The Land Records Manual is designed to take the place of those of the standing orders of the Financial Commissioners which deal with Department of Land Records. As each of those standing order 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, I.C.S, who was 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 XII of Land Administration Manual and Chapter XIV and appendices VII to XI and XXI of the Settlement Manual.

A. Latifi
Financial Commissioner Revenue,
Punjab

Dated the 15th Sept. 1935
PREFACE TO THE SECOND EDITION

The 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.

The present edition incorporates amendments, insertions and omissions made during the composite Punjab up to 31st October, 1966 and by the Haryana Government since its inception. The instructions issued by State Government from time to time have also been included.

I am happy that Shri P.P.Chhabra, IAS, Director Land Records, alongwith his officers and staff, have completed this exhaustive job and brought out this updated manual.

Information on errors or omissions found in this edition would be welcome.

Chandigarh:

A. Banerjee
Financial Commissioner, Revenue
Haryana.

Dated the 6th Sept., 1990.
PREFACE TO THE THIRD EDITION

The Land Record Manual comprising of Procedures, practices, norms as per statutes, rules & regulations and also Financial Commissioner Revenue’s standing orders for land record administration published in the year 1935 was revised and republished in the year 1990. With the passage of time, it became imperative to get it thoroughly revised by incorporating latest changes and landmark judgments by various Courts.

With a view to meet out present day requirement and to move ahead with technological advancements, the additions, deletions and simplification of chapters of Land Record Manual have been made out.

I am grateful to Haryana Institute of Public Administration, Gurgaon especially Sh.S.P.Sharma, IAS (Retd) and Dr. Jai Dev, DRO (Retd) who had contributed a lot for accomplishment of this exhaustive and voluminous job and also to Sh. M.K Ahuja, HCS, Addl. Secretary Revenue and Dr.Yudhbir Singh Khayalia, IAS, Director General Land Records, who along their subordinates have really worked hard to reach the milestone.

Information on errors or omissions found in this edition would be welcome.

CHANDIGARH
Dated the 27th Sept., 2013

Krishna Mohan
Additional Chief Secretary & Financial Commissioner to Govt. Haryana,
Revenue & Disaster Management Department
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### Establishment

- Records, etc, to be kept
- Disposal of records etc.
- Copies
- Applicability of rules of part - 1
- Preservation and destruction of records - General Definition
- Classification
- Revenue files and registers consigned to the district land records office - Registers to be kept in perpetuity
- Registers to be kept for 3 years
- Files to be kept in perpetuity
- Files to be kept for 12 years
- Files to be kept for indefinite periods
- Destruction to be carried out under the supervision of the record keeper
- Revenue files and registers excluded from the land records office - Destruction of registers
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### Chapter - 20  Standing records

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**Chapter – 21 Yearly programme of work of Revenue Officers and Officials**

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**Chapter -22 Appendices**

Appendices of all chapters given in this chapter.
CHAPTER - I
DIRECTORATE OF LAND RECORDS AND ITS FUNCTIONARIES
PART-I : THE DIRECTOR OF LAND RECORDS

(Replaces standing order no. 9 Original issue dated 18th June, 1909, Revised issue, date 22nd December, 1916. Second Revised - Issue, dated 2nd September, 1929) revised 2013.

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

(a) Land Records, the Kanungo and Patwari establishment and Patwari Revenue Training School and its establishment.

(b) Crops and price reports, weather report, and returns of agricultural statistics.

(c) Rain gauges.

1.2 Control of certain charges
The Director is the Head of Department as regards income from—

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.

1.3 Rule of correspondence with local authorities
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 Revenue officially. Otherwise he will usually obtain the orders of the Financial Commissioner Revenue 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 address Deputy Commissioner direct, but in important matters he writes to them through the Commissioner.

1.4 Inspection notes
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 :-

"Inspection 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 Disposal of reports by Director
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 Revenue.

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

1.6. Deleted
1.7 List of Reports

The following is a list of reports and returns submitted by the Director of Land Records, Haryana:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of the report of return</th>
<th>Period covered</th>
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| 1      | Weather and crop report                                | Month          | (1) The Economic and statistical adviser to Govt. of India, Ministry of Agriculture, New Delhi  
                                                   |                | (2) The Director of Agriculture, Haryana, Chandigarh                   |
|        |                                                        |                | (3) The Economic and statistical adviser to Govt. of India, Ministry of Agriculture and Rural Dev. New Delhi |
|        |                                                        |                | (4) The Controller, Printing and Stationery, Haryana, Chandigarh      |
| 2      | Retail sale prices current return                      | Fortnight      | The Controller, Printing and Stationery, Haryana, Chandigarh           |
| 3      | Wholesale price current return                         | Do             | The Controller, Printing and Stationery, Haryana, Chandigarh           |
| 4      | Rainfall returns                                       | Month          | The Controller, Printing and Stationery, Haryana, Chandigarh           |
| 5      | Annual statement of rainfall                           | Year           | The Controller, Printing and Stationery, Haryana, Chandigarh           |
| 6      | Report on the working of rain gauges                  | Year           | -                                                                       |
| 7      | Departmental report of Director of land records        | Year           | The Economic and statistical Adviser to Govt. of India, Ministry of Agriculture, New Delhi |
| 8      | Seasons and crop report                                | Do             | The Economic and statistical Adviser to Govt. of India, Ministry of Agriculture, New Delhi |
| 9      | The statement showing the approximate yield per hectare of principal crops in each district | Do             | The Economic and statistical Adviser to Govt. of India, Ministry of Agriculture, New Delhi |
| 10     | Live-stock census report and returns                   | Deleted        |                                                                         |
| 11     | Tables of agricultural statistics containing the following statements : | Year | The Economic and statistical Adviser to Govt. of India, Ministry of Agriculture, New Delhi |
|        | (a) Statement showing total area.                      |                |                                                                         |
|        | (b) Statement showing classification of area           |                |                                                                         |
|        | (c) Area irrigated and crops irrigated in each district |                |                                                                         |
|        | (d) Statement showing total area under crops in each district |        |                                                                         |

PART – 2 : COLLECTOR OF THE DISTRICT

1.8 Collector of the District deals with the following:

Section 33 of Punjab Land Revenue Act,

(1) The Collector shall cause to be prepared by the patwari of each estate yearly, or at such other intervals as the Financial Commissioner Revenue may prescribe, an edition of the record-of-rights amended in accordance with the provisions of this section.

(2) This edition of the record-of-rights shall be called the annual record for the estate, and shall comprise the statements mentioned in sub-section (2), clause (a), of section 31, of Punjab Land Revenue Act and such other documents, if any, as the Financial Commissioner Revenue may, with the previous sanction of the State Government, prescribe.

(3) For the purpose of the preparation of annual record, the Collector shall cause to be kept up by the patwari of each estate a register of mutations and such other registers as the Financial Commissioner Revenue may prescribe.

(4) It is the responsibility of collector of the district to keep the standing records and annual records up to date. Presumption of truth attached to both records under section 44 of Punjab Land Revenue Act. can only be justified by the great care taken in preparing them.
1.9. The Deputy Commissioner/Collector of the District is the head of the Revenue Administration of his district. He is to manage a district successfully and requires qualities rarely found united in a single person. Manifold duties are performed by the Deputy Commissioner through his assistants. Principal assistants of Deputy Commissioner to prepare and maintain the revenue records is the District Revenue Officer (DRO), who is incharge officer of sadar kanungo branch and land records office, Tehsildar is incharge at tehsil level, but work of tehsil is divided between Tehsildar and Naib-Tehsildar for attestation of mutations, jamabandi, other revenue and miscellaneous work.

1.10. Administrative control under Punjab Land Revenue Act

Section -11 (4) “A Collector shall control all other Revenue officers in his district”.

Section -12 (1) “Collector may by written order distribute, in such manner as he thinks fit, any business cognizable by any Revenue officer under his control”.

1.11. Appeal, Review and Revision under Punjab Land Revenue Act

Section -13 “An appeal shall lie from an original or appellate order of a Revenue-officer”.

Section -13 (a) to the Collector when the order is made by an Assistant Collector of either grade;

Section -15 (1) “A Revenue-officer may, either of his own motion or on the application of any party interested, review, and on so reviewing modify, reverse or confirm, any order passed by himself or by any of his predecessors in office:

Section-16 (2) “Collector may call for the record of any case pending before, or disposed of by, any Revenue-officer under his control.

Section-16 (3) “If in any case in which a Collector has called for a record he is of opinion that the proceedings taken or order made should be modified or reversed, he shall report the case with his opinion thereon for the orders of the Financial Commissioner Revenue.

1.12. Section 11 and 12 under heading Administrative control and Section 13 to 16 under heading Appeal, Review or Revision bring out legislature intention of maintaining clear demarcation between different powers exercisable by superior Revenue officers over inferior Revenue officers. The powers under Section 11 and 12 are administrative in nature and powers under Section 13 to 16 are quasi-judicial in nature. If Revenue Officer acts without or in excess of jurisdiction or commit illegality or irregularity in exercise of his jurisdiction, then such excess, error or irregularity is curable by exercise of powers conferred under section 13 to 16 of Punjab Land Revenue Act.

1.13. For inspection work and the attestation and implementation of mutations in records, correction of shajras, attestation of jamabandis and other revenue works, the estates of each tehsil are divided yearly between the Tehsildar and the Naib-Tehsildar. The portions of the tehsil allotted should be changed every year on September 1st so that the responsibility of the Tehsildar for the whole of his charge may not be impaired. It is within the discretion of the Deputy Commissioner to postpone redistribution for special reasons, such as the prompt disposal of pending revenue work.

1.14. Collector of the district must ascertain that Sub. Divisional Officer (Civil) District Revenue Officer, Tehsildar and Naib-Tehsildar are doing their functions efficiently Main functions are:

(i) the keeping of the record of rights up to date by preparation of record of mutations; and

(ii) the maintenance of a record of the crops grown at every harvest;

(iii) the accurate preparation of statistical returns embodying the information derived from the harvest inspections, register of mutations, and record of rights.

1.15. These functions can be done by the:

(i) Efficient working of the patwaris and kanungs;

(ii) the prompt preparation of accurate and updated record and attestation of all mutations of rights and their prompt incorporation in the jamabandi;

(iii) field-to-field inspection, and record of the results of each harvest;

(iv) Record, in convenient tables, of the total results of each harvest. These tables being kept first village wise, secondly kanungo circle wise, and thirdly tehsil wise;

(v) the systematic visiting of each village, either by the Tehsildar or naib-Tehsildar.
1.16 In the monthly meeting of the revenue officers, Deputy Commissioner should examine the position of mutations on the following points.

(i) Total memorandums issue by Sub. Registrars Offices.
(ii) Mutations entered on the basis of memos
(iii) Maintenance of memos record by office kanungos
(iv) Mutation entered under Hindu Succession Act.
(v) Mutation entered under any other Act.
(vi) Total sanctioned mutations.
(vii) Entry of all memos in rozmancha wakiyati by patwaris.

1.17 Deputy Commissioner should make the programme to attest the jamabandis in the district during the months of November, December and January through Tehsildars, Naib-Tehsildars and extra Naib-Tehsildars appointed in the district such as Naib-Tehsildars accounts, surplus and ligh-migh. Attestation should be made as per norms given below by the Revenue Officer who has been assigned the work.

(i) At least 25 per cent of the khatauni holdings should be read out on the spot and in the presence of the assembled right-holders,
(ii) At least 25 per cent of the mutations attached to the jamabandis should be compared with the khewats concerned,
(iii) At least 25 per cent 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.
(v) At least 25 percent of new khatauni holdings created in the jamabandi should be read out and compared with both copies parat patwar and parat sarker.
(vi) At least Twenty five percent of shajra nasb should be read out.
(vii) Must read all the entries in the column no 9 of new owners of pending mutations which were entered before sixteen June but not sanctioned will be mentioned in the attestation report.
(viii) Must read all the entries in the column no 9 of new owners of those mutations which were sanctioned but not implemented in the jamabandi for the want of review.
(ix) At least 25 percent of tatimas should be checked.
(x) Circle Revenue Officer will sign those pages of jamabandi which have been checked.
(xi) He will mention the details of khewats, khataunies, tatimas, shajra nasab, new khataunies created during the period, pending mutations for review.

1.18 Attesting officer will submit the report of attestation along with a list of mutations which could not be implemented in jamabandi for want of review to the collector so that review permission may be given. Review permission must be given by the collector with in one month from the date of the report given by the attesting officer. Attestation of mutation will be done with in two months from the date the review is allowed by the collector. Patwari will send all mutations which are to be reviewed with in seven days to field kanungo and field kanungo will submit those mutations before Tehsildar with in seven days. Tehsildar will submit the list to the collector for his orders with in 15 days of receipt from kanungo.

1.19 The birth and death register maintained by the village Angan-Wari – Kendra would be available at all times to the patwari for purpose of entering mutation of inheritance on death of land owner/tenant.

1.20 Collector of the district must ensure that tentative tour programme for the next month of all assistant collectors lst grade and assistant collector IInd grade have been received in his office by 21st of every month.
PART - 3 : DISTRICT REVENUE OFFICER
District Revenue Officer deals with the following.

1.21. Maintenance of District Land Record Office

(1) Accommodation : It is responsibility of District Revenue Officer to see that the accommodation is sufficient and suitable for records and the staff; if insufficient, proposals must be made to the Deputy Commissioner and arrangements be made to save the old settlement records from decay.

(2) Records : He is to see that records of rights are kept in shelves and goshwaras are divided into two sections and to see that records have been entered in the goshwara in order of their receipt, current registers and books must be kept separately from old ones.

All newly received files are duly entered in the register and goshwaras, and placed in the village or other bundles to which they properly belong, and the village goshwara number is given on the index.

(3) Application for inspection of records : Application for inspection of records are properly stamped, and that time taken up in inspecting records is noted on them. All the applications must be entered by the inspection muharrirs in the register maintained for the purpose and the court-fee stamps are cancelled by such muharrirs immediately on receipt of application. Applications for inspection are to be preserved till the audit inspection for the period is over. All the receipts from the record room are to be credited without delay to proper heads.

(4) Courts files : He should see on the second day of the first month of each quarter, a 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, 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. He must ensure that recently returned records have been placed in the relevant bastas.

(5) Production of Records before Courts : Ascertain from the summons issued by courts that the points on which information is required to be supplied by the special kanungo or patwari muharir are stated succinctly.

(6) Musavis : He should see that musavis are kept in a flat condition in iron or wooden almirahs, they are in good condition, whether any of the musavis are sent to other departments; if so, whether they were properly packed and dispatched under the custody of a responsible official.

(7) Jamabandis : All jamabandis were received in the record room by the date on which the rabi girdawari ended. These are checked by the district kanungo according to the instructions. Jamabandis which were found incomplete in any respect are returned to tehsils for completion. Jamabandis have been properly bound and entered in the respective village goshwaras. Rejected mutations with lists are entered in the village goshwaras.

(8) Revenue copyists : Separate copyist is 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.

(9) Minute book : A separate minute book is maintained to record the opinion of Deputy Commissioner at the time of inspection.

1.22. Maintenance of record in district kanungo branch

It is responsibility of the District Revenue Officer to maintain the branch of district kanungo as he is the in-charge officer of this branch.

(1) Books : District kanungo branch must have got one copy each of the Settlement Manual, Land Administration Manual, Land Code, Land Records Manual. These books must be complete with correction slips up to date and the latest published indices are pasted in them. Separate files for Financial Commissioner’s and Director of Land Record’s circulars and are up to date.

(2) Staff : He is responsible for distribution of work between the district kanungo and his assistants and that it is adhered to.

(3) Files of transfer of patwaris and kanungos : The relevant files that on resignation or transfer, patwaris make over their papers, records and equipment to their successors and in case of
(4) Patwarkhanas: A list of patwarkhanas is maintained clearly showing the condition of the patwarkhana. Annual reports on the condition of patwarkhanas are sent by field kanungos by the 1st January every year, and field kanungos' reports are punctually forwarded by the tehsildars to the District Office.

(5) Indents file: Indents for registers/stationery etc. are dispatched from tehsil offices so as to reach district kanungo's office on 1st October at latest and dispatched 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.

(6) Budget: Budget under head 2029—Land Revenues—Land Records—103 (ii) district staff is prepared by the district kanungo, checked by the Officer in-charge and dispatched in time so as to reach Director of Land Records' office: on 5th September, at the latest.

(7) Patwaris character rolls: Patwaris' character rolls are kept in order and are written up annually during the first quarter of the year. 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.

(8) Patwaris and Kanungos' service books: Entries of service books are attested every year. Leave accounts are attached to service books and are up to date. All the entries made in the service books are attested by D.D.O.

(9) Kanungos' character rolls: Character rolls are written up annually by the Collector during the first quarter of the year.

(10) Diaries of patwaris and field kanungos: 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. Ascertain that the diaries are carefully scrutinized by the district kanungo.

(11) Tour statement of field kanungos: Tour statements are submitted by the 10th of the month succeeding the conclusion of each quarter. Ascertain that the touring is systematic and that each patwari's circle is visited once in a fortnight. District kanungo should attach a similar statement of his own touring to the statements of the field kanungo. These statements are carefully checked by the district kanungo and the Officer In-charge.

(12) Diary and touring of the district kanungo: District kanungo is in camp inspecting the work of office and field kanungos for at least 2 days each month from 1st October to 30th April. Ascertain that the work of every tehsil office kanungo is inspected by the district kanungo twice a year, and tests the work of each field kanungo at least once in the year and comes to a definite finding on his work. On return from tour the district kanungo submits his diary to the District Revenue Officer or the Deputy Commissioner and the diary is carefully scrutinized by them and orders passed on the points requiring attention.

(13) Kanungo Circles Register: Register begins with an alphabetical index which is followed by a page for each held kanungo circle. If field kanungos' circles are amended quinquennial and in the case of patwari circles, entries are made annually and below the last villages of the circle.

(14) Rainfall Register: Register is maintained properly. Rainfall is reported from out-stations on each day on which the rainfalls.

(15) Retail prices: 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. Register is allotted in 12 sheets, one sheet for each month and prices recorded twice a month. Statement showing retail prices is sent to the office of Director of Land Records punctually and in the case of articles whose prices are not given, the reason for omission is given. Prices given in the statement are those obtained on the last day of each fortnight and are in rupees per kilograms.

(16) Register of land in charge of the Deputy Commissioner: Register is maintained for the waste land and separate register is maintained for the land acquired for public purposes, nazul lands and encamping grounds.
17. Contingent Register: Allotments are entered in red ink at the beginning of each year and are not exceeded. Detailed contingent bills are sent by the 10th of each month to the Director of Land Records and the date of dispatch is noted in the appropriate column. Each entry in the register has to be checked by District Revenue Officer and initialed by him. Expenditure is charged to the appropriate heads.

18. Survey Marks Register: A list of the Great Trigonometrical Survey Stations is maintained. On the completion of kharif girdawari patwaris send a note as regards the condition of survey pillars in their circles. An annual return as regards survey pillars is submitted to the Surveyor General of India, Dehra Dun, on 1st December each year.

19. Note-books: The books are kept in almirahs or boxes, and permanently preserved. They contain blank pages at the end.

20. Register of Halat Dehi: Halat Dehi Statements (Thur, Sem, Chos and Sand Girdawari results) are copied in the Halat Dehi Register after every harvest on receipt from the Tehsildars.

21. Abstract village note-books: Annual entries are prefaced by a settlement entry in red ink. There is one volume for each kanungo circle, or for a suitable number of villages where the circle is large. An index of villages is kept at the beginning of each volume. A map of the circle is kept with the volume.

22. Alluvion and Diluvion: District Revenue Officer should maintain a list of villages which are affected by river action. Preparation of revenue records of the villages which are under Alluvion and Diluvion should be in time and maintained properly.

23. File for review of mutations: File should be maintained properly so that review matters may be disposed of without any delay.

PART – 4- TEHSILDAR

1.23. The land record work of tehsildars and naib-tehsildars.

(1) Diaries: The tehsildar and naib-tehsilar should maintain diaries. They should arrange their tours systematically so as to make a thorough inspection of the work of each patwari's circle.

(2) Register of Employment of patwaris and kanungos: Patwari and kanungos are to be employed on duties according to rules.

(3) Crop inspections. The tehsildar and naib-tehsildar should lay out their work that no part of their charge remains unvisited. He should inspect a few villages thoroughly rather than a great number nominally. They should test carefully the entries of kharaba.

(4) Mutation work. It is the duty of the circle Revenue Officer to dispose of pending mutations promptly, 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 of finally of all pending mutations by June 15th.

(5) Jamabandis Attestation. The tehsildar or naib tehsildar should pay timely visits to those villages which are to be brought under quinquennial attestation. The tehsildar or naib-tehsildar while signing the certificate of attestation must certify that he has followed the following norms.

(i) At least 25 per cent of the khatauni holdings should be read out on the spot and in the presence of the assembled right-holders,

(ii) At least 25 per cent of the mutations attached to the jamabandis have been compared with the khewats concerned,

(iii) At least 25 per cent of the khewat holdings have been compared with the old jamabandis,

(iv) At least 25 percent of the khewat entries in the original copy have been compared with the corresponding entries in the patwari's copy of the jamabandi.

(v) At least 25 percent of new khatauni holdings created in the jamabandi have been read out and compared of both copies parat patwar and parat Sarkar.

(vi) At least Twenty five percent of shajra nasb have been read out.
(vii) Must read all the entries in the column no 9 of new owners of pending mutations which were entered before sixteen June but not sanctioned will be mentioned in the attestation report.

(viii) Must read all the entries in the column no 9 of new owners of those mutations which were sanctioned but not implemented in the jamabandi for the want of review have been read out.

(ix) At least 25 percent of tatimas have been checked.

(x) Circle Revenue Officer will sign those pages of jamabandi which have been checked.

(xi) He will mention the details khewats, khataunies, tatimas, shajra, nasab, new khataunies pending mutations for review.

(6) Alluvion and Diluvian. A list should be maintained of those village which are affected by the river action. The tehsildar and naib-tehsildar should carefully supervise the work of the patwaris and kanungos in alluvial record during survey and preparation of revenue records.

(7) Records withdrawn from patwaris. All the papers withdrawn from patwaris are kept in bastas with goshwaras, their contents must agree with the entries made in the goshwaras, and the papers ripe for destruction have been destroyed.

(8) Files of instructions, and books. 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. There are separate files for Financial Commissioners’ and Director of Land Records’ Circulars and these are up to date.

(9) Survey marks Register. The office kanungo maintains a list of villages which contain base line marks or trigonometrical survey stations. All sorts of survey marks are inspected by tehsildar, naib-tehsildar and field kanungo when they visit a village containing such marks and note in their diaries the date in which they find the marks. On the completion of girdawari, patwaris send a report as regards the conditions of survey pillars in their circles.

(10) Patwarkhanas Register. A list of patwarkhanas will be maintained and conditions of patwarkhanas should be recorded. Annual report on the condition of patwarkhanas is sent by field kanungos on 1st January each year to tehsil office.

(11) Indents Register. A quinquennial list of patwari and kanungo forms is maintained. The indents are dispatched from tehsils by 1st October to sadar office and balances are correctly shown in the indent.

(12) Pay of patwaris and kanungos:

(i) The amount drawn each day is to be disbursed the same day. The salary register is properly maintained being signed by payees paid personally.

(ii) Pay may also be credited in the bank account of the employee.

(13) Memorandums of registration deeds and mutations. Registration memos, are to be promptly sent by registrar and sub-registrars daily. And distributed to the various patwaris through field kanungos. Mutations should be entered by patwaris immediately on receipt of memos. 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.

Register will be maintain in the following form:

(i) Serial number (ii) Number of memorandum (iii) Date of receipt of memos in tehsil office (iv) Handed over the memos to field kanungo (v) Number of mutation with date of entry on basis of memo (vi) Date of return of memos by field kanungo (vii) Date of sanction the mutation.

(14) Arrangements of mutation sheets. Mutations are arranged by field kanungos circles, patwaris circles and by villages wise.

(15) Mutation fees file. Fee is entered in red ink on each mutation against its number in the annual list. The office kanungo prepares in duplicate statement of fees, one copy for the tehsil and the other for the sadar wasil baqi nawis. Mutation fees should be deposited in treasury regularly month wise.
(16) Interrogatories. A separate dispatch book is maintained for showing the receipt and dispatch of interrogatories for verification of property transfers, legal heirs and other reports.

(17) Stock register of patwari and kanungo forms. Register should be maintained for the supply of forms and issues are made generally once a year in September when patwaris come to tehsil to file their jamabandis.

(18) Check of fees relating to copying and inspection of patwaris’ records. Monthly statements of demand are received from the Field kanungos on due dates and the tehsil wasil baqi nawis submits a consolidated statement of the whole tehsil to sadar on the prescribed dates.

(19) Register of Lambardars. A register should be maintained of lambardars in the tehsil with name of the lambardar, father’s name, date of appointment of the lambardar and the name and the designation of officer who appointed the lambardar.

(20) Register of permanent advance. Applications for recoupment are made regularly and noted in the margin of the register and dealt with promptly at sadar. No irregular payments are made and that every entry in the register is initialed by the tehsildar. No further advance should be given unless the previous advance has been fully accounted for.

(21) Register of patwaris equipment. The register is compared with the patwaris registers in September and the discrepancies detected are duly reported to the sadar.

(22) Register of patwari circles and kanungo circles. The register begins with an alphabetical index which is followed by a page for each field kanungo’s circle. If the field kanungos’ circles or patwaris circles are amended quinquennially, entries are made annually.

(23) Rainfall Register. Register is maintained properly, rainfall is reported from out-stations on each day on which the rain falls.

(24) Prices Register. A record of prices is only kept if really required. The entries are made daily, weekly or fortnightly as circumstances require.

(25) Note-Books or lal kitab. The books are kept in almirahs or boxes, and permanently preserved.

(26) Halat Dehi Register. The results of Thur, Sem, Chos, and Sand Girdwari will be incorporated in the Halat Delhi Register by the Office Kanungo after every harvest on receipt from the patwaris.

(27) Abstract village note-books. Annual entries are prefaced by a settlement entry in red ink. There is one volume for each kanungo circle, or for a suitable number of villages where the circle is large. An index of villages is kept at the beginning of each volume. A map of the circle is kept with the volume.

(28) Correction of field maps between two settlements. The maps are amended in September in the tehsil office by patwaris under the supervision of field kanungos and the latter make a note on this in the jamabandis.

(29) Annual Record. All jamabandis are sent to the record room in April with amended genealogical tree, and amended field map and sanctioned mutations.
CHAPTER 2
KANUNGOS


Part – A : The Haryana Kanungo Service (Group C) Rules, 1981- see appendix 2a

PART - B : EXECUTIVE ORDER

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<td></td>
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</tr>
<tr>
<td>2.7 Subjects for examination</td>
<td>Candidates for the Post of Kanungo will be examined in the following subjects to which the number of marks entered opposite each subject has been allotted:—</td>
<td></td>
</tr>
</tbody>
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PAPER- I

(i) Chapter 2,3,4 6,7,9,10,18 Paragraphs 13 and 16 and paragraph 20 so far as it is connected with statements A,B and C of this Manual. 120
(iii) Haryana Ceiling on Land Holdings Act, 1972

PAPER II :
Patwaris’ Mensuration Manual 70

PAPER III :
Arithmetic up to the Matric School standard 60

PAPER IV:
(i) Urdu dictation and calligraphy 25
(ii) Hindi dictation and calligraphy 25 50

Total 300

2.8 Percentage marks necessary- "No, candidate will be held to have passed unless he shall have obtained not less than two fifth of the total marks obtained in each subject. except in paper No.IV(Urdu). To pass a candidate must obtain 33% marks out of total 25 marks in respect of paper No. IV(Urdu). Modified certificates will, at the discretion of the Director, be granted for sufficient reason to candidates who have failed in only one of the last three subjects, to re-examination in that subject at the next opportunity but no certificate will be granted under any circumstances to a candidate failling to qualify in the first subject. Candidates who obtain one - half of the total obtainable in each subject will be considered to have passed with credit. Candidates who have passed the examination but who have not completed their practical training will have their names registered but will not receive their certificate until they have undergone that training. “A patwari can avail 5 chances to sit in the Departmental Examination of Kanungos”.

Haryana Land Record Manual 10
Duplicates of efficiency certificates alleged to have been lost will be supplied on payment of Rs. 2 each on application to the Director of Land Records."

2.9 to 2.20: Deleted

IV. KANUNGO STAFF

2.21. Scale of the Kanungo Establishment – 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 or patwari Sadar office 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 Revenue through the Director of Land Records. Ordinarily there is one field kanungo for about 12 to 15 patwaris. It is the duty of the special kanungo or patwari Sadar Office to produce revenue records before courts and to help the district kanungo in his ordinary office work.

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

2.23 and 2.24: Deleted

V. GENERAL

2.25. Residence with in their charge - 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.

2.26 to 2.32: Deleted

2.33 Equipment - Each field kanungo is supplied, free of cost, with two steel rods adjusted to the length of 66 inches. 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.

2.34 and 2.35: Deleted

2.36 Making over records on vacating - 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 Grant of copies of or extracts from character rolls is prohibited - Character rolls of kanungos are confidential documents and the giving of copies of extracts; therefrom is prohibited. It is, however, permissible for the Collector to give such extracts.

2.38 to 2.44 Deleted

VIII. DUTIES OF FIELD KANUNGOS

2.45 Responsibility of field kanungos for the work and conduct of patwaris - 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 of this manual 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.

2.46. Field kanungo to report certain matters to tehsildar - 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 of this manual. He shall report to the tehsildar any of these matters which are important or require his orders.
2.47. Supervision of the work of patwari during crop inspections, preparation of kisan pass book, mutation, alluvion and diluvion papers - During the time, the patwaris of his charge are inspecting the crops and preparing the kisan pass books and mutations and alluvion or diiluvian papers of their villages, the field kanungo's whole attention shall be given to the supervision of their work.

2.48. Field kanungo to visit each patwari circle monthly - 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.

2.49. Kanungo statement of tours - To ensure that the touring of field kanungo is systematic, each field 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.

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, Haryana 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 ______________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Patwaris</th>
<th>Days spent in the tehsil</th>
<th>Holidays, sick &amp; leave</th>
<th>Days spent with officer</th>
<th>Miscellaneous</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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.

2.50. Field kanungo to check jamabandis - 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 15th of September, and if the state of the harvest so requires, they should be released sooner.

2.51. Registers of work of patwaris - 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 of 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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agricultural year</td>
</tr>
<tr>
<td>2</td>
<td>Patwari’s name and date of appointment, with name of circle</td>
</tr>
<tr>
<td>3</td>
<td>Date by which Kharif Crop statements were filled</td>
</tr>
<tr>
<td>4</td>
<td>Date of completion of kisan pass books.</td>
</tr>
<tr>
<td>5</td>
<td>Date of completion of alluvion and diluvion papers</td>
</tr>
<tr>
<td>6</td>
<td>Date by which Rabi crop statements were filed</td>
</tr>
<tr>
<td>7</td>
<td>Date by which extra rabi statement was filed</td>
</tr>
<tr>
<td>8</td>
<td>Date of filing Jamabandis</td>
</tr>
<tr>
<td>9</td>
<td>Reports or complaints against Patwari during the year</td>
</tr>
<tr>
<td>10</td>
<td>Result and final order by whom given</td>
</tr>
</tbody>
</table>

Form of pages 3 and 4

“Quinquennial attestation and petty survey works”

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Village attested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agriculture Year</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Holdings</td>
<td></td>
</tr>
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<td>Fields</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Area</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Date of attestation of old Jamabandis (paragraph 7.57)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Date of completion of measurement work (paragraph 4.24)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Date of commencement by Patwari</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Date of completion by Patwari</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Date of completion of Kanungo’s final attestation</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Date of attestation by Tehsildar or Naib-Tehsildar</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Remarks stating particulars and area of any other petty survey work necessitated by alluvion or diluvion or other special cause</td>
<td></td>
</tr>
</tbody>
</table>

Form of pages 5 and 6

Dates of visits by superior officers Brief remarks of superior officer showing character Including District Kanungo of patwari’s work in each year

2.52 Diary of field kanungo - 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. Dairy books for field kanungo shall be obtained from the Controller, Printing and stationery, Haryana, Chandigarh, on indent. They are in the following form :-

<table>
<thead>
<tr>
<th>Date and day of week and name of village visited and work in hand</th>
<th>Date of previous visit to circle</th>
<th>Abstract of entry in portal Dairy of village visited and work in hand</th>
</tr>
</thead>
</table>

If the work in hand consists of the checking of Girdawaris, kisan pass books or mutations entries in column 1 should show against each village the number of fields, holdings and mutations checked respectively. If riverain 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 (paragraph 7.57 and 7.60) the Tehsil check of the new jamabandi (paragraph 7.61) 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 map of his charge on small scale (1 or 2 centimeter to a kilometre). 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 TEHSIL OFFICE KANUNGO

2.54 Returns showing progress of patwaris work to be prepared by office kanungo - Office kanungo shall submit to the tehsildar, in such forms and on such dates as may be prescribed, periodical returns showing agricultural data and the progress of various branches of the work of the field 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 kanungo 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 patwaris’ and other 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 office, a certain number are under the charge of office kanungo.

2.57 Supply of books - Sadar kanungo and tehsil offices kanungos should be in possession of a complete set of the revenue books of reference detailed below:

- Settlement Manual.
- Land code volume 1 and 2.
- Financial Commissioner's standing orders.
- 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. Returns submitted to Deputy Commissioner – 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 branches (District Revenue Officer) for his order. He shall issue all orders passed in connection with this work. He shall prepare all statistical statements connected with his branches 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.

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.

He shall keep for each kanungo 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 Commissioners, 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.

   1. Name of field kanungos circle.
   2. Number and name of patwari circle.
   3. Name of patwari, father’s name and grandfather's name, native village, date of appointment and date of birth.

Details of villages included in circle :

   4. Mauza
   5. Total area
   6. Cultivated area
   7. Number of khasra entries
   8. Number of khatauni entries
   9. Number of khewat entries
   10. Year
   11. Special remarks

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 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.
Entries regarding the circle of kanungo shall be amended quinquennially when jamabandis of all the villages in that circle have been prepared and not annually.

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 Patwaris/Kanungos (To be kept by the Sadar Kanungo)

| Showing Seniority, Qualifications, details of service, punishment, etc. |
|---|---|
| 1 | Serial No. according to seniority |
| 2 | Name of patwari/kanungo |
| 3 | Educational qualification |
| 4 | Date of birth |
| 5 | Date of entry in service |
| 6 | Date of confirmation |
| 7 | Station of posting |
| 8 | Date of posting |

<table>
<thead>
<tr>
<th>Details of punishment awarded</th>
<th>Details of praise and reward</th>
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<tr>
<td>9</td>
<td>Date &amp; order with designation punishing authority</td>
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<tr>
<td>10</td>
<td>Nature &amp; quantum of punishment</td>
</tr>
<tr>
<td>11</td>
<td>File No.</td>
</tr>
<tr>
<td>12</td>
<td>Date &amp; order with designation of officer passing the order</td>
</tr>
<tr>
<td>13</td>
<td>Nature of service or good work with brief note about praise and reward</td>
</tr>
<tr>
<td>14</td>
<td>File No.</td>
</tr>
</tbody>
</table>

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 officer incharge of branch, of the inspection relating to the works of patwaris and kanungos. His diary should be in the same form as that of a field kanungo.

2.62. Deleted.

2.63. Arrears of mutations - 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 along with 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 kanungo’s office, the office kanungo shall attach a statement showing the number of mutations pending in each revenue officer’s circle. Special mention would be made of mutations pending review in each patwar circle. Where arrears in any circles are heavy the Deputy Commissioner should ascertain to which patwari’s 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 Form 14 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 countereignatures 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 kanungo’s permanent advance of Rs.---------- and subsequent adjustments----------Tehsil----------District-----.

<table>
<thead>
<tr>
<th>Date</th>
<th>Sr. No. of each item of expenditure</th>
<th>Detail of expenditure or receipts</th>
<th>Receipts</th>
<th>Expenditure</th>
<th>Balance after each transaction</th>
<th>remarks</th>
</tr>
</thead>
</table>

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 registers - 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
VILLAGE OFFICERS – PATWARIS AND LAMBARDARS

Patwari

(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, 1st reprint, dated 8 March, 1910, second reprint dated 13th May, 1929, and third reprint dated 11th October, 1929, revised 2013.)

Part- A: The Haryana Revenue Patwaris (Group C) Service Rules, 2011- see appendix 3h

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PATWARI

Part “B” Executive Orders

PATWARI CIRCLES

3.1 Patwaris and patwari circles - may be added with the consent of the Financial Commissioner Revenue. The number of patwari circles into which each tehsil shall be divided shall be regulated
under the orders of the Financial Commissioner Revenue and the limits of each circle by the Commissioner. A patwari shall be appointed to each circle.

3.2 & 3.3 Deleted

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: 1636 Hectares
  - Cultivated area: 1423 Hectares

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 area.

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 Revenue for any increase necessary in the number of patwaris and when the increase has been sanctioned the patwaris circles should be notified.

II. Patwari Candidates

3.6 Register of patwari candidates:

(i) For the purpose of direct appointment as Patwari a list of the pass candidates shall be maintained by the Director of Land Records in order of merit (See rule 10 of the Haryana Revenue Patwaris (Group C) Service Rules, 2011).

(ii) As and when a requisition is received by the Director of Land Records from the Collector, the Director of Land Records shall recommend the names of the candidates for appointment (See rule 10 of the Haryana Revenue Patwaris (Group C) Service Rules, 2011).

3.7 to 3.9 (Deleted)

3.10 Patwari School:

(i) A Patwar School shall function at the State level under the control of the Director of Land Records and when considered necessary. The selection of the candidates shall be made by the Haryana Staff Selection Commission. As and when a requisition is received by the Haryana Staff Selection Commission from the Director of Land Records, the Commission shall recommend to the Director of Land Records such number of candidates for Patwar Training in a Patwar School as the Director of Land Records may specify in the requisition. Candidates recommended by the Commission will be required to qualify the Patwar examination after attending the Patwar School for a minimum period of one year and after passing the examination under go such practical field training for a period of six months as may be specified by the Director of Land Records. (See Rule 10 (ii) and append ix-B of the Haryana Revenue Patwaris (Group-C) Service Rules, 2011).

(ii) The teaching staff will consist of Headmaster (Tehsildar), Second Headmaster (Naib-Tehsildar) and Masters (Kanungos). The strength of the teaching staff will depend upon the number of candidates under training. The appointment of Headmaster will be made by the Financial Commissioner Revenue, appointment of Second Headmaster and Masters will be made by the Director of Land Records. The Director of Agriculture shall depute the local agricultural staff for imparting instruction in agriculture to the candidates. Similarly the Development Commissioner shall make necessary arrangements for giving instruction in the rural reconstruction/development work.

(iii) 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;

(iv) The curriculum of the school shall be as laid down in Appendix 3a-A.

(v) Candidates shall be examined in the subjects mentioned in Appendix 3b and direct Kanungo candidates in the subjects mentioned in the Kanungo examination. 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 H.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. 2. This fee shall be credited to the head 0029—Land Revenue—800—Other receipt”.

(vi) The candidates shall be awarded Patwar pass certificates by the Director of Land Records, as shall undergo such practical field training for a period of six months including two girdawaris Kharif-Rabi as may be specified by the Director of Land Records.

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

IV Deleted

3.11. to 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, Jamabandi 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 by him by the Government rules for the relief of agricultural distress, or in elections. Such orders shall ordinarily be issued through the kanungo to whom he is subordinate.

3.15 Report of calamity or disease - (i) 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 and the Deputy Commissioner through the tehsildar/S.D.O. (C);

(b) calamities affecting crops, inducing crop pests, to the nearest officer of the Agricultural Department: and

(c) the outbreak of any epidemic among livestock to the Veterinary Officer in charge of the district with copies to Deputy Commissioner and S.D.O. (Civil). This can be done by a post card in form P. XIII of Appendix 3g Supplied for this purpose by the Civil Veterinary Department.

The patwari should record in his diary a brief note regarding the gist and the date of despatch of the reports.

3.16 Visits of higher officials or officers - 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 signature to his diary; and shall give these officers 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 all matters of recent occurrence referred to in paragraph-3.81 infra.

3.17. Deleted

VII. Police Duties

3.18 Patwaris obligation to report crime- (1) Under section 45 of the Criminal Procedure Code 1973 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.

3.19 Maps illustrating police enquiries - In some cases patwaris can be called on through Tehsildar 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 case of heinous crime, especially in cases of murder or riots connected with land disputes, the Police Officer 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 map 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 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 the revenue collections are in progress, the patwari 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 [arz-irsal] containing the following details (1) Village (2) Amount (3) On what account (4) By whom tendered and (5) By whom conveyed to tehsil when they proceed to the tehsil to pay the revenue. 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 money order coupon by entering the amounts to be paid under each head, of demand and by signing it.

3.21. to 3.43 Deleted

XIV. Accounts Rules Relating to Patwar Charges

3.44 Budgets - Receipts connected with the patwari establishment are credited to State revenues, shown in the running register 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, (ii) Patwari school contingencies, (iii) Money order commission for transmission of pay etc. (iv) Other charges ............. Budget Head 2029-Land Revenue 103 – Land Records.

(v) Rewards, (vi) Gratuities............Budget Head 2071-Pension and other retirement benefits.

(vii) Stationery, (viii) Lithographic charges.........Budget Head 2058-Stationery and Printing.

3.46 to 3.47. (Deleted)

XVI. Fees

3.48. Inspection of records of patwari and grant of certified extracts therefrom (i) The patwari shall allow anyone interested to inspect his records and to take notes therefrom in pencil in his presence. He shall give to applicants certified extracts and enter in his diary a note of the inspection allowed and extracts given. The following charges shall be made :—[}
A. Copies extracts from

(1) Jambandi including extracts called for by courts or officers in connection with the preparation of abstracts of yields: Fees – Ten rupees per khatauni holding up to five holdings and above that number five rupees for every additional holding.

(2) Inspection notes attached to jamabandis

(3) Fard Badar.

(4) Copy of pending mutation.

(5) Interrogatories in pending mutations.

(6) Counterfoil of mutation sheets.
   Fees – In above 2 to 6 – Twenty five rupees per page.

(7) Misal Haqiat : Fees – Ten rupees per khatauni holding up to five holdings and above that number five rupees for every additional holding.

(8) Fard Haqiat consisting of names of proprietors (or occupancy tenants), total number of fields, area, land revenue and rates and cesses : Fees – A fixed charge of Rs 2 per proprietor subject to a minimum of Rs. 10 and maximum of Rs. 200

(9) List of Co-sharers of proprietary or occupancy holding ; Fees – Twenty five rupees for each application.

(10) Genealogical trees of land holding, occupancy tenants or Muquarridars ; Fees – Two rupees per word subject to a minimum of Ten rupees and maximum of fifty rupees.

(11) Statement of wells and other sources of irrigation; Fees – Ten rupees per application well (chah).

(12) List of pensions and assignments; Fees – Ten rupees per page per application.

(13) Wajib-ul-arz
   (a) Naqsha Haqiq Jandratwala Panchaki: Fees- Ten rupees per application.
   (b) Fard Bachh or Dhall Bachh assamiwar: Fees – Ten rupees for each application, provided that each application shall be limited to not more than two harvests. No fees being charged, if copies are required for recovery of arrears of land revenue.
   (c) Demand statement (Canal) : Fees – Twenty five rupees for each application.

(14) Tarika Bachh : Fees - Ten rupees per page.

(15) Orders of Settlement Officers : Fees – Twenty five rupees per page.

(16) Khasra Girdawari including extracts from khasra Girdawari called for the courts or Officers in connection with the preparation of five yearly abstracts of yields : Fees – Two rupees for entries in a single volume relating to one field and one rupee for each entry there after subject to a minimum of Rs. 5 and thereafter in multiple of Rs. 5.

