be paid for from Revenue contingencies.

19.36 Supply of village *mussavis* (maps)to Survey Department: - In order to avoid inconvenience to civil and Revenue courts and officers besides involving risk of damage to the maps themselves it has been decided by the Financial Commissioners that whenever the Survey Department stands in need of the *mussavis* for reference, the matter should be reported to the Director of Land Records who will decide whether the *mussavis* asked for should be sent to the office of the Surveys Department or officials of that department should make use of them in the office of the district kanungo or tehsil as the case may be. The Collectors are not authorized to supply such *mussavis* direct to the Survey Department

Part II -Tehsil Land Records Office.

19.37 Tehsil Kanungo's Office In all tehsils a separate record room called the tehsil kanungo's office has been provided which is in charge of the tehsil office kanungo under the direct supervision of the tehsildars and the general control of the Sub-Divisional Magistrate. The ultimate responsibility for the good working of this office, as in the case of District Land Records Office, rests with the Collector.

19.38 Establishment - With the exception of field kanungos as provided for in paragraph and 2.50, no additional staff and no unpaid apprentices should be allowed to work in the office.

19.39 Records, etc., to be kept - The only books, papers, files and registers which are kept in this office are the followings:-

- (i) Books, pamphlets and manuals (printed in vernacular), furnished by Govt. manuscript circular orders and rules of practice.

Note: -One copy of obsolete and superseded books, pamphlets and manuals may be kept, duplicates being destroyed.

- (ii) Papers withdrawn from patwaris under paragraph 3.101.
- (iii) Registers mentioned in paragraph 8 of standing order 55
- (iv) Abstract village note-books when they are kept in tehsil under paragraph 10.7(7)
- (v) Sanctioned and rejected mutations sheets, lists and misc.papers connected therewith.-
(paragraph 7.38 and 7.39)
- (vi) *Jamabandis* and diluvion files of the current settlement received annually from patwaris.
- (vii) Crop abstracts, Halat-Dehi statements for ordinary Thur and Sem girdawari ,annual and quinquennial returns and jiniswar statements received from patwaris.
- (viii) Patwari and kanungo forms and plain paper.
- (ix) Misc papers and files –(paragraph 8 (ii) and (iii) of standing order no.55)

19.40 Disposal of records etc. - The above records should be disposed of in the following way:-

- (i) The registers and books should be kept in almirahs or racks, the old volumes separate from the current.
- (ii) The papers withdrawn from patwaris should be kept in village *bastas* with catalogues (*goshawaras*) in form no.R-20 in which papers should be entered in order of their receipt. No other papers or registers should be kept in the village *bastas* or entered in the *goshwaras*.
- (iii) The sheets of sanctioned and rejected mutations (to be kept in separate bundles) should be placed in almirahs until they are sent to the *sadar* office. Similarly *jamadandis* and diluvion papers of the current settlement should be kept in

almirahs, racks or boxes until they are despatched to the *sadar* office.

(iv) Crop. abstracts, Halat Dehi statement for ordinary Thur and Sem girdawari annual and quinquennial returns jinswar statement received from patwaris and their *goshwaras* (abstracts) prepared by the office kanungos for the posting of the circle and tehsil note-books, interrogatories, miscellaneous applications, registration memoranda, etc. as well as annual lists of mutations and misc. papers connected with mutations should be kept in *kuliat bastas* and entered in a *goshwara* in form no. R-20 These records should be destroyed after the prescribed period and the necessary columns of the *goshwar* filled in.

(v) The various kinds of patwari and kanungo forms and plain paper should be kept together on racks in bundles of convenient and uniform size to facilitate check. A memorandum should be placed with each bundle of forms showing the number of copies in stock. The memorandum should be corrected and dated whenever forms or plain paper are added or withdrawn.

(vi) All files of case, when complete, are returned to the *sadar* office; current files should be kept with the office kanungo in a separate *basta*. Misc papers which are kept in the tehsil kanungos office, such as those connected with.

- (i) inspection of tehsil kanungos office by Dist. Kanungo,
- (ii) census,
- (iii) cattle enumeration,
- (iv) harvest prices,
- (v) inspection notes,
- (vi) business returns,
- (vii) forms and their bills,
- (viii) crop estimates,
- (ix) harvest returns,
- (x) explanation of returns submitted,

will be placed in *kuliat* until they are destroyed under the relevant rules.

19.41 Copies - Copies of papers kept in the tehsil kanungos office should be made by the office kanungo himself as far as possible and attested by the tehsildar or naib- tehsildar. The rules for the supply of copies of records under the control of the Deputy Commissioner apply to the tehsil kanungos office. The copying work of this office will be under the charge of the tehsildar or naib-tehsildar.