(17) Diaries : Fees – Ten rupees for each entry made on the subject on any one date.

(18) Field Books : Fees – Ten rupees for first ten fields or under and five rupees for every additional five fields or part thereof.

(19) Statement of Grazing dues : Fees – Ten rupees for each application.

(20) Extracts from Chaukidars assessment list : Fees – No fee being charged if copies are required by Lambardars for recovery of arrears of grazing dues and Chaukidara tax.

(21) Statement contained in village note books: Fees - Ten rupees per statement irrespective of years.

(22) Abstract of quinquennial average of mutations : Fees – Twenty five rupees per statement.

(23) Fard taqsim (list of allottees of colony land): Fees - Fifty rupees per rectangle.

B. Inspections:
(25) Inspection of papers relating to one quadrannium including relevant entries of the mutations registers: Fees – Fixed, charge of twenty rupees for each inspection.

C. Preparation or Plans and Tracings.
(26) Tracing of field map.
(27) Tracing of tatima shajra:
   Fees – In above 26 and 27 – Two rupees per field, up to 25 fields, subject to a minimum of Rs. 5 and Re. 1 per field thereafter in multiples of Rs. 5.
(28) Preparation of Plans called for by courts, or officers in connection with civil and revenue suits: Fees – No charges.


For the purposes of fee for copies or extracts from jamabandis in rent cases, the total number of khatauni holdings should be taken into account irrespective of the fact whether they are cultivated by the owner himself or by the tenant or sub-tenant and in calculating the fee the number of khewat of which the extract are given, may be ignored:

Notes:
(1) For extracts under serial No. 1 or serial No. 16 and plans under serial No.28 prepared in connection with the temporary alienation of land in satisfaction of decree of civil court, the charges shall be subject to a minimum of hundred rupees in a single case irrespective of the fact whether the extracts are prepared from jamabandi or khasra girdawari or both and whether or not they involve the preparation of plan.
(2) The full fee thus, realized should be credited into government treasury quarterly under the head “0029- Land Revenue Miscellaneous copying and inspection fee of Patwaris record”.
(3) Patwaris are forbidden to prepare and supply copies of extracts of papers not shown in the above table.
(4) List of co-sharers shall not be prepared and supplied without the previous sanction of the Collectors unless required in connection with a revenue, civil or criminal case.
(5) In the case of inspection of the Patwaris record by the Sub-inspectors of Co-operative Societies under serial No. 25, the fee charges shall be ten rupees only and the whole amount shall be deposited into the government treasury.
(6) In the case of parcha books the whole fee so recovered shall be credited into the Govt. Treasury.
(iii) 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 preparactions of the jamabandi.

(iv) The accounts of fee realized by patwaris should be kept in the register in form P-XII given in appendix 3g, 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 patwari’s 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 wasil-baqi- nawis.

(v) The patwari will be supplied with a printed receipt book in triplicate in which every amount realized by him shall be recorded. One foil will be handed over to the payee and the second sent to the tehsil wasil baqi nawis through the field kanungo with the half-yearly demand statements. As soon as the receipt book is exhausted the patwari will return the counterfoils, to the office kanungo and obtain from him a new receipt book in exchange.

3.48-A 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 the 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) Rs. 20 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.

(2) As soon as the receipt book is exhausted, the patwari will return the counterfoils to the office kanungo 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.

(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 statements and jamabandis in the tehsil and records office, and the latter should then get it checked by the Wasil Baqi Nawis and return the same.

(4) The patwari should also retain a copy of the entries of the Register, made after the dispatch 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 received 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 in vestigated 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 Hindi 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, Panchayatgarhs, 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 in the treasury of fees realized for inspection of record and extracts granted therefrom -

(a) Each patwari should prepare a statement showing the fees realized during the month and submit it to the field kanungo of his circle by the 5th of the following month. These statements will show the name of the village and the amount of feerecoverable 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 15th of each month. 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 20th of each month. 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 the said month at the latest. These statements will be attached to the qistbandi as demand statements of copying and inspection fees of patwaris records.

(c) These 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 consolidated 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.

3.51to 3.56 – (XVII –Rewards and Honoraria) Deleted

XIX. Patwarkhanas

3.57. Rules as to patwarkhanas –

The following are the orders regarding patwarkhanas:—

(i) Deleted

(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.

(iv) Where a patwarkhana exists, the patwari shall live in it and keep in good 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, take steps for its demolition and reconstruction as he thinks fit.

(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. 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:

(vii) To prevent irregularities in carrying out repairs to patwarkhanas and in disbursing money allotted for the purpose, a set of instructions has been given in appendix 3d, and the Collector shall see that these are strictly followed and defaulters suitably dealt with.

An estimate of cost should be submitted with every such application by Collector. 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 repairs to patwarkhanas will be carried out by the patwaris living in them.

(viii) Field kanungos 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 patwaris 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.

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.
3.59 (A) Charge to be taken by breaking of lock - On resignation or transfer or in case of dismissal or suspension or in case of absence if a patwari is not handing over the charge to the patwari/field kanungo, with the permission of the Collector charge can be taken over by breaking of lock in presence of two lambardars or lambardar of the patti and one respectable person of the patti by the field kanungo.

3.60 to 3.61 (Deleted).

XXII. Patwari’s Papers

3.62 Records to be maintained by patwari - The patwari keeps up the following records for each estate in his circle:—

Kharsa 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 note-books, 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 - A patwari must not, in any circumstances, he 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, Stationery, 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.
2. Cross staff.
3. 12 or 15 Bamboo flag staves.
4. 1 Plotting-scale.
5. 1 Board 75x60 centi metres.

3.69 Metric rod - The patwaris metric rod should not be of wood, but of bar iron (about eight millimetre 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 Adda. 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 10 karam (55 feet) chain. The extreme ends should be marked by two pegs driven deep (60 centimetre, if possible) into the ground. The measurement of the adda should be reckoned from the outside edge of the peg 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 kanungs 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 always 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 rod 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-staff -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 centimetres high, and the rest three hundred centimetres. Each should have a pointed iron ferrule at foot, and completed in this way.

3.74 Plane-table 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 -75 x 60 centimetres 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 Revenue. Before making a selection, the Director of Land Records will invite tenders, quoting the minimum price of the plotting scales 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 Revenue 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** - Collector of District should submit at the end of every official year a list in form P-IX given in appendix 3g, of the mathematical instruments in stock on the 31st March. When new mathematical instruments are required the indent for them must be made to the Director of Land Records Office.

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
3) Rules showing the duties of chaukidars
4) A Ready Reckoner regarding the calculation of areas.

**XXIV. Diary etc.**

3.79. **Diary** - The patwari is required to keep diary (Roz-namcha Waqiati) work book (Roznamcha Karguzari) and diary of his movement (Roznamcha Harkat).

3.80. **Village diary and file of instructions** - The roznamcha wagiati is the book in which occurrences relating to the patwari's duty and his circle are to be entered day by day. Ordinarily there shall be one diary for each circle. 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.

Sheets of blank paper issued to a patwari for the purpose of his diary should be stiched in a volume before they are issued to him. On the opening page of the volume the office kanungo should certify in his writing and under his signature the total number of leaves, and each leaf should also be stamped with the tehsil seal.

3.81. **Occurrences to be noted 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 signature with 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/tenants and village officers
5) The execution of any decree of court affecting land, its rent, or its produce.
6) Orders of revenue officers or kanungs received by the patwari or executed in the circle.
7) Attachment proceedings affecting land, its cultivation, or its produce or cattle.
8) Any encroachment on or damage to nazul or Government property or roads.
9) The erection, destruction or decay of survey marks or village boundary marks and the alteration of village boundaries.
10) The visit of any revenue officers to the circle.
11) Any fact relating to land 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.
12) Any case of rick-burning. When it is suspected that the crime is due to incendiarism, this should be mentioned.
13) Any cases of increase of mortgage money, with details of the amount, parties and village.
14) 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).
15) 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.

16) Emigration or immigration of cultivators or agricultural labours

17) Proclamation of declaration under section 4 of land Acquisition Act and preliminary notification under any other land Acquisition Act.

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 instruction as relates 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 favourably 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.

3.85-A. Movement diary - In addition to the existing Roznamcha Waqiati and Roznamcha karguzari maintained by each patwari, he should maintain a diary of his movement called Roznamcha Harkat (movement diary). Like Roznamcha Waqiati, this roznamcha should contain serially numbered pages, with the stamp of Tehsil Revenue Officer on them. Whenever the patwari may have to leave his headquarters for any purpose, he should make an entry with his own hand in the Roznamcha at proper serial number and date clearly stating therein, the days of his absence, the purpose of his visit, to the village/place he is visiting and whether he is proceeding on leave or on duty. The movement diary should remain with the patwari as long as he is at his headquarters but before he leaves his headquarters he should after making necessary entry in it, leave it at the residence of senior most Lambardar, i.e. Lambardar of longest standing of his headquarters village.

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 inspecting officers of the result of their inspections 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 superior - 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 paragraph 353 (2) of the Post and Telegraph Guide patwaris have been recognised 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 records 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 3g by each patwari and 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 he may feel 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 other cases report to the Deputy Commissioner for its replacement at Government expense.

(b) A register in form P-XI given in appendix 3g, 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 a leather/rexin outside cover (patta) for his diary, and paper bindings covered with chhintz 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) will receive from Government a stationery allowance 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 papers - 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 authorized, 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 papers –

(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 note-books, 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 centimetre one quire or less for his diary and for reports to come on the permanent files.

(b) Unbleached Royal 60 x 84 Centimetres. Not more than three quires.

(ii) For each tehsil & 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 Centimeters.

(2) For printing forms of double Foolscap size. Double foolscap unbleached 42X60 Centimeters.

(3) For printing form of ephemeral Nature Royal unbleached 60X84 c.m.

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 tehsils and his own office. The consolidated indent should be thoroughly checked in detail by the Officer 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 the 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, Haryana, 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, Haryana 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, Haryana, 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 Sadar 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.

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 patwaris 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 quality 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. Deleted

XXVI. Custody and Destruction of Patwaris’ records

(Replace 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 khasra girdawaris etc. should be preserved - When the patwari brings the jamabandis to the tehsil at the beginning of September, he should bring with him work books (paragraph 3.85) consisting of counterfoils and notes of inspection, 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 the jamabandis of which are being filed, Counter foils of ‘Register auraq intiqualat manzur shuda wa na manzur shuda’ relating to the same jamabandis and completed register relating to the realization of copying and inspection fee of patwari’s records.

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

(i) copies of settlement records, including fard bachh khatetwar ;
(ii) mutation registers;
(iii) detailed jamabandis and the maps, statements of irrigation and customs, genealogical trees and list 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);
(viii) Shajra Parcha prepared in the consolidation of holdings operations, until replaced by new ones.
(ix) Khasra girdawaris register 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 Holding 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) note books,
   e) Mutation registers with duplicate orders only in them,
   f) fards bachh not filed with a jamabandi
   g) fard bachh khatetwar,
   h) old shajra parcha which has been replaced by a new one,
Note: Above shall be destroyed at once.

2. a) field-books (when not bound up with the records of rights).
   b) detailed jamabandis and connected statements.

Note – Above shall be destroyed at once if twelve years old. Other wise shall be kept in the tehsil till they are twelve 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 sadar),
   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.

Note – Above 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/rexin. 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 - Records filed by the patwari in the tehsil from year to year shall be treated in the following way

   (1) Abstract Statement. —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, Haryana along-with all the maps and papers attached there to except to the fards bachh.

   (3) 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.

   (4) Counterfoils of Register ‘ aurag intiqalat manzur shuda wa na manzur shuda’ filed under paragraph 3.99 by patwaris shall destroyed at once by the office kanungo.

   (5) Proceeding book ( both parts) shall be kept in the tehsil office for 12 years.

   (6) 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 register containing original orders which have not been bound with the jamabandi.

   (3) Detailed jamabandi and all the maps and papers attached thereto (excluding the fards bachh).

   (4) Khatauni Surat Sabiq and draft scheme without the list of field numbers.

   The office kanungo copies of the village, assessment circle, and tehsil note book shall be permanently preserved in the tehsil.

3.106. Destructions of khataunis and abbreviated jamabandis filed in district office -

   (i) Khataunis filed by patwaris shall be transferred to the District Land Record 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 paimaish and naqsha Haqdarwar (prepared in the consolidation of holdings operations) filed by patwaris will be transferred to the District Land Record office.

PART – 3: Headman or Lambardar

3.107. Duties of Headman –

(i) Collect by due date all sums, recoverable as land revenue from the estate, or sub-division of an estate.

(ii) Acknowledge every payment received by him in the books of the land-owners and tenants.

(iii) Report to the tehsildar the absence of any such person for more than a year.

(iv) Report to the tehsildar all encroachments on roads (including village roads) or Government waste lands and injuries to, or appropriation of nazul property and panchayat land situated within the boundaries of the estate.

(v) Report any injury to Government building made over to his charge.

(vi) Carry out, to the best of his ability, any orders that he may receive from the Collector requiring him to furnish information.

(vii) Assist in such manner as the Collector may from time to time direct at all crop inspections, recording of mutations, surveys, preparation of records of right, or other revenue business carried on within the limits of the estate.

(viii) Attend the summons of all authorities having jurisdiction in the estate, assist all officers of the Government in the execution of their public duties, supply, to the best of his ability any local information which those officers may require, and generally act for the landowners, tenants and residents of the estate or sub-division of the estate in which he holds office in their relations with Government.

(ix) Report to the patwari any outbreak of disease among animals or human beings.

(x) Report to the patwari the death of any right holders/tenants in Revenue Estate.

(xi) Report any breach or cut in a Government Irrigation canal or channel to the nearest canal officer or canal patwari.

Note (i) All above duties shall also be performed by the schedule caste lambardar or backward class lambardar.

(ii) In recoveries of Government money schedule caste lambardar or backward class lambardar will have to deposit the security equivalent to the amount to be recovered.
CHAPTER - 4

Surveys


Jurisdiction

Under section 158 (2) of Punjab Land Revenue Act, a civil court shall not exercise jurisdiction over any of the following matters:-

(i) Any question as to the limits of any land which has been defined by a Revenue officer as land to which this Act does or does not apply;
(iv) Any notification directing the making or revision, of a record-of-rights;
(v) The framing of a record-of-rights or annual record or the preparation, signing or attestation of any of the documents included in such a record;
(vi) The correction of any entry in a record-of-rights annual record or register of mutations;
(xii) The formation of an estate out of waste-land;
(xvi) the amount of, or the liability of any person to pay any fees, fines, costs or other charges imposed under this act;
(xviii-a) any question connected with or arising out of or relating to any proceedings for the determination of boundaries of estates subject to river action under sections 101-A, 101-B, 101-C, and 101-D, respectively of chapter VIII.

Under section 107 of Punjab Land Revenue act, survey may be done by agency other than that of revenue officers or village officers after notification by the state government.

PART A – Survey Marks

Note—Chapter 12 and Appendix VII of the Settlement Manual should be read in connection with this Chapter.

4.1. Survey marks - As regards the erection of survey marks, section 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 – Marks Placed by the Survey of India –

Great Trigonometrical Stations.
Base line stones placed in the course of riverain surveys.
Traverse stations supplied in estates not surveyed on the square system.

Other traverse data such as corner stone’s indicating blocks in the rectangulation carried out by the Survey Department.

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

where the ground is so hilly or broken that accurate squares cannot be laid down;

where for special reasons, e.g. in riverian tracts a scientific traverse has been made as the foundation for the patwaris’ field survey.

B – Marks 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.
4.2. **Masonry marks at the corner of one square where estate is measured on the square system** - In estates surveyed on the square/rectangle 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 centimeters in size, 45cm being the height and 15cm the base.

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

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 a tri-junction pillar is immediately exposed to diluvial action, no pakka pillar 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 from the connecting link between the patwari survey and the Survey of India, furnishing a basis (1) on which the results 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 into 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 time 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 decide whether the tri-junction pillar is to be of masonry as specified or a single block of stone.

4.6. **Maintenance of Great Trigonometrical Survey Stations and international boundary pillars** –

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

(2) In his field inspection the Patwari is whose circle such pillar is situated should note whether the mark is in good repair in the manner prescribed for pakka survey marks in the instructions given in Chapter on Harvest Inspection.

(3) On the completion of the kharif harvest inspection each patwari shall send a report in the form given below to the tehsildar for submission to the Deputy Commissioner :-

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of pillar</td>
<td>Name of village in which pillar is built</td>
<td>Name of police station and tehsil.</td>
<td>Remarks on the condition of pillar</td>
</tr>
</tbody>
</table>

(4) Should any pillar not be situated within the boundaries of any one 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) 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, Dehra Dun, on the 1st December of each year. The Deputy Commissioner shall further carry out any repairs to those pillars that the Director may desire him to make. He will also provide funds for these repairs.

4.7. **Maintenance of base line stones placed in the course of riverain surveys** - 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 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 more. Deputy Commissioner
will prepare a list of base line stones from Index maps as 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 districts :-

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of village</td>
<td>Number of base line stones as given in the index map supplied by the survey department</td>
<td>Field number in which the base line stone has been laid down</td>
<td>Remarks on the condition of base line stone</td>
</tr>
</tbody>
</table>

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 areas.

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 should be paid by Deputy
Commissioners and Settlement Officers in 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 visit 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 dairy noting the state in which he has found the
marks.

4.12. Mention about the condition of survey mark 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 survey number is given for
guidance in making new surveys or corrections there of :-

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 land 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 purely temporary divisions. In normal state of cultivation there is
usually no necessity to treat each ridge, made for convenience of cultivation, as 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.

viii) Where the boundary 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 line.

ix) Where there is a large area of undivided waste land 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 the 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 practiced, must be shown in separate numbers.

PART (C) – SURVEYS DURING SETTLEMENT OR RE-MEASUREMENT

4.14. Instruction 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) of Haryana Land Record Manual. In hilly and broken land where squares cannot be used. application for plotted traverse sheets should be made to the Director of Land Record, 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 from doing measurements - The main portion of the measurement and record work should be done by the circle patwaris, the settlement/revenue 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 this, disciplinary action will be taken against him.

4.17. Riverain measurement rules hither to observed by the survey department - The following are the rules under which riverain measurements have been carried out throughout the Haryana in conjunction with the Survey Department:

1) It is the duty of the Settlement Officer/Collector, 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/Collector as to the order in which villages should be traversed. The settlement Officer/Collector, 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 mussavis to the Riverain drawing office. There will be to kinds of musavis, namely, 16 square/rectangle and 8 square/rectangle ones. The latter will be used for such outer portions of villages as can be included within them.
2) It is the duty of the Settlement Officer/Collector 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 being work in the riverian tract. 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 marked 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 metres 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 coterminous 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 suitable square/rectangle should be selected by the Officer-in-charge of Riverain Survey to form the special base line of that village. This should be on the ground not exposed to river action stone pillars should be erected at three corners of this square/rectangle. 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 re-laying of boundaries on future occasions when it may become necessary to do so.

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 the 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.Two musavis will be prepared for each village and they will be numbered serially.

   The patwari will work on second musavi and first musavi 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 first musavi. If they are worked on second musavi the patwaris are apt to shown 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 by the Survey Department from the 15 December to 15th March. As the latest musavis are not issued till 15 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/Collector should give separate musavis alluded to in rule 8 above, to patwaris upon which it is easy for them the carry out a rapid and accurate survey. In the kacha area of river course entre re-measurement is required, but where the system of measurement in use is that of tarmim, the patwari need not re-measure 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 re-measurement of the kacha area, by scale. The scale is the best instrument for this work because any slight discrepancy can then be distributed.
(10) The kanungos who were employed with the traversers may now be appointed by the Settlement Officer/Collector to supervise the detailed measurements. It is advisable to have a special naib-tehsildar in charge of the whole cadastral survey of riverian areas.

(11) It is in connection with re-measurement 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 case, 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 statement 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 villages 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 stone, this work must be carried out by the Survey Department who will supply the Settlement Officer with 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 traverser arrives in the district.

(15) A supply of wooden pegs, 6 centimeters long and 15 centimeters in circumference should be provided by the landowners/tenants under orders of the Settlement Officer/Collector for marking point.

(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 :-

- No. of chanda.
- Field No. in which the chanda is situate.
- Owner’s name
- Name of the tenant.

Signature or Thumb impression of lambardar. 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 office near survey area. One or two Muharris should also be given to him and a small contingent advance. He will need a good deal of tracing material both 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 Officers for correctness of patwaris 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 patwaris 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 field in the interval between two settlement.

4.20 Changes due to transactions - 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:-

Firstly, changes which are due to transactions on account of which a mutations order has been, or should be, passed. The chief example are-

(a) Partitions.
(b) Sales.
(c) Mortagage with possession.
(d) Redemption when part of an old field has been mortgaged and in consequence a new number has been made, the result of redemption being the restoration of the original number.
(e) Exchange
(f) Gifts
(g) On the basis of facts proved
(h) Decree or order passed by competent court or officer

4.21. Changes due to “Nautor” and “hissadari kasht” - Secondly, other changes of a sufficiently permanent, character, Example are:-

(a) Nautor (Bringing uncultivable land under cultivation)
(b) Conversion of part of a barani field into irrigated land when the change is of a permanent nature such changes will especially occur when a new well has been sunk or some other new means of irrigation has been provided.
(c) Separate cultivation of share-holders in fields jointly owned (hissadari kasht) when the arrangements for separate possession has lasted for not less than four year. Such arrangement when once made usually continue until a partition is carried out under the orders of a Revenue officer.
(d) On account of changes of cultivating occupancy by tenants – at – will ,when part of a field is cultivated by the owner and part by a tenant-at-will

4.22. New field numbers not to be created needlessly :

(a) Care should be taken not to increase the number of field needlessly. New field should not be made, when a field is partly cultivated and partly uncultivated.
(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 purpose of girdawari

4.23. Method of preparation of tatimma shajras based on permanent changes :

(a) In the case of new numbers due to transactions on account of a 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 the mutation, he will draw to scale on the back of the mutation sheet and its counter foil the numbers affected and will enter under them the detail prescribed for the field book referred to in paragraph 4.26. The new field will be numbered, e.g. 155/1, 155/2 etc. 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 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 basis of the material given in the registration memorandum. On the completion of the tatimma shajra it shall be submitted by the kanungo to the revenue officer.

(b) As a result of Consolidation Operations Killabandi measurements are based on rectangle. Each rectangle has further been sub-divided into killas because of various transactions which take place by way of sale etc; (4.20). Every Killa number is further divided in one or more than one part and each part is further divided in to sub-parts consisting of one or more than one part.

To illustrate the above if killa number 15 is taken, it is divided into 3 parts i.e Killa No. 15/1, 15/2 & 15/3. Killa 15/1 is further divided as Killa 15/1/1, 15/1/2 and so on.

If kharsa no. 155/1 and 155/2 have joined to one field new entry may be

155_______
155/1,155/2

if killa no. 15/1/1 and 15/1/2 have been joined to one field new entry may be

15/1__________
15/1/1, 15/1/2

During Jamabandi proceedings, these numbers are deemed as permanent numbers.

4.24. Preparation of tatimma shajras necessitated by hissadari kasht etc - 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 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 squares 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.

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 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 in to 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 paragraphs 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 fields for which tatimma shajras have been prepared under the above mentioned paragraphs in a field book in the form below.

<table>
<thead>
<tr>
<th>Number of old field</th>
<th>Number of new field</th>
<th>Number of holding</th>
<th>Area calculation</th>
<th>Area</th>
<th>Soil</th>
<th>Signature of kanungo</th>
</tr>
</thead>
</table>

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 signed 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 owner ship to the share-holder in occupation of the new field.
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 of 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 filed with the patwari’s copies of jamabandi 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 per cent 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 measurements. They should be able to recognize by eye whether there is any palpable mistake in the karu-kan(sides measurement) or in the area, and if there is any reason to believe that a mistake exists they must have the field re-measured 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 karu-kan(sides-measurement) will be shown in the copy. The patwaris copy will be on latha cloth (sajra parcha). 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 renewal, 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 fields shown in the tatimma shajras prepared under paragraph 4.23 and 4.24. The new lines of amended field 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, redemption; lesses 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 the result of checking of the jamabandi that he has done so. The tehsildar and naib-tehsildar shall also examine the incorporation of 25 percent, of tatimma shajras in the parat tehsil musavi.
4.32 Preparation 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 estate 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 shamlat. For changes due to other causes, 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 jama bandi 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 State Government consider it essential that all departmental land plans of Government property should, in future, be co-ordinated 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 department plan and the Government property should 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 the then 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 Ist of each year, the exact area in which Quinquennial revision of revenue records is to take place in the year commencing October Ist following, and state the parcels of Government property in that area.

In areas under settlement, the Settlement Officer will, as his work progresses, give the Superintendent Engineer/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 Superintendent Engineer/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 neighborhood. 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/Superintendent 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 changes have occurred which necessitate an alteration in the plans. If there have been no such changes the settlement officer/Deputy Commissioner will 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 shaajra kishwar (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"………………
……………………………………………………………Karams………………
gathas the equivalent of ………………..metre.
The tehsildar will then return the plan for signature by the Collector and the Superintendent Engineer/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 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 Superintendent Engineer/Executive Engineer, to consider 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 forward 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 in metric units according to the Public Works Department plan, and the inset signed and recorded as above.

(6) Deleted

(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 of other departments in matters connected with the co-ordination of department 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 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 Officers is particularly directed to these instructions.

PART- E.

Tehsil and District maps based on patwaris Surveys.

4.35 Preparation of the grouped (mujmili) 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 centimeter to a kilometer. 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 land it may be convenient to reduce the index maps to the scale one centimeter to a kilometer. 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 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.

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, power stations, bridges, railway lines, communication towers/mobile towers 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 map of the district exists the Settlement Officer should reduce the grouped tehsil map by pentagraph to a smaller scale (1 centimeter to 2.5 kilometres) and prepare a district map.

4.39. Preparation of maps - Such copies of these maps as 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 offices for record.

SURVEYS

PART F- LAND MEASURES

4.40. Instructions for converting local measures 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 1976-77, the metric measure has been used along with the local measure of total (mijan) of the hudbast at the end of the jamabandi.

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

I) Throughout the State from the agricultural year 1976-77 the following metrice measures have been in use.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 metre</td>
<td>39.3701 inches</td>
</tr>
<tr>
<td>1 Centare (Square metre)</td>
<td>1.19599 Square yards.</td>
</tr>
<tr>
<td>Are (100 centares)</td>
<td>119.599 Square yards</td>
</tr>
<tr>
<td>I Hectare (100 Ares)</td>
<td>1,195.9 Square yards.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Measure</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Karam (66 inches)</td>
<td>1.6764 metres.</td>
</tr>
<tr>
<td>I Sarsahi (Square Karam)</td>
<td>2.81031696 Square meter</td>
</tr>
<tr>
<td>I Marla (9 Sarsahis)</td>
<td>25.29285264 Square metres.</td>
</tr>
<tr>
<td>I Kanal (20 marlas)</td>
<td>505.8570528 Square meters.</td>
</tr>
<tr>
<td>I Ghumao (Acre of 4840 Sq yards – 8 Kanals)</td>
<td>4046.8564224 Square metres</td>
</tr>
</tbody>
</table>

III. In the areas consolidated on the basis of the local measure and the non-consolidated areas of Gurgaon, Rohtak, Faridabad and Panipat.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Gatha (99 inches)</td>
<td>2.5146 metres.</td>
</tr>
<tr>
<td>I Biswansi (Square Gatha)</td>
<td>6.32321316 Sq. metres.</td>
</tr>
<tr>
<td>I Biswa (20 Biswansis)</td>
<td>126.4642632 Sq. metres.</td>
</tr>
<tr>
<td>I Bigha (3025 sq. yards 20 Biswas)</td>
<td>2529.285264 Sq. metres.</td>
</tr>
</tbody>
</table>

IV. In the areas consolidated on the basis of local measure and the non-consolidated area of Ambala, Karnal except Panipat, Hisar.

<table>
<thead>
<tr>
<th>Measure</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>I Karam of Gatha (57.157 Inches)</td>
<td>1.4517878 metres.</td>
</tr>
<tr>
<td>I Biswansi (Sq. karam or Sq. Gatha)</td>
<td>2.1076878 Sq.metres</td>
</tr>
<tr>
<td>I Biswa (20 Biswansis)</td>
<td>42.153756 Sq.metres.</td>
</tr>
<tr>
<td>I Bigha (20 Biswas – 1008.33 Sq yard)</td>
<td>843.07512 Sq.metres.</td>
</tr>
</tbody>
</table>
Part-G: Area

Pictires in this part are not to scale, they are only to explain the calculations and formulas of areas.

4.41 Where the consolidation operation has been completed and record has been handed over to revenue department, scale adopted is 66 (inches) to a karam and killa measure 36 x 40 karam.

1) How to get area from given lengths.

36 x 40 karam = 1440 sarsahi
9 sarsahi = 1 marla
1440 ÷ 9 = 160 marla
20 marla = 1 kanal
160 ÷ 20 = 8 kanal
8 kanal = 1 killa or acre or ghumao

2) How to get a side when area and other side is given

8 kanal x 20 = 160 marla
160 Marla x 9 = 1440 sarsahi
1440 sarsahi ÷ 36 = 40 karam

3) Below picture of killa ABCD is not on scale, it is only to explain the calculations and formulae of area

\[
\begin{array}{c}
A \\
36 \\
D \\
\hline
B \\
40 \\
C \\
36 \\
\end{array}
\]

In below table K is for karam, S for sarsahi, M for marla and KL for kanal. Area is given on the measurement I karam to 40 karam on the line of 40 karam

<table>
<thead>
<tr>
<th>K</th>
<th>K</th>
<th>S</th>
<th>S</th>
<th>M</th>
<th>S</th>
<th>M</th>
<th>KL</th>
<th>M</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>36 ÷ 9 =</td>
<td>4 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>72 ÷ 9 =</td>
<td>8 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>108 ÷ 9 =</td>
<td>12 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>144 ÷ 9 =</td>
<td>16 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0 -</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>180 ÷ 9 =</td>
<td>20 -</td>
<td>0 ÷ 20 =</td>
<td>- 1</td>
<td>0 -</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>216 ÷ 9 =</td>
<td>24 -</td>
<td>0 ÷ 20 =</td>
<td>- 1</td>
<td>4 -</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>252 ÷ 9 =</td>
<td>28 -</td>
<td>0 ÷ 20 =</td>
<td>- 1</td>
<td>8 -</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>288 ÷ 9 =</td>
<td>32 -</td>
<td>0 ÷ 20 =</td>
<td>- 1</td>
<td>12 -</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>324 ÷ 9 =</td>
<td>36 -</td>
<td>0 ÷ 20 =</td>
<td>- 1</td>
<td>16 -</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>360 ÷ 9 =</td>
<td>40 -</td>
<td>0 ÷ 20 =</td>
<td>- 2</td>
<td>0 -</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>396 ÷ 9 =</td>
<td>44 -</td>
<td>0 ÷ 20 =</td>
<td>- 2</td>
<td>4 -</td>
<td>0</td>
</tr>
<tr>
<td>12</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>432 ÷ 9 =</td>
<td>48 -</td>
<td>0 ÷ 20 =</td>
<td>- 2</td>
<td>8 -</td>
<td>0</td>
</tr>
<tr>
<td>13</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>468 ÷ 9 =</td>
<td>52 -</td>
<td>0 ÷ 20 =</td>
<td>- 2</td>
<td>12 -</td>
<td>0</td>
</tr>
<tr>
<td>14</td>
<td>x</td>
<td>36</td>
<td>=</td>
<td>504 ÷ 9 =</td>
<td>56 -</td>
<td>0 ÷ 20 =</td>
<td>- 2</td>
<td>16 -</td>
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4) Below picture of killa ABCD is not on scale, it is only to make understand the calculations and formulae of area

In the below table K is for karam S for sarsahi M for marla KL for kanal. Area is given on the measurement from I kanal to 36 kanal on the line of 36 karam.

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4.42. Conversion of area of a killa in to bigha and biswa where the killa is 36x40 karam in the scale of 99 (inches) and bigha is in the scale of 66 (inches)

a) Conversion of area from killa to bigha and biswa when killa is in the scale of 36 x 40 karam in the scale of 66 (inches) and bigha is in the scale of 99 (inches)

1 killa = 4840sq yards
1 bigha = 3025sq yards
1 sarsahi = 1sq karam or 1sq gatha

(1) 4840sq yards x 5/8 = 3025sq yards
(2) 1440 sarsahi x 5/8 = 900 sarsahi ÷ 9 = 100 marla x 20 = 5 kanal = 3025sq yard
(3) 160 marla x 5/8 = 100 marla ÷ 20 = 5 kanal = 3025sq yards
(4) 8 kanal x 5/8 = 5 kanal = 1 bigha = 3025sq yard
(5) 5 kanal x 20 = 100 marla x 9 = 900 sarsahi = 3025sq yards or 1 bigha
(6) 8 kanal = 1 bigha 12 biswa in the scale of 99 inches
(7) 4840sq yard = 3025sq yard + 151.25 x 12 = 4840sq yards because 1 biswa = 151.25sq yards in the scale of 99 (inches)

b) conversion of area from killa to bigha and biswa when killa is in the scale of 36 x 40 karam in the scale of 66 (inches) and bigha is in the scale of 57.157 (inches)

(1) 1 bigha = 1008.33sq yards
(2) 4840sq yards x 5/24 = 1008.33sq yards
(3) 8 kanal = 4 bigha 16 biswa = 1 acre
(4) 4840sq yards = 1008.33sq yards x 4 + 50.42sq yards x 16
   = 4033.3sq yards + 806.7sq yards
   = 4840sq yards = 1 acre or 1 killa or 1 ghumao

4.43 Test of measurement of a killa and rectangle

\[ \sqrt{b^2 + p^2} = \frac{h}{2} \]

Above mention both equations give same result

Hence: \[ BC = \sqrt{AB^2 + AC^2} \]

For example 5 = \[ \sqrt{32 + 42} \]
5 = \[ \sqrt{25} \]
5 = 5

Above rule is applicable to move at right angle without any instrument and remeasurement of area.

4.44 Calculation of area where the consolidation is not in operation and the area is still in bigha biswa.

1) Area of a triangle
Take perpendicular CD on base line AB
Area of triangle = 1/2 base x perpendicular
Hence : area = 1/2 AB x CD
In below formula AB=ab, BC=bc, CD=cd
2) Area of a triangle = \sqrt{\frac{1}{2} (\text{sum of sides}) \left( \frac{\text{sum of sides} - \text{first side}}{2} \right) \left( \frac{\text{sum of sides} - \text{second side}}{2} \right) \left( \frac{\text{sum of sides} - \text{third side}}{2} \right)}
Hence : area of triangle
\[= \sqrt{\frac{1}{2} \left( \frac{ab+bc+ca}{2} \right) \left( \frac{ab+bc+ca - ab}{2} \right) \left( \frac{ab+bc+ca - bc}{2} \right) \left( \frac{ab + bc+ca -ca}{2} \right)}\]
3) Area of a quadrilateral
Take diagonal AC to form triangle ABC and triangle ABCD and put perpendicular p1 and p2 on AC meet at E and F.
Area of ABCD quadrilateral = area of triangle ACD + area of triangle ABC
Where d for diagonal and p1 for perpendicular 1st and p2 for perpendicular 2nd
Area of ABCD quadrilateral = \frac{1}{2} d \times p1 + \frac{1}{2} d \times p2
\[= \frac{1}{2} d (p1+p2)\]
\[= \frac{1}{2} AC(DE+BF)\]
4) Area of a five sided rectineal figure Area of ABCDE = area of triangle ECD + area of triangle AEF + area of triangle BCG + area of trapezoid ABGF
Make a line AC to form triangle ECD and rectangle ABCE draw perpendicular AF and BG now there are three triangle and one trapezoid. Triangle are ECD, AEF, BCG and trapezoid ABGF.

Area of ABCDE = area of triangle ECD + area of triangle AEF + area of triangle BCG + area of trapezoid ABGF

Hence: Area of ABCDE = Area of triangle ECD = \( \frac{1}{2} \) EC x DH
+ area of triangle AEF = \( \frac{1}{2} \) EF x AF
+ area of triangle BCG = \( \frac{1}{2} \) CG x BG
+ Area of trapezoid ABGF = \( \frac{1}{2} \) (AB+FG) x BG

Where AB and FG are parallel sides and BG is perpendicular or height between AB and BG.

5) Area of five sided rectineal figure where trapezoid is not possible, with the help of triangle and quadrilateral

Make a line A to C to form the triangle ABC and quadrilateral ACDE, draw perpendicular BG on AC, DH on EC and AF on EC.

Area of ABCDE = Area of triangle ABC+ area of quadrilateral ACDE
Area of ABCDE = Area of a triangle + area of quadrilateral
Area of triangle ABC = \( \frac{1}{2} \) AC x BG
Area of quadrilateral ACDE = \( \frac{1}{2} \) (AF+DH)

Area of ABCDE = \( \frac{1}{2} \) (AC x BG) + \( \frac{1}{2} \) EC (AF+DH)

(6) Area of six sided figure
Make line FB, FD, BD to form the triangle ABF, BCD, DEF, FBD.
Draw perpendicular AG on FB, CH on BD, EI, on FD and DJ on FB.
Area of ABCDEF = area of triangle ABF
+ area of triangle BCD
+ area of triangle DEF
+ area of triangle FBD
Area of ABCDEF = \( \frac{1}{2} \) FB x AG
+ \( \frac{1}{2} \) BD x CH
+ \( \frac{1}{2} \) FB x EI
+ \( \frac{1}{2} \) FB x DJ

4.45 Find the breadth of an impassable river

From point A take a point B on the far bank of river. Point B should be directly opposite to point A.
Draw a state line BC at right angle to AB. Produce BE to C so that BE = EC.
At C draw CD at right angle to BC. Produce AE to meet CD in D.
Now triangle AEB is equal to triangle ECD in all respects
Therefore AB = CD.
CD Can be measured without crossing the river.
Thus AB can be found without crossing the river that is the breadth of the river.

4.46 Find out the area of a pond with the picture given below
First pond  Second pond

(1) Area of the pond = add together the first and last ordinates + twice the sum of the remaining odd ordinates + four times the sum of the even ordinates and multiply the result by one third the common distance.

Area of pond where first and last ordinates are not available in first pond
Length of ordinates = p2,p3,p4,p5,p6,p7,p8,p9,p10,p11,p12,p13,p14
Common distance is 5 (five)
Odd ordinates 3,5,7,9,11,13
Even ordinates 2,4,6,8,10,12,14
First and last ordinates vanish ie 1 and 15 ordinates vanish
Area of the pond = \( \frac{5}{3} \{ \text{first ordinate + last ordinates} + \text{sum of remaining odd ordinates} + 4 \times \text{sum of even ordinates} \} \).

Area of pond = \( \frac{5}{3} \{ 2 \times (p3+p5+p7+p9+p11+p13) + 4(p2+p4+p6+p8+p10+p12+p14) \} \)

(2) Where the first and last ordinates are available as in picture above in second pond.
Area of pond 5/3 ( p1 + p15) + 2 ( p3+p5+p7+p9+p11+p13) +
4(p2+p4+p6+p8+p10+p12+p14)

(3) Area of a pond with the picture given below

(1) Length of ordinates p1,p2,p3,p4,p5,p6,p7
(2) Common distance is 2(two)
odd ordinates p1,p3,p5,p7
(4) even ordinates p2,p4,p6
(5) first and last ordinates p1,p7

Area of pond = \(\frac{2}{3}(p_1+p_7) + 2(p_3+p_5) + 4(p_2+p_4+p_6)\)

Some basics - (1) Area can be calculated in sq feet, sq yards, sq meters, sarsahi, marla, kanal
(2) By using a great number of ordinates, we shall obtain a more accurate result
(3) Tape or rope can be used to measure the ordinates but tape or rope should be tested by iron rod of 66inch if area is to be measured in kanal and marla.

Part-H: Defining the limits or demarcation

4.47 Jurisdiction

(a) Section 158 (2) Of Punjab Land Revenue Act, Civil Court shall not exercise jurisdiction over the following matters.

(b) Section 158 (2) (i) Of Punjab Land Revenue Act, any question as to the limits of any land which has been defined by a Revenue –Officer as land to which this Act does or does not apply.

(c) Vide notification number 81, 1st March 1888 –

Assistant collector, Ist grade, and officers of higher class shall exercise jurisdiction over the following matters.

(d) Section 101 and 103 Defining the limits of an estate or of any holding, field or any portion of an estate when they coincide with the limits of an estate, and requiring or causing the erection of survey marks.

(e) Any revenue officer of either grade shall exercise the jurisdiction in other demarcations.

4.48 It often happens that a landowner trespasses on the land of the adjoining owner, and the aggrieved person's remedy under such circumstances is an application under section 101 of Punjab land Revenue Act. Such applications are received by the revenue officer having jurisdiction and are sent on to the tehsildar/ naib tehsildar/ kanungo for pointing out the boundary in dispute. The kanungo does the work on the spot. The tehsildar should ensure that the work is not done in a perfunctory manner.

4.49 Procedure followed in boundary cases under section 101 of the Land Revenue Act have shown that there is not much uniformity in such procedure and that while some cases are dealt quite thoroughly, in many others the proceedings are very summary and the report of the field Kanungo who does the actual delineation or demarcation cursorily and incompetently. The following procedure is set out for uniformity and for the guidance of the Revenue Officers who dispose of such cases and to the Kanungos or other officials who carry out the demarcation of boundaries on the spot :-

I. If a boundary is in dispute the Field Kanungo should re-lay it from the village map prepared at the last settlement. If there is a map which has been made on the square/rectangles system he should reconstruct the square/rectangles in which the disputed land lies. He should mark on the ground on the lines of the squares/rectangles the places where the map shows that the ground on the lines of the squares/rectangles the places where the map shows that the disputed boundary interacted those lines, and then to find the position of points which do not fall on the lines of the squares/rectangles, he should with his scales read, on the map, the position and distance of those points from line of a square/rectangles and then with a chain and cross staff mark out the position and distance of those points. Thus he can set out all the points and boundaries which are shown in the map.

But if there is no map on the square/rectangles system available, he should then find three points on different sides of the place in dispute as near to it as he can, and, if possible, not more than 200 kadams apart, which are shown in the map and which the parties admit to have been undisturbed. He will chain from one to another of these points and compare the result with the distance given by the scale applied to the map. If the distances when thus compared agree in all cases, he can then draw lines joining these three points in pencil on the map and draw perpendiculars with the scale from these
lines to each of the points which it is required to lay out on the ground. He will then lay them out with the cross staff as before and test the work by seeing whether the distance from one of his marks to another is the same as in the map. If there is only a small dispute as to the boundary between two fields the greater part of which is undisturbed then such perpendiculars as may be required to points on the boundaries of these fields as shown in the field map can be set out from their diagonals, as in the field book and in the map, and curves made as shown in the map.

II. In the report to be submitted by him the Kanungo must explain in detail how he made his measurements. He should submit a copy of the relevant portion of the current settlement field map of the village showing the fields, if any, with their dimensions (karu kan) of which he took measurements situated between the points mentioned in Instruction I above and the boundary in dispute. This is necessary to enable the Court to follow the method adopted and check the Field Kanungo’s proceedings.

III. If a question is raised as to the position of the disputed boundary according to the field map of the settlement preceding the current settlement, that also should be demarcated on the ground so far as this may be possible and also shown in the copy of the current field map to be submitted under Instruction number II.

IV. On the same copy should be shown also the limits of existing possession.

V. The areas of the fields abutting the boundary in dispute as recorded at the time of last settlement and those arrived at as a result of the measurement on the spot should be mentioned in the Field Kanungo’s report with an explanation of the cause of increase or decrease if any discovered.