19.42 Applicability of rules of Part-I-The following rules laid down in part I of this chapter apply to the tehsil kanungos office as far as practicable:-

<i>Paragraph</i>	19.11 <i>supra</i> -	Arrangement of files before they are sent to the <i>sadar</i> record room.
<i>Paragraph</i>	19.12. <i>supra</i> -	Papers which need not go into the record room.
<i>Paragraph</i>	19.13 <i>supra</i>	Arrangement of village bundles.
<i>Paragraph</i>	19.14 <i>supra</i>	<i>Kuliat</i> files.
<i>Paragraph</i>	19.15 <i>supra</i>	Receipt of files in the record room
<i>Paragraph</i>	19.17 <i>supra</i>	Entries in <i>goshwara</i> and subsequent disposal
<i>Paragraph</i>	19.20 <i>supra</i>	Test of proper arrangement of records
<i>Paragraph</i>	19.22 to 19.28 <i>supra</i>	Inspection of records
<i>Paragraph</i>	19.29 <i>supra</i>	Destruction of Revenue files and registers
<i>Paragraph</i>	19.30 <i>supra</i>	Destruction of records, how to be carried out
<i>Paragraph</i>	19.32 <i>supra</i>	Record room receipts.
<i>Paragraph</i>	19.33 <i>supra</i>	Budget estimates of record room receipts.

PART III- PRESERVATION AND DESTRUCTION OF RECORDS.

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Note:- The rules regarding the destruction of revenue records will be found in Financial Commissioner's notification no.76, dated 2nd may, 1914, as amended by no.236, dated 21st December, 1914, and Punjab Government notification no.272, dated 12th April, 1915, no.666, dated 26th October, 1915, and no.116, dated 19th February, 1916, no.492, dated 31st July, 1916, no.643, dated 30th October, 1916, no.1571-R, dated 23rd January, 1917, no.4091-R, dated 27th February, 1917, and no. 6681-R, dated 28th March, 1917, no. 14587, dated 10th July, 1917, and no.15412, dated 30th July 1917, the rules embodied in these notifications are reproduced below.

Section A—General

19.43 **Definition-** For the purpose of these rules revenue records consist only of papers contained in files.

19.44 **Classification** - Revenue records consists of registers (including statements, returns, lists, & C.) books and files. As regards registers and books, no further classification is necessary: they will be kept or destroyed in accordance with the instructions contained in paragraphs 19.45 and 19.46 *infra*. As regards files, these are divided into two classes for the purpose of destruction:-

- (i) Such as are consigned to the record room.
- (ii) Such as are excluded from the record room.

List of the former are given in paragraphs 19.47 to 19.50 *infra* and of the latter in paragraphs 19.52 and 19.53 *infra*. In the case of files not specified in these lists the orders of the collector shall be taken as to whether they shall be brought on the Land Records Office register or not. The collector shall decide in the case of such files the periods for which they shall be preserved, but in the case of files of importance, shall refer the case to the Commissioner for his information before ordering destruction after any specified period.

Section B- *Revenue files and registers consigned to the District Land Records Office*

I—Destruction of registers.

19.45 Registers to be kept in perpetuity- The following revenue registers and books shall be preserved in perpetuity, except as provided in the note to (1) below:-

(1) *All printed books, pamphlets and manuals furnished by Government, manuscripts, circular orders and rules of practice.*

Note: One copy of obsolete and superseded books, pamphlets, and manuals to be kept and the rest to be destroyed. These papers will be divided between the District Record Room and Land Records Office according to subjects.

(2) *Tabular statements of former settlements, including counterparts of general statements for a tehsil or other tract.*

(3) *Register of estates the property of Government and of grazing or fuel preserve.*

(4) *Register of assignments of land revenue.*

(5) *Register of inam grants to members of the agricultural community (Rule 1 (2) under paragraph 48 of standing order No.7)*

(6) *Registers of grants for the formation of wayside groves and the sinking of wells where such exist.*

(7) *Registers of pensioners.*

(8) *Register of prevailing castes and tribes.*

(9) *Note books kept up by tehsil office kanungos and district kanungos.*

19.46 Registers to be kept for three years- The following revenue registers shall be preserved for a period of three years and shall than be destroyed:-

(1) Registers of patwari circles.

(2) Registers of rainfall at *sadar* (Paragraphs 12.15 and 12.16).(Tehsil Registers should be destroyed after one year)

II—Destruction of files.

19.47. Files to be kept in perpetuity - The following revenue files shall be preserved in perpetuity:-

- (1) *Standing record-of-rights (section 31 (2), Land Revenue Act), including records of expired settlements.*
- (2) *Village boundary musavis and index maps showing corners of squares and baseline stones, supplied by the Survey of India during reverain measurement.*
- (3) *Mutation registers containing original orders and the files of mutations (except mutations by mortgage).*
- (4) *Detailed jamabandis and the maps, statements of irrigation and customs and genealogical trees, mutations sheets, and lists of revenue assignments appended thereto.*
- (5) *Naqsha tankih haquq muzarian.*
- (6) *Village boundary (thak bast) cases between adjacent village under section 101, Land Revenue Act.*
- (7) *Mussavi Parat Sadar (Prepared in cosolidatin of Holdings Operations)*
- (8) *Record of rights and other papers connected with it.*

19.48 Deleted.

19.49 Files to be kept for 12 years - The following revenue files shall be preserved for 12 years and shall then be destroyed :-

<i>S.No</i>	<i>Nature of case</i>	<i>Time when period begins to run</i>
1	<i>"Abbreviated Jamabandis (paragraph 3.106), work books (paragraph 3.85) consisting of counterfoils and notes of inspection, and inspection books (paragraph 3.86")</i>	<i>From date of filing</i>
2	<i>Sheets of rejected mutations (paragraph 7.38(ix))</i>	<i>From date of receipt in record room</i>
3	<i>Chitha shajra nasab and chitha naqsha haquq chahat</i>	<i>Ditto</i>
4	<i>Roznamcha Partal Afsran</i>	<i>Ditto</i>

19. 50 Files to be kept for indefinite periods - The following revenue files shall be preserved for the periods specified in the last column of the schedule below and shall then be destroyed:-

<i>S. No</i>	<i>Nature of case</i>	<i>Period</i>
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1	<i>Papers connected with special assessments including diluvion assessments –(section 59, Land Revenue Act)</i>	<i>Until sanction of new settlements</i>
2	<i>Internal distribution of assessment at settlement (bachh)</i>	<i>Ditto</i>
3	<i>Papers regarding cattle enumeration</i>	<i>Until the next enumeration has been completed</i>
4	<i>Khataunis</i>	<i>For the term of settlement to which they relate and destroyed after the khataunis for the next settlement have been prepared and filed.</i>
5	<i>Misal Tarmin Triqa Bachh</i>	<i>Until sanction of new Settlement</i>

19.51 **Destruction to be carried out under the supervision of the record-keeper** - The work of destruction shall be carried out under the direct supervision of the record-keeper and shall be effected by tearing up the papers to be destroyed.

SECTION C:-- REVENUE FILES AND REGISTERS EXCLUDED FROM THE LAND RECORD OFFICE

I.—Destruction of registers

19.52 The following registers shall be preserved for the period noted against each from the date of last entry and shall then be destroyed:-

S.No	Nature of case	Period
1	Copy of register of patwari circle –(Standing order No.55, paragraph 8)	6 years
2	Canal <i>khataunis</i>	
3	Canal abstract statements	
4	Register of accepted patwari candidates – (Paragraph 3.6 and paragraph 7 of standing order No.55)	3 years
5	Register of demand of mutation fees – (Paragraph 55 of standing order no.33)	
6	Monthly registers of prices current – (paragraph 14.1)	
7	Register of patwaris' forms, etc, etc, prescribed in paragraph 3.97	
8	Tehsil annual statements of lapsed and resumed assignments.	
9	Statements of revenue business	3 years after the date of inspection
10	Registers of annual returns filled by patwari	
11	All registers not herein before provided for	
12	Vernacular translation and inspection notes	
13	Extact from issue register sent for verification of files	1 year
14	Register of abstacks of orders to which effect is to be given in patwari's salary bills	To be destroyed as soon as they reach the tehsil
15	Mutation registers not containing original orders	
16	Rough copy (<i>chitha</i>) of the <i>nakhilstan</i>	3 years from close of settlement operations
17	Rough copy (<i>chitha</i>) of the <i>wajib-ul-arz</i>	
18	Papers connected with preparation of crop estimates, jiniswar statements	3 years from harvest under report.
19	Dak bahis of field kanungos.	12 years from the date of their completion
20	Despatch register maintained by office and <i>sadar</i> kanungos.	

II.—Destruction of files

19.53 **Destruction of papers which do not come into the Land Record's Office** - In the case of files excluded from the Land Records Office, in the absence of orders to the contrary, no fly index shall be prepared: the papers of each file shall in the first instance be

arranged chronologically by the clerk in charge of them and preserved for the period prescribed in the second column of the lists below and then destroyed. The destruction shall be carried out by the clerk in the presence of the officer, under whose orders he works, and shall be effected by tearing up the papers to be destroyed. In the case of continued correspondence the file shall not be set aside for destruction until the correspondence is complete.