VI. When taking his measurement the Field Kanungo should explain to the parties what he is doing and should enquire from them whether they wish anything further to be done to elucidate the matter in dispute. At the end he should record the statements of all the parties to the effect that they have seen and understood the measurements, they have no objection to make to this (or if they have any objection he should record it together with his own opinion) and that they do not wish to have anything further done on the spot. Constantly it happens that when the report comes before the Court one or the other party challenges the correctness of the measurement and asserts that one thing or another was left undone. This raises difficulties which the above procedure is designed to prevent.

VII. The above instructions should be followed by Revenue Officers or Field Kanungos whenever they are appointed by a Civil Court Commissioners in suits involving disputed boundaries.

4.50. The above instructions should be followed by the revenue officers or field kanungo when they are appointed by the revenue officers of either grade of higher class as local commission for the demarcation involving disputed boundaries.

4.51. On receiving the report of local commission, revenue officers will summon both the parties for hearing. Objections will be taken up, raised by any of the parties. Revenue officer should decide whether the objections are frivolous or reasonable. If the objections are frivolous those will be rejected and the demarcation will be confirmed. A speaking order should be passed by the revenue officer regarding the confirmation of the demarcation.

When the objections are reasonable the revenue officer will reject the demarcation and speaking order will be passed, note of rejection should be given on the report of local commission and the demarcation case will be sent to the same local commission with the specific directions. Local commission is bound to follow the directions of revenue officer.

4.52. Local commission report will be again presented before the revenue officer for hearing. Revenue officer will again hear the parties and decide the demarcation case.

If local commission is not working properly revenue officer should change the local commission and report about the working of local commission should be sent to Collector of the district. Commission should not be excused for his inefficiency and action may be taken against the local commission.

4.53 Second application will not be taken up for the same demarcation. Revenue officer ultimately will have to take a proper decision, and that order on the demarcation is a quasi-judicial order, that is subject to appeal, review and revision.
4.54. Since the provisions of appeal review and revision are applicable on the order of the demarcation then second order cannot be passed for the same demarcation by the same officer, without adopting the above processes of appeal review and revision.

4.55 A patwari may be appointed as commission for demarcation who has completed twenty years of service and passed the departmental examination of kanungo, if kanungo is not available for demarcation.
Chapter – 5
Territorial Transfers

Replace standing order No. 25 Original issue, date 7th June, 1909 and reprint, dated 30th May, 1912. Revised 2013.

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 Commissioner to the Financial Commissioner Revenue with full detail, 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 hectares 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 on tracing paper on a scale (ordinarily) of 1 centimetre to 1.250 kilometres unless for special reasons a larger scale should be necessary. The names should be entered on the map in Hindi and a table of references should in all cases be added sufficient to render the map intelligible in itself.

5.5 Report to the Surveyor General - The Financial Commissioner Revenue will report to the Surveyor General to enable him to arrange 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 skeleton maps and villages lists. The Director will keep the reports in a file arranged by districts so that the statistics of houses and population transferred may be readily available at the time of the next decennial census.

5.6 and 5.7 (Deleted)
Chapter 6

Alluvion and Dilluvion


Paragraph 6.1, 6.3 to 6.8, 6.10 and 6.11 deleted, paragraph 6.2, 6.9, 6.11, 6.12, 6.13 already deleted, chapter replaced by the following paragraphs.

Part-A

6.14 Land is sucked into the channel by the inset of a river at one place and fresh land exposed at another by its retirement. The loss and gain thereby caused are respectively described as dilluvion and alluvion.

6.15 Civil court shall not exercise jurisdiction over the following matters.

Section 158 (2) (v) of the Punjab land revenue act.1887- the framing of a record-of-rights or annual record, or the preparation, signing or attestation of any of the documents included in such a record;

Section 158 (2) (xviii-a) of the Punjab land revenue act. 1887- any question connected with or arising out of or relating to any proceedings for the determination of boundaries of estates subject to river action under section 101-A, 101-B, 101-C and 101-d, respectively, of chapter VIII]

General provisions of this chapter are applicable in all riverain areas whether within state or inter state.

6.16 The provisions may be set in motion in two ways:- either the Deputy Commissioner may, as for an order to be passed under section 101-A (i) with regard to any particular estate within his district, and the Commissioner concerned will, forward the application to the Financial Commissioner Revenue with a recommendation as to who should be the Collector for the purpose of the Act; or Government may depute a special officer as Collector to carry out the demarcation of all village riverian boundaries along a particular stretch of river.

6.17 The state boundaries of Haryana and Uttar Pradesh have been fixed according to the Dixit award and hence there is no effect of river action i.e. change of course of Yamuna river on the boundaries of both states. The revenue record of transferred villages has to be accepted as such by the revenue authorities.

6.18 An award regarding Haryana-Uttar Pradesh boundary dispute was given on 14.2.1975 known as Dixit Award. According to this award the boundary between the two States was fixed at the deep stream line of the river Yamuna as verified and determined by the Survey of India during the months of November, 1974, December, 1974 and January, 1975. To implement this award an Act titled “The Haryana and Uttar Pradesh (Alteration of Boundaries) Act. 1979 [Act No. 31 of 1979]] was enacted by the Parliament. As per the Clause (a) of Section 2 of Haryana and Uttar Pradesh (Alteration of Boundaries) Act,1979 the appointed day 15th September, 1983 was appointed by the Government of India, Ministry of Home Affairs vide notification dated 14.9.1983. The territories of both States were transferred according to Section 4 of this Act. Section 4 is reproduced as under :-

4. Transfer of territories – (1) As from the appointed day :-

there shall be added to the State of Haryana all the territories of the State of Uttar Pradesh which lie on the Haryana side of the fixed boundaries, and the said territories shall thereupon cease to form part of the State of Uttar Pradesh; and

there shall be added to the State of Uttar Pradesh all the territories of the State of Haryana which lies on the Uttar Pradesh side of the fixed boundaries and the said territories shall thereupon cease to form part of the State of Haryana.

(2) Each of the State Governments of Haryana and Uttar Pradesh shall by order in the Official Gazette of the State, provide for the administration as from the appointed day, of the territories transferred to that State under sub-section (1) by including them or any part of them in such district, sub division, police-station or other administrative unit as may be specified in the order.
6.19 The Powers of Collector under Section 27 of Punjab Land Revenue Act, 1887 has already been given to District Revenue Officer vide this department notification 7640-E (iii) – 83/7882, dated 7th March, 1983.

6.20 According to Section 101 (A) and (B) of Punjab Land Revenue Act, 1887 and para 4.24, 4.31, 4.32 of Haryana Land Record Manual Boundary Between riverian estates are to be fixed by the Collector. On confirmation of the Dixit Award the annual record is to be prepared under Section 33 of Punjab Land Revenue Act, 1887 read with Section 158 (2) (v) of Punjab Land Revenue Act; 1887.

6.21 The revenue record of the area recovered through river action by Haryana State may be got updated after settling all the cases of area recovered through river action and possessory and proprietary rights be given to original land owners.

6.22 Cases of estates now entirely in the bed of the river will occasionally come before the Collector. In each case it will have to be decided according to the custom of the locality whether such estates should be included in adjacent estates or maintained as separate estates.

6.23 The Collector should in all cases record his reason for adopting maps with the proceedings. The statements of the headmen should always be recorded. Where possible the boundary line should be marked on the ground with pillars.

6.24 Where the land on both sides of the river bed has not been already mapped on a common system of rectangle (Mustatil), the Collector must survey and map the whole of the land ordinarily liable to diluvion. Where separate diluvial chaks have not been marked out, the Collector will determine how much land it is necessary to map. If the length of the sides of the killas used on either side or the river is the same, the boundary map, should be prepared on the same scale. If the scale differs on the two sides of the river, the Collector may adopt whichever scale he chooses. In either case he should take as his base line the sides of existing killas on one side of the river or the other. So long as the river has the same district or the same two districts on either side of it, the same scale should be maintained, and the Collector should have his base on the same side of the river, but the same system of killas should not be continued from village to village unless the settlement maps are also continuous. When the river passes out of one district into another the Collector may, if he thinks fit, start from a base on the other side of the river.

6.25 The map will show the natural features of the river bed, etc. the boundary line and so many Khasra numbers entered in the settlement or subsequently amended maps of the villages on either side of the line as will be affected by the action taken under the Act. or are necessary for easy identifications. Number should be given to blocks of land which for any reason (e.g., because they have always been under water) have not got khasra numbers in the estate to which the land will in future belong.

The lands coming under the first proviso to section 101-B (i) must be colour–washed, so as to distinguish them from the lands the rights in which vest at once in the landowners of the estate within which they are included.

6.26 The Collector will then draw up a khasra for each estate for all lands included in the estate and not already shown in the records as belonging to the estate. Land coming within the proviso of section 101-B (i) will be shown separately. All lands, the rights in which are transferred will be shown separately. All lands, the rights in which are transferred once, should be entered against the names of the persons who are entitled to them under law; all lands coming within the proviso of section 101-B(i) should be shown against the name of the persons in whose favour the rights in the land are reserved.

6.27 Files will be prepared by villages and should resemble the ordinary diluvial files. They will contain the following documents:

-Number and date of Government order under section 101-A (I).
-List of villages conterminous with the village for which the file is prepared.
-Description of Dixit Award hitherto prevailing as to river boundary.
-Tracing of the map prepared under instructions.
-Records of oral and written evidence.
-Order of the Collector under instructions.

-The khasra

6.28 The patwaris of the riverain estates will be given copies of the khasra, and will show the fixed boundary line in their maps. The field kanungo must certify on the maps that he has personally supervised the plotting in of the new line. In the next annual papers the land included in an estate under section 101-B and not coming within the proviso, will be shown if it had been transferred to the estate by the provision hitherto prevalent in the estate, and land excluded under this section will be excluded from the record.

6.29 Land coming within the first proviso the section 101-B (i) will be shown in the revenue papers of the estate to which the land is transferred, against the names of the persons in whose favour the rights have been reserved, and the words “malik kabza zer Act I, 1899” have been reserved in the column of remarks. In the records of the villages from which the land has been transferred, the land will be shown in appendices under the same khatouni or khasra numbers as it would have come had it been shown in the body of the jamabandi or khasra girdawari.

Khasra of land coming under the proviso of

Section – 101-B (i) of Punjab land revenue act

<table>
<thead>
<tr>
<th>Serial number</th>
<th>Field numbers in former village</th>
<th>Field numbers in new village</th>
<th>Area</th>
<th>Class of land and purpose for which used</th>
<th>Owner (malik kabza)</th>
<th>Tenant if any with description</th>
<th>Order with date by which the rights reserved under proviso to section 101-B (i) were extinguished</th>
</tr>
</thead>
</table>

6.30 Persons having rights in land under the proviso will pay their other land revenue to the lambardar of the taraf, patti or village within which the land has permanently been included.

6.31 A person acquiring land under the provison, aquires right of full ownership, together with all the contingent right which belong to owners in the estate in which the land situated.

6.32 When any land is acquired under section in river action, the patwari both of the estate to which the land belongs and of the estate or estates to which the owners belong, shall enter the acquisition in their mutation registers, and the land will thenceforward be excluded from the records of the earlier estates. No fee should be charged on the entry in the register of the village to which the limited owners under the proviso to section 101-B (i) belong.

6.33 The Financial Commissioner Revenue will determine under section 12 of the Land Revenue Act which Commissioner Revenue will hear appeals from the order of the Collector when the order affects villages in two revenue divisions.

6.34 The records of the proceedings under section 101-A will, in each case, be submitted to the Financial Commissioner through the Commissioner in original

Part –B

Making of new Hadbast (Revenue Estate) in Alluvion Land

Following documents and reports are to be sent to the Financial Commissioner Revenue for the formation of new hadbast by the Collector through Commissioner of the division concerned.
6.35 Takbast Misl (Boundary file)

(a) Sketch map of last settlement of the village in Haryana State adjacent to the alluvion Land.

(b) Sketch map of the area of village of Uttar Pradesh State adjacent to the village in Haryana State.

(c) Line of Dixit award i.e. in 1974.

(d) All these positions should be shown on one sheet and on same scale. If the scales are different that will be converted on 66 inch to a karam.

6.36 Customary Considerations

A detailed report on the following points should also be given in the second part of takbast misl.

(e) Whether the whole area of the village has come toward the Haryana State in alluvion process including Abadi (population) or some portion of the village land received.

(f) Whether land can be included in the adjacent village as a separate patti of village.

(g) If land received in small portion that can be included in any patti of adjacent village in Haryana and ownership will be recorded as Malik Kabza.

6.37 Muntakhib Asamiwar (Khataunies)

A detailed report on the following points should also be given in the third part of takbast misl.

(h) Record (Shajra Parcha, Shajra Nasab, Khataunies) received from concerned Collector from Uttar Pradesh with maps of the contemporary period of settlement and the position of 1974.

(i) What is the opinion of the villagers whose land received toward Haryana State and villagers adjacent to the area received in Haryana?

6.38 Claims on Land

A detailed report on the following points should also be given in the fourth part of takbast misl.

(j) Record (Shajra Parcha, Shajra Nasab, Khataunies) is available in Haryana or Uttar Pradesh. It makes no difference whether the land has separate revenue estate or not, claims on that land can be settled by collector.

(k) If hadbast is created without considering the claims, what will be the position of those people of Haryana, whose rights are reserved in the Shamlat land, which was the part of the village of Haryana State at time settlement?

(l) It is matter of Cadastral survey of revenue department and making of revenue record u/s 33 of Punjab Land Revenue Act, 1887 and read with section 101, 101A, 101B of Punjab Revenue Act and the provision of Haryana Land record manual. After making record of Shajra Parcha, Shajra Nasab, Khataunies a mutation will be sanctioned and no fee will be charged on that mutation.

(m) Where the land has not been recorded in Shamlat, the process of preparing the record of Shamlat and preparation of record of Shajra Parcha, Shajra Nasab, Khataunies is the same as in above para, but the Revenue Officer has two options for implementation in revenue record. He may send the proposal to amend the Dor (Preparation Calendar of Jambandi) or wait for the next preparation time of Jamabandi to implement that record.

(n) Revenue Officer can sanction the mutation on the basis of record (Shajra Parcha, Shajra Nasab, Khataunies) that has been prepared. Former part of that mutation will be recorded as land received in alluvion process from the village ..........of Uttar Pradesh, and no fee will be charged on that mutation. Process in this para is more easy than the process given in para (n).

(o) If the Collector thinks that separate hadbast is absolutely necessary then a detailed report should be forwarded to the Financial Commissioner Revenue on the points mentioned above.
6.39 (p) After considering the takbast misl and reports on all points, Financial Commissioner Revenue to decide whether new hadbast number be given to the alluvion land or record be implemented without giving the new hadbast number. If new hadbast number is to be given the procedure will be followed u/s 3,32 136, 137 of Punjab Land Revenue Act to frame the record of right u/s 31 of the said Act.

(q) It is not necessary to form a new hadbast (Revenue Estate) because record of rights already exist with the revenue department either in Uttar Pradesh or Haryana. It is matter of making amended addition and proper implementation of revenue record (Shajra Parcha, Shajra Nasab, Khataunies).

6.40 (r) Where the land received in alluvion process but rights in revenue record are incomplete and not recorded properly or record lost or damaged, the question arises as how to settle the claims. In such cases there is no option but to make new hadbast (revenue estate) and to make the record (field book, shajra parcha, shajra nasab and khataunies) under section 31 of land revenue act after publication and proclamation under section 32 of the said act.

6.41 If collector feels the shortage of staff and equipments in survey, he should send the report about the shortage to the Financial Commissioner Revenue.

Government may take the decision under section 107 of Punjab land revenue Act to make a survey by other agency.

6.42 When a river –

(a) By a sudden change in its course breaks through or intersects an estate, or

(b) By the violence of its stream separates a considerable piece of land from one estate and joins it to another "without destroying the identity and preventing the recognition of land so removed," the land is to remain the property of original owner. Provisions of this para are also applicable with in the State in Alluvion and Dilluvion cases, whether with in the district or inter districts.

6.43 Tatima shajras- Where the submergence of proprietary land involves its conversion into shamilat. As regards the portion, the changes due to alluvion or diluvion as well as those for which tatima shajras have been prepared will be incorporated in the tracing to the field with the detailed jamabandi according to local alluvion and dilluvion rules or order as sanctioned by collector .

6.44 All those alluvion land recorded as Shamlat reserved the rights of original owner on the basis of the settlement pedigree table and reasonable owners of alluvion land. That Shamlat land does not fall under the provisions of Punjab Village Common Land Act.

6.45 Illegal possessions and illegal sales will not affect the rights of original owners. Cases of girdawari and mutations will not be taken till the proper settlement of claims. After settlement of claims of alluvion land a mutation will be sanctioned in favour of rightful owners from shamlat and possession will be handed over to them.

Part – C

Guidelines to resolve the boundary dispute between Haryana and Uttar Pradesh Decisions were taken by the core committee on dated 24 April 2006 in the meeting presided over by Sh. D.P.S.Nagal, Deputy Commissioner Panipat, held at Karnal lake karnal

6.46(1) To resolve the boundary dispute between Haryana and Uttar Pradesh, survey of India surveyed the riverain area of Yamuna to fix the boundary between two states in the year 1974 – 75 and toposheets were prepared . Base year to prepare the revenue record will be 1974 and the records will be prepared on the bases of the position of boundary line fixed in the Dixit award .

(2) In some villages field maps are overlapping. In such cases rights will be settled on the basis of settlement record ie for the year 1909-10,1916-17 or any other settlement in different parts of Haryana and the revenue records of contemporary period in Uttar Pradesh. Settlement of claims is the only solution of overlapping of field maps.

Since the boundary has been fixed between Haryana and Uttar Pradesh in Dixit award, dispute will also be resolved on the basis of toposheets of survey of India. At the time of giving the rights and possession, a person should not be entered in both states for the same land .If it happens the name of
such person will be deleted from one side and dispute will be resolved as per situation of Dixit award, and rights will be given to the persons who are legally entitled and revenue records will be prepared in presence of – Patwari, Lekhpal and revenue officers of both states.

(3) Whatever the condition of the land whether under or out side water of river Yamuna, owners rights will be recorded after settlement of claims and possession will be given to those persons whose land is out of water. In Girdawari actual position of the land will be recorded whether land is under water or out side water of river Yamuna.

(4) Possession in both states will be given on the basis of ownership record after settlement of claims and record of khatauni and shajra will be compared in presence of the officers of both states.

(5) With the change of direction of river Yamuna area in both states may come under alluvion and dilluvion. In both states alluvion land recorded as shamlat. In the state of Haryana shamlat land is reserved for rightful owners, such land is not covered under Punjab village common land act and Panchayat does not have an interference in alluvion land recorded as shamlat. This land may be in the possession of rightful owners or under the possession of unauthorized persons in Haryana. In the state of Uttar Pradesh panchayats have given the pattas (lease) on this land. In future no more pattas (lease) will be given on alluvion lands.

(6) In the State of Uttar Pradesh where the Panchayats have given the lease on alluvion land those lease will be cancelled and possession will be delivered to rightful owners. All rights will be suspended in these land till the settlement of rights, preparation of revenue record and delivery of possession.

(7) In both states where the proper rights have not been given operation of consolidation of holding will be stopped and records will be handed over after denotification so that proper records may be prepared after hearing the claims.

(8) Alluvion land will be assimilated in the revenue estate falling in the front of the other revenue state in process of alluvion and dilluvion. If land of one village assimilated in two villages, senior officers of sub. Divisional level or tehsildar of both sides will decide how much area has to be assimilated in each village and fix boundary of the villages and get revenue record prepared.

(9) Classification of owners

(i) In case land of Haryana assimilated in Uttar Pradesh

(a) Owners recorded in Column No. 4 in Haryana Jamabandi will be recorded in column No. 1 in Khatunaies in Uttar Pradesh. Mortgage with possession, lease, gift will also be recorded in column 1 in Khatunaies of Uttar Pradesh.

(b) Khudkast, hissedar of Haryana will be recorded as sah-khatedar in Uttar Pradesh.

(c) Tenant-at-will (gair maurusi) of Haryana will be recorded in reference (kafiyat) colum in Khatunaies of Uttar Pradesh.

(d) Dohlidar and other religious land of Haryana will be recorded as asami in khatunaies of Uttar Pradesh.

(e) Other land used or common purposes in Haryana will be recorded in Panchayat Khata in the Khatunaies of Uttar Pradesh.

(ii) Land of Uttar Pradesh assimilated in Haryana

(f) Owner recorded in category 1, 1 (a) and 4 in Khatunaies of Uttar Pradesh will be recorded column No. 4 of jamabandi in Haryana.

(g) Owners recorded in category No 5 and 6 in Khatauni of Uttar Pradesh will be recorded in the name of panchayat in Haryana. If state government is recorded in khatauni of Uttar Pradesh then it will be recorded in column No. 4 of jamabandi in Haryana.

(h) Where the possessory rights recorded in category no 9 in the khataunies of Uttar Pradesh will be recorded column no 5 in the jamabandi of Haryana.

(i) Category No. 2, 3, 7, 8 have been abolished in Uttar Pradesh.

(10) Sub. Divisional officers will be nodal officers in both states. They will resolve the difficulties when they arise and remain in touch in disputed areas.
(11) Officers of both states started making the revenue record of alluvion and dilluvion land, record in some villages yet to be completed same was to completed by 25th May 2006, all record was to compared between 25th May 2006 to 31st May 2006 and if any discrepancy found that was to corrected after comparison and possession delivered by 15th June 2006 to the eligible persons.

(12) Revenue record of alluvion and dilluvion land has been transferred on the basis of situation of 1974. Both states will prepare the statement of land available in both sides. If there is any discrepancy found, officers of both state will compare the revenue record and correct that record and issue a certificate of correctness. Statement of alluvion and dilluvion land will be signed by the concerned patwari, kanungo and Tehsildar.

(13) After fixation of boundary both states have exchanged the revenue record of alluvion and dilluvion land, if the record of any village is not available concerned officer will provide that record on demand.

(14) Possession to owners and tenants was to be given before 15 June 2006 on the land available but no other demand on ownership and tenancy was to transferred to other state. After delivery of possession to eligible owners and tenants if any dispute arises that will be personal and between the parties.

(15) On completion of revenue record possession will be delivered from north east to south east in Haryana and from north west to south west in Uttar Pradesh in continuous series because any marks available in the north east in Haryana will be in front of the north west in Uttar Pradesh.

(16) Survey of India have already surveyed the whole track of river Yamuna. Where marks have been washed away by river action, those marks will be erected again by the survey of India on the demand by the collector of the district.

(17) Pillars will be erected in both states in presence of the officers of public works department of both states and form A-1 will be signed by the officers of public works department and revenue officers of both states.

(18) An instrument named “Total Station” will be purchased on divisional level to survey the land in order to resolve the dispute on the boundary of both states and to mark the number and to find out the area.

(19) Reference and sub reference pillars have been plotted in toposheets of survey of India. Area can be calculated on the basis of the data recorded on the back side of the toposheets, if there is any difficulty felt by the revenue staff in calculation of the area that can be clarified from office of survey of India in both states. Training may be given to the officials and officers concerned, request may be send to survey of India to sent a surveyor in both states for one month in each state.

(20) Possession in both states will be delivered between 1 May to 31 May and 1 November to 31 November every year on the land which comes out of Yamuna water.

(21) If the officials and officers feel difficulties to understand the revenue record and calculation of area, concerned Sub Divisional officer will send the patwari or lekh pal to help each other in preparation of revenue record.

(22) Pedigree table are written in Haryana up to three degree and up to two degree in Uttar Pradesh. Initially pedigree table will be written up to three degree in both states, later on record will be prepared according to the rules in both states.

(23) On the request of the revenue officer rights according to the revenue record can be suspended in order to settle of claims, preparation of record and delivery of possession to eligible persons.

(24) Utilization and ownership of government land will be decided by the state government, that has been assimilated in the other state by river action.

(25) Where the ownership record has not been implemented and area has been taken up for consolidation, government will decide in such case to denotify the area from consolidation and hand over the record to revenue department so that claims may be settled otherwise rights will be affected of eligible persons.
CHAPTER 7
THE RECORD OF RIGHTS


Chapter XIV and appendices. VII and VIII of the Settlement Manual should be read in connection with this chapter.

Jurisdiction:
Section 158 (2) Of Punjab Land Revenue Act., a civil court shall not exercise jurisdiction over any of the following matters, namely:-

Section 158 (2) (v) Of Punjab Land Revenue Act., the framing of a record-rights or annual record or the preparation, signing, attestation of any of the documents included in such a record.

Section 158 (2) (vi) Of Punjab Land Revenue Act., the correction of any entry in a record-of-rights, annual record or register of mutations.

Responsibility
Section 33 of Punjab Land Revenue Act :-

(1) The Collector shall cause to be prepared by the patwari of each estate yearly, or at such other intervals as the Financial Commissioner Revenue may prescribe, an edition of the record-of-rights amended in accordance with the provisions of this section.

(2) This edition of the record-of-rights shall be called the annual record for the estate, and shall comprise the statements mentioned in sub-section (2), clause (a), of section 31, of Punjab Land Revenue Act and such other documents, if any, as the Financial Commissioner Revenue may, with the previous sanction of the State Government, prescribe.

(3) For the purpose of the preparation of annual record, the Collector shall cause to be kept up by the patwari of each estate a register of mutations and such other registers as the Financial Commissioner Revenue may prescribe.

(4) It is the responsibility of Collector of the district to keep the standing records and annual records up to date. Presumption of truth attached to both records under section 44 of Punjab Land Revenue Act. can only be justified by the great care taken in preparing them.

(5) When a mutation is attached to a jamabandi it becomes a part of the jamabandi. The mutation entry is also an entry in a public record made by a public servant (Patwari) in the discharge of his duty.

A.—Record of mutations.
Or
Record of Dakhil – Kharijan
Or
Record of Intkalat
Or
Record of Wakas
Or
Register to enter facts of changes of rights and liabilities
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 tenant under sections 34 to 37 of Punjab Land Revenue Act. 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 and tenancy including voluntary partitions, shall be entered by the patwari in the register when they are reported to him by the transferee or memorandums received from tehsil office. 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 nasab in red ink in accordance with the mutation order.

7.1 (A) Section 33 (3) of Punjab Land Revenue Act., Provides for maintenance of register of mutations by patwari of each revenue estate in order to keep the record up to date.

Classification of mutations are given below.

Transfer of Property Act.,

1. Sale in Share or Bai- When in a Sale deed share is transferred, but so far the implementation is concerned it depends upon the situation. If the transfer is of a share then purchaser will be recorded as co-sharer, purchaser will become the co-sharer with other co-sharers. Mutation will be entered and sanctioned accordingly.

2. Sale of share in specific numbers (Khas numbers ka hissa bai)- When some Co-sharers transfer their share from some numbers then separate khewat will be recorded of those specific numbers with purchaser and co-sharers, because purchaser has purchased the rights in some numbers not in all. Mutations will be entered accordingly.

3. Sale with Partition (Bai Mai Taqsim)- Where the owner of the Khewat is the sole owner and sale is of specific numbers from the Khewat, and the possession has been delivered. Since, the possession has been given then rights have been separated by the owner. In this situation separate Khewat will be recorded. If share is sold and possession has been delivered, in this situation separate khewat will be recorded because rights have been separated by the owner. If the possession is not delivered then purchaser will be recorded as co-sharer with the owner.

4. Specific Sale- A co-sharer is already recorded as Hissadar in column of cultivation in Jamabandi, then he can transfer the Hissadari to any person. Mutation will be recorded in Hissadari. Sometimes, a co-sharer sells specific numbers from the Khewat where Khudkast is recorded in Khatauni. In this position if other co-sharer objects to the sale then mutation will be recorded in Khewat as per share of the area and purchaser will get the possession after partition. If the other co-sharers agree to give possession then purchaser will be recorded as hissadar mustri under the hissadar baya.

5. Simple mortgage- Where without delivering possession of the mortgaged property, the mortgagor binds himself to pay the mortgage money, and agrees expressly or impliedly, that in the event of his failing to pay according to his contract, the mortgagee shall have a right to cause the mortgaged property to be sold and the proceeds of sale to be applied, so far as may be necessary, in repayment of the mortgage money, the transaction is called a simple mortgage and the mortgagee a simple mortgagee. Mutation will be entered accordingly.

6. Mortgage by conditional sale- Where the mortgagor ostensibly sells the mortgaged property. (a) On condition that on default of payment of the mortgage-money on a certain date the sale shall become absolute, or (b) On condition that on such payment being made the sale shall become void, or (c) On condition that on such payment being made the buyer shall transfer the property to the seller. The transaction is called a mortgage by conditional sale and the mortgagee a mortgagee by conditional sale. Mutation will be entered accordingly.

7. Usufructuary mortgage – Where the mortgagor delivers possession or expressly or by implication binds himself to deliver possession of the mortgaged property to the mortgagee, and authorizes him to retain such possession until payment of the mortgage money, and to receive the rents and profits accruing from the property or any part of such rents and profits and to appropriate the same in lieu of interest or partly in payment of the mortgage money, the transaction is called the
usufructuary mortgage and the mortgagee an usufructuary mortgagee. Mutation will be entered accordingly.

8. **English mortgage** – Where the mortgagor binds himself to repay the mortgage-money on a certain date, and transfers the mortgaged property absolutely to the mortgagee, but subject to proviso that he will retransfer it to the mortgagor upon payment of the mortgage-money as agreed, the transaction is called an English mortgage. Mutation will be entered accordingly.

9. **Special Mortgage without possession (Ad Rehan Khas)**- In such Mutation, mortgagor mortgages the land in share and possession retained with him but, he pays the interest on mortgage money. This mutation is recorded as Rahan such Hissa and Bila Rahan such Hissa. Conditions will also be recorded in mutation. The transaction was a simple mortgage, and not a usufructuary mortgage, because no present possession was delivered but possession was merely contingent on the failure to pay interest.

10. **Mortgage with possession (Rehan Ba Kabza)** - Mutation recorded in column of Possession on specific Killa No. and possession remains with the mortgagee till redemption.

11. **Mortgage second or Rahan Doem** - 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, mutation 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.

12. **Fakul Rahan** - On the payment of mortgage money and possession handed over by the mortgagee to landlord, mutation will be recorded as fakul rahan. In such cases registration is optional, but it is better if redemption is registered.

13. **Fakul Rahan bajaria Murtahan Doem or Redemption by second mortgage** - If second mortgagee wants possession of the land, he will have to redeem the land which is in the possession of first mortgagee, on the payment to the first mortgagee, he gets the possession and murtahan doam will be recorded as mortgagee with possession (Rahan ba Kabza). Mutations will be entered accordingly.

14. **Sale of Mortgaged Rights or Bai Haq Murtahan** - Sometimes, mortgagee sells his rights to other person, those rights may be sold on the same amount or on the less or more amount. Mutation will be recorded as Bai Haq Murtahan. It will be decided by the court at the time of redemption, what amount should be paid by the owner/mortgagor to the mortgagee for redemption.

15. **Bai bahifaz Rahan or Sale with mortgaged rights** - The owner can sell his land even though the land is already mortgaged with other person. On the sale mortgagor will change but mortgagee remain the same, then relation will be between new owner/mortgagor and old mortgagee. Purchaser has purchased the rights of redemption of a mortgage from mortgagor. He is entitled to have the land under mortgage restituted. Mutations will be entered accordingly.

16. **Rahan Dar Rahan** - When a mortgagee mortgages his rights to other person and become mortgagee without possession (Rahin bila kabza), the facts will be recorded as mortgagee first and mortgagee second in mutation. In such cases court is to decide, what redemption money will be paid by the owner/mortgagor to mortgagee for redemption.

17. **Ad Rahan** - Any financial Institution gives loan to any person on the land, possession remains with the owner/-mortgagor who pay the principal as the interest, to the financial institution but owner/ mortgagor cannot sell this land till the land is redeemed from the financial institution. Mutations will be entered accordingly. (See para 7.18 of this chapter)

18. **Mortgage of rights of cultivation** - In this mortgage, mortgagee use the land at the time of cultivation. Other developments on the land remain with the owner. Transactions relating to mortgage of rights of cultivation by owners, involve the acquisition of a right and as such mutation should be entered in such cases.

19. **Creation of Charge (Bhar)** - When a Financial Institution deposits the title deed with it and create the charge on that property. In this situation mutation is recorded as the charge. (See para 7.18 of this chapter).
20. **Release from Charge** - On the payment of principal with interest is deposited with financial institution, property will be released. Charge removed from the property and mutation recorded as released from charge. (Bhar Mukt)

21. **Fak Ad Rahan or Redemption** - On the payment of mortgage money with interest deposit with Bank or other financial institution, property will be released and mutation will be recorded as fak ad rahan.

22. **Fakul Rahan Tartibi or Fakul Rahan Takmil** - This case comes up when a landlord who has mortgaged his land to a person later sells the same land to the same mortgagee. In this situation owner and mortgagee become the same person on the record. In order to correct the record this type of mutation is recorded and entry of mortgagee will be removed.

23. **Lekha Mukhi Rahan** - Lekha Mukhi mortgage is a usufructuary mortgage by which the land is made over to the mortgagee who has to look to its produce for the payment of the mortgage-debt, the mortgagor undertaking no personal liability and mortgagee not being entitled to sue for the debt. Mutations will be entered according to conditions of the mortgage.

24. **Redemption by Court (Fakul Rahan Bajaria Adaalat)** - When land owner goes to court for redemption of his land and court passes the order of redemption, Mutation recorded as Fakul Rahan Bajaria Court.

25. **Gift in Share** - If a owner gifts his land to any person or institution in share, gift deed will be registered and there after mutation will be entered as per gift deed.

26. **Gift with specific no. or Hibba Bakhana Kast** - If any co-sharer is recorded as Hissadar and he donates the hissadari, Donor will be recorded as Hissadar Vahib and Donee will be recorded as Mahood illah.

27. **Gift with Partition (Hibba Mai Taksim)** - If all co-sharers donate the share and give separate possession, then separate Khewat will be recorded. Same is the condition with the sole owner in the Khewat, whether he donates the specific number or share. If possession is delivered to donee then he will be recorded as separate khewatdaar.

28. **Exchange in Shares (Tabadla)** - It two Khewatdaars exchange their shares, the mutation will be recorded in share.

When exchange takes place, whether the land concerned is in the same village or in different villages in the same tehsil, it is better to take up the connected mutations at one and the same time and decide together.

(a) If the land is situated in different tehsils but in the same district, exchange mutation will be entered and sanctioned on the receipt of exchange document. (See section 64 of registration act. 1908).

(b) If the land is situated in several districts, exchange mutation will be entered and sanctioned on the receipt of exchange document. (See section 65 of registration act. 1908).

29. **Exchange in Hissadari (Tabadla Hissadari)** - If the land owner is recorded as “hissadar” in cultivation column or with the consent of all co-sharers. If exchange is made in “hissadari”, then mutation will be recorded in the column of cultivation.

30. **Lease in Share** - In some cases lease also found in column of ownership, where it is recorded as Hissa patta and Hissa Bilapatta. If rights are transferred in shares then rights will be recorded in shares in mutation.

31. **Lease in Hissadari** - In most cases lease are recorded in Hissadari. A person normally takes land on lease for specific purpose and on specific number. If a co-sharer is recorded as “hissadar” or with the consent of all co-sharers he can lease the land according to the share of “hissadar”. That lease may be more than one year or any other period. Mutation of lease will be recorded in hisadari. Conditions and period will also be recorded on mutation.

32. **Lease Miadi** - Normally lease are with specific period from one year to ninety nine years. Every lease is recorded with the period that may be in share or in Hissadari. Mutation will be entered accordingly.
33. **Lease Dawami or perpetuity or for ever** - Sometimes, lease is registered for ever with the conditions not to cancel that lease. Such lease will be recorded as lease Dawami. Mutation will be entered according to the conditions of deed.

34. **Lease Doem** - If lease holder give that lease for some period to other person. In this situation first lease remains out of possession and will be recorded as pattadaar awal. Second lessee with possession becomes Pattadaar Doem. Mutation will be entered according to the conditions of the lease.

35. **Tark Patta**
   
   (a) On the completion of the term of the lease, lessee hands over the possession to the landlord, mutation will be recorded as Tark Patta.

   (b) If the lease is canceled (Tark Pata) before the completion of period of lease then “tark patta” must be registered and mutation will be entered and sanctioned accordingly.

36. **Gift to the Government (Hiba Ba Haq Sarkar)** - Sometimes gift is given to Govt. for specific purpose. Deed is registered in favour of Govt. mutation is entered and attested accordingly. If there is any condition in the deed, that will be recorded in the mutation.

37. **Lease to Government (Patta Ba Haq Sarkar)** - Government sometimes take land on lease for limited period from any person for specific purpose. Mutation will be recorded according to the lease conditions. (See also para no. 7.42-A of this chapter).

38. **Release of Lease by Govt. (Tarak Patta Bazaria Sarkar)** - On completion the lease, for which the land was taken, Govt. may release the land and handover the possession to the person concerned, according to the conditions of the lease. Mutation will be recorded as Tarak Patta Bajaria Sarkar.

39. **Makhlut Bai (Mixed Sale)** - When in single deed sale is made in share as well as in specific numbers, mutation will be entered and sanctioned according to the sale deed in column of ownership and in column of possession, as per share and specific number respectively.

40. **Makhlut Rahan (Mixed mortgage)** - Rahan may be registered in single deed in share as well as specific numbers, mutation will be entered and sanctioned in column of ownership as well as in possession, of shares and specific number respectively.

41. **Makhlut Patta (Mixed Lease)** - Lease also seen in record in both way in share as well as in specific number. If both type of lease registered in single deed then mutation will be entered and sanctioned in possession column according to the lease deed.

42. **Makhlut Tabadla (Mixed exchange)** - Exchange can also be recorded in share as well as in specific number in a single deed, in this situation mutation will be entered and sanctioned in the column of ownership and the column of possession of share and specific number respectively.

43. **Makhlut Hibba (Mixed Gift)** - Gift is a matter of acceptance, if gift is accepted in share as well as in specific numbers in a single deed then mutation will be entered and sanctioned in the column of ownership and in the column of possession of share and specific numbers respectively.

44. **Bai Rahan Makhlut (Mixed Sale mortgage)** - Sometimes owners sale some share to a person and some of the portion is also being mortgaged in the same deed. Both types may be in share or in specific number, mutation will be entered and sanctioned according to the conditions of the deed in the single mutation.

45. **Rahan Patta Makhlut (Mixed mortgage, lease)**

When mortgage and lease are registered in a single deed may be in share or in specific numbers, mutation will be entered and sanctioned according to the conditions of the registered deed.

46. **Bai Patta Makhlut (Mixed Sale and Release)** - When sale and lease is registered in a single deed may be in share or in specific numbers, mutation will be entered and sanctioned according to the conditions of the deed. Both types of transactions are to be recorded in a single mutation.

47. **Digar Makhlut (Other Mixed)** - If any other type of mixed transactions registered in single deed may be in share or in specific numbers, then single mutation will be entered and sanctioned as per deed.
Hindu Succession Act.,

48. Virasat or Succession

(i) The property of a male Hindu dying intestate shall devolve according to the provisions of section 8 of Hindu Succession Act. (See also para 7.1(B) (xi))

(a) Firstly, upon the heirs being the relatives specified in Class I of the Schedule.
(b) Secondly, if there is no heir of Class I, then upon the heirs being the relatives specified in Class II of the Schedule.
(c) Thirdly, if there is no heir of any of two classes, then upon the agnates of the deceased; and
(d) Lastly, if there is no agnate, then upon the cognates of the deceased.

(ii) The property of a female Hindu dying intestate shall devolve according to the section 15 of Hindu Succession Act.

(a) Firstly, upon the sons and daughters (including the children of any predeceased son or daughter) and the husband;
(b) Secondly, upon the heirs of the husband;
(c) Thirdly, upon the mother and father;
(d) Fourthly, upon the heirs of the father; and
(e) Lastly, upon the heirs of the mother.

(iii) Notwithstanding anything contained in sub-section (1)

(a) Any property inherited by a female Hindu from her father or mother shall devolve, in the absence of any son or daughter of the deceased (including the children of any predeceased son or daughter), not upon the other heirs referred to in sub-section (1) in the order specified therein, but upon the heirs of the father; and
(b) Any property inherited by a female Hindu from her husband or from her father-in-law shall devolve, in the absence of any son or daughter of the deceased (including the children of any predeceased son or daughter), not upon the other heirs referred to in sub-section (1) in the order specified therein, but upon the heirs of the husband.

Mutation will be entered and sanctioned accordingly.

49. Virasat Bajaria Vasiyat Registered or Registered will-

Any Hindu may dispose of by will or other testamentary disposition any property which is capable of being so disposed of by him, in accordance with the provisions of the Indian Succession Act, or any other law for the time being in force and applicable to Hindus.

If will is registered mutation will be entered and sanctioned accordingly after hearing natural heirs.

50. Virasat Bajaria Vasiyat Jabani or Unregistered will-

When a Hindu died with testamentary disposition but will is unregistered, on presentation the unregistered will, mutation will be entered according to Vasiyat Jabani. It depends upon the Officer who enquire about the Vasiyat to decide whether the will is valid or not and sanction accordingly after hearing natural heirs. (See also para no. 7.15)

51. Virasat Pattadar or Lessee-

If Pattedaar dies, his succession devolves according to the provisions of Hindu Succession Act.

52. Virasat Murtahni-

On the death of a Mortgagee or Murtahan, succession will be recorded according to the provisions of Hindu Succession.

53. Virasat Godnama (PisarMutbanna) or adopted son-

When a male or female child is adopted by a person and the adoption deed registered, adopted male or female will succeed to the property of the person who adopted the child as his real son or daughter. Mutation will be entered and sanctioned accordingly.

54. Izadi Waris (Posthumous Child)- A child who was in the womb at the time of the death of an intestate and who is subsequently born alive shall have the same right to inherit to the intestate as if
he or she had been born before the death of the intestate, and the inheritance shall be deemed to vest in such a case with effect from the date of the death of the intestate.

When a child take birth within 280 days after the death of his father, child will be recorded in mutation, if the mutation has already been incorporated in Jamabandi the mutation of Izadi waris may be recorded.

55.  **Bedakhal Haq Malkiyat ( Murderer disqualified)**- A person who commits murder or abets the commission of murder shall be disqualified from inheriting the property of the person murdered, or any other property in furtherance of the succession to which he or she committed or abetted the commission of the murder.

If any person is disqualified from inheriting any property under this Hindu Succession Act, it shall devolve as if such person had died before the intestate.

If the case is pending such note will be given in mutation and sanctioned accordingly.

56.  **Escheat**- If an intestate has left no heir qualified to succeed to his or her property in accordance with the provisions of the Hindu Succession Act, such property shall devolve on the Government; and the Government shall take the property subject to all the obligations and liabilities to which an heir would have been subject. Mutation will be entered but sanctioned by Collector or Assistant Collector 1st Grade.

(See also para no. 7.26 of this chapter).

**Procedural and on the basis court discisions.**

57.  **Sehat Warasat**- When in a succession (warasat) case sometimes an heir may be missed due to lack of enquiry or by the action of other heirs. Later on it comes to the knowledge of Revenue Officer, in such cases warasat may be corrected by way of recording mutation Sehat Warasat by giving detail facts.

58.  **Sehat Indraz**- The type of mutation may be recorded in cases where any mutation entered and sanctioned against the provisions of law. That correction may be corrected by subsequent mutation i.e. Sehat Indraz. Sometimes, this mutation is used to correct the Warasat also. It is used to correct patent errors of fact, where wrong entries have been made by of revenue officials.

But proof of a mistake having been made in making entries is proof of a fact having occurred within the meaning of S. 37 of the Land Revenue Act. Such cases arise when, for instance :-

1. Originally there were several purchasers in the records and only one was shown;
2. Shares were incorrectly entered by mistake;
3. The order passed has been reversed, and that being with the jamabandi at sadar a correct entry is to be shown in accordance with the order passed on appeal;
4. The original order has to be reviewed and it is inconvenient to alter the original order which is with the jamabandi filed, and the subsequent order alters the jamabandi in good many places.
5. The mutation attested in contravention of the terms of Civil Court Decree is a patent error of fact in entering such mutation and can be corrected by way of a subsequent mutation.