(a) The following files shall be preserved for the period noted against each from the end of the year to which the papers relate and shall then be destroyed:-

S.No	Nature of case	Period
1	Distribution of work among officers	1 years
2	Tehsildars and naib-tehsildars' diaries and their abstracts kept in the tehsil	
3	Diaries of <i>daroghas</i> of <i>tirni</i> , & C., and kanungos, and work books of patwaris and tour statements of kanungoes, abstract diaries of tehsildars and naib-tehsildars sent to headquarters.	6 months
4	Monthly and quarterly business returns	
5	Applications of candidates including patwari and kanungo for employment	3 months
6	Applications of officials for appointment to a particular vacancy.	
7	Reports from tehsil about cattle disease	
8	List of papers sent by post	
9	Applications for registers, papers and printed forms	
10	Orders for prepatation of statements.	

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(b)The following files shall be destroyed in accordance with directions noted against each:-

S.No	Nature of case	Time of destruction
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11	Translation of references from' higher authorities calling for explanation of returns submitted.	When the order passed have been carried out.
12	Applications for travelling allowance	When the annual return has been submitted.
13	Papers relating to prices current	
14	Applications of tehsildars or other courts and offices for registers, papers and printed forms.	When acknowledgment of receipt has been received.
15	Paper relating to enquiry about the heirs of deceased sepoy and the disposal their estates.	One year after the reference has been replied to.
16	<i>Robkars</i> of officers fixing date of arrival	When tour is completed.
17	Reports of <i>sadar ahlmds</i> for statements due from tehsils and connected papers	When statements are complete.
18	<i>Rabkars</i> calling on <i>ahlmds</i> to prepare annual statements	When the statements have been prepared and sent in
19	Application for inspection of files	When the audit note for the period is over.
20	Application for copies of office documents	
21	Papers relating to the transfer of pensions from one district to another	At the end of the year to which the papers relate.
22	Indents for revenue forms	
23	2nd copy of receipted or amended invoice relating to forms and blank papers (paragraph 3.96)	One year after the date of receipt in office.
24	Reports connected with preparation of half yearly harvest return under standing order No.53	
25	Papers regarding intimation from Canal Department for closure of canal on certain dates.	At the end of the year to which the papers relate.
27	Monthly statements of unanswered references	
28	Papers regarding distribution of books.. Rainfall reports	
29	Reports of calamities of season or of epidemic diseases or of insanitary condition of village, sent for information only	
30	Half-yearly statement received from the head post office relating to military pensioners who receive their pensions through the post office, and yearly lists received from Treasury Officers, relating to civil pensioners.	After the expiry of one year from the date of disposal
31	Casual leave papers..	
32	Undisputed applications for boundary demarcation	At the end of the year to which the papers relate.
33	Translations of letters..	
34	Annual <i>fards bachh</i> kept at the tehsil	When the next <i>jamabandi</i> is filed with its <i>fards</i> .

35	Lists of mutation fee	Three years from the date of receipt in tehsil.
36	Annual files of registration memoranda relating to transfer of agricultural land received from registration officers	One year from date of receipt of last memorandum that completes the file.
37	District Land Revenue Administration report	When the next settlement is included
38	District Colony Reports	Fifteen years after the report is printed.
39	Files of verification of jagirdars and <i>muafidars</i> including inspection registers of <i>muafidars</i> maintained in patwari and kanungo standard form No.79	After the expiry of four years from the date of disposal.
40	Files of verification of civil and military pensioners, including inspection registers of such pensioners maintained in patwari and kanungo standard form No.43-B.	Ditto

19.54. For specimen of forms R-4, R-8, R.9, R.10, R.-11, R.-13, R.-14, R.-15, R.-20 (fly index for *kuliat* files only) and R.-21, Appendix A of chapter 9 of the District Office Manual should be consulted.

The specimen of forms R.12 (Land Records Office Work Register) and R-20 (*goswara*) are given below:-

R.-12 LAND RECORDS OFFICE WORK REGISTER

<i>Details of files received</i>																								
D	a	+	T	e	V	.	i	R	e	k	h	f	i	M	u	J	a	A	I	Others	N	o	R	e

R.-20 – LIST OF PAPERS OF MAUZA

Sr.no	Description of record	year which relate	to it	Date of filing	Signature of district kanungo or assistant	Date of destruction	Signature of district kanungo

Note: - In the case of records kept at tehsil offices, columns 5 and 7 will be signed by the office kanungo instead of by the district kanungo.