59.  **Sehat Nam**- Where any name is recorded in mutation is correct but at the time of implementation in jamabandi, the name has been misspelled and incorporated in Jamabandi that can be corrected by the mutation Sehat Nam.

**Customary**

60.  **Successor of Mahant**- When in a religious dera, a mahant appoints a chela during the lifetime with all religious ceremonies like “chaderposhi”, on the death of the mahant that chela will be the successor of mahant and he will be the new mahant of the dera. Mutation will be recorded accordingly and confirmed by the collector.
61. **Appointment of Mahant**- Sometimes, a mahant dies without a chela during the lifetime. On the death of the mahant, new mahant will be appointed by the same sect of mahants. If the sect class is not available then “bhekh” of the village will appoint the mahant of the dera. Appointment order of mahant on the mutation will be confirmed by the collector.

62. **Appointment of Sebhati**- Where the temple belongs to the owner and sebhati is appointed by the owner, on the death of the sebhati other sebhati will be appointed by the owner and mutation will be entered accordingly. Mutation will be entered accordingly.

63. **Succession of Sebhati**- Where the temple belongs to general public and “pujari” (sebhati) is controlling the temple as per custom of the village. Succession will also be governed by the customary system.

If there are more than one pujari (sebhati), all Sebhati have rights on gifts (Bhents). They have their own adjustment as per custom how they will get the “Bhents”. On the death of a sebhati his male member takes the work of pooja according to terms of the adjustment. Mutation will be entered and conditions will also be recorded.

64. **Administration/Manager of Temple (Mohatmin)**- Where the temple has been taken over by the Government under the Shrine Act, then Collector works as the Administrator as per provisions of the Shrine Act. Entries once made will remain the same.

65. **Tabdilli Mahant**- If a mahant is neither working nor managing the property of the math properly, civil court is competent to decide such cases. Mutation will be entered according to the decision of the civil court.

**Special Tenancies**

66. **Succession of Special tenancies**- (a) Anywhere if in the Revenue records, entries of these tenancies found, the succession will be governed by Customs. All such types of tenancies falls under section 8 of Punjab Tenancy Act, and their succession will be devolve according to section 59 of the Punjab Tenancy Act.

(b) If any of the special tenant become the owner under the provisions of any Act whether the Punjab tenancy Act or under any Special Provisions made by the government, those tenants after getting the ownership rights will be governed by Hindu Succession Act. Mutation will be entered accordingly.

**Customary special tenancies are given below**

Mukarrirdari, Bhonda dar, Adjhogia, Bhaiwal, Ijaradar, Pathi, Paikast, Chaharam, Asami, Adhlapidar, Chakdari, Taraddadkari, Lekha Mukhidar, Anwanda, Mundemar, Butemar, Jhirband, Khuhnmar, Lathmar, Muzara Dumai, Chapperband, Mirasidar, Lathband, Laichain, Miadi, Kasur, Panahi, Churhayat, Rehkam, Basiakaupahu, Takiadar, Dohlidar etc.

67. **Lease by Special Tenant (Khas patta bajaria khas mujara)**- When any special tenant mentioned above leases out his tenancy for some time to any person, lessee will be recorded under the special tenant.

**Punjab Land Revenue Act.**

68. **Private Partition (Taksim Jabani)**- If co-sharers of a Khewat approach the Patwari for their partition, no formal application is necessary but Roznamcha Waquati entry is necessary as well as transfer of possession is also necessary. On the request of the co-sharers mutation will be entered as private partition.

69. **Partition by Revenue Officer (Taksim bajaria Adalat)**- (a) When co-sharers of a Khewat approach the Revenue Officer to confirm their private partition after getting the statements of the co-sharers, Revenue Officer will confirm the partition and issue the “Sanad Taksim”. Mutation will be entered on the basis of the Sanad Taksim. Transfer of possession is necessary before sanctioning the mutation.

(b) If a co-sharer is aggrieved by the possession of any co-sharer or co sharers, he may approach Revenue Officer for regular partition. Revenue Officer after confirmation of the partition will issue Sanad. Patwari will enter the mutation after execution of Sanad.
70. **Istrak**- (a) In killabandi and the method thereof, a mutation should be written up and decided to declare all the lands of the estate to be “shamilat”. In this mutation it is sufficient in column 4 (ownership) and 5 (cultivation) to enter “See detailed jamabandi of (latest) year”, and in column 6 (details of fields) to write the total number of fields and total area. In column 9 (new ownership) will be entered “shamilat deh” according measures of possession.

(b) When the records and final attestation are all complete and objections disposed of, the killabandi partition mutation will be written up and sanctioned. This is a most important document. In column 4 the entry will be “shamilat deh” followed by the names and shares of all the owners of each holding in the last jamabandi. In this column the total of each old holding will be shown with details of kind of soil but without field numbers. Entries in column 5 are only required in case of occupancy tenants or mortgagees and purchasers of special fields out of the holding. In column 6 should be entered the total number of fields and total area of the holding from the last jamabandi. The entries in columns 8 to 12 are copies of the killbandi khataunis).

(c) Sometimes, in village co-sharers have different khewats. They feel difficulties in getting loan and other relief, in order to remove these difficulties they clubbed their khewats. Istrak mutation will be recorded according to the consent of the co-sharers. In this case if stranger is clubbed with other co-sharers, he will get the share at the time of partition from the land which he purchased.

(d) **Istrak on setting aside of mutation order**

If partition case is decided under the provisions of Punjab Land Revenue Act. and mutation is entered and sanctioned on the basis of the partition order but, later on revision preferred before the competent authority and in revision case court sets aside the partition order in such case position of revenue record is to be restored as before the partition. In this position a mutation of istrak is to be entered and sanctioned.

71. **Istrak and repartition**- When partition case is decided but a mistake occurs due to negligence of revenue official in naksa “Be” or in mutation and that mistake affects two khewatdar, in such case istrak can be made to khatwanis and partition of the affected khewatdars according to the real position can be made again with the consent of the affected khewatdars.

(a) **Sehat indraj** –

When a partition case is decided by revenue officer but due to mistake of the revenue official some discrepancy occurs in naksa “Be” or “jeem” or in mutation in one khatauni, that clerical error can be corrected in the order of partition. That error in mutation may be corrected by foot note. If the mutation has been incorporated in jamabandi that error can be corrected by subsequent mutation.

72. **Arzi Haq Tabdili or Kurak Tehsil or Management of Possession**- When rights of a person under the process of recovery have been transferred under section 71 of Punjab Land Revenue Act for 15 years or shorter period, Collector takes the possession. Owner has rights to get the share from the transferred land for the livelihood for his family. Mutations will be recorded with conditions.

73. **Haq Kham Tehsil**- On passing the order under section 73 of Punjab Land Revenue Act, title will remain in abeyance for 15 years. Collector takes the management of the land. Land owner cannot claim any relief for his livelihood under this provision. Mutation is entered in favour of the Collector with conditions.

74. **Lease of Kurak Tehsil Land**- After taking the management of the land by the collector, he leases out the land for a period as specified by the collector in the terms of the lease. Mutation will be entered in favour of the lessee. Owner of the Land remains in the column of ownership and lessee remain in the column of possession.

75. **Lease of Kham Tehsil Land or (Patta Haq Kham Tehsil)**- After taking the management of the land by the collector, he leases out the land for a period as specified by the collector in the terms of the lease. Mutation will be entered in favour of the lessee. In this mutation collector remain in column of the ownership and lessee remain in column of possession.

76. **Haq Bahali Kurak Tehsil or Release from Kurak Tehsil**- When collector passess the order to release the land on completion of the period for which the order of Kurak Tehsil was made. Mutation will be entered in favour of the owner.
77. **Haq Bahali Kham Tehsil or release from Kham Tehsil**- On the completion of period of Kham Tehsil, release order is to be made by collector and possession handed over to the owner or owners. Mutation entered in the name of owner in column of ownership and possession.

78. **Sale by Collector**- After a sale has been confirmed in manner as described in Punjab Revenue Act Collector shall put the person declared to be the purchaser into the possession of the property sold, and shall grant him a certificate to the effect that he has purchased that property. Mutation will be entered and sanctioned accordingly.

79. **Lease of Nazool Land**- Collector being the custodian of the Nazool Land leases out Nazool Land. If the land is leased out for more than one year then mutation will be entered and sanctioned.

80. **Ad Rahan against Government Security**- A mutation will be entered up in respect of land hypothecated to Government by way of security for repayment of an advance.

81. **Partition of Gair-Mumkin Land**- As under section 117(2) (b) of Punjab Land Revenue Act. If the question is one over which a Civil Court has jurisdiction, the procedure of the Revenue-Officer shall be that applicable to the trial of an original suit by a Civil Court, and he shall record a judgment and decree containing the particulars required by the Code of Civil Procedure to be specified therein. After decision mutation will be entered according to the decree of the Court.

82. **Kaimi Chaha (Sink of well)**- When a well is sunk or a tube well is operated on the land by co-sharer or co-sharers with consent and with the agreement of the co-sharers or with the share of a person other than the co-sharers. At the time of preparation of Jamabandi that should be recorded in the documents of statement and rights in wells also. Mutation will be entered.

83. **Award of property**- Sometimes a family dispute is settled by an Arbitrator who makes the award. After making the award mutation will be entered according to the terms and conditions of the award. Arbitrator may be appointed by the officer or by the courts under the provisions of law.

84. **Family Settlement or Khandani Faisla or Parivarik Samjohta**- Sometimes all co-sharers arrives at a settlement to distribute the property on equal shares or may be on the basis of the value. Mutation will be entered on the basis of the settlement.

85. **Kaimi Hisse or Records of Shares**- Sometimes co-sharer puts a demand to revenue officer or patwari to enter their shares from Shamlat to Individual. Such share can be calculated and recorded only with the permission of the collector of the district. This type of mutation can only be entered by patwari when he receives the order of the collector. Sometimes patwari misinterprets the marking of the application by collector. Merely marking the application down to the lower officers/patwari does not constitute an order of the collector. The order to record share must be specific and clear. Circle Revenue Officer should see that collector’s order is clear to find out the shares.

86. **Akharaj Nam or Removal the name absentee**- When a right holder is entered in the Jamabandi as Gair Hajir or absent or if any person is absent for seven years, who has neither been heard of nor seen by anybody and also not described as Gair Hajir but has been proved that he is Gair Hajir, mutation is entered of Gair Hajir. After enquiry, Revenue Officer passes the order according to the facts available. Such mutation will be confirmed by the collector or Assistant Collector first grade.

87. **Hazir Bila Kabza**- This type of mutation is based on Shart Wazib- Ul-Arz. When a Gair Hazir turned up on the land after a long period and applies to the Revenue Officer to make him Hazir. Such person after enquiry will be allowed to be present (Hazir). Mutation will be entered in the name of the Hazir but possession will be given on the basis of the Civil Court Order. The order of the Hazir will be confirmed by the collector or Assistant collector first grade.

88. **Hazir Bakabza**- This mutation is also based on Shart Wazib –Ul-Arz. Mutation is entered in favour of Hazir, Collector or Assistant Collector first grade confirms the order and according to the Shart Wazib- Ul-Arz. Process to deliver the possession will be decided by the Collector whether the possession is to be delivered by the Collector through partition or by the Civil Court.

89. **Alluvion Land as Shamilat**- It is necessary to pass the mutation order, as in the case of estate where the submergence of proprietary land involves its conversion into shamilat. In mutation order conditions should also be recorded that the owners rights are reserved in this shamilat land.
90. Rights in Riverain Area- Where the area is under Alluvion and Dilluvion and recorded as Shamlat due to process of alluvial. In such cases after settlement of rights by the Collector mutation will be entered and sanctioned as per the order made by collector.

Tenancy Laws and Surplus Areas

91. Purchase of Tenancy Rights- If any tenant purchases tenancy rights under the provisions of Punjab Security Land Tenures Act, after purchase those rights and order passed by competent authority, mutation will be entered according to the order of the authority.

92. Surplus Bahak Sarkar (Tabdil Malkiyat Bahaq Sarkar)- If land is declared surplus of any landlord under the tenancy laws/surplus scheme, mutation of surplus land will be entered and sanctioned in favor of the government.

93. Allotment of Surplus Land- Declared surplus land will be allotted by the authority under the provisions of the scheme of allotment and mutation will be entered after the possessions has been delivered to the allottee and allottee has deposited the price of land allotted.

Miscellaneous

94. Lease by Government (Patta minjanib Sarkar)- Sometimes, government under different schemes lease out the land for specific period, in such cases mutation will be entered according to the conditions of the lease is given more than one year.

95. Bai minjanib Sarkar- Sometimes, government sells the land on auction or to any person or society for specific purpose. In such cases mutation will be entered according to the conditions.

96. Transfer of land from State Government to Central Government (Tabdil Malkiyat)-
   (a) When on the demand of central government, state government transfers the land to the central government on conditions after the completion of the transfer. Mutation will be entered in favour of the central government.
   (b) Central Government may purchase the land from State Government on the basis of the Collector rates. On purchase the land mutations will be entered and sanctioned according to the sale deed.

97. Release of ancestral property- Any ancestral property can be released in favour of the member of the joint Hindu Family and on the basis of the Registered Release deed mutation will be entered.

98. Reversion of Released property- Sometimes after registration the released deed both party realize that lease deed is not proper and it should be reversed back to the original owner then the release deed is registered again in favour of the original owner and mutation will be entered.

Civil Courts Decrees

99. Declaratory Decreee- When a civil court passes any decree under Specific Relief Act or any other act, mutation will be entered on the basis of the decree. (see para no. 7.15 of this chapter).

100. Occupancy Rights (Maurusi haq)- If any tenant gets the occupancy rights under Punjab Tenancy Act, on passing the decree of Maurusi haq by the competent courts. Mutation will be entered according to the decree of the court.

Land Acquisition Act

101. Haq hasul Bajaria Bai or Arazi Hasul Bajaria Bai or Acquisition- State Government may acquire any land for any purpose, under the Land Acquisition Act. On completion the acquisition process award is announced by the Land Acquisition Collector, possession also taken over by the Land Acquisition Officer and the possession handed over to the concerned department. Mutation entered in the name of State Government in column of ownership and concerned department in the column of possession on the basis of award.

102. Tabdil Malkiyat Bahak Company- When the land is acquired by a company through government, the award is announced in favour of the government and later on land is transferred in the name of the company as per the agreement of the company with government. If the agreement is published in the gazette notification then no formal letter is required to transfer the land in the name of the company.
If the agreement has not been published in the gazette then the order from the head of the department is necessary to enter the mutation. But mutation will be entered and sanctioned after registration of award.

103. Release from the Acquisition or Adhigrahan Nirast- After acquisition if possession has not been transferred in favour of government, acquired land can be released. Government may notify in the gazette that the acquired land has been released. On the publication of the gazette notification mutation will be entered as per notification of the gazette in favour of the owners.

104. User Rights (Istamal Haq)- When any company acquires user rights of any area as per the scheme, operation may be for any pipe line or any other purpose, after taking user rights competent authority announce the award and send it to collector. On receiving the award and map of the scheme, collector order for the entry of user rights. Mutation should be entered on the basis of the award, map should be enclosed with the mutation. Entries on the basis of the mutation should be made in the remarks column of the Khewat.

Trusts, Societies, Firms, Boards, Panchayats

105. Kaimi Trust or Constitution of Trust- When a trust has been constituted and registered by owners of the land. Mutation should be entered in the name of the trust according to the conditions of the trust.

106. Dissolution of Trust- When a trust is dissolved by an order of the court or by the member of the trust with the conditions if any. Property is divided among the members of the trust and mutation will be entered in the name of the owners.

107. Kaimi Society or formation of a society- When a society is registered and purchases the land in the name of the society, that land will be mutated in the name of the society.

108. Liquidation of Society or Dissolution of Society or Samiti Bhung- When a society has been liquidated by the competent authority on receiving the order of the competent authority, mutation will be entered in favour of the members of the society according to the shares or conditions of the society.

109. Malkiyat Ba Hak Wakaf Board or Majhbi Adara Muslim Ba hak Wakaf Board- When there is land used for religious purpose for Muslim as per the Wakaf Act all the land will be mutated in favour of Wakaf Board.

110. Allotment of Custodian Land- When any land of custodian is allotted or sold to person after issuing the certificate of allotment or the sale certificate, mutation will be entered and sanctioned

111. Lease by Wakf Board or Patta Bazria Wakf Board- When Wakf Board gives lease for one year or above. Mutations will be entered and sanctioned on the basis of the lease.

112. Tabdil Malkiat Ba Hak Wakaf Board- If property is in the name of Central Government and a dispute arises between Wakf Board and Central Government, if Custodian General decides the matter in favour of Wakf Board then mutation will be entered and sanctioned in favour of the Wakf Board.

113. Tabdil Malkiat Ba Hak Centre Government- When a dispute arises between Wakf Board and Central Government in case of Custodian Land, if Custodian General decides the matter in favour of Central Government then mutation will be entered and sanctioned in favour of the Central Government.

114. Kaymi of firm or Constitution of firm- When a firm is registered with the Land included in the firm then mutation will be entered and sanctioned in favour of firm, in such cases name of the manager should be mentioned in the record.

115. Dissolution of a firm- When a firm is dissolved by the order of the Court and property is distributed among the partners, then mutation will be entered up according to the decree of the Court.

116. Malkiat Ba Hak Panchyat- If the Land falls in the definition of Shamlat deh under section 2(g) of The Punjab Village Common Lands (regulation) Act as applicable in Haryana, then mutation will be entered in favour of Panchayat.

Section 2 (g) of the Punjab Village Common Lands (Regulation) Act. “Shamlat deh” includes.
(1) lands described in the revenue records as [Shamilat deh or Charand] excluding abadi deh;

(2) shamilat tikas;

(3) lands described in the revenue records as shmilat, tarafs, pattis, pannas and tholas and used according to revenue records for the benefit of the village community or a part thereof or for common purposes of the village;

(4) lands used or reserved for the benefit of village community including streets, lanes playgrounds, schools, drinking wells or ponds situated within the sabha area as defined in clause (mmm) of section 3 of the Punjab Gram Panchayat Act, 1952, excluding lands reserved for the common purposes of a village under section 18 of the East Punjab Holding (Consolidation and Prevention of Fragmentation) Act, 1948 (East Punjab Act 50 of 1948), the management and control whereof vests in the State Government under section 23-A of the aforesaid Act;

(4a) vacant land situate in abadi deh or gorah deh not owned by any person;

(5) lands in any village described as banjar qadim and used for common purposes of the village according to revenue records;

But does not include land which becomes or has become shamilat deh due to river action or has been reserved as shamilat in villages subject to river action except shamilat deh entered as pasture, pond or playground in the revenue records;

has been allotted on quasi-permanent basis to a displaced person;

(ii-a) was shamilat deh, but has been allotted to any person by the Rehabilitation Department of the State Government, after the commencement of this Act, but on or before the 9th day of July, 1985;

(iii) has been partitioned and brought under cultivation by individual landholders before the 26th January, 1950;

(iv) having been acquired before the 26th January, 1950, by a person by purchase or in exchange for proprietary land from a co-sharer in the shamilat deh and is so recorded in the jamabandi or is supported by a valid deed;

(v) is described in the revenue records as shamilat, taraf, pattis, pannas, and thola and not used according to revenue records for the benefit of the village community or a part thereof or for common purposes of the village;

(vi) lies outside the abadi deh and was being used as gitwar, bara, manure pit, house or for cottage industry, immediately before the commencement of this Act;

(vii) [……]

(viii) was shamilat deh, was assessed to land revenue and has been in the individual cultivating possession of co-sharers not being in excess of their respective shares in such shamilat deh on or before the 26th January, 1950; or

(ix) is used as a place of worship or for purposes subservient thereto;

(6) lands reserved for the common purposes of a village under section 18 of the East Punjab Holdings(Consolidation and Prevention of Fragmentation) Act, the management and control whereof vests in the Gram Panchayat under section 23-A of the aforesaid Act.

117. Malkiat Ba Hak Malik Minzanib Panchayat- When a dispute arises between Panchayat and a person who has interest in the land and matter is decided in favour of the person under section 13A of the Punjab Village Common Lands (regulation) Act then mutations will be entered in favour of that person.

118. Gift by Panchayat or Hibba Bajria Panchayat- Panchayat sometimes gives the gift of shamlat/panchayat land with conditions to the people of weaker sections for residential purpose. In this case mutation will be entered and decided according to the gift deed. Conditions should also be recorded on mutation.

119. Resumption of plot by Panchayat- When a Panchayat has given gift a plot for residential purpose to a person of weaker section but the donee violates the condition of gift then Panchayat can resume that plot through court.
120. Shamlat Taksim or Partition of Common Land-

(a) If the land does not fall under section 2(g) as Shamlat deh of The Punjab Village Common Lands (regulation) Act as applicable in Haryana, and

(b) If the land is not reserved for the common purposes of a Village under section 18 of East Punjab Holding (Consolidation and Prevention of Fragmentation) Act, and

(c) If the management and control does not vest in Gram Panchayat under section 23-A of East Punjab Holding (Consolidation and Prevention of Fragmentation) Act, and

(d) If Collector of District allowed to record the shares of the co-sharers, and

(e) If the Land is not used for the Public purpose.

2. (a) If the Land is ‘buchat Land’ during consolidation and not reserved for Public purpose, Scheme also provides the provisions to partition that Land, and

(b) If Collector of District allowed to record the shares of the co-sharers.

Then partition of the common land is possible and can be done. If the land is partitioned then mutation will be entered and sanctioned.

Tenancy Laws Affect Khataunies

121. Creation of tenancy- If tenancy is created, “Tenancy” means a parcel of land held by a tenant of a landlord under one lease or one set of conditions.

On passing the order of Competent Authority mutation will be entered and sanctioned in favour of the tenant.

122. Ejectment of a tenant- When a tenant has been ejected under Punjab Tenancy Act or Punjab Security of Land Tenures Act or PEPSU Tenancy and Agriculture Land Act and possession has been taken over by landlord.

On passing the order of Competent Authority mutation will be entered and sanctioned in favour of the Land Lord.

123. Extinguishing of tenancy- If the deceased tenant has left no such persons as are mentioned in sub-section one of section 59 of Punjab Tenancy Act on whom his right of tenancy may devolve under that sub-section, the right shall be extinguished.

On passing the order of Competent Authority mutation will be entered and sanctioned in favour of the land lord.

124. Recovery of possession on wrongful dispossession- If tenant has been dispossessed without his consent of his tenancy or any part thereof otherwise than in the execution of a decree, or than in pursuance of an order under section 44 or section 45 of Punjab Tenancy Act.

The tenant may, within one year from the date of his dispossession or ejectment, institute a suit for recovery of possession.

No person whose ejectment has been ordered by a Revenue Court under section 45, sub-section (6) of Punjab Tenancy Act or whose suit has been dismissed under section 50, of Punjab Tenancy Act may institute a suit in a Civil Court to contest his liability to ejectment, or to recover possession or occupancy rights or to recover compensation.

Mutation will be entered according to the decision of the competent Court.

125. Subletting of tenancy- A tenant with the written contract between him and his landlord, may sublet the land or any part thereof for any term not exceeding seven years.

Mutation will be entered accordingly.

126. Relinquishment of tenancy- A tenant holding for a fixed term under a contract or a decree or order of competent authority may relinquish his tenancy without notice at the end of that term.

Any other tenant may relinquish his tenancy by giving verbally or in writing to his landlord or to his landlord’s agent on or before the fifteenth day of January in any year, notice of his intention to relinquish the tenancy at the end of the agricultural year then current.
Mutation will be entered accordingly.

127. Succession of a tenant-

(a) On his lineal descendants, if any, in the male line of descent, and

(b) Failing such descendants, on his widow, if any, until she dies, or remarries, or abandons the land or is under the provisions of this Act ejected therefrom, and,

(c) Failing such descendants and widow, or, if the deceased tenant left a widow, then when her interest terminates under clause (b) of this subsection, on his male collateral relatives in the male line of descent from the common ancestor of the deceased tenant and those relatives.

Mutation will be entered accordingly.

128. Exchange of tenancy-

(a) If the tenant has voluntarily exchanged the land, or any portion of the land formerly occupied by him, for other land belonging to the same landlord, the land taken in exchange shall be held to be subject to the same right of occupancy as that to which the land given in exchange would have been subject if the exchange had not taken place.

(b) When a tenant is recorded under a hissedar in column No.5 of jamabandi, at the time of partition of the khewat the rights are to be decided of hissedar and separate khewat with numbers has been given to him. Tenant will remain under that khewatdar who was earlier recorded as hissedar, on new numbers which has been allotted to the khewatdar. In this situation tenant shall go on that landin new khewat under the khewatdar. Mutation will be entered accordingly.

129. Decree of possession passed by a civil court- When a decree holder of possession is adverse in the land in dispute, it does not bar landlord to file suit for dispossession of the trespasser or to file criminal complaint for criminal trespassing or to recover mesne profit from trespasser. Mutation will be entered according to the decision of the Court.

130. Hissedari possession- When a hissedar wants exclusive possession as hissedar it is only possible with the consent of other co-sharer or co-sharers with conditions, when the co-sharers want their development individually i.e sinking of well or tube-well or any other structure on the Land. Mutation will be entered accordingly.

131. Enhancement and reduction of rent- A Revenue Court, in the suit of either landlord or tenant, may enhance or reduce the rent of any tenant. Mutation will be entered according to the decision of the Court.

132. Joint possession- When a hissedar is in exclusive possession in a khewat and he wants joint possession with other co-sharers, if all co-shares agree for joint possession then mutation of joint possession can be entered and sanctioned. Exclusive possession will be converted in self cultivation of all co-sharers. Mutation will be entered according to the decision of the Court.

133. Other types (Digar kisam)- When any other order is passed under Punjab Tenancy Act or Punjab Security of Land Tenure Act or PEPSU Tenancy and Agricultural Land Act regarding title, occupancy and rent which has not been described in above types, Mutation will be entered accordingly.

Entries in Remarks Column of Jamabandi from Roznamcha Wakiyati

134. Attachment of holding- At any time after an arrear of Land Revenue has accrued the Collector/Civil Court may cause the estate or holding in respect of which the arrear is due to be attached and taken under his own management or that of an agent appointed by him for that purpose.

135. Publication of Proclamation under section 4 of Land Acquisition Act.

Second Mutation not necessary

136. Increase of mortgage money- If a second loan is taken on the same security, it is not necessary to enter up a new mutation.

Entries in Remarks Column of Jamabandi from Mutations

137. Second mortgage
138. Collateral Mortgage

139. Hypothecated against Government Security

140. Creation of Charge

141. Review of Mutation:- A Revenue-officer may, either of his own motion or on the application of any party interested, review, and on so reviewing modify, reverse or confirm, any order passed by himself or by any of his predecessors in office. He shall first obtain the sanction of the Revenue-officer to whose control he is immediately subject. (See also section 15 of Punjab Land Revenue Act).

7.1(B) (1) Instructions - Patwari will enter the mutation of land owners and tenants of any type of rights.

(a) In accordance with the facts proved or admitted to have occurred.

(b) Entries as are agreed to by all the parties interested therein or are supported by a decree or order binding on those parties. (See also para 7.15 of this chapter).

(2) Mutation will not be rejected by Circle Revenue Officer merely on the ground of non-appearance by writing “Adam Parvi Kharij”, “Hajir Nahi Aaya”, “Gair Hajir” etc.. Circle Revenue Officer should ascertain the facts of the mutation through Lambardar, Sarpanch or Member Panchayat and other notable persons. Revenue Officer will not pass such order “Adam Parvi Dakhil Dafter” or “Dafter Dakhil” or “Kal Adam”. Revenue Officer will follow the procedure to summon the interested parties under section 20 of Punjab Land Revenue Act. and in pending mutations he must follow the procedure given in para 7.4 (viii) of this chapter.

Revenue Officer on rejecting the mutation is framing documents in a manner which he knows to be incorrect and that may cause injury to any person.

(3) Tehsildars and naib – tehsildars are expected to deal with revenue work and specially with mutations, jamabandis, and partitions with in the estates in which the cases have arisen but, In order to dispose of the work promptly Circle Revenue Officer may decide the mutations in Jalsa-E-Am in the village of his circle. He may hold OPEN DARBAR, LOK ADALAT, SPECIAL MUTATION ADALAT for prompt disposal of Mutations for some villages or for whole circle at any place in his circle or at Tehsil Headquarter with the permission of the Collector of the district. Disposal must be done in specified period.

(4) No period of limitation has been prescribed Under Section 37 of the Punjab Land Revenue Act, 1887, hence a mutation cannot be refused merely because of the lapse of time and can be sanctioned even after a long period. Hence no period of limitation is laid down for initiating of mutation proceedings, by the Punjab Land Revenue Act. Mutation cannot be refused on the basis of the lapse of time.

(5) In the case of a registered deed, formal effect should be given to the registered deed in spite of receipt of consideration being denied as a deed is prima facie proof of both execution and receipt of consideration. It is not the function of Revenue Officer to declare alienation void.

(6) The mutation of inheritance has to be sanctioned in favour of one party or the other, because inheritance never remains in abeyance.

It is always necessary to give a decision and parties cannot be left to get their remedy in Civil Courts. Hence the attesting officers must know the provisions of Hindu Succession Act.

(7) The mutation procedure requires only a summary inquiry ending in a presumption. Revenue Officer will not go beyond this and any attempt to make the inquiry in mutation cases as full as the inquiry ought to be in a judicial case he ignores the distinction which the legislature has drawn between the acts of Revenue Officers and the acts of Civil or Revenue Courts.

(8) The mutation procedure is and must be summary. It is not the function of a Revenue authority in mutation proceedings to execute decrees. The function of the revenue authorities under S.37 of the Act is to make entries in accordance with facts proved to have occurred or such as are supported by decree or order. It is not the duty of the Revenue Officer to go in to the finding whether the decree of a Civil Court has lost it’s significance or not, due to one or the other reasons but give effect to such orders or decrees of the Civil Court.
A clerical mistake or patent fact, in a mutation entry may be corrected by way of mutation even though the mutation has been incorporated in Jamabandi. The Law does not entirely exclude the correction of mistaken record. A clerical error having been made may be ground for correction of a mutation entry by way of mutation of Shehat Indraj.

When there is patent error of fact, mutation entry even if incorporated in Jamabandi, can be corrected by the subsequent mutation. If an entry made earlier is either illegal or patently incorrect the Revenue Officer can correct such entry even though it has already been incorporated in Jamabandi by way of mutation. Similarly, if the mutation attested by the Revenue Officer is in contravention of the terms of Civil Court Decree and there is a patent error of fact in entering such mutation the same can be corrected by way of a subsequent mutation and attested by a fresh mutation showing correct picture of facts. A mistake made by a Patwari in drawing up an annual record and not detected by the Revenue Officers at the time of attestation, could be corrected by a mutation entry when subsequently discovered. It should be ascertained if this occurred by an oversight or was deliberate. If a deliberate act is found on the part of the patwari, suitable action be taken against patwari, correction proceedings should not however be delayed on this account. A mistake having been made in this respect was proof of a fact having occurred within the meaning of section 37 (a) of the Land Revenue Act and that the mistake could be corrected by a mutation.

Mutation will not be rejected for the want of recovery of mutation fee. If mutation fee is not recovered at the time of sanctioning the mutation, that will be recovered by the Revenue Officer as arrear of Land Revenue under the processes given under section 67 of Punjab Land Revenue Act.

Mutation will not be rejected if vendor sells land in excess of his share. Mutation will be sanctioned only up to the share of the land under the ownership of vendor. Vendee can approach the Civil Court for the excess share.

Heirs of Class I under section 8 of Hindu Succession Act are given below

**The females are**

(a) mother of the propositus,
(b) his widow,
(c) his daughter
(d) his son’s widow –
(e) his son’s daughter-

(When the son died before the propositus)

(f) his son’s son’s widow-

(g) his son’s son’s daughter-

(Where the son and the son’s son died before the deceased);

(h) his daughter’s daughter

(where the daughter died before the propositus)

(i) his daughter’s son’s daughter -

(j) his daughter’s daughter’s daughter-

(k) his son’s daughter’s daughter

(Where the daughter and daughter’s daughter died before the deceased)

**The males are :**

(a) son of the propositus;

(b) his son’s son:

Where the son died before the propositus);

(c) his son’s son’s son;

(Where the son and the son’s son died before the propositus)
(d) his daughter's son:
(Where the daughter died before the propositus)
(e) his daughter's daughter's son-
(Where the daughter's son/daughter died before propositus)

Heirs in class I shall take simultaneously.

Heirs of Class II

Group I: father of the propositus;

Group II: his brothers, sisters and (his son's daughter's children) (where the son and son's daughter died before him). Heirs which are given in bracket in group II have been included in the heirs of class I since 2005 except his son's daughter's son.

Group III: his daughter's grandchildren have been included in the heirs of class I since 2005 except his daughter's son's son.

Group (iv): his nephews and nieces (where his brother/sister died before him);

Group (v): his father's parents (where the father died before him);

Group (vi): his stepmother, if any (where his father died before him); and widows of brothers (where those brothers died before him);

Group (vii): his father's brother/sister (where the father died before him);

Group (viii): his mother's parents (where the mother died before him);

Group (ix): his mother's brother/sister (where the mother died before him).

First group in class II will be preferred to those in second group and so on.

(13) Mutation may be rejected on receipt the information under section 82 of The Indian Registration Act.

Section 82 of The Indian Registration Act- Whoever

(a) intentionally makes any false statement whether on oath or not and whether it has been recorded or not before any officer acting in execution of this Act in any proceeding or enquiry under this Act; or

(b) intentionally delivers to a registering officer in any proceeding under section 19 or section 21 of Indian Registration Act, a false copy or translation of a document or a false copy of a map or plan, or

(c) falsely personates another, and in such assumed character presents any document, or makes any admission or statement or causes any summons or commission to be issued, or does any other act in any proceeding or enquiry under this Act; or

(d) abets any thing made punishable by this Act; shall be punishable with imprisonment for a term which may extend to seven years or with fine or with both.

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.

7.3. The form of the register of mutations is given in appendix 7a.

7.4. (i) General Instructions - 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 thumb impression 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 counter foil 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.

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 SettlementManual) 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.

(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 affected 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.

(v) When mutation is refused on the basis of void document or on the information of Registrar/Sub-Registrar/ Joint Sub Registrar, the Revenue officer must similarly pass his order to that effect on the foil and note the fact in the counter-foil. He must sign the entries in the counterfoil after comparing them with those on the foil.

(vi) Deleted

(vii) An un-contested mutation shall be attested by the Revenue Officer within a period of two 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 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) Deleted

7.4 (x) LOSS OR MISPLACEMENT OF THE FOILS OF THE DECIDED MUTATIONS.

In cases where the foil of -any decided mutation has been lost or misplaced and is not traceable despite all possible efforts, the matter shall be reported by the Field Kanungo/Office Kanungo to the Circle Revenue Officer who after satisfying himself that the file is not really/actually traceable and after recording an appropriate certificate to that effect makes out a case for the preparation of a duplicate foil (Musanna Intkal) on the basis of the entries in the counter-foil and refer the same to the Collector for his orders. The Collector will pass necessary orders as he thinks/deems fit depending on the circumstances of the case.

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 attestation - 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 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 field - If a 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.

(a) 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, direct the kanungo and the patwari to proceed to the spot and prepare a tatima shajra, if one is necessary, on the basis of the material given in the registration memorandum and that alone. On the completion of the tatima 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 [Deleted]

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.

(a) Treatment of mutations relating to land presented to Government for specific purposes - Land is sometimes leased by land-owners to Government for specific purposes i.e. by construction of schools, 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 the effect should be given to them by the entry of a mutation in the form of a lease in each case. It is of 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—

Name of court;
Names of parties;
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 orders:—

(1) Columns 2 and 8.—In a case of transfer of ownership it will usually be enough to enter the Khewat number. In a case of a transfer of tenant's holdings, enter both the Khewat and the khatauni number thus:—

Khewat 10
Khatauni. 23.

(2) 'Badastoor' is used by patwaris while making entries in different records of rights. This is used as a carry-over entry from one record of rights to another successive record of rights. The concerned person has to go back to the record of rights of previous years, sometimes dating back to more than a decade, in order to determine the ownership/tenancy status w.r.t. a piece of land. In order to make the preparation of the record of rights simple and understandable to the people and for their greater convenience, henceforth the practice of writing 'badastoor' entry in record of rights should be stopped forthwith. Instead, all relevant details should be written in the relevant column so that each entry in the record of rights is complete in itself and does not require any reference to any previous record.

(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 sharer in a joint holding sells or mortgages the whole or a definite fraction of his share, the name of the transferee will be shown in column 9; but if he sells or mortgages certain fields and gives possession to the transferee, the latter’s name must only be shown in column 10, a brief explanation of his occupancy being noted in column 15.

(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. **Scope of mutations** - The status of a landowner or tenant cannot be altered except—by agreement of all the parties interested,

In consequence of a decree or order which is binding upon them, or in accordance with facts proved or admitted to have occurred. (Section 37 of the land Revenue Act, 1887).

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** - In the case of transfers by gift, sale or mortgage, the patwari should ascertain whether a deed has been written and registered. If so, he should inspect it, and take a note of its nature, the names of the parties, the dates of execution and registration, and any other necessary particulars. A brief note of these matters should be entered in column 15 of the counterfoil of the register. Attesting officers should satisfy themselves that the particulars as to deeds of transfer given in the patwaris' mutations reports are correct.

7.16-A. **Entry of mutations** - On receipt of third copy of the Registration deed alongwith the Parcha Registry from Tehsil Office the patwari shall make a clear entry in the mutation register accordingly.

7.17. (a) **No rejection** - Mutation will not be refused for the want of transfer of possession. If a co-sharer objects on the possession on specific numbers, that transfer will be recorded in the share in the column of ownership on the principles;

(1) Specific sale is the sale of share in the khewat.

(2) Possession of one co-sharer is the possession of all co-sharers.

(b) the parties have all agreed in a registered document that possession has passed.

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. 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, he will give similar note on the counter foil of mutation. 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. Other conditions of mortgages need not be particularly inquired into, but the amount of the mortgage debt as admitted by the mortgagor should be noted in column 13 of the mutation register. Collateral mortgages 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.

(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 rights of cultivation by owners, involve the acquisition of a right and as such mutation should be entered in such cases.

7.19. **Transfer includes a share in the shamlat** - As regards transfers by sale, gift, mortgage or exchange, it is necessary to show whether a share of shamlat is transferred with the land and the following instructions should, therefore, be observed on this subject:
1) When all shamlat land has been mutated in the name of Panchayat in the village, at the time of alienation no need to write that transfer has been made with shamlat. If it is written it will not have any meaning.

2) When there is shamlat land in the village and in a document merely the word “alienation with shamlat” will not affect the share of alienator in shamlat.

3) If an alienator wants to transfer his share in shamlat, he should write the khewat no. and his share in shamlat in registered deed, only then transfer of share in shamlat will be considered for mutation. In such case separate khewat and share of shamlat that has been transferred will be recorded.

4) If an owner transfers his whole khewat, he has to write the khewat no. from which the shamlat share has been transferred.

5) Where there is no shamlat land, purchaser will not be recorded as ‘Malik – Kabza’ in any condition.

6) If the village has shamlat land and transferor transfers his land without transferring any share from shamlat khewat, purchaser will be recorded “Malik Kabza”.

7) Where there is shamlat land and seller transfers the share in shamlat by giving the shamlat khewat no. purchaser will be recorded “mai hissa shamlat” or “malik” or “malik kamil” without mentioning any other word.

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 (ishtirak) nor on the second mutation (taqsim) relating to the entry of transfer of holdings between owners etc. on the analogy of the orders contained in paragraph 7" of Appendix XIV to the Settlement Manual (As soon as the owners have agreed to killabandi and the method thereof, a mutation should be written up and decided to declare all the lands of the estate to be “shamlat”. In this mutation it is sufficient in column 4 (ownership) and 5 (cultivation) to enter “See detailed jamabandi of (latest) year”, and in column 6 (details of fields) to write the total number of fields and total area. In column 9 (new ownership) will be entered “shamliat deh” according measures of possession.

Paragraph 13 of appendix XIV to the settlement manual (When the records and final attestation are all complete and objections disposed of, the killabandi partition mutation will be written up and sanctioned. This is a most important document. In column 4 the entry will be “shamilat deh” followed by the names and shares of all the owners of each holding in the last jamabandi. In this column the total of each old holding will be shown with details of kind of soil but without field numbers. Entries in column 5 are only required in case of occupancy tenants or mortgagees and purchasers of special fields out of the holding. In column 6 should be entered the total number of fields and total area of the holding from the last jamabandi. The entries in columns 8 to 12 are copies of the killbandi khataunis).

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 ghair-hazir 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 been so entered for more than twelve years, the patwari shall enter the case of hazir or khariz according to the conditions of Shart Wazib-Ul-Arz 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. 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.

(5) For reasons explained in paragraph 7.41 (4) infra the entry against a tenant-at-will of "bila lagan ba waja tusuwur 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/confirmed 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. 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. Deleted

7.28. Cases where no mutations are necessary - 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, civil title, title used in matric certificate, title used in bank account , title used in PAN number and title used in passport.

(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 within changing the shares.

(iii) 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;

(iv) The entries in column 6—"Well or other means of irrigation".

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(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.

(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) to (ix) Deleted

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 copying 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:—

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Number of holding in new Jamabandi</th>
<th>Number of holding in last Jamabandi</th>
<th>Patwari's report</th>
<th>Field Kanungos Report</th>
<th>Orders of the attesting officer</th>
</tr>
</thead>
</table>

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 kanungo/girdawar should, from time to time, examine the fard badar entries and enter his 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 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 size will be stitched 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 Govt. copy of that jamabandi.

The Collector and Assistant Collector Ist. Grade 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. However, the affected parties shall be informed by the patwari in writing and a note recorded in the Roznamcha Wakyati accordingly.

7.30. Mutations for correction: When an entry has been incorporated in the jamabandi it 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.
7.30 (a) An erroneous entry can be corrected at any time, and proof of a mistake in this respect is proof of a fact having occurred within the meaning of section 37 of Punjab Land Revenue Act.

7.31. [Deleted]

7.32. Procedure as regards registered deeds of transfer- Registrars and sub-registrars send daily memos (To Tehsildar containing), particulars of all registered deeds which purport to transfer agricultural land along with their copy thereof to the tehsildar. The office kanungo forwards these memos and copies to the field kanungo of the circle who distributes them to the patwaris concerned. The form of the memo is given in appendix 7b.

The office kanungo forwards also those memos which he received from revenue courts/Revenue officers or civil courts or any other documents to the field kanungo of the circle who distributes them to the patwari concerned.

(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) 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 memo 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 memorandum and endorse the fact of entry on the memorandum giving the serial number of each mutation and the date of entry, return the same within 14 days of the receipt thereof to the field Kanungo who will return forward it immediately to the office Kanungo. 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 memorandum, will sign both and himself forward the latter to the office kanungo. If a memorandum 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.

(iii) 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.

(iv) When all the memoranda pertaining 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 complete 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 7c. 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) The following are rulings of the Financial Commissioners on the subject of the levy of mutation fees:—

(1) No mutation fee will be charged for Alluvion Land to record in shamlat and mutation sanctioned on the basis of khataunies prepared after settlement of claims.

(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 on 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 payment of mutation fee 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 should be charged as stated in appendix 'B'.

(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 re-mortgages his land in the first instance to 'B' in whose favour a mutation of mortgage with possession is sanctioned. Then 'A' mortgagor 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 provision 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 sub-paragraph (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) Deleted

(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 mutation 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 while 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- As soon as the field kanungo's check is completed the office kanungo will prepare a statement in duplicate in the form below:—

TEHSIL  -------------------------------
Statement of account of mutation fees for the year kharif 20... and rabi 20..

<table>
<thead>
<tr>
<th>Number of mauza</th>
<th>Name of mauza</th>
<th>Total mutations fees of each estate</th>
</tr>
</thead>
</table>

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. The other copy should be made over to 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.

In case mutation fee is not recovered at the time of attestation of mutation by Revenue Officer, that amount will be recovered as arrear of Land Revenue.

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 counterfoil registers, the one for accepted, the other for rejected, mutations. This register will be in the form given in appendix 7c in duplicate, except that the last column will only be in the foil:

(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 patwars' 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 given in appendix 7d of all mutations attested during the year for each village in his circle. One list will show accepted, the other rejected mutations. 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 1st, a copy of entries in the first four columns being retained by the patwari in his diary.

(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 to the field kanungo to the jamabandi.

(viii) The list containing the receipts of the field kanungo should be made in to 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 jamabandis 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.

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. 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.

The Jamabandi

7.40 The form of the jamabandi is given in appendix 7e.

The form may be altered with the sanction of the Financial Commissioner to meet the requirements of any particular district or tract.

SPECIAL INSTRUCTIONS RELATING TO THE JAMABANDI

7.41. (1) Column 1- The khewat number is the number of the owners holding. Except as provided in paragraph 7.19 (3) supra, arrange owners' holdings in the order in which the names of owners are given in the village genealogical tree (shajra nasab).

(2) Column 2. The khatauni number is the number of the holding (khata) of the person responsible for the cultivation. Enter in order all the holdings belonging to each khewat number showing first the holding, if any, cultivated by the owner himself (Khudkasht), next the tenants-at-will. Where there are several tenancy holdings under one proprietor the tenants in their several classes should be entered.

(3) Column 3: Enter the pattis 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. 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 mentioned; but if the firm is not registered the partners should also be named and described and the details of their shares recorded. 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 inconsistent because a person who is a tenant cannot be in adverse possession.

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. 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 (hisadari kasht) khud kasht hissadar;
(b) Tenant holding for a fixed term under a contract (pattedar) 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) Siris, Halis, 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 Siri etc. Field workers, who get fixed wages in cash or in kind, should not find a place in the Jamabandi.

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.

From the agricultural year 1976-77, metric measure have been used along with the local measure at the end of the jamabandi for total (mijan) area of the hadbast.

(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 holdings 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.

(9) Column 11.—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 mutation is refused on the basis of void document or on the information of registrar/sub registrar/joint sub registrar in 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.

(v) Deleted

(vi) The amount of produce received by siris 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 the 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) supra.

(ix) A note showing the date of mortgage with possession, in respect of escheated land shall be entered in this column.

7.42. Land owned by Government – All land owned by Government should be entered in one place after the village common land. 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., camping-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 special 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
The entries in column 4 (owner) of the jamabandi should remain unaffected.

In column 5 (cultivator) the department of government, for whose operations the lease has been effected, should be shown as lessee and the landowner as lessor.

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)."

**7.43. Changes in soil entries**- A note should be added at the end of the jamabandi stating briefly what changes have been made in entries, the soil entries, and where the changes are important, explaining the reason for making them. This note should be signed by the kanungo and by the naib-tehsildar or tehsildar.

7.44. to 7.48 Deleted

7.49. Soil entries- The classification of fields 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 lands 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 land of soil (see paragraphs 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 rivers or
torrents), there is no difficulty in showing the change at once in the annual jamabandi or diluvion papers.

The entries connected with the changing of cultivation into banjar jadid and of banjar jadid into banjar kadim are less easily carried out with accuracy. Such changes, therefore, should not be shown in an annual jamabandi or in diluvion papers but in the next detailed jamabandi.

7.54. Jamabandis how and when to be prepared- Detailed jamabandis are, as a rule, 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.

A table should be given to each field kanungo, showing the arrangements approved for the preparation of a detailed jamabandi 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.

In villages subject to diluvion, if the diluvion rules of the district prescribe the preparation of a record which enables us to dispence 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 Deleted

7.56 Mutations occurring up to 15th June to be incorporated in the jamabandi- 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 - 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 as certain 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 fields which require amendment. The patwari should later make tracings in pencil of such portions of the village as may be required to be amended.

7.58. Rabi girdawari of estates of which jamabandis to be prepared - 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.

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7.59. Attestation of all mutations before 15th June - 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 of mutations.

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 in the presence of the land owners/tenants 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 be added in the kanungo's handwriting. A copy of this report signed by the field kanungo should be attached to the patwari's copy 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 should 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 per cent of the khatauni holdings should be read out on the spot and in the presence of the assembled right-holders,
(ii) At least 25 per cent of the mutations attached to the jamabandis should be compared with the khewats concerned,
(iii) At least 25 per cent of the khewat holdings should be compared with the old jamabandis,
(iv) At least 25 per cent of the khewat entries in the original copy should be compared with the corresponding entries in the patwari's copy of the jamabandi.
(v) At least 25 percent of new khatauni holdings created in the jamabandi should be read out and compared of both copies parat patwar and parat sarkar.
(vi) At least Twenty five percent of shajra nasb should be read out.
(vii) Must read all the entries in the column no 9 of new owners of pending mutations which were entered before sixteen June but not sanctioned will be mentioned in the attestation report.
(viii) Must read all the entries in the column no 9 of new owners of those mutations which were sanctioned but not implemented in the jamabandi for the want of review.
(ix) At least 25 percent of tatimas should be checked.
(x) Circle Revenue Officer will sign those pages of jamabandi which has been checked.
(xi) He will mention the details of khewats, khataunies, tatimas, shajra, nasab, new khataunies created during the period pending mutations for review.
The number of the fields, the tatima shajras of which have been attested, must be specified as also that of the unattested mutations entered before the 15th 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 ----- ---------------------.

Form is given in appendix 7f.

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 sadar 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. deleted.

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 paragraphs 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 of .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 :-

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I) The sheets of the jamabandi should be placed one upon the other as in a file of papers.

II) Then should follow the mutation sheets.

III) 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.

iv) 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 cloth or rexin 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 cloth or rexin 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) “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, Haryana along-with all the maps and papers attached there to”]. 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 .

7.69 Detach of mutation which has not been implemented in the consigned jamabandi- when it happens that a sanctioned mutation is attached to jamabandi but due to negligence of the patwari and kanuango implementation of that mutation could not be done, That mutation remains an unnecessary document for that jamabandi. After consignment of jamabandi when it comes to the knowledge to the affected person or revenue officer or official, it is the duty of the revenue officer without taking any application, to check the record and inform the collector about that irregularity and take the order to detach that mutation from the consigned jamabandi and put that mutation in the tehsil office for the implementation in the next jamabandi.

7.70. Jamabandi form- The provisions of land revenue assessment and cess have been abolished vide Haryana Act. no. 24 of 1986 from Punjab Land Revenue Act. in Haryana. In future column No. 11 of land revenue and cess in a jamabandi is not required in Haryana.

Part – B

Where computerization of land records is complete and mutations are generated by computer in computer centre.

7.71. When memorandums as described in para no. 7.32 of this chapter is received by Office Kanungo in Tehsil for making entry of memorandums. Computer kanungo will collect those memorandums from tehsil and distribute to operators/patwari to feed mutations. Computer will print out duplicate copies i.e foil and counter foil. Printed mutations after verification by the computer kanungo will be handed over to the office kanungo for attestation by the Revenue Officer. Sanctioned mutations will be sent back to the computer centre for verification. All other instructions for mutations will remain the same of this chapter.

7.72. For all registered sales/other transactions in the office of sub-registrar done electronically.

(i) Mutation would be deemed to be entered as per the sale deed/transaction deed. The process of sanction of mutation would be the same as per normal mutation.

(ii) A notice to interested parties will be automatically generated based on the sale deed transaction for purposes of sanctioning the mutation and sent to all concerned.
CHAPTER- 8
INSPECTION OF REVENUE RECORDS

Replaces 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, paragraph 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; 3rd reprint, dated 16th October, 1925, paragraph 59, 60, 61 and 65 and Appendices B and C of standing order No. 19 3rd reprint, dated 16th October, 1925, revised 2013.

PART-A

TOURING GENERALLY AND POINTS TO BE NOTICED AT RURAL INSPECTIONS.

8.1. Necessity for the inspection of Revenue Records – Collector/Assistant Collectors should bear in mind the dependence of the revenue administration is on the revenue records.

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 [in Kharif, 1966] and the present area.
2. Increase or decrease in canal or well irrigation.
3. Updation of mutation work.

8.3. The responsibility for the maintenance of the land records rests with the Collector and his Assistant – The responsibility for the maintenance of the land records rests with the Collector and under him with the Officer Incharge and the Sub-Divisional Officer (Civil) 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 gazette officer on the headquarters staff.

Wherever possible, an Assistant Collector, 1st 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 Officer (Civil) 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 kanungos and patwaris. The tehsildars and naib-tehsildars will in their turn, test the supervision exercised by field kanungos over the 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 Revenue.

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 KANUNGO

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 principal 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 of either 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 at least 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 necessary as a rule to examine the papers in more than one village of a patwaris circle. 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 Kanungos 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 appendix 8a 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 questions:-

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 the result 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 (paragraphs 7.60 and 61);
   c) the amended field map, (Paragraph 7 8 and Part D, chapter 4);
   d) the statements of the villagenote-book (paragraph 10.1)?

5) Has he carefully supervised diluvion work of 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 Kisan Pass Book work carefully ?
(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 appendix 8b to this chapter.

8.9. Action to be taken on the reports drawn up by inspecting officers – 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 patwaris work by Assistant Collector 1 grade – An inspecting officer of the rank of 1st grade Assistant Collector is not required to inspect the patwari's work except where charges of bad work has 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 rules.

PART-C - TESTING OF THE LAND RECORDS WORK OF PATWARIS

8.11. Main duties of tehsildars and naib-tehsildars relating to land records work – Tehsildars and Naib-Tehsildars 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 appendix 8c and 8d to this chapter. The answers 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 – Tehsildars and naib-tehsildars should keep diaries in the form given below:

<table>
<thead>
<tr>
<th>Day and Date</th>
<th>Detail of work done</th>
</tr>
</thead>
</table>

The diary should be written up daily according to the instruction 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:

8.13. Separate test of the revenue work performed by tehsildars while on tour – The revenue work of tehsildars and naib-tehsildars (including the quality of their mutation work) will be tested at the half-yearly inspection of tehsil offices.

A list of the chief points to be considered in an inspection is given in appendix 8e 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 September, and the end of August on tour? If not, what is the reason?

(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?

(3) Has he attested pending mutations promptly and in sufficient numbers?
(4) In villages under quinquennial attestation has he attested all mutations on the spot or any other place of his circle or tehsil headquarter with the permission of the collector and disposed of all pending cases on or before 15th June? Is the quality of his mutation work good?

(5) Has he adequately supervised the girdawari work of his circle?

(This will be ascertained at the inspection of girdawari work).

Number of villages under Thur, Sem, Chos and deposit of sand affected area, girdawari of which was checked.

(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 diluvian 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 District Revenue 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. Through 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 by District Revenue Officer and Sub. Divisional Officers (Civil). A statement of the chief points requiring attention at the inspection of the tehsil office kanungo's work is given in appendix 8f 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 inspection of district revenue records rooms – 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 (District Revenue Officer) 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 minute 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 appendix 8g 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 (District Revenue Officer) at least one of the two inspections must he 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 appendix 8h 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 reasons.

PART-G: INSPECTION OF LAND RECORDS BY DISTRICT KANUNGO

8.17. Touring of district Kanungo and inspection of patwaris and field kanungo’s 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 2 days in each month 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. He should confine himself as far as possible to checking the entries which the field kanungo have already checked so as to be able to judge how far this check is reliable. 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 appendix 8c and 8d 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 appendix 8a. 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 2 days in each kanungo’s charge. It is the duty of the field kanungos 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 diary and in his own diary — 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 kanungo will also notice the general 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 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 Officer.

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 appendix 8f to this chapter. It does not, however, embrace all the points to be noticed 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 Commissioner Revenue on their inspections of district or tehsil office should be forwarded to the Financial Commissioner Revenue’s 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 Revenue 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 notes 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 months, and thus they lose their value. Deputy Commissioners 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.
CHAPTER – 9
HARVEST INSPECTIONS


In connection with this chapter, chapter IX of the Land Administration Manual should be read.

Part – A

Under section 33 (3) of Punjab Land Revenue Act., “For the purpose of the preparation of annual record, the Collector shall cause to be kept up by the patwari of each estate a register of mutations and such other registers as the Financial Commissioner Revenue may prescribe”.

Section 33 (3) of Punjab Land Revenue Act makes it clear that khasra girdawari is one of such registers mentioned in section 33 (3) of Punjab Land Revenue Act.

9.1. 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 follow:–

Kharif. 15th September to 31st October

Rabi .. 15th February to 31st March

Besides, if extra rabi crops, such as melons and tobacco, are grown, which cannot be observed in March, the patwari shall make an inspection of these immediately after the 15th April and its abstract should be sent to tehsil office up to 31st May. “If extra Kharif crops, such as Toria, Potatoes and vegetables etc. are grown, which cannot be observed in October he shall make an inspection of these crops immediately after the 15th November. This Zaid Kharif Girdawari should be started after 15th November and its abstract should be sent to Tehsil office upto 31st January.” 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.

9.2. Form of 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 in appendix 9a.

9.3. Instructions –

(1) A new khasra girdwari shall be brought into use whenever a new quinquennial jamabandi has been prepared.

(2) Where tarafs or patties are chakwat (according to chak) 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 tarafs or patties are khewat, the name may be entered below the khasra number if the information is considered to be required for any purpose, as e.g., to help the irrigation Department in framing demand statements pattlwari.

(3) and (4) [ Deleted ]
(5) Column I. The field shall usually be entered in the order of the 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.

(6) [Deleted]

(7) 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.

(8) [Deleted]

(9) The areas must be in figures and not in rakms in the column of area and crops.

9.3(A)Kharif – Rabi crops, kharaba, special girdawari, checking and disbursement of compensation.

(i) **Kharaba** - When a crop fails to germinate or dries up, or is destroyed by calamity such as floods, fire, electric sparking, hailstorm, locusts, drought, dust storm etc, enter it as kharaba. Very careful attention must be given to 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 percent 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). 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 instruction 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 :-

<table>
<thead>
<tr>
<th>Yield more than 75 paise</th>
<th>No deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yield more than 50 paise but not more than 75 paise</td>
<td>Deduct ¼ of the sown area</td>
</tr>
<tr>
<td>Yield more than 25 paise but not more than 50 paise</td>
<td>Deduct ½ of the sown area</td>
</tr>
<tr>
<td>Yield not more than 25 paise</td>
<td>Deduct whole sown area</td>
</tr>
</tbody>
</table>

(ii) **Checking of kharaba** - The entry of kharaba is a matter which requires both honesty and sound judgment on the part of the recorder, and this branch of the patwari’s work should be carefully tested by all supervising officers. But where the record has been made with care and is generally sound, it is well to refrain from making petty alterations here and there, which affect but slightly the main result, more than ordinary care is of course required in tracts. While visiting such places the officers and field staff should publicize the date and time of their visit to village Panchayat and lambardars. Such visits may also be notified by revenue department staff by proclamation through chowkidars and all respectable persons of village may be associated with the girdawari in order to maintain measure of transparency in recording of kharaba.

(iii) In order to ensure that kharba or damage to crops is recorded objectively and assessed realistically, it is be essential that supervisory officers tour extensively and do random checking of girdawari. Circle Revenue Officers are required to carry out supervisory checking to the extent of 100% kharaba entries, a minimum of 25% such entries should be checked by Sub. Divisional Officers (C) Concerned Deputy Commissioners will check at least 10% entries of ‘kharaba’ girdawari. 2% of fields as are reported to have suffered damage due to natural calamity or inclement weather.
conditions should be personally checked by the Divisional Commissioners. Subordinate revenue officers may be impressed upon to give their personal attention to the matter. There should be a good mix of supervisory inspection of fields on the main roads and interiors of the farm land.

Girdawari of damaged crops should be conducted in such manner that no cultivator whose crops have been adversely affected is left out and no ineligible person is wrongfully included by the revenue staff. Any violation or deviation from these instructions would be viewed seriously by the government.

(iv) **Percentage of kharaba** - Once it is decided that relief is necessary it remains to determine the scale on which relief should be provided. In dealing with the scale of relief to be given when the crops do not reach the normal standard, it would be fallacious to suppose that the various degree of crop failure can be accurately dealt with by slavishly following any arithmetical formula. At the same time, without the guidance of arithmetical standard, it is impossible to ensure any kind of uniformity in the grant of relief, and accordingly, although anything in the shape of servile adherence to formula is to be deprecated, a standard scale of relief on an arithmetical basis is now prescribed for general guidance.

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Extent of damage to Percentage of damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>standing crops</td>
</tr>
<tr>
<td>1</td>
<td>Damages between</td>
</tr>
<tr>
<td></td>
<td>Nil</td>
</tr>
<tr>
<td>2</td>
<td>Damages between</td>
</tr>
<tr>
<td></td>
<td>1% to 25%</td>
</tr>
<tr>
<td>3</td>
<td>Damage between</td>
</tr>
<tr>
<td></td>
<td>51% to 75%</td>
</tr>
<tr>
<td>4</td>
<td>Damage between</td>
</tr>
<tr>
<td></td>
<td>76% to 100%</td>
</tr>
</tbody>
</table>

(v) **Scale of relief** - Norms of gratuitous relief/compensation to the persons affected by floods, fire electric sparking, hailstorms, locusts, drought, dust storm etc. as per details given below:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Extent of damage to Revised Crops</th>
<th>Norms Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>standing crops</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Damages between 26% to 50%</td>
<td>Rs. 3000</td>
</tr>
<tr>
<td>2</td>
<td>Damages between 51% to 75%</td>
<td>Rs. 4000</td>
</tr>
<tr>
<td>3</td>
<td>Damages between 76% to 100%</td>
<td>Rs. 5000</td>
</tr>
</tbody>
</table>

(vi) **Disbursement of compensation** - All payments of compensation of Rs. 500/- and above should be made through account payee bank cheques only. Deputy Commissioners should get Zero Balance Accounts opened in banks in favour of such beneficiaries who are to get compensation. The cheques should be made out in the names of all the owners/tenants as per their share as mentioned in the revenue records and disbursed to them. Amounts of less than Rs. 500/- may be paid in cash to the eligible persons against proper receipts.

(vii) Divisional Commissioners/ Deputy Commissioners and Sub. Divisional Officers (C) concerned would be responsible for quick and correct disbursement of compensation to all affected persons. Committees may be constituted for disbursing this amount under the chairmanship of HCS officers.
and Class-1 officers posted in their jurisdiction for this purpose. It is made clear that such
disbursement of relief should be made under the personal supervision of such officers only.

(viii) For affected areas, Deputy Commissioners and Sub. Divisional officer (C) should ensure that
the record of rights has been updated by incorporating all the pending mutations.

(ix) The disbursement of compensation should be started in those villages which are more severely
affected and those areas, which are less severely affected can be taken up later-on. The officers who
are assigned the work of supervision of disbursement of compensation should chalk out a programme
in advance and notify the village Panchayats and other people of their impending visits. Such
disbursement should invariably be done at a public place in the village like the School building or
Panchayat Ghar.

(x) Registers should be maintained in the tehsil offices regarding disbursal of compensation for
each and every affected village individually. These registers should contain columns consisting of the
name of the village, name of the affected person/persons along with the father’s name, the total
affected area, the percentage of damage to crops, the name of the crop, the amount to be disbursed
to the affected persons, signatures of the affected persons, verification by Sarpanch or Lambardar,
signatures of the Disbursing Officer etc. Where the compensation is paid to an illiterate person, his/her
thumb impression be obtained. On the last page of the register, details of the total amount disbursed
and total area affected should be recorded. The Circle Revenue Officer concerned must check at least
25% entries of such registers and countersign it.

(xi) The disbursement should be made by senior officers in the presence of Lambardar, Sarpanch
and Panches and other well known persons. The last page should consist of the declaration to the fact
that on such and on such date in such and such village such and such amount has been disbursed in
our presence. This declaration should be signed by the Sarpanch, Lambardar and Chowkidar.

(xii) Wherever requested by the officer in charge, security, should be provided to the team which
goes to village for disbursement of compensation.

(xiii) The amount of relief payable to a tenant should be apportioned between the landowner and the
tenant in the ratio in which crop is shared between the two and where a fixed rent is payable by the
tenant, the tenant is to get the entire amount of relief admissible. A reasonable payment to the Siris
and share-croppers out of the amount of compensation payable to the landowners should be ensured,
as per their share of crops in the records or local customs.

(xiv) Strict care should be taken to ensure that disbursement of the compensation is actually made to
the indentified beneficiaries and not adjusted against other dues pending in their names.

(xv) There may be some areas where there was damage to the crops during Feb and again during
March, as such during September and again during October. In such areas, compensation is to be
paid only on the basis of the special/normal Girdawari conducted after the March or October damage.
All efforts should be made to disburse the compensation immediately. Report of disbursal along with
unspent balance should be sent the government there after.

(xvi) No gratuitous relief is to be given on account of damage to Methi, fodder crops like burseem &
Jai, flowers and fruits.

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, provided they are ploughed in before 15th September.

9.3 (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.

9.3 (C) In field containing a well, note whether it is at work (jari) or out of use ghair jari. If a new well
has been made, note this.

9.3 (D) Thur, kallar, Reh, Sem, Cho or Sand Girdawari- 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, or “Ghairimumkin 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 yields, 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 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 percent by the Tehsildar 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 Officer (Civil) shall also check the girdawari of least ten percent 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 “Ghairimumkin Cho” or “Ghairimumkin 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 Gharimumkin Cho or Ghairimumkin 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 percent of the normal yield, it shall be shown as “Kharaba”.

Sub paras 7 to 15 Deleted.

9.3 (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 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.

(11) [Deleted]

9.4. and 9.5 [Deleted]

9.6. Patwari not to hinder agriculturists during harvest operations - When making the harvest inspections, the patwari must on no account hinder the harvest operations of any agriculturist.

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. Forcible unauthorised occupation “should not be legitimized by incorporating in the revenue record and should be avoided

(1) Conditions for the existence of tenancy.

A person is a ‘tenant’ when he fulfils the following two conditions, viz. (i) He holds land under another person, and (2) is , or but for special contract would be liable to pay rent for that land to that other
person. The meaning which implies possession and liability to pay rent must be attached to the world “tenant” where it occurs in the Punjab Tenancy Act.

(2) The relation of landlord and tenant is a legal relation between two persons in respect of land, as defined in the Punjab Tenancy Act, and it may, under that Act, have its origin independently of contract. The above definition indicates what is necessary to the complete establishment of this legal relation in regard to particular land, and the event by which the relation is rendered complete.

(3) When the tenant has once taken possession of the land, mere loss of the possession does not necessarily deprive him of the legal character of tenant. Acts may be done which are a disturbance of a legal relation without putting an end to it. Therefore a person may “hold” land within the meaning of the Act under another person notwithstanding that he has been wrongfully dispossessed of the land.

(4) It is the practice of Revenue authorities in the state to record a person, who is in possession of land without any ostensible title thereto, in the column of cultivation describing him as a tenant-at-will, and sometimes remark is added mentioning the grounds on which the person in possession claims to be in possession. The corresponding entry in the column of rent more often is ‘bila lagan bawaja tassawar malkiyat khud’ or ‘bila lagan bawaja jabran kabza’.

(5) On the face of it the two entries in the column of cultivation and in the column of rent are inconsistent in jamabandi. No presumption of tenancy therefore necessarily arises in such cases. And from the mere fact that such a person is recorded as a tenant-at-will in the column of cultivation it cannot be presumed that he holds the land as tenant.

(6) Para 7.25(6) of Haryana Land Record Manual is reproduced below.

For reasons explained in paragraph 7.41 (4) infra the entry against a tenant-at-will of bila lagan ba waja tusuwur 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 Ist Grade.

(7) Para 7.41(5) Of Haryana Land Record Manual is reproduced below.

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.

(8) A tenant-at-will is a tenant from year to year, and his rent is determined by the agreement between himself and his landlord. There may be a tenant for a fixed term also under contract or a decree or order of some competent authority. The status of the tenant-at-will depends on contract.

(9) The kinds of rent - which are commonly met with are :-

   (i) Batai rents- a definite share of the crop.
   (ii) Zabti rents- cash rents for particular crops which cannot conveniently be divided, at fixed rates per kanal or bigha.
   (iii) Nakdi rents- Cash rents paid on land irrespective of the crop grown upon it.
   (iv) Chakota rents- lump grain rents or rents consisting of a fixed amount of grain in the spring, and a fixed amount of money in the autumn harvest.

(10) A person is recorded as ghair dakhilkar or ghair maurusi in Column No. 5 of jamabandi, however in column No. 9 of jamabandi he is not paying any rent being in adverse possession. The entry of this kind robs the Revenue Record of the presumption of truth attached to jambabandi.

(11) Forcible unauthorised occupation “should not be legitimized by incorporating in the revenue record and should be avoided. Revenue Officers are expected not to take any cognizance of or to give recognition to forcible unauthorised occupation of land owned by others. Law only recognises change brought about by due course of law and not to change brought about by duress or by use of force. Law does not recognise unauthorised ownership or unauthorised possession.

9.8.(A) Prevention of errors in khasra girdawari register- The following instructions shall be observed for preventing errors, etc; in the Khasra Girdawari:- The patwari shall supply a copy of the Fard Raftar to the Lambardar concerned. He should take with him the lambardar and the persons concerned at the time of his field to field inspection. A note that the girdawari was done in the presence of the
particular Lambardar and a few notable persons (mentioning their names) shall be made by him in his Roznamcha waqiati. The signatures of the Lambardar who accompanied the patwari shall be obtained against this entry.

9.8 (B) Restrictions in changes.

(i) Change of tenancy without special contract to pay rent.
(ii) Sale of tenancy
(iii) Subletting of tenancy without consent of the landlord.
(iv) Forcible dispossession.
(v) Possession of co-sharer without consent of other co-sharer or co-sharers.

9.8(C) Whenever a patwari has to correct a typographical or clerical error in any entry once made in the khasra girdawari, he may, after making a note of such an error in his Roznamcha Waqiat, correct with red ink the correction verified by the Kanungo on his next visit. No such correction may however, be made after the bachh papers of the harvest have been drawn or corrected.

9.8(D) The entry regarding crops in the khasra girdawari may be corrected by the patwari, during the girdwari inspection period, after making a note to this effect in his dairy and that may be endorsed by the supervisory Revenue Officers under their signatures.

9.9 Reasons to change the possession and other condition of tenancy

(i) Creation of tenancy.

“Tenancy” means a parcel of land held by a tenant of a landlord under one lease or one set of conditions.

“Tenant” means a person who holds under another person, and is, or but for a special contract, would be, liable to pay rent for that land to that other person.

(ii) Ejectment of a tenant.

When a tenant has been ejected under Punjab Tenancy Act or Punjab Security of Land Tenure Act or PEPSU Tenancy and Agriculture Land Act and possession has been taken over by landlord.

(iii) Extinguish of tenancy.

If the deceased tenant has left no such persons as are mentioned in sub section (1) of section 59 of Punjab Tenancy Act on whom his right of tenancy may devolve under that sub-section, the right shall be extinguished.

(iv) Recovery of possession on wrongful dispossession.

If a tenant has been disposessed without his consent of his tenancy or any part thereof otherwise than in the execution of a decree, or than in pursuance of an order under section 44 or section 45 of Punjab Tenancy Act.

If a tenant who, not having instituted a suit under section 45 of Punjab Tenancy Act. has been ejected from his tenancy or any part thereof in pursuance of an order under that section denies his liability to be ejected.

The tenant may, within one year from the date of his dispossession or ejectment, institute a suit for recovery of possession.

No person whose ejectment has been ordered by a Revenue Court under section 45, sub-section (6) of Punjab tenancy Act or whose suit has been dismissed under section 50, may institute a suit in a Civil Court to contest his liability to ejectment, or to recover possession or occupancy rights or to recover compensation.

(v) Subletting of tenancy.

A tenant with the written contract between him and his landlord, sublet the land or any part thereof for any term not exceeding seven years.
(vi) Relinquishment of tenancy.

A tenant holding for a fixed term under a contract or a decree or order of competent authority may relinquish his tenancy without notice at the end of that term.

Any other tenant may relinquish his tenancy by giving verbally or in writing to his landlord or to his landlord's agent on or before the fifteenth day of January in any year, notice of his intention to relinquish the tenancy at the end of the agricultural year then current.

(vii) Succession of a tenant.

(a) On his lineal descendants, if any, in the male line of descent, and

(b) Failing such descendants, on his widow, if any, until she dies, or remarries, or abandons the land or is under the provisions of this Act ejected therefrom, and,

(c) Failing such descendants and widow, or, if the deceased tenant left a widow, then when her interest terminates under clause (b) of this subsection, on his male collateral relatives in the male line of descent from the common ancestor of the deceased tenant and those relatives.

(viii) Exchange of tenancy.

(a) If the tenant has voluntarily exchanged the land, or any portion of the land formerly occupied by him, for other land belonging to the same landlord, the land taken in exchange shall be held to be subject to the same right of occupancy as that to which the land given in exchange would have been subject if the exchange had not taken place.

(b) When a tenant is recorded under a hissedar in column No. 5 of jamabandi, at the time of partition of the khewat the right are to be decided of hissedar and tenant will be remain under that khewatdar who was earlier recorded as hissedar in this situation tenant may go on that land which has been allotted to that hissedar.

(ix) Decree of possession passed by a civil court.

When a decree holder of possession is adverse in the land in dispute, it does not bar land- lord to file suit for dispossession of the trespasser or to file criminal complaint for criminal trespassing or to recover mesne profit from trespasser.

(x) Hisshedari possession

When a hissedar wants exclusive possession as hissedar it is only possible with the consent of other co-sharer or co-sharers with conditions.

(xi) Enhancement and reduction of rent.

A Revenue Court, in the suit of either landlord or tenant, may enhance or reduce the rent of any tenant.

(xii) Joint possession – When a hissedar is in exclusive possession in a khewat and he wants joint possession with other co-sharers, if all co-shares agree for joint possession then mutation of joint possession can be entered and sanctioned. Exclusive possession will be converted in self cultivation of all co-sharers.

(xiii) Other types (Digar kisam)

When any other order is passed under Punjab Tenancy Act or Punjab Security of Land Tenure Act or PEPSU Tenancy and Agricultural Land Act regarding title, occupancy and rent which has not been described in above types, Mutation will be entered accordingly.

9.9 (A) All cases described in para no. 9.9 (c) (12) (i to xiii) are to be dealt by the competent officer described in Punjab Tenancy Act, Punjab Security of Land Tenure Act and PEPSU Tenancy and Agricultural Land Act. On decision of the case, concerned officer who has decided the case will fill up the format given below and send to concerned Tehsil Office. Tehsil Office Kanungo will maintain the record of memorandums. After recording the memorandums in the register, all memorandums will be forwarded to the patwari to record mutations and put before field kanungo to compare and place before revenue officers for sanction like other mutations.
9.9 (B) Format of memorandum

1. Name of village - 

2. Number of khewat and killa no. - 

3. Name of land owner - 

4. Name of tenant - 

5. Type of rent -
   Batai, Zabti, Nakdi, Chakota, 

6. Order passed by ------ Name of the officer 

7. Date of order - 

8. Signature of the officer with seal of the court 

9.9 (C) Patwari will, on the receipt of memorandums record in his roznamcha waqiati and enter the mutation like other mutations and follow the procedure as described in chapter 7 of record of rights of this manual.

9.9(D) All above functions arising under any Tenancy Act in respect of which the class of Revenue Officers by whom the function is to be discharged is not specified in any Tenancy Act or in any rule made under any Tenancy Act, may be discharged by any of Revenue Officers.

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 as soon as girdawari work is over but not later than the last day of girdawari.

On receipt of the ‘Halat Dehi’ Statement 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 whole district and submit the results on the prescribed
form, to the Financial Commissioner, Revenue, Haryana, Thur, and Sem girdawari results for Kharif harvest should reach the Financial Commissioner’s Offices 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 Kisan Pass Book and write up the mutation registers, and then under the orders of the field kanungo shall under take any amendments of the field map or re-measurements that may be necessary. (See appendix VII to the Settlement Manual and chapter 5 of this Manual). This will be the ordinary course; but in riverain chaks it may be necessary to amend the survey before preparing the kisan pass book and mutation papers. On the completion of the rabi girdawari, the patwari shall similarly first make any corrections that may be required in the kisan pass book, then write up the mutation register, and afterwards set to work on the jamabandis that have to be prepared for the current year.

9.15 **Kharaba** – If kharif crop is sown before or during the month of June and July but crop is damaged due to natural calamities and farmer sows the crop again in month of July, in such case there is no need to do special girdawari for kharaba because crop will mature in normal way.

If rabi crop is sown during October or November but crop is damaged due to natural calamities and farmer sows the crop again in month of November, in such case there is no need to do special girdawari for kharaba because crop will mature in normal way.

**Part – B**

Where computerisation of land records is complete and mutations are generated by computer in Computer Centre.

9.16. When memorandums as described in para 9.9 of this chapter is received by Office Kanungo in Tehsil for making entry of memorandums. Computer Kanungo will collect those memorandums from tehsil and distribute to operators/patwaris to feed mutations. Computer will print out duplicate copies i.e foil and counter foil. Printed mutations after verification by the computer kanungo will be hand over to the office kanungo for attestation by the Revenue Officer. Sanctioned mutations will be sent back to the computer centre for verification. All other instructions for mutations will remain the same as in chapter no. 7 of this manual.

9.17 On demand Executive Engineer, Irrigation will supply the details of new Khasra numbers, which are included in the command area of irrigation to the Tehsildar concerned by end of August for kharif girdawari and by end of January for rabi girdawari. Tehsildar will supply the same list to the computer kanungo to record the nature of land and the source of irrigation in the new quinquennial jamabandi at the time of preparation.
10.1. **Forms of agricultural register with instructions**- By the enactment of the following Acts, rules and schemes.

(ii) Punjab security of Land Tenures Act and rules.
(iii) PEPSU Tenancy and Agricultural land Act and rules.
(iv) The Haryana ceiling on land holdings Act.
(v) The utilization of surplus area scheme.
(vi) Abolition of land revenue under The Punjab Land Revenue Act.
(vii) Daily supply of Electronically generated report of registered deeds


Forms no. 4 to 10 have become out of use in the Revenue department, hence all the forms 4 to 10 have been deleted. The instructions to prepare forms no. 1 to 3 included in the patwaris copy of village notebook are given below. Statements 1 to 3 are prepared annually.

**REVENUE REGISTERS**

**OR**

**VILLAGE NOTE BOOK.**

**OR**

**LAL KITAB**

Mauza No. — situate in assessment circle/Kanungo 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, and the patwari’s diary.

2. All entries are given according to the agricultural year, which commences with the beginning of the kharif season and ends with the close of the rabi season. 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 into 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 481/3 hectares will be entered as 48 hectares and 483/4 as 49 hectares.

4. When entering gross amounts of rupees, omit paise. When entering rates state them in rupees and paise.

10.2. **Village, circle and tehsil notebooks maintained at tehsils** – The registers and the village note-books maintained by the office kanungo of the tehsil are filled up from the statements submitted by the Patwaris. Figures for the registers in the assessment circle and tehsil note-books also maintained by him are obtained by adding together those in the village note books.
10.3. -10.4 Deleted

10.5. Arrangement of note-book - The note-books for villages, circles and tehsils will be properly arranged by the tehsil office kanungo in almirahs provided for the purpose.

10.6. Note books maintained by the district kanungo - The note-books, for assessment circles and tehsils and for the whole district, are maintained by the district kanungo 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.

10.7. Instructions as to abstract village note-books - The following are the instructions for the maintenance of abstract village note-books:

1. The abstract village note-books contain for each estate the village inspection notes recorded by the Collector. The books are kept at the district office in the office of the district kanungo, and it is the business of the district kanungo to make the necessary entries in them year by year.

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 kanungo circle, or if the kanungo 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 a kanungo circle the total figures for the whole circle should be entered in the same form as that prescribed for each estate.

4. To enable the columns as to cropping 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 filling of each jinswar. The remaining columns should be filled in from information obtained by the tehsil office kanungs from the statements filed by the patwaris in September.

5. As soon as any figures for entry in the notebooks 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 he may depute one of his assistants to visit the tehsils for this purpose.

7. The village inspection of the Collector/Settlement Officer should be written in or copied into the abstract note-books. A small scale map of each village may also be added if thought advisable.

8. A copy of the map of kanungo 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.

9. At the beginning of each volume there should be an index in the following form:

This book contains statements for — villages

in the — kanungo circle,

arranged in the order of their topographical numbers as follows:

<table>
<thead>
<tr>
<th>No. (Topographical)</th>
<th>Name of Village</th>
<th>Page</th>
</tr>
</thead>
</table>
10.8. Statement no. 1

Annual area statement of mauza

Land Utilization Abstract - (Form given in appendix 10a)

10.8 (1) Instructions to fill up statement no. 1

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, kallar 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 or 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 casurine 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 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.

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 Rabi. Only matured areas according to Jinswars statements are to be mentioned in this column.

Column No. 24. Should show those wells which have got a well defined area that can be irrigated by that source alone and not irrigated by any other source of irrigation. The sum total of such wells will be given in this column.

Column No. 33. Should show those tanks which can irrigate 40 hectares of land or more.

Column No. 34. Should show tank which can irrigate less than 40 hectares.

Column No. 41. Should show the tubewells irrigated area. Information will be collected from the entries in the Khasra girdawari register.

Note:

Column 2 should equal columns 3 to 11.

Column 13 should equal Column 11+column 12.

Column 14 should agree with corresponding columns instatements II and III.

Column 22 should equal columns 24 plus 25.

Column 26 plus 30 of previous year should equal column 28 plus 30.
Columns 27 plus 31 of previous year should equal 29 plus 31 of the current year.

10.8(2) Statement no. 2
Annual Kharif Crop Register – (Form given in appendix 10b)
Annual Kharif Crop Register of Mauza-----------------Hadbast No.---------------
Jinswar or crop return of the -----------------harvest -----------------------------

10.8(3) Statement no. 3
Annual Rabi Crop Register – (Form given in appendix 10c)
Annual Rabi Crop Register of Mauza -------------------------Hadbast No.-------
Jinswar or crop-return of the -----------------------Harvest----------------------

Note -
(1) The entries in the Khasra girdawari should be made crop-wise according to the source of irrigation of the mode of irrigation.
(2) Any other crop (s) sown in a locality should be entered in the blank columns provided under the appropriate head mentioned above.
(3) Any other major crop mixtures shown in the area may be entered in the common dialect in the blank column provided under the proper head.
(4) Peaches and peas include plums, apricot, cherries etc.
(5) Citrus fruit including mitha, nimbu, galgal, sangtra, malta, etc.
(6) Other fresh fruit includes including jamun, shahtut, strawberries, date (khajoor), lichi, phalsa, figs, papaya and grapes (angoor) . . .
(7) Gourd, includes, petha, ghia, chappan kadu.
(8) The' zaid rabi/kharif 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 extra 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.
Chapter 11  
Reports and Returns


All reports and returns will be sent by e-mail/through internet along with the reports sent by normal mail/courier. Once the reliability and accuracy of the e-mail is established other forms could be discontinued, all reports would then be sent only electronically.

PART A – WEATHER AND CROP REPORTS

11.1 Monthly weather and Crop Reports should be submitted by e-mail/other mail by 5th of the following month by all the districts of the state to the office of Director of Land Records

11.2 The following subjects should be noticed in these returns :-
(i) Rain-fall (ii) Agricultural Operations (iii) The prospects and probable out-turn of harvests (iv) Serious damage to crops done by insects, blights, hailstorms drought floods or other natural calamities (v) The condition of agricultural stock (vi) The failure of pasturage, fodder, or water supply (vii) The retail prices of important food-grains

Para 11.3 to 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 :-

All reports should be sent by e-mail/internet

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description of reports</th>
<th>Date of submission to Commissioner, and of office copy to Director Land Records</th>
<th>Date of submission to the Financial Commissioner.</th>
<th>Date of submission to Government.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Season &amp; Crop Report Report on the operations of the Department of Land Records</td>
<td>1. 10th July 2. 25th July 15th October to Commissioner 1st November to Director Land Records</td>
<td>16th October 5th February</td>
<td>23 October 8th February</td>
</tr>
</tbody>
</table>

11.9. Following rules are applicable to the reports enumerated in the above table.

(i) The report 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.

(ii) Those 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 require explanation, which should be supplied. As far as practicable mere conjectures based on no reasonable grounds should be avoided.

(iii) In sending district reports Commissioners will avoid the mere recapitulation or condensation of the information contained in the reports 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.
(iv) 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 return annexed thereto as accurate as possible. In particular, orders of Government require that returns and statements 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 & 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 food and non-food crops.
(iv) A, B and C-area food and non-food crops and details of cropped area.
(v) A and B-out-turn per hectare and total outturn.
(vi) Prices at harvest time of the principal crops;
(vii) Agricultural Wages.

Note Above Forms are given in appendix 11a

(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 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) The following general instructions apply to the return 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 one’s 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 supervising the girdawari. He should avail himself of any reports furnished by Tehsildars; 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 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 favourable nor the reverse. The Director’s 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 season, and their influence on agricultural operations and on the harvests. Mention any calamities, 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 sown, forests, culturable waste, current fallow, not available for cultivation and the area sown more than once.

(iv) **Irrigated area of the year.** - Note and account for any marked fluctuations in the area 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 principal crop.

(vi) **Yield per hectare (in kilograms).** - Review briefly the reasons for increase or decrease in the yield 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 production of principal crops.

(viii) **Agricultural Wages.** - Review briefly the increase or decrease in daily wages or agricultural labour and the availability or otherwise of Agricultural labour.

(ix) **Agricultural deterioration.** - Separate notice should be taken of any tracts in which there seems reason to fear that the standard of agricultural prosperity is being lowered, with causes of deterioration and measures taken or recommended to remedy it.

(x) **Condition of the agricultural population.** – Give any available information regarding wages and the State of the labour market, so far as it affects agricultural labourers.

II. REPORT ON THE OPERATIONS OF THE DEPARTMENT OF LAND RECORDS, HARYANA

11.11 Following instructions should be observed in the preparation of the report on the Operations of the Department of Land Records.

(1) Land Records Establishments.

(2) Utilisation of land records.

The following memorandum shows subjects which Deputy Commissioners should discuss in their annual reports, dealing with the year ending 30th September, should be submitted to their Commissioners by 15th October, and forwarded by the latter to the Director of Land Records by 1st 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 Commissioner. The Departmental report shall be limited to 16 pages octavo of print, exclusive of statement. 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.

Note : Above statements forms are given in appendix 11b

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 enlist patwari candidates possessing higher educational qualifications.

(2) Notes on the conduct and efficiency of patwaris; punishments 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.

(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 Department 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-beetle, white ants and other pests 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 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 scrutinised on the spot and at tehsil inspections by officers above the grade of Tehsildar.

(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.

(7) Village and Circle Note-books and Abstract Village 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 Assistant.

(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 trigonometrical survey pillars, the conditions of the mark and report what action in being taken to repair them. Are the instructions in paragraphs 9.2, 4.6 and 4.7 observed?

(9) 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 condition of base line stone.

(9) Other matters – Note 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 separately submitted to the Director General of Observatories, Poona, by the 15th of May under paragraph 12.19 on Rain-gauges, etc.

A statement in the following form should also be prepared and sent along with the statement prescribed in this chapter :-

<table>
<thead>
<tr>
<th>District</th>
<th>Tehsil</th>
<th>Date of the inspection of Tehsil Kanungo’s office by the Deputy Commissioner</th>
<th>Date of inspection by the Sub. Divisional Officer(Civil) or any other Extra Assistant Commissioner deputed by the Deputy Commissioner for the purpose</th>
<th>Number of mutations checked at each inspection</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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.
12.1 The rainfall organization - The registration of the rainfall of the Haryana 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) 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 case 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 Fibreglass.