APPENDIX 1 TO THE PUNJAB LAND RECORDS MANUAL
YEARLY PROGRAMME OF THE WORK OF A SUB-DIVISIONAL MAGISTRATE

Month	Work	Authority	Remarks
October	1. Will check kharif girdawari work and will visit specially the villages whose circumstances are precarious and in which suspensions or remissions are to be made or have been made. About such villages he will submit a note to the Collector which will be of great assistance to him in deciding what course to follow in the matter of recovering arrears or proposing remissions. 2. Will specially visit the villages in which there is fluctuating assessment	Para L.R.M.	8.1,
November to the end of February	1. Will test the work of Field Kanungos in detail 2. Will test the land records work of Tehsildar and Naib-tehsildar in detail 3. Will attest <i>jamabandis</i> on spot, and note the result on the <i>jamabandis</i> to be filed in the District Office. 4. Will visit Burd Baramad villages in which revenue affected is more than Rs.100	Para. L.R.M Para. L.R.M. Para. L.R.M.	8.5, 8.13, 7.62,
November	5. The Deputy Commissioner or his	S.O.7,para	

– February	assistants in the cold weather ascertain in a number of cases by personal inspection at or near the village in which the revenue-free plot is situated that the revenue-free holders not included in the lists received from the Tehsildar are in existence, and that the lists and reports furnished by the Tehsildar are correct. The number of cases so tested should be mentioned in the annual revenue report of the district. 6. Recording of notes in the Abstract village note books	59(vii) Para 407, L.A.M.
March	1. Will check Rabi Girdawari and act as detailed in October.	Para 8.1, L.R.M.
April to the end of September	1. Will make one inspection of the office of Tehsil Office Kanungo in a year and should overhaul the mutation work of Tehsil Revenue Officers. The Assistant Collector officer-in-charge of Revenue Branches of the district should also inspect the <i>Sadar</i> Kanungo's office. As these inspection Rain-gauges should invariably be inspected. 2. Will supervise and check some work of <i>jamabandis</i> which are being prepared, and see that they are filed in Tehsil in time. 3. Will make two crop experiments in each harvest. 4. The Assistant Collector/officer-in-charge of Revenue Branches of the district should also make quarterly inspections of the Revenue Record Room.	S.O.14, Para1, para 381, L.R.M, Para 8.16, L.R.M. Para 7.62, L.R.M. Para 15.3(b), L.R.M. Para 19.9, L.R.M.

Note. - The foregoing programme is only meant as a guide and the Collector can alter it to suit local conditions. For detailed instructions the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

APPENDIX II TO THE PUNJAB LAND RECORDS MANUAL
YEARLY PROGRAMME OF THE WORK OF TEHSIL REVENUE OFFICERS

Month	Work to be done	Authority	Remarks
October	1. Will submit their diaries to the Collector on the 1st of each month 2. They will so lay out their work that no part of Tehsil remains	S.O. 12, para 46. Annexure E, of Chapter 8	