The gauge is built of three parts, (a) the Collector, (b) the base and (c) the bottle.

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 to hinder proper collection of rain.

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 neighbourhood 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 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 side 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 is firmly cemented, so that the top of the complete gauge is exactly 300 mm. above the ground level. 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.

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.

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 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 divisions above the marked 2 the rainfall is 2.6 mm. In writing up the amount recorded the observer has simply to put the number of millimetres 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 1.6 mm. 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 measure glass 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 above 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 19.0, 18.0 and 17.0 mm. the total rainfall is 19.0+18.0+17.0 mm. or 54.0 mm.

The rainwater in the gauge should be measured every day at 8.30 A.M. and the rain gauge 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 all operations as quickly as possible to avoid considerable error. The receiving bottle, as a rule, does not hold more than 200 mm. of rain.

When the receiver contains 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 rain gauge station should be supplied by the local authority with an extra measure glass. 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 happen 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 “millimetres” 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-glass, etc, required at rain-gauge stations in India are supplied by the Deputy Director General of Meteorology (Instruments Inspection & Servicing) Pune –5 on behalf of India Meteorological Department. The prices of Instruments manufactured are periodically reviewed and are subject to alteration. Whenever a rain gauge is required for a reporting station (station whose data are reported to the RRA for publication in the State printed tables), a request may be sent to DDGM (C&G). India Meteorological Department, Pune-5 through the RRA of the Respective State.

Rain gauge parts and measure-glass required for replacement may be obtained from the Deputy Director General of Meteorology (Instruments Inspection & Servicing) Pune through the controlling officer. On receipt of an indent the Deputy Director General of Meteorology (Instruments Inspection & Servicing), Pune will arrange to send the required parts direct to the station requiring it. The cost of the rain gauges or measuring glasses shall be payable in advance by a demand draft in favour of Assistant Meteorologist (Administration), Office of the Deputy Director General of Meteorology (Instruments & Inspection Servicing) Pune-5.

12.10 Miscellaneous expenditure connected with rain-gauge - All expenditure in connection with the erection, repairs and removal of rain gauges and under the control of Deputy Commissioner should be debited to the head 2029 – Land Revenue -103-Land Records.

12.11 Inspection of rain-gauge - It is of great importance that rain gauges should be inspected as the observers often allow large changes to take place in the exposure of a gauge 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 rain fall records.
(c) Whether the rain fall records are properly, neatly kept up, and are in good order;
(d) Whether the observer makes his measurements at 8.30 A.M.; and

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 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-gauge - Applications by District Officers for sanction to establish a new rain-gauge or transfer or abolish an existing one, should be submitted to Director of Land Records. They should be accompanied by a map of the district showing the rain-gauge station and should give detailed reasons for proposals made. Before sanctioning a new gauge, the Director of Land Records should obtain the
assent of the Director – General of Observatories 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 meteorological 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 meteorological observatories which are under direct control of the Meteorological 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 Meteorological Department of the Government of India.

List
Observatories
1. Hisar, 2 Hansi, 3 Karnal, 4 Ambala, 5 Chandigarh

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 :-

Meteorological Register kept in the Office of the ----------of -------for the month-----------20.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Rain fall 24 Hour Preceding 8.30 A.M.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

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 rain fall - 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 the outstations will be reported, on each day on which rain falls, to him by postcard. It is unnecessary for the Sadar Kanungo to keep up the register prescribed in paragraph 12.14.

DISTRICT

Register of rainfall for the month of -------------------------------
(N.B.-Enter rainfall in millimetres, using English numerals)

Rain –gauge stations in the district

<table>
<thead>
<tr>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
### 12.16 Monthly return

A monthly statement of rainfall should be prepared by the Deputy Commissioner (in duplicate) in the form printed as Appendix C and e-mailed not later than the 5th of the following month—one copy to the Commissioner and one copy to the Director of Land Records. 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.

12.17 Only one rain gauge to be kept at the designated station.

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 ½, ¾ or 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 agricultural operations.

6. The supply of water in canals, the sufficiency or deficiency of floods from rivers or torrents, and whether the normal area under each class has been irrigated.

12.18 Deputy Commissioner 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 Meteorological Department to the Government of India, and to the Director of Land Records will be discontinued.

#### POINTS REQUIRING ATTENTION

1. Is exposure of rain gauge good? Distance between gauge and neighbouring 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 effect 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 appear 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?

12.19 Report on the working of rain gauges - The Deputy Commissioner 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 Director of Lands Records will compile and submit the State report to the Deputy Director- General of Observatories, Pune, 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 and Stationery, Haryana, Chandigarh.

12.21 to 12.24 Deleted
13.1 Forecast reports have to be submitted by the Deputy Commissioners to the Director of Land Records, Haryana, in form F.C.I of the crops shown in the crops shown in the statement below. All reports to be submitted by e-mail/through internet in addition to through other channel when reliability of e-mail reporting is established than all reports will only be sent electronically.

<table>
<thead>
<tr>
<th>Name of Crops</th>
<th>District from which the forecast are required to be submitted</th>
<th>Dates on which forecasts are to reach the office of the Director of Land Records Haryana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cotton</td>
<td>All districts</td>
<td>2nd Aug. 2nd Sept. 29th Nov. 30th Jan. ... 1st April</td>
</tr>
<tr>
<td>Wheat</td>
<td>Ditto</td>
<td>7th Jan. 7th March ... 7th May ...</td>
</tr>
<tr>
<td>Rabi Oil Seeds</td>
<td>Ditto</td>
<td>12 Dec. 21st Feb. ... 5th May ...</td>
</tr>
<tr>
<td>Sarshaf Tara mira Toria</td>
<td>Ditto</td>
<td>Ditto ... Ditto ... Ditto ... Ditto ...</td>
</tr>
<tr>
<td>Sugar cane</td>
<td>Ditto</td>
<td>11th June 6th Oct. ... 31st Dec ...</td>
</tr>
<tr>
<td>Ground nut</td>
<td>Ditto</td>
<td>15th Aug. 20th Oct. ... 10th Jan. ...</td>
</tr>
<tr>
<td>Seasam</td>
<td>Ditto</td>
<td>7th Aug. 7th Oct. ... 15th Dec. ...</td>
</tr>
<tr>
<td>Rice</td>
<td>Ditto</td>
<td>7th Oct. 7th Dec. ... 5th Feb. ...</td>
</tr>
<tr>
<td>Bajra</td>
<td>Ditto</td>
<td>7th Aug. ... ... 23rd Nov. ...</td>
</tr>
<tr>
<td>Maize</td>
<td>Ditto</td>
<td>Ditto ... ... 22nd Nov. ...</td>
</tr>
<tr>
<td>Crop</td>
<td>Harvesting Dates</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------</td>
<td></td>
</tr>
<tr>
<td>Barley</td>
<td>5th Jan.</td>
<td></td>
</tr>
<tr>
<td>Gram</td>
<td>Ditto</td>
<td></td>
</tr>
<tr>
<td>Jowar</td>
<td>1st March</td>
<td></td>
</tr>
<tr>
<td>Other Kharif Pulses moong Mash moth and others</td>
<td>25th March</td>
<td></td>
</tr>
<tr>
<td>Toba coo</td>
<td>10th March</td>
<td></td>
</tr>
<tr>
<td>Other Rabi pulses massar, peas and there</td>
<td>25th March</td>
<td></td>
</tr>
<tr>
<td>Ginger</td>
<td>20th Feb.</td>
<td></td>
</tr>
<tr>
<td>Pepper</td>
<td>12th March</td>
<td></td>
</tr>
<tr>
<td>Chillies</td>
<td>Ditto</td>
<td></td>
</tr>
<tr>
<td>Potato -es</td>
<td>1st June</td>
<td></td>
</tr>
<tr>
<td>Sweet Potato -es</td>
<td>16th Aug.</td>
<td></td>
</tr>
<tr>
<td>Red gram (Tur)</td>
<td>15th April</td>
<td></td>
</tr>
<tr>
<td>Guarse-ed</td>
<td>1st Jan.</td>
<td></td>
</tr>
</tbody>
</table>

**Haryana Land Record Manual**
Note - 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 the 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 preparers and publishes the State forecasts in Form F.C. 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 tehsil 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 office of Director of Land Records by applying this yield to the sown area reported by the Deputy Commissioners in their forecasts. A copy of each forecast is supplied to the Economic and Statistical Adviser to Government of India, Ministry of Agriculture, New Delhi, Financial Commissioners Revenue, Haryana and Controller, Printing and Stationery, Haryana. A copy is also posted at the office of the Director of Land Records, and the Director of Agriculture, Haryana for the information of the public firms in and outside India. This should also be posted on the website of the state.

### 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 preserved for two years from the date of submission and then destroyed.

The Director’s printed reports on forecast crops should be similarly disposed of.

### 13.6 Deleted

---

<table>
<thead>
<tr>
<th>Crop Type</th>
<th>Area</th>
<th>Reporting Date</th>
<th>Year</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turmeric</td>
<td>Ditto</td>
<td>...</td>
<td>1st June</td>
<td>...</td>
</tr>
<tr>
<td>San-Hemp</td>
<td>All Districts</td>
<td>7th Aug.</td>
<td>...</td>
<td>1st January</td>
</tr>
<tr>
<td>Garlic</td>
<td>Ditto</td>
<td>...</td>
<td>5th Aug.</td>
<td>...</td>
</tr>
<tr>
<td>Onion</td>
<td>Ditto</td>
<td>...</td>
<td>Ditto</td>
<td>...</td>
</tr>
<tr>
<td>Corriender</td>
<td>Ditto</td>
<td>...</td>
<td>1st May</td>
<td>...</td>
</tr>
<tr>
<td>Sunflower</td>
<td>Ditto</td>
<td>...</td>
<td>5th Feb.</td>
<td>...</td>
</tr>
<tr>
<td>Cashewaut</td>
<td>Ditto</td>
<td>...</td>
<td>15 June</td>
<td>...</td>
</tr>
</tbody>
</table>
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 however, the crop-cutting experiments should be supplemented by ancillary 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, 1956).

Form FC-I
The Haryana Land Records Manual------------Chapter 13--------Paragraphs---3---------------.

Primary Forecast Return ------------------------------------------.

Year------------------------------------------------due on---------------------------.

Name of crop ------------------------------------------details of cultivation of

Village------------------------------------------------Hadbast No.------Tehsil--------- District--------.

<table>
<thead>
<tr>
<th>Number of forecast</th>
<th>Due on</th>
<th>Total area in the current year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Pure</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>First</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fourth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplementary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total area in the last year</th>
<th>Causes of increase or decrease</th>
<th>Details of area of current year (A)</th>
<th>Valuation of the crop</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pure</td>
<td>Mixed</td>
<td>Total</td>
<td>Irrigated</td>
<td>Unirrigated</td>
</tr>
</tbody>
</table>
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 final forecast in the remarks column

**FORM F.C II**

Forecasts State Return

Forecast report on ----------Crop for the year 20----------State

<table>
<thead>
<tr>
<th>Area in Hectares</th>
<th>Yield in Kgs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District</td>
</tr>
<tr>
<td>2</td>
<td>Of current year’s crop</td>
</tr>
<tr>
<td>3</td>
<td>Of previous year’s crop</td>
</tr>
<tr>
<td>4</td>
<td>3 years</td>
</tr>
<tr>
<td>5</td>
<td>5 years</td>
</tr>
<tr>
<td>6</td>
<td>Column No. 3</td>
</tr>
<tr>
<td>7</td>
<td>Column No. 4</td>
</tr>
<tr>
<td>8</td>
<td>Column No. 5</td>
</tr>
<tr>
<td>9</td>
<td>Percentage of area irrigated in the Current year</td>
</tr>
<tr>
<td>10</td>
<td>Of current year’s crop only</td>
</tr>
<tr>
<td>11</td>
<td>Of previous year’s crop only</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>12</td>
<td>3 year</td>
</tr>
<tr>
<td>13</td>
<td>5 year</td>
</tr>
<tr>
<td>14</td>
<td>Column No. 11</td>
</tr>
<tr>
<td>15</td>
<td>Column No. 12</td>
</tr>
<tr>
<td>16</td>
<td>Column No. 13</td>
</tr>
<tr>
<td>17</td>
<td>Condition factor</td>
</tr>
<tr>
<td>18</td>
<td>Harvest prices</td>
</tr>
<tr>
<td>19</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

Due date fixed by the Central Government
Date on which this return is despatched
Reasons for delay, if any
CHAPTER -14
CURRENT PRICES

14.1. (i) Register maintained by Deputy Commissioners - 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. 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 e-mailed on the 1st and 16th of each month to the Director of Land Records. If the price of any article is not stated, the reason why (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 Ist 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 the District headquarter.

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 to 14.7 (Deleted)

14.8 Preparation of lists of prices in special emergencies for troops - Lists of prices have to be prepared in special emergencies when troops are on the march, or checking of accounts.

14.9 Maintenance of a general register of Prices at every headquarter's tehsil - At every headquarters tehsil, 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. 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 prices lists are rarely or never supplied to the military authorities.

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 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 Commissioner. 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. This information could also be put up on the district website as well. Individual applications for information as to prices should, in no circumstances, be entertained.

14.11 (Deleted)

14.12 Instructions for the attestation of prices - It is the duty of the Deputy Commissioner to see that instructions contained in paragraphs 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 neighbouring 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 register 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 to 14.16 (Deleted)

Form P.C. 1. (PARAGRAPH 14.1)

------------------------------------DISTRICT

REGISTER OF RETAIL PRICES FOR THE MONTH OF -------STATED IN KILOGRAMS PER RUPEE.

<table>
<thead>
<tr>
<th>Year</th>
<th>First or second fortnight</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 average are to be struck for other places 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 ---

PARAGRAPH 14.1(II)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount per kilogram</th>
<th>Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice Basmati</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Common sort</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Jowar (Sorghum Vulgara)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Bajra (Pennisetum typhcideum)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Massur</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Mash</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Gram (Cicers arietinum unhusked)</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>
Moong
Maize
Arhar (Cajanlus indicus)(husked dal)
Soft Coke
Firewood
Charcoal (Refrined ground)
L.P.G Gas
Salt (Common unground)
Sugar (Refined) (Retail)
Gur (Sugar raw)
Cotton (unginned) Deshi
American Cotton (Cleaned) Desi
American Potatoes
Goat meat
Pork
Fish
Eggs
Onions
Chillies
Turmeric
Groundnut

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount per kilogram</th>
<th>Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Til</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kerosene oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ghee (Desi)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrogenated Vegetable Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INSTRUCTIONS

No attempt should be made to strike average for the fortnight. The rate given should be that entered in form P.C. 1 and the other instructions appended to form P.C. 1 apply equally to this return.

Note: - 1. Full explanation should be given for all differences of 20 percent or over in quotations as compared with those in the preceding statement.

2. The cause of the omission of any price should be given in the column of remarks.
FORM P.C. 3

STATEMENT SHOWING PRICES CURRENT (WHOLESALE) OF FOODGRAINS ETC. IN THE
MART_________________OF THE _______________DISTRICT DURING THE FORTNIGHT
ENDING_________________ 20

(PARAGRAPH 14.2)

(Wholesale prices per quintal)

<table>
<thead>
<tr>
<th>Item</th>
<th>Wholesale prices</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In rupees</td>
<td>Paise</td>
</tr>
<tr>
<td>Rice unhusked (Basmati)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Rice husked (Basmati)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Rice unhusked (Common Sort)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Rice husked (Common Sort)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Wheat</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Barely</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Oats</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Jowar</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Bajra</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Maize</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Gram</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Dal (arhar or tur)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Moong</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Mash</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Massar</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Linseed</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Rapeseed (Sarshaffi)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Groundnut</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Til (jinjili seed)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Sugar (rawgur)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Sugar refined</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>CottonDeshi</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>(Cleaned) American Cotton Deshi</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Cotton Deshi (unginned)</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Cotton seed</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Ghee</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Potatoes</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Onions</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Chillies</td>
<td>..</td>
<td>..</td>
</tr>
<tr>
<td>Flour wheat (maida)</td>
<td>..</td>
<td>..</td>
</tr>
</tbody>
</table>
### Atta wheat

### Tobacco

### Turmeric (underground)

### Salt Refined (Ground)

### Common (Unground)

### Dry hides (1st and 2nd (Cows) Framed Country

<table>
<thead>
<tr>
<th>Country</th>
<th>Hydrogenated Vegetable Oil</th>
<th>Bran</th>
<th>Grass (dry)</th>
<th>Bhusa (white)</th>
<th>Jowar stalks</th>
<th>Bengal Coal (Soft Coke)</th>
<th>Kerosence oil (pen tin, stating the brand)</th>
<th>L.P.G</th>
<th>Toria</th>
</tr>
</thead>
</table>

**INSTRUCTIONS**

(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 per cent over in quotations as compared with those in the preceding statement.

Form PC 4 deleted.
Form PC 5 deleted.
Form PC 6 deleted.
CHAPTER -15
CROP EXPERIMENTS

Paragraph 15.1 to 15.13 and Table B,C&D replaced by the following paragraphs. Revised, 2013.

15.14 Crop cutting surveys were regularly initiated in the State since 1952-53, by adopting the scientific technique of sample random sampling for obtaining accurate, reliable and statistically precise estimates of average yield.

15.15 (i) Introduction and Methodology: Random sampling is a procedure based on laws of chance of selecting a part of the material to represent the whole. Its merit lies in reproducing the characteristics of the material under study as clearly as possible. Thus, if the material under study in an aggregate of wheat growing fields as will be the case in estimation of average yields of wheat, random sampling would ensure that the characteristics of the population of wheat fields, such as the yields, the proportion of irrigated to unirrigated fields, manured/fertilized fields to un-manured/unfertilized fields and likewise for other improved agricultural practices etc. are reflected in the sample as closely as possible. The method is entirely objective and rules out the possibility that the outcome of the draw in the sample will be influenced by the primary worker. A further advantage of the method is not only that an unbiased estimate of average yield will be obtained, but it is also possible to ascertain, with exactitude, the margin within which the actual average yield for the entire tract is most likely to be.

(ii) Objective: The primary objective of these surveys is to obtain through crop cutting experiments, by the technique of random sampling, sufficiently precise estimates of average yields per hectare of principal crops at the district and State levels. The estimates of yield rates thus obtained are adopted for determining the official estimates of crop production. Besides, information is also obtained on cultivation practices adopted by the cultivators, which would broadly indicate the extent of adoption of different improved agricultural practices.

(iii) Coverage and Sample size: These surveys cover all the blocks/tehsils/districts in the State. The crops covered are rice, bajra, maize, jowar, sugarcane, and cotton during kharif season and wheat, gram, barely, and rabi oil seeds (Toria, taramira & sarsao) during rabi season. In all about more than 9000 experiments are being planned on these crops at the present.

(iv) Design: The statistical design adopted for the surveys is one of stratified multistage random sampling with blocks as strata, villages within a stratum as primary units of sampling, fields within each selected village as sampling units at second stage and finally rectangular plot of size 10 metres X 5 metres in the selected fields as the ultimate unit of sampling. The produce from the experimental plot is harvested, threshed and dried up and then weight is recorded in the proforma meant for the purpose. For paddy, cotton and sugarcane crops, the yields are expressed in terms of rice, lint and gur respectively after applying the standard conversion factors.

(v) Field Agency: The village extension workers of the Agriculture Department and girdawar kanungos of the Revenue Department are entrusted with the primary work of crop-cutting experiments.

(vi) Coordination at all India Level: The National Sample Survey Organisation (NSSO) Govt. of India, has the responsibility for providing technical guidance, ensuring adoption of uniform concepts, definitions and procedures in the crop estimation surveys and coordinating the survey results at the all India level. The regional staff of this organisation is also associated with the training of field staff in the technique of conducting of crop cutting experiments as also in supervision of field work of these experiments.

(vii) Training of primary agency: To make the primary workers conversant with the technique of conducting of crops cutting experiments, a training programme is arranged at each Sub-Divisional/Tehsil headquarters in the beginning of the kharif and rabi seasons. The senior statistical staff of Agriculture Department and National Sample Survey Organisation, Govt. of India impart training to the field Staff.

(viii) Supervision of crop cutting experiments: In order to enhance reliability and accuracy of estimates, intensive inspection of crop cutting experiments is done by the Statistical staff of both State Agriculture Department and National Sample Survey organisation, Govt. of India, besides the supervision of field work is also done by the senior officers of the Agriculture Department. All the class-I and class-II officers of Agriculture Department posted in the field and Tehsildars of Revenue Department are allotted atleast one selected village for inspection of crop cutting experiments.
CHAPTER – 16
Quinquennial wage Census (omitted)
CHAPTER –17

GAZETTEERS


17.1 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 organisation 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, 1956. 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 The District Gazetteers will have 19 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”. his pattern is detailed hereunder:

DISTRICT GAZETTEERS

CHAPTER -1

(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 – Division, Tehsils and Thanas.

Note. – For the sake of convenience a general reference may be made to these subjects in the chapter on “General Administration”.

(b) Topography:–

(i) Natural Division: Elevation, configuration etc.
(ii) Hills, Mountains system to which they belong, main peaks, height 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) Underground Water Resources.

(d) Geological Formation;

(i) Geological Formation;
(ii) Mineral Resources;
(iii) Seismicity

(e) Flora –

(f) Fauna

(g) Climate –

(i) Climate divisions and seasons and their duration;
(ii) Temperature and humidity;
Rainfall
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 1857 developments which have not received adequate attention in the old Gazetteers. 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 19th 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 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. 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 Gazetteers 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 Gazetteers and books on social anthropology. Castes and tribes which are culturally distinct and unique may, however, require fuller treatment. The old Gazetteers 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 Water logged Areas, Swamps, etc.

(b) Irrigation facilities –
(i) Irrigation facilities –
- Canals.
- Wells.
- Tube-wells and pumping –sets : Diesel run, electrically run

(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 –
- Agricultural 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) Agricultural diseases and pests and obnoxious Weeds

(d) Animal Husbandry and Fisheries-

(i) Animal Health and Breeding Wings-
• Animal Health Wing.
• Animal Breeding Wing.
• Intensive Cattle Development Project Centres.
• Development of Gaushalas.
• 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.

Note – Particular attention may be paid to institutions formed for exploiting on a larger-scale, agricultural, forest and annual husbandry resources, e.g. coffee and tea plantation. Special attention may also be paid to co-operation in the production and marketing of agricultural products.
CHAPTER V- INDUSTRIES

(a) Old time Industries and Industrial Development.
(b) State Aid to Industries.
(c) Industrial Training: Engineering Colleges, Polytechnics, I.T.I. etc.
(d) Industrial Areas and Estates.
(e) Sources of Power: Solar, Wind, Coal, Gas, Nuclear, Hydroelectric etc.
(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 major 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.

CHAPTER 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) Banks: Public sector, Private sector, Garmin banks, Land Development banks.
       Cooperative banks.
   (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

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
- Motorcycle/Scooters
- Cycles.
- Cycle Rickshaws.
- Taxis
- 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, Tourism Resorts (public and private), Hotels and Restaurants

(g) Posts, Telegraphs and Telephones.

(h) Radio and Wireless Stations

(i) Organisations of Owners and Employees in the Field of Transport and Communications.

(j) Mobile phone users

(k) Internet connections

CHAPTER VIII- MISCELLANEOUS OCCUPATIONS

(a) Public Administration –
State, Central and Local Government Services.
Public Employees Organisations.
(b) Army.
(c) Learned professions-

- Educational Services
- Medical and health Services.
- Legal Services
- Engineering Services,
(d) Personal and Domestic Services –

- Personal Service
- 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

CHAPTER X- General Administration
(a) Historical Background and Divisions of the District Administrative Divisions.
(b) District Authorities-

- Deputy Commissioner.
- Sub-Divisional Officers
- Tehsildars and staff.
(c) Development Organisation.
(d) Panchayati Raj-

- Panchayats.
- Panchayat Samitis
- Zila Parishad.
(e) General Arrangement for disposal of Business –

- General Assistants.
- Public Grievances 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 –
• History of Land Revenue Assessment and Management.
• Collection of Land Revenue.
• Organisation for purposes of Land Administration.
• Income from Land Revenue and Special Cesses.

(b) Land Reforms-
• Security of Land Tenures.
• Utilisation of Lands.
• Consolidation of Holdings.
• (vi) Agrarian movements, Bhoodan, peasant organisation,
• Rural wages and condition of agricultural labour.

(c) Other sources of Revenue, State and Central.

CHAPTER XII- LAW & ORDER AND JUSTICE

(a) Incidence of Crime in the District.

(b) History and Organisation of Police
• Organisation of Police
• Civil Police.
• Haryana Armed Police and Mounted Police.
• Prosecution Staff.
• Criminal Investigation Department
Vigilance Police.
- Anti-Smuggling Staff.
- Police Wireless Station.
- Railway Police.
- Excise Police Staff.
- Village Police.
- Haryana Home Guards.

(c) jails and Lock – ups-
- Location of jails and lock-ups and prison organisation;
- Prison discipline;
- Welfare of prisoners:
- District Crime Prevention Society;
- District Probation Officer;

(d) Organisation of Civil and Criminal Courts

(e) Bar Associations

CHAPTER XIII- OTHER DEPARTMENTS
(a) Public Works Department: PWD, Public Health, Irrigation, Electricity.
(b) Public Relations Department.
(c) Co-operative Department.
(d) Food and Supplies Department.
(e) Finance Department
(f) Planning Department.
(g) Language Department.
(h) Women and Child Development
(i) Social Justice and Welfare of Schedule Castes

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 /Corporation
(c) Town planning and Housing
(d) Panchayati Raj its organisation and structure; powers and duties, financial resources; special achievements if any; etc.

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 College, 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 special needs children: Deaf, Dumb and Blind.

(i) Adult Literacy, Social Education& 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, infant mortality, maternal mortality, gender ratio etc.

(c) Diseases Common to the District.

(d) Medical and Public Health Services.
- Hospitals, Primary Health Centres, Dispensaries, etc Blood Banks.
- School Health Service
- Medical Aid during Floods
• Prevention of adulteration of Foodstuffs
(e) Private Hospitals and Nursing Homes.
(f) Medical and Public Health Education Institutions
(g) Sanitation
• Public Health and Sanitation in Urban Areas
• Rural sanitation and Water Supply.

CHAPTER XVII- OTHER SOCIAL SERVICES
(a) Labour Welfare
• Labour Legislation
• Subsidised Industrial Housing 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 Scheme
• Industrial Training Schemes
• Representative Institutions
(d) Other Social Welfare Activities
• Old Age Pension Scheme
• Widow Pension Scheme
• Handicapped Pension Scheme
(e) Public Trusts Charitable Endowments and Muslim Wakfs

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 Constitutions 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
• Organisations of National or International Repute.
CHAPTER XIX- PLACES OF INTEREST

All places of historical and tourist interest, pilgrim centres, commercial and trading centres, and other important places.

Note. – The names should be arranged in a strictly alphabetical order.

17.3 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 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, Haryana, Chandigarh, who will arrange that proof sheets are forwarded to the State Editor, Gazetteers, for correction.

17.5 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


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 on such mutations care must be taken not to treat as partitions of proprietary right arrangements which 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.

18.1 (a) Confirmation of private partitions - If any of co-sharers objects to 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, affirm the partition himself.

18.2. Jurisdiction - Partition cases are excluded from the jurisdiction of the civil courts, [Section 158(2) (xvii) of the Land Revenue Act], a Civil Court shall not exercise jurisdiction over, “any claim for partition of any estate, holding or tenancy, or any question connected with or arising out of proceedings for partition, not being a question as to title in any property of which partition is sought”. They are heard by a revenue officer of an Assistant Collector, 2nd grade (section 126 of the Act).

18.2 (a) Responsibility - 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 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 reminders. 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. (Deleted)

18.4 Who may apply for partitions - 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 fulfils 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 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 abbreviations 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.

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 reasonably practicable, the procedure laid down in sections 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 appear and state them within a certain time. The date fixed should usually be that on which the parties have been summoned to attend. When the requirements of the law as regards the service of summons 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 not appeared.

18.6 (a) **First hearing in village** - Revenue Officer must 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.

18.6 (b) **Report of first visit** – Revenue Officer must report of his first visit in the village in partition case on the following points.

(i) Has additional party been impleaded in the case.
(ii) Report about the possession of the co-sharers.
(iii) What are the reasons of the possession in excess to the share of the co-sharers.
(iv) Location of the land. (a) Near abadi (b) Near road
(v) Fertility of the land with kind (a) Nehri (b) Chahi (c) Barani
(vi) Special structure (a) house (b) Storage
(vii) Reports of personal Constructions in irrigations (a) Tube wells (b) Wells (c) Channels
(viii) Blocks of land with size
(ix) Total land has been included in the partition.
(x) How can fragmentation be avoided. (a) Whether the land should be put in one block and distribution should be on the basis of the value. (b) Whether the land should be distributed on the principle of “Nakas Wa Kamil”.
(xi) Any other feature for which assessment of cost is to be calculated.
(xii) What are the points on which question of title can be raised.
(xiii) Any specific objection raised by any co-sharer.
(xiv) Other points to be mentioned in the report. (a) Any garden (b) Cluster of trees (c) Any pond

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 to disallow partition given by section 115 of the Land Revenue Act should not be exercised arbitrarily but ordinarily on the grounds set forth in sections 111 & 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 of the village should in every case be consulted. The question whether land can be partitioned in spite of an entry in 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 application entirely, but it appears that there are disputes as to title, which must be dealt with in the manner laid down in section 117, he should record clearly what the points in issue are. Example of disputes as to questions of title is –

(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

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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 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 decide the questions of title raised under one or other of the procedures laid down in section 117 (2) (a) and (b).

18.9 (a) Classes of cases - The cases which will require action may be divided broadly into two classes- first, those in which an applicant believing that the partition proceedings will enable him to obtain an advantage over the opposite party has chosen that procedure in order to evade direct resort to the 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 a civil court, even though 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.

18.9 (b) Action of Officer - 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 refuse to put the parties to the trouble of separate proceedings in a civil court, even though 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.

18.9 (c) Stay proceedings - 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 office and treat the case in the quarterly business returns as a decided one. If, on the termination of the proceedings in the civil court, the applicant petitions to revive the partition case, the file will be restored to the register of pending cases and be 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 applicant for partition, he should order the applicant to put in by a certain date a written statement giving full particulars of his objections.

18.9 (d) Party to obey instructions - 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 (Act V of 1908). On a plaint being presented, he should record a brief note stating whether the question at issue is cognizable by a revenue court, [section 117(2) (a)] or by a civil 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 (l)(a) Enquiry as to methods of partition - If there are no disputes as to title, or if all such disputes have been decided under section 117, Assistant Collector 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 is given in appendix 18a is given as a specimen, but it may be modified to show further details when this is considered necessary.

18.10 (l)(a) Points in mode of partition - While deciding the mode of partition the Assistant Collector 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-shares continuing to hold jointly, or whether all the shares will be divided.

18.10 (l)(b) Effect of sharat wazib-ul-Arz - 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 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.

18.10 (i)(c) Fragmentation of holding should be avoided - In this connection efforts should be made to persuade co-sharers to abstain from 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 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 or canals. It makes the sinking of wells, drainages, leveling and other agricultural improvements more difficult, while small fields may often be an obstacle to employment of improved agricultural implements and machinery.

18.10 (i)(d) Discretion of revenue officer - 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.

18.10 (ii) Principle of “nakas wa kamil" - It is impossible to settle every detail till the partition is actually made on the ground. To order a partition, “ballhaz nakas wa kamil" as is constantly done. 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 can equitably be done.

18.10 (ii)(a) Appointment of arbitrators - 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 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.

(b) when an instrument of partition containing an agreement to divide property 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 hundred rupees.

(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 for an instrument of partition, and an instrument of partition in pursuance of such order or award is subsequently executed, the duty on such instrument shall not exceed one hundred rupees.

18.11. Orders of Assistant Collector on method of partition - 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 in the pleadings, is decided.

18.11 (a) Payment of cost - Before taking any step to carry out the partition the Asstt. Collector 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 decided on merit. If the applicant is in earnest in desiring the partition he is often willing to pay 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.

18.11 (b) Deposit of cost - All sums received as costs will be credited in the Revenue deposits accounts and paid into the treasury, the number and date of the dakhila, being noted under the Asstt. Collector's, signature in the tehsil register of partition cases. Such costs, as are not susceptible of
speedy disbursement, should be treated as revenue deposits. Receipts for all disbursements will be put on the partition file.

18.12 Method of carrying out partition - Revenue Officer 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 shareholders. If the shares are equal and the particular parcels of land 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 appendix 18b, but it may be modified to whatever extent appears desirable.

18.13 Responsibility of field kanungo - The field kanungo should 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 (a) Duties of field kanungo - The papers filed in partition cases are often full or 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 record. The field kanungo is responsible for the accuracy of partition work and this responsibility should be rigorously enforced. Revenue Officer is bound to see that the field kanungo is carrying out exactly the instructions he has received, and carefully supervised.

18.14 (a) (i) 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 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 Assistant Collector 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.

18.14 (a) (ii) Mud pillars should be put up to define boundaries where numbers are divided- It sometimes happens that, when the parties are asked by the Asstt. Collector 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 greatest importance that there should be no room left for misunderstanding as to the locality of reach 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 Holding Department kanungo consolidation shall give demarcations on the spot by actual measurement.”

18.15 Attestation of partition before the Assistant Collector 2nd grade - On receiving the map and khatauni with the field kanungo’s report, the Asstt. Collector 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 opportunity of appearing, the Asstt. Collector should dispose of the case, making any modifications in the partition which are shown to be necessary, and correcting the khatauni accordingly. All corrections made by the Asstt. Collector 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 Asstt. Collector can arrange to collect the parties when he is in or near the village and dispose of objections on the spot, he should do so as this will save time and much trouble.

18.16 Transfer of shamilat at partition - The attention 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.

18.17 The instrument of partition - After the partition has been sanctioned 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).

18.17 (a) Partition to take effect - It should describe the claim and give a detail of the division effected with a reference to the order sanctioning it. The date of which the partition is to take effect must be noted. The form Ptn-3 is given in appendix 18c 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 is carefully observed. Revenue Officer should transfer the possession of all khewatdars at one time within three years from the date entered in the instrument as that from which it will take effect. Application can be made under section 122 to the revenue officer to be put in possession.

18.19 Mutations in consequence of partition - As soon as may be after the date mentioned in the instrument of partition as that from 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 file. All needful checking can be done by the reader of the revenue officer who decides the case.

18.21 Employment of arbitrators - 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 neighbourhood as sole arbitrator [section 127, 2(d)]. The Assistant Collector should carefully explain to the arbitrators what they are expected to do, and should arrange that the patwari gives them the assistance they require.
CHAPTER 19
LAND RECORDS OFFICE


PART -1.-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 Incharge of Revenue Branches of the district.

The rules in this chapter will also apply mutatis mutandis to the Land Records Offices of the Sub-Division, the land records whereof are not consigned to the District Land Records Offices. The Sub-Divisional Officers will in such cases be the officers-in-charge of the Land Records Office.

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,

19.3. Temporary establishment - From Director of Land Record's grant under head “2029-Land Revenue-103-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, labour 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 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 in appendix 19k.

The gosh wara 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. Records-keeper not 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 he 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 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 Revenue 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.

The Collector must insist on the fact that no undue requisition for files is made on the record office. Any court or officer 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 moharrir) 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 person 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-right, annual records or file should be received in the record room unless properly compiled. The district kanungo is responsible for checking the records-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 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 comprising 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 Records 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. Paper 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 and 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 bastes should be placed topographically. The bastes should be arranged by tehsils, each tehsil having a different coloured cloth. Cost of the coloured cloth should be debited to district contingencies under head 2053-District Administration.

Basta lables in Form R-21 in appendix 19J which has been standardised should be pasted on each basta.

The goshwara (Form R-20 in appendix 19L) should remain with their proper bastes. When the new goshwaras are prepared the old ones should not be destroyed but kept in the bastes.

The records-of-right should be kept in shelves, village maps in iron almirahs in flat condition and the other records in the bastes as stated above.

19.14 Kuliat files - Files treated as Kuliat should be arranged in annual and not in village bundles and are entered only in the goshwaras in Form R-4 in appendix 19a The index of these files will be prepared in Form R-20 in appendix 19L. It is convenient to keep certain classes of Kuliat files in tehsil annual bundles instead of in the usual district bundles, and it is not necessary to have a separate set of Kuliat bundles for every class of Kuliat 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 headquarter 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-ularz, chitha haqqu chahatchitha 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 kuliat 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 in appendix 19b. 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.
Issue to outlying courts should be made by registered post: in the case of courts at headquarters 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. (i) *Register of issues* - The form of issue register (Daramad baramad) is prescribed in Form R-9 in appendix 19c. 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 in appendix 19d 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 by the court making requisition which 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: -

1. Re. 10 for the first Jamabandi searched and Rupee one for every additional Jamabandi.
3. Field Map – as above, and
4. For all other documents – Rupee one 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 receipt” 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 receipts for search fees from his counterfoil search fee book in Form R-13 in appendix 19f.

(vi) As files are occasionally placed or replaced in the wrong bastes, 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 in appendix 19e showing the bastes actually handled each day.

19.20 Test of the proper arrangements of records - Care will be required 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 register; that the goshwaras 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

- Inspection 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 practitioners’ clerks may only inspect 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. inspection 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 taken 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. 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 destruction 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 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 in appendix 19g. Every quarter the record-keeper should submit through the officer-in-charge statement in Form R.-15 in appendix 19h.

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) Miscellaneous.

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 receipt or 0070-Other Administrative Service-01-Administration of Justice as the case may be, and nos. 4 and 5 to 0029-Land Revenue-800-Other receipt.

It is an important duty of the record-keeper that inspection and search fees should be promptly recovered, accounted for and credited to Government 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 or 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 Register, 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 Commissioner Revenue that whenever the Survey Department stands in need of the mussavis for reference, the matter should be reported to the Collector of the District who will decide whether the mussavis asked for should be sent to the office of the Survey Department or officials of that Department should make use of them in the office of District kanungo or tehsil as the case may be.

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 tehsildar and the general control of the Sub-Divisional Officer (Civil). 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 assistant patwaris and field kanungos as provided for in paragraphs 3.12 (4) 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 following:-

   (i) Books, pamphlets and manuals (printed in hindi vernacular), furnished by Government, 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) Deleted
   
   (iv) Abstract village note-books when they are kept in tehsil under paragraph 10.7(7).
   
   (v) Sanctioned and rejected mutation sheets, lists and miscellaneous papers connected therewith. – (Paragraphs 7.38 and 7.39).
   
   (vi) Jamabandis and diluvion files of the current settlement received annually from patwaris.
   
   (vii) Crop abstracts, Halat-Dehi for ordinary Thur and Sem girdawari, annual and quinquennial returns and Jinswar statements received from patwaris.
   
   (viii) Patwari and kanungo forms and plain paper.
   
   (ix) Miscellaneous papers and files.

19.40 Disposal of records - 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 bastes with catalogues (goshwaras) in Form no. R-20 in appendix 19l, 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 jamabandis and diluvion papers of the current settlement should be kept in almirahs, racks or boxes until they are despatched to the sadar office.
(iv) Crops abstracts, Halat Dehi statements for ordinary Thur and Sem girdawari annual and quinquennial returns jinswar statement received from patwaris and their gohswaras (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 miscellaneous papers connected with mutations should be kept in kuliat bastas and entered in a gohswara in Form no. R-20 in appendix 19l. These records should be destroyed after the prescribed period and the necessary columns of the goshwara 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 cases when complete, are returned to the sadar office; current files should be kept with the office kanungo in a separate basta. Miscellaneous papers which are kept in the tehsil kanungo’s office, such as those connected with-

Inspection of tehsil kanungo’s office by district kanungo,

- census,
- harvest prices,
- inspection note
- business returns,
- forms and their bills,
- crop estimates,
- harvest returns,

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 kanungo’s 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 kanungo’s 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 1 - The following rules laid down in part I of this chapter apply to the tehsil kanungo’s office as far as practicable:-

Paragraph 19.11 supra. – Arrangement of files before they are sent to the sadar record room.
Paragraph 19.12 supra. – Papers which need not go into the record room.
Paragraph 19.13 supra. – Arrangement of village bundles.
Paragraph 19.14 supra. – Kuliat files.
Paragraph 19.15 supra. – Receipt of files in the record room.
Paragraph 19.17 supra. – Entries in goshwara and subsequent disposal.
Paragraph 19.20 supra. – Test of proper arrangement of Records.
Paragraph 19.22 to 19.28 supra.:- Inspection of Records.
Paragraph 19.29 supra. – Destruction of revenue files and Registers.
Paragraph 19.30 supra. – Destruction of records how to be carried out.
Paragraph 19.32 supra. – Record room receipts.
Paragraph 19.33 supra. - Budget estimates of record room receipts.
PART III. – PRESERVATION AND DESTRUCTION OF RECORDS.


-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 consist of registers (including statements, returns, lists, etc.), 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 19.46 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.

Lists 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 (i) 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 Records Room and Land Records Office according to subjects.

(2) Tabular statements of former settlements, including counterparts of general statements for a tehsil of other tract.

(3) Register of estates the property of Government and of grazing or fuel preserve.

(4) Registers of grants for the formation of way-side groves and the sinking of wells where such exist.

(5) Note books kept up by tehsil office kanungsos and district kanungsos.

19.46 Registers to be kept for 3 years - The following revenue registers shall be preserved for a period of three years and shall then 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 riverain 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, mutation sheets, and lists of revenue assignments appended thereto.

(5) Naqsha tankih haquq muzarian.

(6) Village boundary (thak bast) cases between adjacent villages under section 101, Land Revenue Act.

(7) Mussavi Parat Sadar (Prepared in Consolidation of Holdings Operations)

(8) Record of rights and other papers connected with it.


19.49 Files to be kept for 12 years - The following revenue files shall be preserved for 12 years and shall then be destroyed.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Nature of case</th>
<th>Time when period begins to run</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sheets of rejected mutations (Paragraph 7.38 (ix)</td>
<td>From the date of receipt in record room.</td>
</tr>
<tr>
<td>2.</td>
<td>Chitha shajra nasab and chitha naqsha haquq chahat</td>
<td>Ditto</td>
</tr>
<tr>
<td>3.</td>
<td>Roznamcha Partal Afsran</td>
<td>Ditto</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Nature of case</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Papers connected with special assessments including diluvion assessments- (Section 59, Land Revenue Act.)</td>
<td>Until sanction of new settlement</td>
</tr>
<tr>
<td>2.</td>
<td>Internal distribution of assessment at settlement (bachh)</td>
<td>Ditto</td>
</tr>
<tr>
<td>3.</td>
<td>Papers regarding cattle enumeration</td>
<td>Until the next enumeration has been completed</td>
</tr>
<tr>
<td>4.</td>
<td>Khataunis</td>
<td>For the term of settlement to which they relate and destroyed after the khataunis for the next settlement have been prepared and filed</td>
</tr>
<tr>
<td>5.</td>
<td>Misal Tarmin Triqa Bachh</td>
<td>Until sanction of new settlement</td>
</tr>
</tbody>
</table>
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 records-keeper and shall be effected by tearing up the papers to be destroyed.

SECTION C. – REVENUE FILES AND REGISTERS EXCLUDED FROM THE LAND RECORDS OFFICE.

I.- Destruction of registers.

19.52 The following registers shall be preserved for the period noted against each from the date of the last entry and shall then be destroyed :

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of case</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of register of patwari circle – (Standing order No. 55, paragraph 8)</td>
<td>6 years</td>
</tr>
<tr>
<td>2.</td>
<td>Canal Khataunis</td>
<td>6 Years</td>
</tr>
<tr>
<td>3.</td>
<td>Canal abstract statements</td>
<td>6 years</td>
</tr>
<tr>
<td>4.</td>
<td>Register of accepted patwari candidates– (Paragraph 3.6 and paragraph 7 of standing order No. 55)</td>
<td>3 years</td>
</tr>
<tr>
<td>5.</td>
<td>Register of demand of mutation fee – (Paragraph 55 of standing order No. 31)</td>
<td>3 years</td>
</tr>
<tr>
<td>6.</td>
<td>Monthly registers of prices current-</td>
<td>3 years</td>
</tr>
<tr>
<td>7.</td>
<td>Register of patwari’s forms etc., etc., prescribed in paragraph 3.97</td>
<td>3 years</td>
</tr>
<tr>
<td>8.</td>
<td>Tehsil annual statement of lapsed and resumed assignments</td>
<td>3 years</td>
</tr>
<tr>
<td>9.</td>
<td>Statements of revenue business</td>
<td>3 year</td>
</tr>
<tr>
<td>10.</td>
<td>Registers of annual return filled by patwari</td>
<td>3 year</td>
</tr>
<tr>
<td>11.</td>
<td>All registers not herein before provided for</td>
<td>3 years</td>
</tr>
<tr>
<td>12.</td>
<td>Inspection notes</td>
<td>3 years after the date of inspection</td>
</tr>
<tr>
<td>13.</td>
<td>Extract from issue register sent for verification of files.</td>
<td>1 year</td>
</tr>
<tr>
<td>14.</td>
<td>Register of abstracts of orders to which effect is to be given in patwaris salary bills.</td>
<td>1 year</td>
</tr>
<tr>
<td>15.</td>
<td>Mutation registers not containing original orders</td>
<td>To be destroyed as soon as they reach the tehsil</td>
</tr>
</tbody>
</table>
16. Rough copy (chitha) of the wajib-ul-arz | 3 years from close of settlement operations
17. Papers connected with preparation of crop estimates. Jinswar statements | 3 years from harvest under report.
18. Dak bahis of field kanungo | 12 years from the date of their completion.
19. Despatch register maintained by office and Sadar Kanungos. | 12 years from the date of their completion.

II. – Destruction of files

19.53. Destruction of papers which do not come into the Land Records 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 then be destroyed:

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Nature of case</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Distribution of work among officers</td>
<td>1 year</td>
</tr>
<tr>
<td>2.</td>
<td>Tehsildars and naib-tehsildars diaries and their a abstracts kept in the tehsil.</td>
<td>6 months</td>
</tr>
<tr>
<td>3.</td>
<td>Diaries of daroghas of tirni, etc, and kanungos, and work-books of patwaris, and tour statements of kanungo, abstract diaries of tehsildars and naib-tehsildars sent to headquarters</td>
<td>6 months</td>
</tr>
<tr>
<td>4.</td>
<td>Monthly and quarterly business returns</td>
<td>3 months</td>
</tr>
<tr>
<td>5.</td>
<td>Applications of candidates including patwari and kanungo for employment</td>
<td>3 months</td>
</tr>
<tr>
<td>6.</td>
<td>Application of officials for appointment to a particular vacancy</td>
<td>3 months</td>
</tr>
<tr>
<td>7.</td>
<td>Reports from tehsil about cattle disease</td>
<td>3 months</td>
</tr>
<tr>
<td>8.</td>
<td>List of papers sent by post</td>
<td>3 months</td>
</tr>
<tr>
<td>9.</td>
<td>Applications for registers, papers and printed forms</td>
<td>3 months</td>
</tr>
<tr>
<td>10.</td>
<td>Orders for preparation of statements.</td>
<td>3 months</td>
</tr>
</tbody>
</table>

(b) The following files shall be destroyed in accordance with directions noted against each.
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Nature of case</th>
<th>Time of destruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.</td>
<td>Translations of references from higher authorities calling for explanation of returns submitted.</td>
<td>When the orders passed have been carried out.</td>
</tr>
<tr>
<td>12.</td>
<td>Applications for travelling allowance</td>
<td>When the orders passed have been carried out.</td>
</tr>
<tr>
<td>13.</td>
<td>Papers relating to prices current</td>
<td>When the annual return has been submitted.</td>
</tr>
<tr>
<td>14.</td>
<td>Applications of tehsildars or other courts and offices for registers, papers and printed forms.</td>
<td>When acknowledgement of receipt has been received.</td>
</tr>
<tr>
<td>15.</td>
<td>Papers relating to enquiry about the heirs of deceased sepoys and the disposal of their estates.</td>
<td>One year after the reference has been replied to.</td>
</tr>
<tr>
<td>16.</td>
<td>Robkars of officers fixing dates of arrival</td>
<td>When tour is completed.</td>
</tr>
<tr>
<td>17.</td>
<td>Reports of sadar ahlmads for statements due from tehsils and connected papers</td>
<td>When statements are complete.</td>
</tr>
<tr>
<td>18.</td>
<td>Robkars calling on ahlmads to prepare annual statements</td>
<td>When the statements have been prepared and sent in</td>
</tr>
<tr>
<td>19.</td>
<td>Application for inspection of files</td>
<td>When the audit note for the period is over.</td>
</tr>
<tr>
<td>20.</td>
<td>Application for copies of office documents</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>21.</td>
<td>Papers relating to the transfer of pensions from one district to another</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>22.</td>
<td>Indents for revenue forms</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>23.</td>
<td>2nd copy of receipted or amended invoice relating to forms and blank papers (paragraph 3.96)</td>
<td>One year after the date of receipt in office.</td>
</tr>
<tr>
<td>24.</td>
<td>Reports connected with preparation of half yearly harvest return under standing order No. 53.</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>25.</td>
<td>Paper regarding intimation from Canal Department for closure of canal on certain dates.</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>26.</td>
<td>Monthly statement of unanswered references.</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>27.</td>
<td>Papers regarding distribution of books</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------</td>
</tr>
<tr>
<td>28.</td>
<td>Rainfall reports</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>29.</td>
<td>Reports of calamities of season or of epidemic diseases or of insanitary condition of villages, sent for information only.</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>30.</td>
<td>Half-yearly statements 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</td>
<td>After the expiry of one year from the date of disposal.</td>
</tr>
<tr>
<td>31.</td>
<td>Casual leave papers</td>
<td>At the end of the year which the papers relate.</td>
</tr>
<tr>
<td>32.</td>
<td>Undisputed applications for boundary demarcation</td>
<td>At the end of the year which the papers relate.</td>
</tr>
<tr>
<td>33.</td>
<td>Translations of letters</td>
<td>At the end of the year to which the papers relate.</td>
</tr>
<tr>
<td>34.</td>
<td>Annual fards bachh kept at the tehsil</td>
<td>When the next jamabandi is filed with its fards.</td>
</tr>
<tr>
<td>35.</td>
<td>Lists of mutation fees</td>
<td>Three years from date of receipt in tehsil.</td>
</tr>
<tr>
<td>36.</td>
<td>Annual files of registration memoranda relating to transfer of agricultural land received from registration officers</td>
<td>One year from date of receipt of last memorandum that completes the file.</td>
</tr>
<tr>
<td>37.</td>
<td>District Land Revenue Administration Reports</td>
<td>When the next settlement is included</td>
</tr>
<tr>
<td>38.</td>
<td>District Colony Reports</td>
<td>Fifteen years after the report is printed.</td>
</tr>
<tr>
<td>39.</td>
<td>Files of verification of Jagirdars and muafidars including inspection registers of muafidars maintained in patwari and kanungo standard form No. 79.</td>
<td>After the expiry of four years from the date of disposal.</td>
</tr>
<tr>
<td>40.</td>
<td>Files of verification of civil and military pensioners, including inspection registers of such pensioners maintained in patwari and kanungo standard form no. 43-B</td>
<td>After the expiry of four years from the date of disposal.</td>
</tr>
</tbody>
</table>

**19.54.** For specimen of forms R-4 in appendix 19a, R-8 in appendix 19b, R-9 in appendix 19c, R-10 in appendix 19d, R-11 in appendix 19e, R-13 in appendix 19f, R-14 in appendix 19g, R-15 in appendix 19h, R-20 in appendix 19i, (Fly index for kuliat files only) and R-21 in appendix 19j, Appendix A of chapter 9 of the District Office Manual should be consulted.

The specimen of forms R-12 (Land Records Office Work Register) in appendix 19k and R-20 (goshwara) in appendix 19L are given below :-
### R-12- LAND RECORDS OFFICE WORK REGISTER

<table>
<thead>
<tr>
<th>Date of receipt</th>
<th>Tehsil</th>
<th>Village</th>
<th>Record of right</th>
<th>Khataunis</th>
<th>Field books</th>
<th>Musavis</th>
<th>Jamabandis</th>
<th>Others</th>
<th>Number of files issued</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### R-20 – LIST OF PAPERS OF MAUZA

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description of Record</th>
<th>Year to which it relates</th>
<th>Date of filing</th>
<th>Signature of district kanungo or his assistant</th>
<th>Date of destruction</th>
<th>Signature of district kanungo</th>
</tr>
</thead>
</table>

Note. – In the case of records kept at tehsil offices, column 5 and 7 will be signed by the office kanungo instead of by the district kanungo.
Chapter – 20
Standing records

Chapter included in 2013 for the first time. Chapter No. 4, 6, 7, 9, should be read with this chapter.

20.1 Jurisdiction – Under section 158 (2) of Punjab Land Revenue Act. A civil court shall not exercise jurisdiction over any of the following matters, namely.

(iv) Any notification directing the making or revision of a record-of-rights.
(v) The framing of a record-of-rights or annual record or the preparation, signing, attestation of any of the documents included in such record.
(vi) The correction of any entry in a record-of-rights annual record or register of mutations.
(xii) The formation of an estate out of waste-land.
(xviii-a) Any question connected with or arising out of or relating to any proceedings for the determination of boundaries of estates subject to river action under sections 101-A, 101-B, 101-C and 101-D, respectively of Chapter VIII of Punjab Land Revenue Act.

20.2 Standing Records – Standing records are prepared in the operation of settlement. These records are prepared after judicial inquiries and have presumption of truth. These records were prepared in the last settlement between 1889-90 to 1916-17 of different areas of Punjab and in 1938-43 for Gurgaon district. Settlement operation commences after publication of the declaration under section 32 of Punjab Land Revenue Act and records are prepared under section 31 of Punjab Land Revenue Act. If the situation arises to prepare standing records, those records will be prepared under the provision of Punjab Land Revenue Act and procedure of Haryana Land Records Manual will be followed.

Following records will be included in standing records.

(1) Preliminary proceeding (Robkar Ibtidai) – This record has brief reports on the following points.

(i) Settlement notification
(ii) Settlement officer and staff
(iii) Business assigned
(iv) Judicial power
(v) Classes of land
(vi) Produce and produce price
(vii) Index of documents

(2) Opening sheet (Sar Warq) –

(i) This documents include the authority under whom the records are prepared.
(ii) Time and date of preparation.
(iii) Procedure of numbering the field
(iv) Share of siris and landless labours in the produce.

(3) Survey and field book –

(i) Field book is to be prepared on the basis of the cadastral survey as per procedure of chapter 4 of Haryana Land Record Manual. This record will be prepared in duplicate, one copy for tehsil record room and one copy for patwari. To carry out the record of rights Collector must have an accurate map of each village showing the position and boundaries of every field. Such a map is known as the shajra kishtwar. He also requires a record of the area of each field, which is easily calculated when its shape and linear dimensions are known. It is expedient to note at the time of measurement the class or classes of land which each field contains. If no field map exists, the Settlement Officer must make one. If the existing map is defective, he must consider whether it can be corrected without an entirely new
survey. There is a separate record of rights for each estate or mahal. But the unit for purposes of survey is not the estate, but the village or mauza. Occasionally a block of land or some scattered fields belonging to one village are enclosed within the boundaries of another village. Such fields should be measured along with the village in which they are included, but given an independent series of numbers.

(ii) Form of field book –

<table>
<thead>
<tr>
<th>Field Book</th>
<th>Village</th>
<th>Tehsil</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Number</td>
<td>Khatauni Number</td>
<td>Calculation of area</td>
<td>Kind of land and area</td>
</tr>
<tr>
<td>Present</td>
<td>Previous</td>
<td></td>
<td>East</td>
</tr>
</tbody>
</table>

(ii) Before Commencing the field measurements of any village it is essential that correct and complete khataunis should be drawn up. If the previous annual papers have been properly prepared, and the jamabandi is correct to date, this will give little trouble. If it is not correct, then all mutations of rights omitted from the jamabandi must be entered up in the list of mutations of the current year. The khataunis will then agree with the jamabandi so corrected plus changes in tenants-at-will. And to make sure that the khataunis are correct and complete.

(iii) KHATAUNI OR HOLDING SLIP (khatauni Paimaish)

Khatauni paimaish is not a record of title but main part of the jamabandi i.e khewats and khataunis are written on the basis of the khataunis paimaish. This document remains in the record room.

Tehsil ------------------------Mauza ------------------------------{Taraf pati}-------------------------

<table>
<thead>
<tr>
<th>Last Jamabandi No.</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Khatauni.</td>
<td>Tenant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No. in Register of Mutations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NUMBER AND NAME OF FIELD</th>
<th>Name of well or other source of irrigation</th>
<th>Area and class of land and total or holdings</th>
<th>Rent</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Former</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(v) The khatauni number will be entered in ink before measurements are commenced. There is no real reason why an accurate list of the holdings should not be made. If by change one or two holding are subsequently discovered, these can be added in their place by sub number. When the tehsildar attests the village finally after close of measurements, the series of numbers can be corrected one for all.

(vi) The name and shares of owners and cultivator should be entered with great care and after careful attestation. If names and shares have already been entered in one holding in full detail, and in a subsequent holding it is desired to incorporate the same entry by reference, this may be done; for example, Sham Singh and others, as in holding No. 3 (three). But the number of the holding must be entered in such cases in figures and in words and care should be taken that short entries referring to different holding are not made in nearly indentical terms. Also the reference should always be to the khatauni numbers the measure has nothing to do with jamabandi numbers.

(vii) Enter shares in the plainest terms just as the patwari enters them in his ordinary annual papers, for example –
Surender, Sahadev, Mahender, Jogender, sons of purandev son of Hazari four equal share 1/6 share.
Harish chander son of Hazari son of Rattan 1/6 share.
Jai dev son of Ram Bhagat son of Hazari 1/8 share, Vishal son of Jai dev son of Ram Bhagat 1/24 share.
Dharambir, Sri Bhagwan sons of Bhartu son of Khyali equal share 1/2 share
1/6 + 1/6 + 1/8 + 1/24 +1/2 = 1
(viii) As regards sales and mortgages with possession (they should be shown in every case with the detail on Records-of-Rights.
(ix) Mortgages without possession will be entered only under the circumstances and with the details on Records-of-Rights.
(x) If a hereditary tenant has sold or mortgaged his holding and the transfer has been acted on, it will be entered in the register of mutations and incorporated in the khatauni, subject to any order of Court that may be produced concerning a transfer of this nature.
(xi) Enter very carefully the rents paid by tenants. If the rent is a share of the produce, note any payments made from the whole heap before the produce is divided. If the rent is cash, it should be so described as to show whether the rent is a lump sum charge on the holding or a rate per bigha, or whether the rent is per harvest or per crop, or per annum, or by appraisement.
(xii) Land appropriated for public purposes. – All land permanently appropriated for public purposes should be entered in the khataunis as directed in the jamabandi. Mutations expressed by these entries need not be entered in the register of mutations.
(xiii) It is not necessary to enter a name for every field along with its number. If fields are knows by names the names should be entered. But where fields are not commonly known by district names, no names of fields need be entered.
(xiv) The following soils will be recorded in the khataunis-
(a) Ghair mumkin, banjar kadim, and banjar jadeed, as directed for the crop girdawari and milan rakba.
(b) Chahi is all land irrigated regularly from a well (whether the well is pakka or kacha or tubewell and whether the water be lifted by buckets, wheel or dhenkli). Some land is thus irrigated every harvest, other land every year, and some land once in two years. Whatever land gets water regularly should be sown as chahi. The actual area of crops irrigated will not appear from the measurement papers, but from the crop girdawari papers.
(c) Nahri is land watered by a canal. The limits of this land will be defined in the same way as those of chahi land.
(d) Abi is land watered from tanks, jhils, river branches and springs and not falling under the heads of chahi or nahri. The limits of this land will be defined in the same way as those of chahi land.
(e) Sailab is land usually flooded in the rains by large rivers or their branches.

(i) Barani is all cultivation not included in above classes.

The Collector can direct that other soil distinctions be recorded if he considers this necessary.

4. Field Map (Shajra Kishtvar)

(i) This record is based on field book prepared in triplicate. One record remains in tehsil record room and second is for sadar record room third copy on cloth known as shajra parcha is for patwari. Direction of numbers of rectangle remain north west to east in continuous series in a revenue estate( hadbast ) but in some villages direction of rectangles is found north west to south and in matter of kilia numbers series in some villages is found from north west to east in continuous series with in the revenue estate but in some villages series of kilia numbers is found across the village. Results are found better in the revenue estate whose survey was made in the village as one unit and line of error was drawn to check the accuracy of the survey.

(ii) Comparison of Village Maps with Survey Data – When the patwari has completed the laying down of the squares, he will at once send to the collector a copy of the rough index (khaka), on which he has shown the position of each trijunction pillar and of every station left by the Government of India Survey department and along with it a statement in the following form showing the distance in karms from each trijunction pillar to the next, calculated as the hypotenuse of a right-angle triangle the sides of which are the distances along the sides of the squares.

<table>
<thead>
<tr>
<th>No. of village</th>
<th>Name of village</th>
<th>Name of adjoining villages</th>
<th>Trijunction Number</th>
<th>Distance along side of squares in kharans</th>
<th>Perpendicular of right-angled triangle</th>
<th>Direct distance in karms patwari’s measurements</th>
<th>Distance by Survey of India data</th>
<th>Difference in karms between columns 7 and 9, plus or minus</th>
<th>Difference percent b. one place of decimal</th>
<th>Remarks</th>
</tr>
</thead>
</table>

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<table>
<thead>
<tr>
<th>Mohammadzai</th>
<th>Kaghazai</th>
<th>Nasrat Khel</th>
<th>Banda Nirza Hussan Ali</th>
<th>Regi Shinu Khel</th>
<th>Garhi Mauz Khan</th>
<th>Mansur Khel</th>
<th>Independent territory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-2</td>
<td>576</td>
<td>512</td>
<td>771</td>
<td>Feet 4234</td>
<td>770</td>
<td>+1 +1.1</td>
</tr>
<tr>
<td></td>
<td>2-3</td>
<td>855</td>
<td>145</td>
<td>867</td>
<td>4746</td>
<td>863</td>
<td>+4 +0.5</td>
</tr>
<tr>
<td></td>
<td>3-4</td>
<td>923</td>
<td>393</td>
<td>1003</td>
<td>5513</td>
<td>1002</td>
<td>+1 +0.1</td>
</tr>
<tr>
<td></td>
<td>4-5</td>
<td>648</td>
<td>302</td>
<td>715</td>
<td>3915</td>
<td>712</td>
<td>+3 +0.4</td>
</tr>
<tr>
<td></td>
<td>5-6</td>
<td>864</td>
<td>678</td>
<td>1098</td>
<td>6022</td>
<td>1095</td>
<td>+3 +0.3</td>
</tr>
<tr>
<td></td>
<td>6-7</td>
<td>607</td>
<td>368</td>
<td>709</td>
<td>3883</td>
<td>706</td>
<td>+3 +0.6</td>
</tr>
<tr>
<td></td>
<td>7-1</td>
<td>3009</td>
<td>1206</td>
<td>3241</td>
<td>17797</td>
<td>3236</td>
<td>+5 +0.2</td>
</tr>
</tbody>
</table>

The first seven columns of this statement will be filled up by the patwari, the rest being left to be filled up at headquarters. The distance to be entered in column 7 will be found by extracting the square root of the sum of the distances entered in columns 5 and 6. No fraction of a karm should be entered. This statement will be checked and signed by the kanungo and forwarded with the khaka to headquarters. This khaka should not contain any details within the village such as abadi, road, wells, ponds, etc. All that need be given are the positions of the trijunctions and any surveys stations there may be and a rough outline of the village boundary prepared by hand from the old map.

5. Genealogical trees (Shajra Nasab) (i) – The genealogical tree is on a continuous number of sheets for each village. In it the holders at the time of last settlement have been shown with sufficient detail (three generations and in special cases four or five (generations) to allow of lines being traced back easily on the tree prepared at last settlement. Shajra Nasab is drawn pattiwise, castewise and gotwise. This is placed in a pocket in the cover, while in large villages, it is placed in a separate cover.

(ii) Genealogical trees (Shajra Nasab) –

<table>
<thead>
<tr>
<th>Area of holding</th>
<th>Share or measure of right</th>
<th>Reference to khewat holdings</th>
<th>Name and descent</th>
<th>Trib</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A ........</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>B ........</td>
<td>Y ........</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>C ........</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>D ........</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of Taraf</td>
<td>E ........</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>F ........</td>
<td>Z</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>G ........</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of Taraf</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of village</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Haryana Land Record Manual
The Shajra-nasb should be drawn on one continuous sheet, not on separate leaves – on strong paper similar to that used for the khasra girdawari. For strength one inch slips of thin cloth should be pasted on the back of the folds.

(iv) Share or measure of right. – The share or measure of right entered should be that which governs the relation of the holding to the whole village or taraf; and according to which the khewat is made. In a bhaichara village the entry will be “possession.” The word “kabza” should be written only once and not repeated under each holding. If shares prevail; they should be described by the term current among the owners; artificial symbols not so current should never be used. All employees and officers will take great care that the shares are not complicated artificially.

(v) Area- When holdings are owned jointly by several owners whose names do not come together in the shajra-nasb; the land of these holdings should not be artificially divided in the shajra-nasb. The whole should be shown against the first name with the word “minjumla” prefixed; and against the second name in the column land there should be a reference to the previous entry “entered under holding No.” These columns should not be filled up until the end of measurements. Give the totals of each patti or taraf; and if a patti or taraf has common land enter it before those totals. The khewat number should be entered in pencil when the shajra-nasb is first drawn up; and be inked in at the end of measurements at the revenue officer’s final attestation.

(vi) In village in which a genealogical tree of the owners has been prepared at a previous settlement;- (a) if the table is a small one and can be easily copied; as in the case of small villages or villages of recent foundation; it should be copied out in full and brought up to date so as to be complete in itself; (b) if it is too large to be easily copied it will be enough to file with the new standing record a table showing the last three generations brought up to date. Where no genealogical tree has yet been prepared (1) a complete genealogical table should be prepared going back to the common ancestor in village where the labour involved in its preparation would be small; but (2) where this would involve great labour, the table should be prepared as follows:-the owners of each taraf or patti should be brought together, and inside these divisions the men of each tribe or “got”. The ancestors of each existing landowner should be shown for at least three generations back. And if the family has held land in the village for a longer period than this, then the ancestors should be shown for as far back as the memory of the present owners goes and there is no dispute, but usually a genealogical table should be prepared going back to the common ancestor.

(vii) The statement of the proprietors concerning each patti or taraf and concerning the whole village should be written briefly, and doubtful tables should be excluded. The statement of the proprietors concerning the previous history of the village should be arranged under the following heads:-

(a) Origin of rights and primary division of the land;

(b) The foundation of the village; and how named;

(viii) The names of persons who have left no male issue and of widows and daughters should not be entered except for some special reasons. Under the names of aganates still living but not in possession; should be entered the words “out of possession;” and a brief note of where they now live. Mortgagees’ names will not be entered.

(ix) In the case in which a father and a son both own land in separate holdings enter the son’s name in the genealogical tree in red ink.

(x) If an owner has lost his land (whether by sale or by diluvion), but he claims a share in the shamilat, note this under his name in the genealogical tree, but no such holding will be shown in the khatauni or jamabandi.

(xi) If property is divided by wells, add a column showing the “name of well” before the “area” column.

(xii) An owner by purchase should be entered on the left of the sub-division; taraf or patti in which he has purchased; a note should be added below his name; showing from whom he has purchased; and if the purchaser has no share in the shamilat; this should be stated.

(xiii) When an amended copy of a genealogical tree is drawn up should not be re-written; but a reference made to the statement recorded at last settlement and note added of any alterations made since the constitution of the village.
6. Index of field number - Index of Field Number (Fard numberwar) showing the field number and its relevant khatauni number. It is drawn on the basis of field book and shajra kistwar and khewat numbers are written on the basis of the main part of jamabandi (khewats and khataunies). If there is any discrepancy found that will be corrected with the help of “khatauni paimais” prepared before the preparation of main part of jamabandi (khewats and khataunies).

7. A list of field numbers tarmimed in the settlement - The tatima shajras thus prepared are attached to the jamabandi, and to the patwari’s copy of the jamabandi a copy is attached.

8. An alphabetical index of owners and tenants – This index of owners is helpful to find out the khwats and khataunies of a hissadar if he is unknown to his khewat and khatauni.

9. Jamabandi - The jamabandi or register of holdings of owners and tenants showing the fields comprised in each and the rent payable by each tenant. The finally attested khataunies of villages are copied in jamabandi form and on the jamabandi also the certificate that it is correct and fit to be accepted as record-of-rights is recorded.

There are two important points to be borne in mind in connection with the standing record of rights thus prepared. The first is that though the jamabandi of a settlement is spoken of as that of particular year (the year of settlement) it is not in every case one of that year. Different villages are measured on different occasions and the year of each is different. Another important point is that at the time of final attestation some mutations though entered up cannot be disposed of owing to absence of parties or otherwise. They are entered up in the new register of mutations for the next jamabandi.

10. Statement of rights in wells (Naqsha haquq chahat) – A detail report is prepared of every well in the following form.

<table>
<thead>
<tr>
<th>Serial No. of Wall</th>
<th>No. in map</th>
<th>Khatauni no.</th>
<th>Name of well</th>
<th>Depth in feet</th>
<th>Water singles or double, pakka or kacha, in use or out of use</th>
<th>Whether at work at last settlement or made subsequently, and in the latter case, in what year it began to be used</th>
<th>Name father’s name and grandfather’s name of owner, with shares in ownership of well</th>
<th>Name father’s name and grandfather’s name of persons who use the well with share of water enjoyed by each</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

(i) Ordinary drinking wells need not be entered in this statement; but care is needed that wells which are likely to be used for agriculture are not omitted.

(ii) Draw a red circle round the name of every well made since last settlement.

(iii) In column No. 11 enter for each well:–

(a) History of well and when built or repaired; and when the present rights in it were acquired.

(b) Method of working the well; with other irrigation arrangements now in force.

11. A statement of rights in irrigation from other sources than canal and wells -

Jhil (lake), chos which are regulated by the farmer for by government for the purpose of irrigation, and farmers have rights to irrigate the land according to the share and turn as regulated. A detailed report has to be made under this head.

12. Wajib-Ul-Arz or Village Administration Paper -

(i) The statement of customs respecting rights and liabilities on the estate shall be in narrative form; it shall be as brief as the nature of the subject admits, and shall not be argumentative, but shall be confined to a simple statement of the customs which are ascertained to exist. The statement shall be divided into paragraphs numbered consecutively, each paragraph describing as nearly as may be separate custom.
(ii) The statement shall not contain entries relating to matters regulated by law; nor shall customs contrary to justice; equity, or good conscience; or which have been declared to be void by any competent, be entered in it. Subject to these restrictions, the statement should contain information on so many of the following matters as are pertinent to the estate -

(a) Common land; its cultivation and management; and the enjoyment of the proceeds thereof.
(b) Rights of grazing on common land.
(c) Usages relating to village expenses
(e) Customs relating to mills, tanks, streams, or natural drainages.
(g) Customs of alluvion and dilluvion.
(h) The rights of cultivators of all classes not expressly provided for by law (for instance, rights to trees or manure, and right to plant trees) and their customary liabilities other than rent.
(i) Customary dues payable to village servants, and the customary service to be rendered by them.
(j) The rights of Government to any nazul property, forests, unclaimed, unoccupied, deserted, or waste lands, quarries; ruins or objects of antiquarian interest, spontaneous products, and other accessory interest; in land included within the boundaries of the estate.
(k) The rights of Government in respect of fish and fisheries in streams, rivers, etc.
(l) Any other important usage affecting the rights of landowners, cultivators or other persons interested in the estate, not being a usage relating to succession and transfer of landed property.

(ii) Where the record of rights is being made for the first time, if the persons interested are not agreed as to the existence of any alleged customs the Collector, or an Assistant Collector of the 1st grade shall decide the dispute in the manner provided in section 36 of the Land Revenue Act. Where the records of rights is being revised, the Collector or Assistant Collector of the 1st grade shall similarly decide disputed entries; but in doing so he shall have regard to the provision of section 37 of the land Revenue Act.

(iii) Tehsildars are authorised finally to attest all undisputed entries in a Wajib-ul-arz prepared in accordance with the instructions contained in paragraphs 1 and 2 above, but all entries which at the time of their attestation they find to be disputed should be referred for decision to the Collector or to an Assistant Collector of the first grade.

(iv) When the statement is complete, the revenue officer aforesaid shall fix a date for its final approval and shall summon the persons interested to appear on that date at a place in or in the immediate vicinity of , the estate to which the statement relates. And on the date and at the place appointed the statement shall be read over in the presence of such of the persons as are in attendance, and after such further correction as may be then found necessary, the revenue officer aforesaid shall sign the statement and shall add at its foot an order declaring that it has been duly attested.

13. **Sanctioned mutations, with index if any** - All the sanctioned mutations with index are to be attached with the jamabandi, when mutations are attached to a jamabandi those become the part of the jamabandi.

14. **Record of Partial** - During the operation of settlement field kanungo checks the whole standing records when they are under preparation constantly and systematically. He is responsible for hundred percent correctness. Revenue Officer is also responsible for the correctness of the standing record.

15. **Order of collector on settlement of rights** – Collector passes the final order on settlement of rights and after passing the order that records become the record of rights or standing record.
20.3 To prepare the standing records revenue officers/collector is vested with the powers of civil court under section 136 of land revenue act. and appellate powers are also given to Commissioner to decide appeals.

20.4 Settlements of rights can be taken up in the area where the rights are undetermined whether the area is riverian or other kind or a special revision of records is required. After publication of declaration under section 32 of Punjab Land Revenue Act., procedures laid out in the Haryana Land Records Manual are to be followed to prepare the standing record under section 31 of Punjab Land Revenue Act.

20.5 Annual records are amended records of standing records and these records are prepared under quasi-judicial inquiries. Jamabandi is also annual record and have presumption of truth under section 44 of Punjab land revenue act. But mutations and khasra girdawari do not have presumption of truth. These records are prepared under section 33 of Punjab land revenue Act. When mutations of rights and tenancy are attached to jamabandi they become the part of jamabandi.
## Chapter 21
### Yearly programme of work of Revenue Officers and Officials

Replaces appendix 1, 2, 3, 4, of Haryana Land Record Manual. Revised 2013.

#### 21.1 Yearly programme of the work of a Sub-Divisional Officer (civil) and District Revenue Officer

<table>
<thead>
<tr>
<th>Month</th>
<th>Work</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>September and October</td>
<td>1. Will check kharif girdawari work</td>
<td>Para 8.5, L.R.M.</td>
</tr>
<tr>
<td>November to the end of January</td>
<td>1. Will test the work of Field Kanungo in detail.</td>
<td>Para 8.13, L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. Will test the land records work of Tehsildars and Naib-Tehsildar in detail.</td>
<td>Para 7.62, L.R.M</td>
</tr>
<tr>
<td></td>
<td>3. Will attest jamabandis on spot, and note the result on the jamabandis to be filed in the District Office.</td>
<td>Para 1.17, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. Will visit Burd Baramad villages</td>
<td></td>
</tr>
<tr>
<td>February and March</td>
<td>1. Will check Rabi Girdawari and act as detailed in September and October</td>
<td>Para 8.1, L.R.M</td>
</tr>
<tr>
<td>April to the end of August</td>
<td>1. Will make an inspection of the office of Tehsil Office Kanungo in year and should overhaul the mutation work of Tehsil Revenue Officers.</td>
<td>Para, 381, L.A.M. Para 8.16, L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. The Assistant Collector officer-in-charge of Revenue Branches of the district should also inspect the Sadar Kanungo’s office. At these inspections Rain-gauges should invariably be inspected.</td>
<td>Para 7.62, L.R.M</td>
</tr>
<tr>
<td></td>
<td>3. Will supervise and check some work of jamabandis which are being prepared, and see that they are filed in Tehsil in time.</td>
<td>Para 19.9, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. The Assistant Collector/officer-in-charge of Revenue Branches of the district should also make quarterly inspections of the Revenue Record room.</td>
<td></td>
</tr>
</tbody>
</table>
### 21.2 Yearly Programme of the work of Tehsil Revenue Officers

<table>
<thead>
<tr>
<th>Month</th>
<th>Work to be done</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>September and October</td>
<td>1. Will submit their diaries to the Collector on the 1st of each month</td>
<td>Chapter 8 L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. They will so lay out their work that no part of Tehsil remains unvisited from the crop inspection of Kharif Girdawari and will inspect a few villages thoroughly rather than a great number nominally.</td>
<td>Chapter 8, L.R.M</td>
</tr>
<tr>
<td></td>
<td>3. Will check the work of the Patwaris and Kanungos in alluvial record.</td>
<td>Para 4.11, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. Will check the condition of Trigonometrical survey pillars, Trijuction pillars, survey marks, Interstate 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.</td>
<td>Para 4.6 (3), L.R.M</td>
</tr>
<tr>
<td></td>
<td>5. A detailed report should be submitted to the Deputy Commissioner about Trigonometrical survey pillar – Interstate boundary pillars after Kharif Girdawari.</td>
<td>Para 8.11, L.R.M</td>
</tr>
<tr>
<td>November to the end of</td>
<td>1. 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 test fully the quality of the Kanungos work. This is called “Partal Daftar”. Such notes should be sent to the Sadar Kanungo’s office for necessary action.</td>
<td>Para 4.24, L.R.M</td>
</tr>
<tr>
<td>January</td>
<td>2. Will check the Tatima Shajras prepared under the instructions contained 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.</td>
<td>Para 7.62, L.R.M</td>
</tr>
<tr>
<td></td>
<td>3. Will make the final attestation on the spot and shall observe the following instructions:-</td>
<td>Para 7.56, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. Will attest all the mutations in estates for which jamabandis are to be prepared before the middle of January and the pending mutations of others as well, as far as possible will compile list of mutations for review and submit to collector through S.D.O (civil)</td>
<td>Paras 7.56 and 7.59 L.R.M.</td>
</tr>
<tr>
<td></td>
<td>5. Will check extra Rabi Girdawari</td>
<td>Para 7.62, L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. Will attest all the mutations of villages before 15th June of which jamabandis are to be prepared.</td>
<td></td>
</tr>
<tr>
<td>February and March</td>
<td>1. Will do local attestation of jamabandis 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 Patwaris and Kanungos are doing their work carefully and accurately.</td>
<td></td>
</tr>
</tbody>
</table>
### Yearly programme of the work of field kanungo

In addition to the work listed below field kanungo should examine mutations daily.

<table>
<thead>
<tr>
<th>Month</th>
<th>Work to be done</th>
<th>Authority</th>
</tr>
</thead>
</table>
| **September and October** | 1. Will submit to the Tehsildar his monthly/diary and diaries of the patwari in his circle not later than the 4th of each month  
2. Will check the birth and death Register fo “Angan Wari Kender” regularly throughout the year and ensure that mutations of inheritance are entered by the patwari and accordingly will also check and prepare list of mutations requiring review and submit to tehildar such list every month for obtaining order of collector  
3. Will submit to the Sadar Kanungo his quarterly statements on the 10th of the month succeeding the conclusion of each quarter  
4. Will inspect sufficient fields on spot to assure himself about the correct entry of kharif crops entered in the Khasra Girdawari by the patwari  
5. Will inspect the patwaris diaries and check the alterations which have been made in the Khasra Girdawari very carefully  
6. Will check crop abstracts (jinswars), and sign them as correct  
7. Will check condition of Trignometerical survey pillars International boundary pillars recorded in Khasra Girdawari, and after Kharif Girdawari, and will send a report about all such pillars to the Tehsildar and also about the conditions of Trijunction pillars, base line marks, Interstate boundary pillars etc.  
8. 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 2.52, L.R.M.  
Para 2.67, L.R.M.  
Para 2.49, L.R.M.  
Chapter 8, L.R.M.  
Para. 9.8(D), L.R.M.  
Para 9.11, L.R.M.  
Para 9.11, L.R.M.  
Para 7.61, L.R.M  
Para 4.26, L.R.M  
Para 4.24, L.R.M  
Para 7.57, L.R.M |
| **November**      | 1. Will check and draw up a list of the cross marked numbers, and give it to the Patwari to prepare their Tatima Shajras | Para 4.24, L.R.M |
| **December**      | 1. Will prepare a list of fields in which amendment have taken place  
2. Will check “Burd Baramad” papers  
3. Will check extra Kharif Girdawari  
4. Will check Tatima Shajras on spot  
5. Will make preliminary attestation of jamabandis and Shajra Nasabs of villages of his circle of which quinquennial jamabandis are to be prepared | Para 4.24, L.R.M  
Para 7.57, L.R.M |
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
<th>Para</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1. Will do work mentioned in Nos. 2, 3 and 4 in the month December above</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Shall report to the Tehsildar the condition of patwarkhanas of his circle, etc.</td>
<td></td>
</tr>
<tr>
<td>February,</td>
<td>1. Will do remaining work mentioned in No. 2 of December</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>1. Will do all the work mentioned at 4 to 8 in September and October</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>1. Will check the extra Rabi Girdawari commenced by the patwari after 15th April.</td>
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<tr>
<td></td>
<td>2. In April of each year the stock of each patwari should be verified and examined, and condition of the articles duly noted in column 4 of the equipment register</td>
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<tr>
<td></td>
<td>3. Will check the register of records in the custody of Patwaris</td>
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<td>4. Will check addas</td>
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</tr>
<tr>
<td>May</td>
<td>1. Will check extra Rabi Girdawari and the crop abstracts (jinswars), prepared by the patwaris</td>
<td></td>
</tr>
<tr>
<td>June, July and August</td>
<td>1. Will 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 owners concerned and also the genealogical trees (Shajra Nasabs)</td>
<td></td>
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<tr>
<td></td>
<td>2. Will check the changes made in soil classification.</td>
<td></td>
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<td></td>
<td>3. Will check annual statements, and sign them</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>1. Will bring to the Tehsil headquarters his registers of patwaris mentioned in para 2.51, L.R.M when the Office Kanungo will send them to the Sadar Kanungo for the incorporation of the remarks in the character rolls of the patwaris</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
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<tr>
<td></td>
<td>3. Will spend September at Tehsil headquarters checking jamabandis with a view to see that the changes based on mutations have been properly incorporated</td>
<td></td>
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<tr>
<td></td>
<td>4. Will check the mutation fee and compare it with the list</td>
<td></td>
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<tr>
<td></td>
<td>5. Will check and sign the annual and quinquennial statements</td>
<td></td>
</tr>
</tbody>
</table>

**21.4 Yearly programme of the work of a patwari**
In addition to the work listed below Patwari will do the work of mutations daily. Every week he will visit the Agan Wari Centre/centres in his estate, check the death register and based on that entre mutations of in heritance as appropriate:

<table>
<thead>
<tr>
<th>Month</th>
<th>Work to be done</th>
<th>Authority</th>
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</thead>
<tbody>
<tr>
<td>September</td>
<td>1. Will file Jamabandis and connected statements with the Tehsil Office Kanungo before the 7th of September</td>
<td>Para 7.61, L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. Will incorporate Tatima Shajras in their maps and in those kept in the Tehsil under the supervision of their Kanungo</td>
<td>Para 4.31, L.R.M</td>
</tr>
<tr>
<td></td>
<td>3. Will bring with them all Khasras Girdawari, diaries, work books, abbreviated jamabandis 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</td>
<td>Para 3.99, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. Will get the annual supply of forms from the Office Kanungo</td>
<td>Para 3.97, L.R.M</td>
</tr>
<tr>
<td></td>
<td>5. Will bring with him the Register of Survey equipments for comparison with that of the Office Kanungo</td>
<td>Para 3.88 (a), L.R.M</td>
</tr>
<tr>
<td></td>
<td>6. Will prepare the list of mutation fees. Will prepare list of mutations require review.</td>
<td>Para 7.34, L.R.M</td>
</tr>
<tr>
<td></td>
<td>7. Will prepare new khasra girdawari of the villages of which jamabandis have been field</td>
<td>Para 9.2, L.R.M</td>
</tr>
<tr>
<td></td>
<td>8. Will bring register relating to accounts of copying and inspection fee of patwaris records</td>
<td>Para 3.48 (iii), L.R.M</td>
</tr>
<tr>
<td></td>
<td>9. Will start kharif girdawari on 15th September</td>
<td>Para 9.1, L.R.M</td>
</tr>
<tr>
<td>October</td>
<td>1. Will post to the Field Kanungo a copy of his monthly diary cattle disease report on the first of each quarter</td>
<td>Para 9.1, L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. Will do kharif harvest inspection work, and make its entry in the Khasra Girdawari</td>
<td>Para 9.1 L.R.M</td>
</tr>
<tr>
<td></td>
<td>3. At the end of each day’s work he will total the pages of khasra Girdawari completed</td>
<td>Para 9.10, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. Will complete crop abstracts (jinswars) before the commencement of his work in the second village, and through the field Kanungo will send them to office Kanungo of Tehsil after having entered them in his jinswar register (Lal kitab)</td>
<td>Para 9.11, L.R.M</td>
</tr>
<tr>
<td></td>
<td>5. Will note condition of Trigonometrical survey pillars Interstate Boundary pillars in his Khasra Girdawari, and after Kharif Girdawari will send a report about all such pillars to the Tehsildar through his Field Kanungo</td>
<td>Para 4.6 L.R.M</td>
</tr>
<tr>
<td></td>
<td>6. He will also note the condition of trijunction pillars, baseline marks Interstate Boundary pillars, and other survey marks in the Khasra Girdawari during harvest inspections and will submit reports about those in seed of repairs</td>
<td>Para 9.3 (vii), L.R.M</td>
</tr>
<tr>
<td></td>
<td>7. Will make corrections in the “part patwar” of the jamabandi in accordance with the copy of the partial supplied to him by the Field Kanungo in September</td>
<td>Para 9.14, and 4.24, L.R.M</td>
</tr>
<tr>
<td>November</td>
<td>1. Will write up the Mutations discovered in the course of the Kharif Girdawari. Will prepare list of mutations requiring review.</td>
<td>Par 9.14, and 4.24, L.R.M</td>
</tr>
<tr>
<td></td>
<td>2. Will undertake amendments of the field maps on remeasurements that may be necessary</td>
<td>Par 9.14, and 4.24, L.R.M</td>
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<tr>
<td></td>
<td>3. Riverain chaks wherever possible he will amend the shajra and mutation papers</td>
<td>Par 9.14, and 4.24, L.R.M</td>
</tr>
<tr>
<td></td>
<td>4. The patwari will make the amendments of the field map, and prepare Tatima Shajras of cross marked number 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</td>
<td>Par 9.14, and 4.24, L.R.M</td>
</tr>
<tr>
<td></td>
<td>1. Will do work mentioned in Nos. 3 and 4 above</td>
<td>Par 9.14, and 4.24, L.R.M</td>
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<td></td>
<td>2. He will do harvest inspection of extra Kharif crops such as</td>
<td>Par 9.14, and 4.24, L.R.M</td>
</tr>
<tr>
<td>Month</td>
<td>Tasks</td>
<td>Relevant Paragraphs</td>
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<td>------------</td>
<td>----------------------------------------------------------------------</td>
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<tr>
<td>December</td>
<td>Totria and Shalgams etc.</td>
<td>Para 3.20, L.R.M</td>
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<tr>
<td></td>
<td>3. Will assist lombardars in the collection of water rate</td>
<td></td>
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<tr>
<td></td>
<td>1. Will do work mentioned in Nos. 3 and 4 in November, and prepare files of alluvial and diluvial areas</td>
<td></td>
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<tr>
<td></td>
<td>2. Will visit each estate for which a quinquennial jamabandi is to be prepared</td>
<td></td>
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<tr>
<td></td>
<td>3. Will enter up the mutations that have come to light as a result of preliminary attestation</td>
<td></td>
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<tr>
<td></td>
<td>1. Will do the remaining work of alluvion and diluvion, if any</td>
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<tr>
<td></td>
<td>2. Preparation of Shahra Latha</td>
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<td></td>
<td>3. Will start rabi girdawari on 15th February</td>
<td></td>
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<tr>
<td></td>
<td>1. In this month patwari will do Rabi Girdawari and all other work detailed to be done in September and October during the Kharif Girdawari except No. 6</td>
<td></td>
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<td></td>
<td>2. Will pay special attention to the entering up of mutations of the villages under quinquennial attestation. Will prepare list of mutations requiring review.</td>
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<tr>
<td></td>
<td>1. Will compare the records with the Register in his custody and will sign in Column 6.</td>
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<td></td>
<td>2. Will write up the mutations registers will prepare list of mutations requiring review .</td>
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<td></td>
<td>3. Will commence extra Rabi Girdawari after 15th April ]</td>
<td></td>
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<td></td>
<td>4. Will make changes in soil classification in villages the quinquennial attestation where of is to take place</td>
<td></td>
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<tr>
<td></td>
<td>5. 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</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>1. Will furnish extra Rabi Girdawari and send its crop abstracts (jinswars) to the Tehsil Office Kanungo, through the field kanungo</td>
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<tr>
<td></td>
<td>1. Will prepare statement No. 1 which is annually prepared for every village</td>
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<tr>
<td></td>
<td>2. After 15th June will commence the writing of jamabandis of villages under quinquennial attestation, and copies thereof</td>
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<tr>
<td></td>
<td>1. Will prepare lists of attested mutations and send them to the Tehsil not later than 1st August. Will also prepare list of mutations requiring review .</td>
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<td></td>
<td>2. Will write detailed jamabandis of villages under quinquennial attestation and copies thereof</td>
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<td></td>
<td>3. Will renew the village map (shajra latha) if necessary</td>
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<tr>
<td>April</td>
<td>1. Will furnish extra Rabi Girdawari and send its crop abstracts (jinswars) to the Tehsil Office Kanungo, through the field kanungo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Will prepare statement No. 1 which is annually prepared for every village</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. After 15th June will commence the writing of jamabandis of villages under quinquennial attestation, and copies thereof</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Will prepare lists of attested mutations and send them to the Tehsil not later than 1st August. Will also prepare list of mutations requiring review .</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Will write detailed jamabandis of villages under quinquennial attestation and copies thereof</td>
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</tr>
<tr>
<td></td>
<td>3. Will renew the village map (shajra latha) if necessary</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>2. Will write detailed jamabandis of villages under quinquennial attestation and copies thereof</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>3. Will renew the village map (shajra latha) if necessary</td>
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<tr>
<td>July and August</td>
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</tbody>
</table>


Chapter - 22
Appendices

Chapter 1 – Director of Land Records and officers to Prepare land records and to maintain
Land Records Office- No appendix
Chapter 2 – Kanungs Appendix 2a to 2f Kanungo service rules

Appendix 2a
THE HARYANA KANUNGO SERVICE ( GROUP C) RULES, 1981
REVENUE DEPARTMENT

Notification
The 17th November, 1981

No. G.S.R. 117/Const/Art. 309/81 - In exercise of the powers conferred by the proviso to article 309
of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the
recruitment, and conditions of service of persons appointed to the Haryana’ Kanungo Service (Group
C), namely: -

PART-1- GENERAL

1 Short title - These rules may be called' the Haryana Kanungo Service (Group C) Rules, 1981.

2. Definitions - In these rules, unless the context otherwise requires-
(a) "Board" means the Subordinate Service Selection Board, Haryana;
(b) "Collector" means the Collector of the district concerned ;
(c) "Commissioner" means the Commissioner of the Division or any other officer authorised
by a general or special order of the Government to perform the functions of the
Commissioner;

"Direct recruitment" means an appointment made otherwise than by promotion from within the service
or by transfer of an official already in the service of the Government of India or any State Government;
"Director" means the Director of Land Records;
"Directorate" means the Directorate of Land Records ;
(g)"FinancialCommissioner" means the Financial Commissioner, Revenue, or any other officer
authorised by a general or special order of the Government to perform the functions of the financial
commissioner.