<p>November to the end of February</p>	<p>unvisited from the crop inspection of Kharif Girdawari and will inspect a few villages thoroughly rather than a great number nominally. They will pay special attention to villages in which suspensions are likely to be required.</p> <p>3. Will check the work of the Patwaris and Kanungos in alluvial record and assessment work. In villages under fluctuating assessment they will check 50* per cent, kharaba fields and will sign all kharaba numbers.</p> <p>4. Will check the condition of Trigonometrical survey pillars, Trijunction pillars, survey marks, International boundary pillars and base line marks during their tours and will make report about those which are in need of repairs. They will make entries in their diaries of their having done so.</p> <p>5. A detailed report should be submitted to the Deputy Commissioner about Trigonometrical survey pillars International boundary pillars after kharif Girdawari</p> <p>1. Will check some of the entries of Bachh papers, and sign the Patwari's copy.</p> <p>2. Will make a thorough inspection of the work of all Patwaris'circles in their charge, and of as many estates in the circles as possible with a view also to testfully the quality of the Qanungos work. This is called"Partal Dafter" such notes should be sent to the <i>sadr</i> kanungo's office for necessary action.</p> <p>3. Will satisfy themselves during the course of their tours that persons entered in Tehsil lists of assignments are living.</p> <p>4. Will check the Tatima <i>Shajras</i> prepared under the instructions</p>	<p>L.R.M. and para 363, L.A.M.</p> <p>Item 5, Chapter 8, annexure E. (17) and L.A.M. para 444.</p> <p>Para 4.11, L.R.M.</p> <p>Para 4.6(3), L.R.M.</p> <p>Para 3.21, L.R.M. and annexure, E(13) Chapter 8, L.R.M.</p> <p>Para 8.11, L.R.M.</p> <p>S.O. 7, para 63(iv)</p> <p>Para, 4.24, L.R.M.</p>	<p>*25 percent, kharaba will be checked in districts where it has specially prescribed by Financial Commissioner</p>
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	<p>contained in para 4.24, L.R.M.. They are not expected to do much in the way of chaining, but they are responsible for the general accuracy of the measurements.</p> <p>5. Will make the final attestation on the spot and shall observe the following instructions:-</p> <p>(1) At least 25 percent, of the <i>khatauni</i> holdings should be read out on the spot in the presence of the assembled right holders.</p> <p>(2) At least 25 percent, of the mutations attached to the <i>jamabandis</i> should be compared with the Khewats concerned.</p> <p>(3) At least 25 percent of the khewat holdings should be compared with the old <i>jamabandi</i>.</p> <p>(4) At least 25 percent of the khewat entries in the original copy should be compared with the corresponding entry in the patwari's copy of the <i>jamabandi</i>.</p> <p>The number of the fields, <i>tatima shajras</i> of which have been attested, must be specified as also that of the un-attested mutations entered before the 16th June, or the date approved by the Director of Land Records; of these there should be as few as possible. They should also fill in two copies of the prescribed final attestation slip and attach one to each of the two copies of the <i>jamabandi</i>.</p> <p>6. Will attest all the mutations in estates for which <i>jamabandies</i> are to be prepared before the middle of January and the pending mutations of others as well, as far as possible.</p> <p>7. Will enter on blank pages of the note books of the tehsil copies a brief history of the villages since the last <i>jamabandis</i> were prepared for the villages in which <i>jamabandis</i> have been prepared or at other times whenever any event of serious importance occurs. Notes will be made when suspension, recoveries, or remission are ordered and also for tracts where there are fluctuating assessments.</p>	<p>Para 7.62, L.R.M.</p> <p>Para 7.56 L.R.M.</p> <p>Para 10.4 L.R.M and L.A.M., para, 400.</p>	
March	1. Will check Rabi Girdawari etc. as detailed in October, Nos. 2,3 and 4		

	2. Will take with them registers of revenue free grants and verify personally the existence of assignees, entering note to this effect in the columns of remarks	SO 7, para 59 (iv)	
April May & 15 th June	1. In April they will furnish a list to the patwari's of changes by lapses of assignees, which have occurred during the year, and a list of assignees of land revenue who have neither attended nor furnished a life certificate. They will also report with reference to all grants for institutions such as Mosques, Khangahs, etc., whether the terms on which they were made have been complied with, and the assignees are alive.	SO 7, para 59(v) and (vi)	
	2. Will check extra Rabi Gurdawari		
	3. Will attest all the mutations of village before 15 th June of which jamabandi are to be prepared	paras 7.56 and 7.59 L.R.M.	
16 th June to 7 th September	1. Will do local attestation of jamabandi being prepared in their circles in the hot weather before they are filed in the tehsil. They will also check some entries of the jamabandis and their connected statements under preparation to see whether patwari's and kanungos are doing their work carefully and accurately	para 7.62 , L.R.M.	

Note-The programme detailed above is only meant as a guide and the Collector can alter it to suit local conditions. For detailed instructions the Dastur-Ul-Amal of the District and Land Records Manual should be consulted.

APPENDIX III TO THE PUNJAB LAND RECORDS MANUAL

YEARLY PROGRAMME OF THE WORK OF A FIELD KANUNGO

Month	Work to be done	Authority	Remarks
	1. Will submit to the Tehsildar his monthly diary and diaries of the	para 2.52 L.R.M.	
Remarks	Work to be done		
	patwari in his circle not later than the 4 th of each month		
	2. Will check the birth and death Registers of chaukidars occasionally throughout the year	para 2.67 L.R.M.	
	3. Will submit to the Sadr kanungo his quarterly statements on the 10 th of the month succeeding the	para 2.49 L.R.M.	

conclusion of each quarter

4. Will inspect sufficient field on spot to assure himself about the correct entry of kharif crops entered in the Khasra Girdawari by the partwari and every number

Annexure A,(7),
chapter 8,L.R.M.

field kanungo is responsible to sign each and every number of the areas in which there is fluctuating assessment and get prepared their *muntakhibs* which he will check and sign.

5. Will verify list of number in which any change of the areas cultivating ,occupancy or rent has occurred, and total under his signature,

para 9.9(b) L.R.M.

6. Will inspect the patwaris diaries and check the alterations which have been made in the khasra Girdawaris very carefully

9.9(c) L.R.M.

7. Will check crop abstracts (jinswara), and sign them as correct.

Para 9.11 L.R.M.

8. Will check condition of Trigonometrical survey pillars international boundry pillars recorded in Khasra Girdawari, and after khariff Girdawari, will send a report about all such pillars to the Tehsildar and also about the condition of Tri-jujction pillars base line marks, international boundry pillars etc.

9.11.L.R.M.

October..
concl.

9. Will see whether the patwaris had rectified the defects of which a copy of the Partal was supplied to him in the month of September. He should initial all the alterations made by the patwari in his copy of the jamabandi

Para 7.61, L.R.M.

November..

1. Will check the Bach papers with the last *jamabandi* and Mutation registers and sign them. He will compare it with the copy for Lambardar and sign it. He will initial all erasures and corrections in both copies

Para 3.21, L.R.M.

2. Will check and draw up a list of the cross marked numbers and give it to the

Para 4.26, L.R.M.

Kanuango for the incorporation of the remarks in the character rolls of the patwaris

2. Will check the *Tatima Shajras* incorporated by Patwaris in the copy of the map kept in the Tehsil, and in the map with the patwaris. He will note that he has done so in his note of checking the *jamabandis* Para. 4.31, L.R.M.
3. Will spend September at Tehsil headquarters checking *jamabandis* with a view to see that the changes based on mutations have been properly incorporated Para. 2.50 and 7.61, L.R.M.
4. Will check the mutation fee and compare it with the list. Para. 7.36, L.R.M.
5. Will check and sign the annual and quinquennial statements
6. Will sign pages of Khasra Girdawari where he assessment is fluctuating and Khasra Girdawari is prepared every year

Note—The programme detailed above is only meant as a guide and the Collector can alter it to suit local conditions. For detailed instruction the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

APPENDIX IV TO THE PUNAB LAND RECORDS MANUAL YEARLY PROGRAMME OF THE WORK OF A PATWARI

Month	Work to be done	Authority	REMARKS
October..	1. Will post to the Field Kanungo a copy of his monthly diary cattle disease report on the first of each quarter		
	2. Will do Kharif harvest inspection work, and make its entry in the Khasra Girdawari	Paras. 9.1 and 9.8, L.R.M.	Girdawari of villages in which there is a
	3. Will enter in his diary list of all field numbers in which any change of cultivating accupancy or rent has occurred	Para. 9.9. (b) , L.R.M.	fluctuating assessment will also be done
	4. Will enter in his diary all alterations regarding entries made in the Khasra Girdawari	Para. 9.9. (c) , L.R.M.	simultaneossly and their Muntakhibasi prepared.
	5. At the end of each day's work he will total the pages of Khasra Girdawari completed	Para. 9.10. L.R.M.	
	6. Will complete crop abstracts (jinswars) before the commencement of his work in the second village, and through the	Para. 9.11, L.R.M.	

field Kanungo will send them to office Kanungo of Tehsil after having entered them in his jinswar register (Lal kitab).

	7. Will note condition of trigonometrical survey pillars International Boundary pillars in his Khasra Girdwari, and after Kharif Girdawari will send a report about all such pillars to the Tehsildar through his Field Kanungo	Para. 4.6(1) (3). L.R.M.
	8. He will also note the condition of trijunction pillars, beseline marks International Boundary pillars and other survey marks in the Khasra Girdawari during harvest inspections and will submit reports about those in seed of repairs	Para. 9.3 (vii). L.R.M.
	9. Will make corrections in the <i>Part Patwar</i> of the <i>jamabandi</i> in accordance with the copy of the Partal supplied to him by the Field Kanungo in September	
November..	1. Will prepare the Bachh papers (Fard Dhal Bachh), and will hand them over to the Lambardars before the end of the month 2. Will write up the Mutations discovered in the course of the Kharif Girdawari 3. Will undertake amendments of the field maps on remeasurements that may be necessary 4. In Riverain chaks wherever possible he will amend the survey before preparing the Bachh and mutation papers 5. Will compare entries in Khasra Girdawari with the Sudkar prepared by Canal Patwari	The Patwari will make the amendments of the field map, and prepare <i>Tatima Shajras</i> of cross marked numbers in the Khasra Girdawari, a list of which has been supplied to him by his Kanungo (para 4.24, L.R.M.) This work he will do from November to January.
December..	1. Will do work mentioned in Nos. 3 and 4 above 2. He will do harvest inspection of extra Kharif crops such as Toria and Shalgams etc 3. Will assist lambardars in the collection of revenue	Paras. 9.14, 3.21 and 4.24 L.R.M. Para.3.20, L.R.M.
January..	1. Will do work mentioned in Nos. 3 and 4 in November, and prepare files of alluvial and diluvial areas 2. Will visit each estate for which a quinquennial <i>jamabandi</i> is to be prepared	Paras 9.14 and 4.24, L.R.M. Para. 7.57, L.R.M.

	3. Will enter up the mutations that have come to light as a result of preliminary attestation.	Para. 7.57, L.R.M.
	4. Will assist Lambardars in the collection of Revenue	Para. 3.20, L.R.M.
February..	1. Will do the remaining work of alluvion and diluvion, if any 2. Preparation of <i>Shajra Latha</i> 3. Comparison of the entries in the list of assignment and pension with the list received from Tehsil	Para.9.14, L.R.M. Para.4.30,L.R.M.
March..	1. In this month patwari will do Rabi Girdawari and all other work detailed to be done in October during the Kharif Girdawari except No.7 2. Will pay Special attention to the entering up of mutations of the villages under quinquennial attestation	Para.63, S.O.7 Para.7.58, L.R.M.
April..	1. Will compare the records with the Register in his custody and will sign in Column 6 2. Will compare his Khasra Girdawari with that of the canal Patwari 3. Will write up the Mutation registers 4. Will correct the bachh papers to make them agree with the events that have occurred since their preparation 5. Will commence extra Rabi Girdawari after 15 th April 6. Will make changes in soil classification in villages the quinquennial attestation whereof is to take place 7. Will make amendments in the Field maps and do the measurements of the fields in which further changes were brought to light in Rabi Girdawari	Chapter 3. Instruction No. 4 under Form P.XI Para. 9.14, L.R.M. Paras. 3.21 and 9.14, L.R.M. Para 9.1 and 9.13, L.R.M. Para 7.41(6) , L.R.M. instructions on column 7 Para. 4.26, L.R.M.
May..	1. Will furnish extra Rabi Girdawari and send its crop abstracts (jinswars) to the Tehsil Office Kanungo, through the field Kanungo 2. Will prepare Fards Dhal Bachh and hand them over to the Lambardars before 15 th May	Paras.9.1, 9.11 and 9.13, L.R.M. Para.9.14, L.R.M.
June..	1. Will assist the lambardars in the collection of revenue 2. Will prepare Statements Nos. 1,4,5 and 5-A, which are annually prepared for every village 3. After 15 th June will commence	Para.3.20, L.R.M. Para.10.1, L.R.M. Para.7.60, L.R.M.

	the writing of <i>jamabandis</i> of villages under quinquennial attestation, and copies thereof.	
July and August..	1. Will prepare quinquennial statements, 6 to 8	Para.10.1, L.R.M.
	2. Will prepare lists of attested mutations and send them to the Tehsil not later than Ist August	Para.7.38(v) , L.R.M.
	3. Will write detailed <i>jamabandis</i> of villages under quinquennial attestation and copies thereof.	Para.7.60, L.R.M.
	4. Will renew the village map (<i>Shajra</i> Latha) if necessary	Para.4.30, L.R.M.
September..	1. Will file <i>jamabandis</i> and connected statements with the Tehsil Office Kanungobefore the 7 th of September	Para.7.61, L.R.M.
	2. Will incorporate <i>Tatima Shajras</i> in their maps and in those kept in the Tehsil under the supervision of their Kanungos	Para.4.31, L.R.M.
	3. Will bring with them all Khasras Girdawari, diaries, work books, abbreviated <i>jamabandis</i> that are more than 12 years old, and Dhal Bachhs which will be destroyed by the Tehsil Office Kanungo. He will get the signature of Office Kanungo in column 5 of the register of records	Chapter 3, L.R.M. in (Para.3.99) and instructions under for P.XI.
	4. Will get the annual supply of forms from the Office Kanungo	Para.3.97, L.R.M.
	5. Will bring with him the Register of survey equipments for comparison with that of the office Kanungo	Para.3.88(a). L.R.M.
	6. Will prepare the list of mutation fees.	Para.7.34, L.R.M.
	7. Will prepare new khasra Girdawari of the villages of which <i>jamabandis</i> have been filed	Para.9.2, L.R.M.
	8. Will bring register relating to accounts of copying and inspection fee of patwaris records	Para.3.48(iii) , L.R.M.

Note:-The programme detailed above is only meant as a guide and that Collector can alter it to suit local conditions. For detailed instructions the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

ALPHABETICAL INDEX

**TO THE
LAND RECORDS MANUAL**

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