(h)"Government” means the Haryana Government in the Administrative Department;
(i) "Service" means the Haryana Kanungo Service (Group C); and
(j) "recognised university” means—

(i) any university incorporated by law in India; or
(ii) in the case of a degree, diploma or certificate obtained as a result of an
   examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or
(iii) any other university which is declared by the Government to be a recognized university for
   the purposes of these rules.
PART II-RECRUITMENT TO SERVICE

3. Number and character of posts - The service shall comprise the posts shown in Appendix-2a to these rules and the members of the service shall draw their pay in the scales of pay indicated there against:

Provided that nothing in these rules shall affect the right of the Government to make additions to or reduction in the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. Nationality domicile and character of candidates appointed to Service:

(1) No person shall be appointed to the Service, unless he is:

- a citizen of India; or
- a subject of Nepal; or
- a subject of Bhutan; or
- Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; or a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries' of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganiika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India. Provided that a person belonging to any of the categories (b), (c), (d), and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person 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, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in 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 certificates from two other 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.

5. Age - No person shall be appointed to any post in the service by direct recruitment who is less than seventeen years or more than thirty years of age or on or before the Ist. Day of January next preceding the last date of submission of applications to the Board or any other recruiting authority.

6. Appointing Authority - Appointment to the posts in the service shall be made by the:

Director in case of Kanungo in the Directorate and
Collector in case of field kanungo, Assistant office kanungo, office kanungo, Naib-sadar kanungo and sadar kanungos.

7. Qualifications - No person shall be appointed to any post in the service unless he is in possession of qualifications and experience specified in Chapter-2 of Appendix-2b to these rules in the case of direct recruitment and those specified in the column 3 of the aforesaid Appendix in the case of appointment other than by direct recruitment.

8. Disqualification - No person, who has entered into or contracted a marriage with a person having a spouse living, or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in 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.

Method of Recruitment - (1) Recruitment to the Service shall be made:

(a) in the case of Sadar Kanungs:
(i) by promotion from amongst the Naib-Sadar Kanungos, Office Kanungos, Field Kanungos and Kanungos working in the Directorate;

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(b) in the case of Naib-Sadar Kanungos,—

(i) by promotion from amongst the Office Kanungos, Field Kanungos and Kanungos in the Directorate; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(c) in the case of Office Kanungos—

(i) by promotion from amongst the Field Kanungos and Kanungos in the Directorate, or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

(d) in the case of Field Kanungos,—

(i) by promotion from amongst the Assistant Office Kanungos and qualified Patwaris; or

(ii) by direct recruitment; or

(iii) by transfer or deputation of an official already in the service of any State Government or the Government of India:

Provided that not more than 20% of the posts of Field Kanungos shall be filled by direct recruitment or by transfer or deputation;

(e) In the case of Kanungos in the Directorate —

(i) by promotion from amongst the Assistant Office Kanungos and qualified Patwaris; or

(ii) by direct recruitment; or

(by transfer or deputation of an official already in the service of any state Government or the Government of India:

Provided that not more than 20% of the posts of Kauungos in the Directorate shall be filled by direct recruitment; and,

(f) in the case of Assistant Office Kanungos,—

(i) by promotion from amongst the qualified Patwaris; or

(ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

(2) Unless otherwise provided, when any vacancy occurs or is about to occur in the Service, the appointing authority shall determine in what manner, such vacancy shall be filled.

10. Probation

(1) Persons appointed to any post in the Service— shall remain on probation for a period of two years if appointed by direct recruitment and one year, if appointed otherwise: Provided that:

(a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank prior to appointment to the Service may, in the case of an appointment by transfer, 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 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 a permanent vacancy.
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 appointed by direct recruitment, dispense with his services; and

(b) If such person is appointed otherwise than by direct recruitment,—

(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.

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 occurs, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy;

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

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

(ii) extend his period of probation and thereafter pass such order, as it would 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.

11. Seniority - Seniority, inter se of members of the Service, shall be determined by the length of continuous service on any post in the Service; Providing that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board, or any other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority:

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

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer;

(b) a member appointed by promotion shall be senior to a member appointee by transfer;

(c) in the case of members appointed by promotion or by 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, and if the rates of pay drawn are also the same, then by the length of their service in the appointments and if the length of such service is also the same, the older member shall be senior to the younger member.

12 Liability to serve -

(1) A member of the service shall be liable to serve at any place under the order of:

- The Collector anywhere within the District;
- The Director anywhere within the state, or
- The Government anywhere within India under the administrative control of Haryana Govt.
A member of the service may also be deputed to serve under:

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the State Govt., a municipal corporation or a local authority within the state of Haryana.

(ii) the Central Govt. or a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Central Govt.

(iii) Any other State Govt., an international organization, an autonomous body not controlled by the Govt. or a private body.

Provide that no member of the service shall be deputed to the central or any other state government or any organization or body referred to in clause (ii) or clause (iii) except with his consent.

13 Pay, leave pension and other matters - In respect of pay, leave, pension 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 hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature.

14. Discipline, penalties and appeals –

(i) in matters relating to discipline, penalties and appeals, members of the service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority, shall subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix 2d to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule 10 of Punjab Civil services (Punishment and appeal) Rules 1952 and the appellate authority shall also be as specified in Appendix 2e to these rules.

15 Vaccination - Every member of the Service shall get himself vaccinated and revaccinated if and when the Government so directs by a special or general order.

16. Oath of allegiance - 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.

17. Power of relaxations - Where the Government is of the 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.

18. Special provision - Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

19. Reservation - Nothing contained in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Backward Classes and Ex-servicemen in accordance with the orders issued by the State Government in this regard from time to time, under clause (4) of articles 16 of the Constitution.

20. Repeal and savings –

(1) The Punjab Kanungo Service Rules, 1945, 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.

(2) Notwithstanding the repeal of the rules referred to in sub-rule (1) where any of these rules varies to the disadvantage of any member of the Service the conditions of service applicable to him immediately before the 1st day of November, 1966, the Punjab Kanungo Service Rules, 1945, shall, to the extent to which any of these rules varies to his disadvantage any such condition of service, continue to apply to him unless such variation is made in accordance with the provisions of the proviso to sub-section (6) of section 82 of the Punjab Re-organisation Act, 1966.
### Appendix 2b – Kanungo establishment

Establishment of sadar kanungo, naib sadar kanungo, office kanungsos, filed kanungsos, kanungo in the office of director of land records, assistant office kanungo, is subject to the alteration with the sanction of the state government.

#### Appendix 2c (See rule 7)

<table>
<thead>
<tr>
<th>Designation of posts</th>
<th>Academic qualifications and experience, if any for direct recruitment</th>
<th>Academic qualifications and experience, if any for appointment other than by direct recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Sadar</td>
<td>..</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Naib Sadar Kanungo</td>
<td>..</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office kanungo</td>
<td>(i) Graduate of recognised University or Board</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Passed Kanungo examination held by the director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Knowledge of Hindi up to matric standard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kanungo In the Directorate</td>
<td>(i) Graduate of a recognised University or Board</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Passed kanungo examination held by the Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Knowledge of Hindi up to matric standard</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Office Kanungo</td>
<td>(i) Matriculation or equivalent examination of a recognised University or Board</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Passed Patwari examination held by the Director; and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) Knowledge of Hindi up to matric standard</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix 2d

[See rule 14 (1) ]

<table>
<thead>
<tr>
<th>Designation</th>
<th>Appointing Authority</th>
<th>Nature of Penalty</th>
<th>Authority empowered to impose penalty</th>
<th>Appellate authority</th>
<th>Second and final appellate authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Sadar Kanungo</td>
<td>Collector</td>
<td>(a) warning with a copy on personal file;</td>
<td>Collector</td>
<td>Commissioner</td>
<td>Financial Commissioner</td>
</tr>
<tr>
<td>2) Naib Sadar Kanungo</td>
<td>Collector</td>
<td>(b) Censure;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Office Kanungo</td>
<td>Collector</td>
<td>(c) with holding of increments or promotion including stoppage at an efficiency bar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Field Kanungo</td>
<td>Collector</td>
<td>(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Assistant Office Kanungo</td>
<td>Director</td>
<td>(e) Reduction to lower post or time scale or to a lower stage in a time scale;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Kanungos in the Directorate</td>
<td>Director</td>
<td>(f) removal from the service which does not disqualify from future employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(g) dismissal from the service which does ordinarily disqualify from future employment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) warning with a copy on personal file;</td>
<td>Director</td>
<td>Financial Commissioner</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) censure;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) withholding of increments or promotion including stoppage at an efficiency bar;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(e) reduction to lower post or time scale or to a lower stage in a time scale;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(f) removal from the Service which does not disqualify from future employment; and</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(g) dismissal from the Service which does ordinarily disqualify from future employment.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Haryana Land Record Manual
### Appendix 2e [See rule 14 (2) ]

<table>
<thead>
<tr>
<th>Designation of posts</th>
<th>Nature of order</th>
<th>Authority empowered to make the order</th>
<th>Appellate authority</th>
<th>Second and final Appellate Authority if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sadar kanungo</td>
<td>(i) Reducing or withholding the amount of ordinary/ additional pension admissible under the rules governing pension; and (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation.</td>
<td>Collector</td>
<td>Commissioner</td>
<td>Financial Commissioner</td>
</tr>
<tr>
<td>2. Naib Sadar Kanungo</td>
<td>(i) Reducing or withholding the amount or ordinary/ additional pension admissible under the rules governing pension; and (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Office kanungo</td>
<td>(i) Reducing or withholding the amount or ordinary/ additional pension admissible under the rules governing pension; and (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Field kanungo</td>
<td>(i) Reducing or withholding the amount or ordinary/ additional pension admissible under the rules governing pension; and (ii) Terminating the appointment of a member of the Service otherwise than on his attaining the age fixed for superannuation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Assistant Office kanungo</td>
<td></td>
<td>Director</td>
<td>Financial Commissioner</td>
<td></td>
</tr>
<tr>
<td>6. Kanungos in the Directorate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Appendix 2f - Haryana Government Revenue Department Order

In exercise of the powers conferred by Rule 17 of the Haryana Kanungo Service (Group C) Rules, 1981 the Governor of Haryana is pleased to relax the provision of Appendix ‘B’ to Rule 7 which prescribe ‘Matriculation’ as the qualifications for the post of Field Kanungo for appointment other than by direct recruitment. This relaxation is being made in respect of patwaries who joined service prior to

---

Haryana Land Record Manual 201
January, 4, 1966 i.e. the date of the publication of the Punjab Revenue Patwaris Class-III services Rules, 1966.

L. C. Gupta
Chandigarh, Financial Commissioner and Secretary
dated the to Govt. Haryana Revenue Deptt. Feb., 12, 1985
No. 588 ARS(3)85/7269 Chandigarh dated the 5.3.85
A copy is forwarded to the Director Land Records, Haryana with reference to his memo No. RPC 83/4971 dated 20.5.83 and memo No. S-3/1272 dated 23.2.85 for information and necessary action.

Sd/-
Under Secretary Revenue
for Financial Commissioner & Secretary to Govt. Haryana Revenue Deptt.

No. 588 ARS(3)81/7270 Chandigarh dated the 5.3.85
A copy is forwarded for information and necessary action to all the Deputy Commissioners in the Haryana State.

Sd/-
Under Secretary Revenue
for Financial Commissioner & Secretary to Govt. Haryana, Revenue Deptt. No. 588-ARS(3)85/7271 Chandigarh dated the 5.3.85
A copy is forwarded for information and necessary action, to the Commissioner, Ambala Division and Hissar

Under Secretary Revenue
for Financial Commissioner & Secretary to Govt. Haryana, Revenue Deptt.
**APPENDIX '3a'**

**PARAGRAPH 3.19 (v)**

**SYLLABUS OF THE PATWAR SCHOOL**

Syllabus of the Patwar School

<table>
<thead>
<tr>
<th>Paper No.</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Patwaris Mensuration</td>
</tr>
<tr>
<td></td>
<td>Section A</td>
</tr>
<tr>
<td></td>
<td>Mathematics upto Matriculate Standard of Haryana Board of School Education.</td>
</tr>
<tr>
<td></td>
<td>Section B</td>
</tr>
<tr>
<td></td>
<td>1. Patwaris Mensuration</td>
</tr>
<tr>
<td></td>
<td>As updated till date</td>
</tr>
<tr>
<td>II</td>
<td>Land Records Manual and Consolidation of Holding</td>
</tr>
<tr>
<td></td>
<td>(i) Chapter No. 3- of Land Records Manual</td>
</tr>
<tr>
<td></td>
<td>(ii) Chapter No. 7- of Land Records Manual</td>
</tr>
<tr>
<td></td>
<td>(iii) Chapter No. 9 – Harvest Inspection</td>
</tr>
<tr>
<td></td>
<td>(iv) Chapter No. 10- Agriculatural Statistics</td>
</tr>
<tr>
<td></td>
<td>(v) Chapter No. 18-Procedure in partition cases.</td>
</tr>
<tr>
<td></td>
<td>Paragraphs 18.5 (first five lines), 18.12 (last 16 lines) and 18.19 (first four lines).</td>
</tr>
<tr>
<td></td>
<td>2. Standing Order No. 7 of the Financial Commissioner, Punjab – Assignment of Land Revenue and Pensions. Paragraph 82 (i) and (ii) and first sub-paragraph to paragraph 89 (VII).</td>
</tr>
<tr>
<td></td>
<td>Paragraph 142 and Chapter XIII and Appendix VII (Paragraph I to 21, 25 and 27).</td>
</tr>
<tr>
<td></td>
<td>4. Note on:-</td>
</tr>
<tr>
<td></td>
<td>(i) Locust control.</td>
</tr>
<tr>
<td></td>
<td>(ii) Crop Cutting experiments and crop estimation</td>
</tr>
<tr>
<td></td>
<td>(iii) Agricultural census.</td>
</tr>
<tr>
<td></td>
<td>(iv) Any other topic as may be prescribed by the Government</td>
</tr>
</tbody>
</table>
(i) The Punjab Land Revenue Act, 1887 Section 3, 31 to 35, 44 and 149 to 151  
(iii) Standing Order No. 4 of the Financial Commissioner Haryana.  
(iv) Standing Order No. 30 of the Financial Commissioner Punjab regarding suspension and remission of land revenue.  
(v) The Punjab Tenancy Act, 1887 Sections 4 to 10, 12, 35, 37, and 49  
(vii) The Punjab Security of Land Tenure Act, 1953. Section 2, 6, 8, 9, 12, 18, 19, 19-B, and 20 and 22  
(x) Local rules for alluvium, diluvium and fluctuating assessment.  
(xi) The Punjab Occupancy Tenants (Vesting of Proprietary Rights) Act, 1952 As updated till date  
(i) The Punjab Village Common Lands (Regulation) Act, 1961: Sections 2 to 5  
(ii) Hindu Succession Act, 1956: Sections 8 to 16, 18 to 26 and 29.  
(iii) The Haryana Ceiling on Land Holdings Act, 1972 and Rules.  
(iv) Utilization of Surplus Area Scheme, 1976.  
(v) The Land Acquisition Act, 1894.  
(vi) Standing Order No. 28 of the Financial Commissioner, Punjab-Paras 33 to 47  
(vii) Preparation of Electoral rolls of Haryana Vidhan Sabha and Instructions issued by the Government from to time regarding preparation and revision of rolls.  

| Working knowledge of the various Acts and Rules (with the aid of books) |  | **Haryana Land Record Manual**  
204 |
### Appendix “3b”

**Paragraph 3.10 (iv)**

#### EXAMINATION OF PATWARIS

**Examination of Patwaris**

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>Marks</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mathematics and Patwaris Menstruation.</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td>2</td>
<td>Land Records Manual and Consolidation of Holding</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td>3.</td>
<td>Acts and Rules pertaining to Land (with the aid of books)</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td>4</td>
<td>Knowledge of various Acts and Rules (with the aid of books)</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td>5.</td>
<td>Dictation, composition and calligraphy in Urdu.</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td>6</td>
<td>Spot Measurement and Records</td>
<td>100</td>
<td>3 hours</td>
</tr>
<tr>
<td>7.</td>
<td>Computer Appreciation and Application to Land Records</td>
<td>100</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

There will be two sections in paper No. 2, Section A – Land Records Manual will be of 70 marks and Section B- Consolidation of Holding will be of 30 marks.

**Note:**

(i) Pass in each section is a must

(ii) Section ‘A’ shall contain ten questions, out which seven are to be attempted

(iii) Section ‘B’ shall contain five question, out of which three are to be attempted.

To pass, a candidate must obtain 50% or more marks in respect of paper Nos. 1,2 and 5 and 60% or more marks in respect of paper Nos. 3,4,6, and 7.

Under subject No. 6 the examinees shall produce the work done by them during the training and shall be examined on 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.

A candidate shall produce a map copied by himself both being certified by the teacher and Headmaster of the Institution to be the pupil’s work. Survey squads shall 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 pupils map copy and original map and according to the working of his squad in the examiner’s presence.

**Appendix C- Already deleted**
APPENDIX “3d”

INSTRUCTIONS REGARDING THE REPAIR OF PATWARKHANAS

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.

The estimate of cost when prepared should be checked by the tehsildar or naib-tehsildar who inspected the patwarkhana or patwarkhanas to be repaired with a view to see that the estimate does not contain any items for which the Govt. is not responsible.

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 previous sanction of Director of Land Record.

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 receipts taken from the payee.

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

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

Name of patwarkhanas requiring repairs.

Name of the officer who prepared the estimate together with the name of the officer who checked it, with brief details.

Amount sanctioned for the purpose, with the No. and the date

Name of the person to whom work was entrusted and the date

Name of the person reporting that the repairs according to estimate have been carried out.

Date of completion with the name of the tehsildar or naib-tehsildar who inspected the completed work on the spot.

Name of the tehsildar or naib-tehsildar who signed the completion certificate.

Date of sending completion report to sadar kanungo for submission to Director of Land Records.

Appendix E and F Deleted

Appendix 3g – (Forms)
Form P.1

Register of pass candidates of the post of patwari State---------------------------------------
(N.B. – This register will be kept in the Director of Land Records Office)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial No. of entry</td>
<td>Date of entry</td>
<td>Name, father’s name , grand-father name and residence of candidate</td>
<td>Date of birth</td>
<td>Where educated, what examination passed and date of passing: also copy of any details given in the certificate</td>
<td>Details of any offices held by candidate at or before date of the entry</td>
<td>Signature of officer directing entry to be made</td>
<td>Signature of officer by whose order the previous column is finally filled up</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of Instrument</td>
<td>Balance in store on 20..</td>
<td>Total in store on 20..</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serviceable</td>
<td>Repairable</td>
<td>Unserviceable</td>
<td>Total</td>
<td>Serviceable</td>
<td>Repairable</td>
<td>Unserviceable</td>
<td>Total</td>
<td>Remarks</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form P-X (Paragraph 3.88)

A-Register showing Survey equipments and Almirahs or boxes in charge of patwari or-------------------
------------------------Circle -----------------------------Tehsil.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Article</td>
<td>Date of supply</td>
<td>Condition in April</td>
<td>Signature of patwari responsible for its custody</td>
<td>Orders for removal of item from the register with date</td>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>
### FORM B-XI (PARAGRAPH 3.88)

**A-REGISTER OF RECORDS IN THE CUSTODY OF PATWARI OF _______________**

**CIRCLE_____________ TEHSIL _____________**

**DISTRICT _________________**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of village</td>
<td>Serial No.</td>
<td>Year in which the record was prepared</td>
<td>Description of record</td>
<td>Date of filing in the tehsil office for destruction or otherwise and the office Kanungo’s signature</td>
<td>Signature of Patwari responsible for the custody of the records</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

**Note:**
1. In column 4 the 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. When any record is filed in the tehsil the entries relating to it in columns 2 to 4 should be scored through 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 occurrence, diary of instructions, work book jantries, manual etc. The patwaries 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.

On transfer of charge, both the patwaries 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(iii))

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

<table>
<thead>
<tr>
<th>1.</th>
<th>Serial No. as given in the village diary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Name of village</td>
</tr>
<tr>
<td>3.</td>
<td>Date</td>
</tr>
<tr>
<td>4.</td>
<td>Name of Applicant</td>
</tr>
<tr>
<td>5.</td>
<td>Whether the application was presented by the applicant personally or received by post</td>
</tr>
<tr>
<td>6.</td>
<td>Nature of paper of which copy or inspection is desired</td>
</tr>
<tr>
<td>7.</td>
<td>Details of work</td>
</tr>
<tr>
<td>8.</td>
<td>No. of Words (S. No. 3)</td>
</tr>
<tr>
<td>9.</td>
<td>Field Nos. (S. No. 4,6,8,9,10)</td>
</tr>
</tbody>
</table>

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<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Date of entry (S. No. 5)</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>No. of Inspection (S. No. 7)</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Amount of fee realized by the applicant personally</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Amount of fee of extracts by V.P.P Supplied</td>
<td>Fee</td>
</tr>
<tr>
<td>14.</td>
<td>Postage Charges</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>V.P.P Charges</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Registration fee</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Remuneration for inconvenience and extra work to mthe patwari at Rs. 20.</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Total of columns 13 to 18</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>No. and date of V.P. letter</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>No. of receipt given by the patwari to applicant in acknowledgement of amount of fee.</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Signature of Patwari</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Signature of kanungo</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Date of receipt of amount of V.P.P entered in Column 20</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Amount credited to Government with date and dakhila No.</td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Remarks and attestation of W.B.N. and other officers</td>
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</table>

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

**FORM P-XIII (Paragraph 3.15)**

Form of Post-card showing disease among livestock. The veterinary in charge 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 Officer in charge of District ,
In charge, Veterinary Hospital -----------
Tehsil -----------, District-----------
FORM P-XIV (Paragraph 3.15)

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

<table>
<thead>
<tr>
<th>Name of district</th>
<th>Name of tehsil</th>
<th>Name of village</th>
<th>Name of disease</th>
<th>Number attacked in the quarterly under report</th>
<th>Number died in the quarterly under report</th>
<th>Remarks</th>
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<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cattle</td>
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</tr>
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<td></td>
<td></td>
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<td>Others</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Horse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Cattle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Date ---------------------------20. --------------- Patwari

---------- Circle

To,

District Veterinary Head,

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.

Appendix 3h Patwari service rules

Haryana Govt. Gaz. (Extra) June 21, 2011

(JYST. 31,1933 SAKA)

[Authorised English Translation]

HARYANA GOVERNMENT

REVENUE AND DISASTER MANAGEMENT DEPARTMENT

Notification

The 21st June, 2011

No. G.S.S.R./Const/Art. 309/2011.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Revenue Patwaris (Group C) Service, namely:-

PART I-GENERAL

1. These rules may be called the Haryana Revenue Patwaris (Group C) short title Service Rules, 2011.

2. In these rules, unless the context otherwise requires,-
   (a) “Collector” means the Collector of the district concerned;
   (b) “Commission” means the Haryana Staff Selection Commission.
   (c) “Commissioner” means the Commissioner of the Division;
   (d) “Direct recruitment” means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the service of the Government of India or any State Government;
PART II – RECRUITMENT TO SERVICE

3. The Service shall comprise the posts shown in Appendix A to these rules and members of the Service shall draw pay in the scales of pay shown thereagainst.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new post with different designations and scales of pay, either permanently or temporarily.

4. (1) No person shall be appointed to any post in the Service, unless he is,-

(a) a citizen of India; or
(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, Mayanmar, Sri Lanka, or any of the East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or any other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

5. No person shall be appointed to the Service by direct recruitment who is less than seventeen years or more than forty years of age, on or before the 1st day of January next preceding the last date of submission of applications to the Commission.

6. Appointments to the posts in the Service shall be made by the Collector.

7. No person shall be appointed to the Service, unless he is in possession of qualifications and experiences as specified in column 4 of the aforesaid Appendix in the case of recruitment other than by direct recruitment.

8. 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 marriage with any person, shall be eligible for appointment to any post in 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 doing so, exempt any person from the operation of this rule.

9. (i) Recruitment to the Service shall be made,-

(a) In the case of Sadar Patwaris,-

(i) By promotion from amongst regular patwaris; or
(ii) by transfer or deputation of a regular patwari already in the Service of any State Government or the Government of India;

(b) In the case of Tehsil Office Patwaris,

(i) By promotion from amongst regular Patwaris; or

(ii) By transfer or deputation of a regular patwari already in the Service of any State Government or the Government of India;

(c) In the case of Patwaris,-

(i) by direct recruitment; or

(ii) by transfer or deputation of an official already in the Service of any State Government or the Government of India.

(2) All promotions unless otherwise provided, shall be made on seniority-cum-merit basis and seniority alone shall not confer any right to such promotions.

10. (1) As and when a requisition is received by the Commission from the Director, it shall recommend to the Director such number of patwari candidates as specified in the requisition. After receiving the recommendation of patwari candidates from Commission for direct recruitment, they shall be given provisional appointment by the competent authority and thereafter shall undergo compulsory patwar training as specified in these rules.

(2) The provisionally appointed patwaris during the training period shall be given such stipend as may be determined by the Government, from time to time.

(3) The provisionally appointed Patwaris shall undergo compulsory patwar training for minimum period of one year and six months of field training. The training shall consist of two semesters. At the end of each semester, the candidates shall appear in an examination. The details of courses and syllabus for each semester shall be decided by the Director in consultation with Government as per Appendices E and F.

(4) The regular appointment shall be offered only after the successful completion of training and passing of the departmental examination. However, if a provisionally appointed patwari fails to pass in one subject or more except Spot Measurement and Records, he may subsequently be allowed to sit for re-examination in that subject or in those subjects, as the case may be:

Provided that the candidates failing in Spot Measurement and Records shall have to attend the Patwar school again for the term during which the trainees are taught these subjects, and shall be required to sit for re-examination therein.

(5) A provisionally appointed Patwari shall not be offered regular appointment till he passes all the papers in the departmental examination.

11. Recommendations from amongst patwar pass candidates shall be made in the order in which their names appear in the merit list maintained by the Director. Every successful candidate at the time of joining the patwar circle shall be asked to furnish 5 choices of districts in descending order in which he would like his posting and his appointment shall be subject to the availability of the seats and on the basis of roster and after allotment of district cadre there shall be no change in the allotment of a district cadre there shall be no change in the allotment of another district cadre.

12. The Director may, at any time, order the removal of the name of any person from the list of patwar pass candidates for any reason which he may deem fit:

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

13. If the candidate on being appointed to a post in the Service, fails on account of any reason whatsoever to join his post within a period of one month or within such period as may be extended by the Collector from the date of receipt of the orders of appointment, the Collector may cancel the order of appointment and recommend to the Director for removal of his name from the list of patwar pass candidates.
14. No person shall be appointed to a post in the Service unless he submits a bond to serve the Haryana Government for a minimum period of 5 years. In case of resigning the Service before the requisite period of 5 years he shall have to pay an amount of Rs. 2.00 lacs or any amount as prescribed by the Director from time to time to Haryana Government before doing so.

15. (i) Persons appointed to any post in the Service shall remain on probation for a period of two years, if appointed by direct recruitment and one year if appointed otherwise:

Provided that-

(a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) any period of work in equivalent or higher rank prior to appointment to the Service, may in the case of an appointment by transfer, 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 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, including extension, if any, is not satisfactory, it may,

(a) if such person is appointed by direct recruitment, dispense with his services; and

(b) if such person is appointed other than by direct recruitment,

(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 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, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy occurs, 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 in its opinion, been not satisfactory,-

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

(ii) extend his period of probation and thereafter pass such order, 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.

16. Seniority, Inter-se of the members of the Service shall be determined by the length of continuous service on any post in the Service:

Provided that where there are different cadres in the Service, the seniority shall be determined separately for each cadre:

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Commission shall not be disturbed in fixing the seniority.

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-
(a) a member appointed by direct recruitment shall be senior to a member appointed by
promotion of by transfer;
(b) a member appointed by promotion shall be senior to a member appointed by transfer;
(c) in the case of member appointed by promotion or by transfer, seniority shall be determined
according to the seniority of such member 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 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
their service in the appointment, and if the length of such service is also the same, the older member
shall be senior to the younger member.

17. (1) A member of the Service shall be liable to serve at any place, whether within or outside the
State of Haryana, on being ordered so to do by the appointing authority.
(2) A member of the Service may also be deputed to serve under,-
(i) a company, an association or a body of individuals whether incorporated or not, which is
wholly or substantially owned or controlled by the Government, a Municipal Corporation or a local
authority within the State of Haryana;
(ii) the Central Government or a company, an association or a body of individuals, whether
incorporated or not, which is wholly or substantially owned or controlled by the Central Government; or
Provided that no member of the Service shall be deputed to serve under the Central or any
other State Government or any organization or body referred to in clause (ii) or clause (iii) except with
his consent.

18. In respect of pay, leave, pension 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 hereafter be adopted or made by the competent authority under the Constitution of India or under
any law for the time being in force made by the State Legislature.

19. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be
governed by the Haryana Civil Services (Punishment and Appeal) Rules, 1987, as amended from time
to time.
Provided that the nature of penalties which may be imposed, the authority empowered to
impose such penalties and appellate authority shall, subject to the provisions of any law or rules made
under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.
(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of
rule 9 of the Haryana Civil Service (Punishment and Appeal) Rules 1987 and appellate authority shall
be as specified in Appendix D to these rules.

20. Every member of the Service shall get himself vaccinated and revaccinated, as and when the
Government so directs by a special or general order.

21. 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.

22. Where the Government is of the opinion that it is necessary or expedient to do so, it may, be
order for reason to be recorded in writing, relax any of the provisions of these rules with respect to any
class or category of persons.

23. Nothing contained in these rules, shall affect reservations and other concessions required to be
provided for Scheduled Castes, Backward Classes and Other Backward Class, Ex-servicemen,
physically Handicapped persons or any other class or category of persons in accordance with the
orders issued by the State Government in this regard from time to time under clause (4) of article 16 of
the Constitution of India.
Provided that the total percentage of reservations so made shall not exceed fifty percent, at any
time.
24. Notwithstanding anything contained in the rules, the appointing authority may impose special terms and conditions in the order of appointment, if it is deemed expedient to do so.

25. (1) The Haryana Revenue Patwaris (Group C) Service rules, 1981 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.

(2) Notwithstanding the repeal of the rules referred to in sub-rule(1) where any of these rules varies to the disadvantage of any member of the Service, to that extent, the conditions of Service Rules, 1981 shall continue to apply to him.

## Appendix A - (See rule 3)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>District</th>
<th>Designation of post</th>
<th>Number of post</th>
<th>Total</th>
<th>Scale of Pay</th>
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<td>3</td>
<td>Karnal</td>
<td>Patwari</td>
<td>153</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Rohtak</td>
<td>Patwari</td>
<td>104</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sonepat</td>
<td>Patwari</td>
<td>129</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hisar</td>
<td>Patwari</td>
<td>263</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Sirsa</td>
<td>Patwari</td>
<td>296</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Bhiwani</td>
<td>Patwari</td>
<td>293</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Gurgaon</td>
<td>Patwari</td>
<td>61</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Jind</td>
<td>Patwari</td>
<td>172</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Narnual</td>
<td>Patwari</td>
<td>115</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Faridabad</td>
<td>Patwari</td>
<td>35</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Panchkula</td>
<td>Patwari</td>
<td>29</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Yamuna Nagar</td>
<td>Patwari</td>
<td>88</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Kaithal</td>
<td>Patwari</td>
<td>139</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Panipat</td>
<td>Patwari</td>
<td>74</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Jhajjar</td>
<td>Patwari</td>
<td>127</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Rewari</td>
<td>Patwari</td>
<td>93</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Fatehabad</td>
<td>Patwari</td>
<td>161</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Mewat</td>
<td>Patwari</td>
<td>93</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Palwal</td>
<td>Patwari</td>
<td>77</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>2691</td>
<td>-</td>
<td>2691</td>
</tr>
</tbody>
</table>

Haryana Govt. Gaz. (Extra.) June 21,2011(JYST. 31, 1933 SAKA)
### Appendix – B (See Rule 7)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation of posts</th>
<th>Academic qualifications and experience, if any, for direct recruitment</th>
<th>Academic qualifications and experience, if any, for appointment other than by direct recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
| 1       | Sadar Patwari        | -                                                                    | (i) Graduate or its equivalent examination of a recognized University  
(ii) At least ten years experience as regular Patwari  
(iii) Knowledge of Hindi/Sanskrit/Urdu up to Matric Standard or higher education. |
| 2       | -                    | -                                                                    | (i) Graduate or its equivalent examination of a recognized University  
(ii) At least ten years experience as regular Patwari  
(iii) Knowledge of Hindi/Sanskrit/Urdu up to Matric Standard or higher education. |
| 3       | Patwari              | (i) Graduate or its equivalent examination of a recognized University; (ii) Knowledge of Hindi/Sanskrit /Urdu up to Matric Standard or higher education  
(iii) Qualify the patwar examination as prescribed in Appendix E on the basis of syllabus given in Appendix-F to these rules after attending the patwar school for 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 Director | (i) Graduate or its equivalent examination of a recognized University;  
(ii) Knowledge of Hindi/Sanskrit /Urdu up to Matric Standard or higher education  
(iii) Qualify the patwar examination as prescribed in Appendix E on the basis of syllabus given in Appendix-F to these rules after attending the patwar school for 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 Director |

Haryana Govt. Gaz. (Extra), June 21, 2011 JYST.31, 1933 SAKA
### Appendix C [See rule 19 (1)]

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation</th>
<th>Appointing authority</th>
<th>Nature of Penalty</th>
<th>Authority empowered to impose penalty</th>
<th>Appellate authority</th>
<th>Second and final appellate authority, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Collector Sadar Patwaris</td>
<td>Collector</td>
<td>Minor Penalties</td>
<td>Collector</td>
<td>Commissioner</td>
<td>Financial Commissioner</td>
</tr>
<tr>
<td>2</td>
<td>Collector Tehsil Office Patwaris</td>
<td>Collector</td>
<td>Minor Penalties</td>
<td>Collector</td>
<td>Commissioner</td>
<td>Financial Commissioner</td>
</tr>
<tr>
<td>3</td>
<td>Collector Patwaris</td>
<td>Collector</td>
<td>Minor Penalties</td>
<td>Collector</td>
<td>Commissioner</td>
<td>Financial Commissioner</td>
</tr>
</tbody>
</table>
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

(viii) reduction to a lower scale of pay, grade, post or service which shall ordinarily be 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 of post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;

(ix) compulsory retirement;

(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government

Haryana Govt. Gaz. (Extra.) June 21,2011JYST. 31 1933 SAKA)
### Appendix D [See rule 19(2)]

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designation of posts</th>
<th>Nature or order</th>
<th>Authority empowered to make the order</th>
<th>Appellate authority</th>
<th>Second and final appellate authority, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Sadar Patwaris</td>
<td>(i) Reducing or withholding the amount of ordinary or additional pension admissible under the rules governing pension.</td>
<td>Collector</td>
<td>Commissioner</td>
<td>Financial Commissioner</td>
</tr>
<tr>
<td>2.</td>
<td>Tehsil Office</td>
<td>(ii) Terminating the appointment otherwise than on his attaining the age fixed for superannuation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Patwaris Patwaris</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chapter - 4 Surveys- No Appendix
Chapter - 5 Territorial Transfers- No Appendix
Chapter - 6 Alluvion and Dilluvioin- No Appendix
Chapter – 7- Records of Rights

The form of the register of mutations is given below:

**Appendix - 7a- Register of mutations**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry in last Jamabandi of which is proposed to be corrected</td>
<td>New entry which is proposed to be substituted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serial No of entry</td>
<td>No. of holding in last Jamabandi</td>
<td>Taraf or well</td>
<td>Owner, with description</td>
<td>Cultivator, with description</td>
<td>Rent</td>
<td>No. of holding in new Jamabandi</td>
<td>Owner, with description</td>
<td>Cultivator, with description</td>
<td>Detail of fields, areas and soils</td>
<td>Rent</td>
<td>Nature and date of transfer, with price in case of sale and amount of mortgage debt in case of mortgage or redemption</td>
<td>Mutation fee due</td>
<td>Reports and order</td>
<td></td>
</tr>
</tbody>
</table>

Haryana Land Record Manual

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<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial No.</td>
<td>Name of the village where the land is situated</td>
<td>Nature of alienation and the area, field No. and jamabandi holding No. of the land alienated of the land alienated and the case of buildings situated with in 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.</td>
<td>Amount of the consideration money entered in the deed</td>
<td>Name and residence of person executing the deed</td>
<td>Name and residence of the person to whom the land is alienated</td>
<td>Number and date of the registration of the deed</td>
<td>Remarks</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had bast number with name of village</td>
<td>Serial number of batch for the current year for the village shown in column</td>
<td>Date of order</td>
<td>Total number of mutations</td>
<td>Number of mutations sheets</td>
<td>Serial number of mutations</td>
<td>Signature of patwari</td>
<td>Signature of attesting officer</td>
<td>Date of receipt in tehsil with signature office kanungo</td>
</tr>
</tbody>
</table>

Particulars of mutations
### Appendix -7d  
(Form of attested mutations)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Habast no. and of village</td>
<td>Total number of mutations</td>
<td>Total number of sheets</td>
<td>Number of mutations in serial order</td>
<td>Signature of patwari</td>
<td>Signature of tehsil office kanungo</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

### Appendix -7 e  
(Jamabandi form)

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Khewat No.</td>
<td>Khatauni No.</td>
<td>Name of patt or taraf, with name of lambandar</td>
<td>Owner, with description</td>
<td>Cultivator, with description</td>
<td>Well or other means of irrigation</td>
<td>Field number</td>
<td>Area and Classification of land</td>
<td>Rent paid by cultivator, rate and amount</td>
<td>Share or measure of right</td>
<td>Remarks</td>
</tr>
</tbody>
</table>
## Appendix – 7f

Final attestation of jamabandi for the year 20..., village .........................., tehsil----------------------------- district ............................... .

<table>
<thead>
<tr>
<th>Date</th>
<th>Place of attestation</th>
<th>Khatas attested</th>
<th>Verification of mutation orders incorporated in the jamabandi</th>
<th>Khatas checked with the previous jamabandi</th>
<th>Khatas checked with the patwaris current copy of the jamabandi</th>
<th>Khasra nos. of which tatimas were checked on the spot</th>
<th>Khasra nos. which tatimas were checked with reference to their incorporation in parat tehsil map</th>
<th>Mutations entered but not attested before 15th June</th>
<th>Mutations sanctioned but not incorporated in jamabandi for want of review</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### Chapter 8 - Inspection of Revenue Records

**Appendix – 8a**: Points requiring attention at the Inspection of a field Kanungo’s work

**General**

a) Does the field kanungo reside within his circle. Does he scrutinize 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 2.25).

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) Deleted

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 11, Jantri Patwari),
6) A ready Reckoner regarding the calculation of areas.

EQUIPMENT
3. Has he in his possession two steel rods adjusted to the length of a metre and kept in hollow bamboo? (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, alluvion and diluvion work are going on 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. Deleted
10. Did the field kanungo 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 Statement* (Thur, Sem, Chos and deposit of Sand affected area) to find out the correct detail thereof?
11. Deleted
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 this diary? (Paragraph 9.9 (b).
13. Does he inspect and note the condition of every Pakka survey mark and trijunction 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 into 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 Jamabandis 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 statements 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 where mistakes detected, corrected by him in red ink? (Paragraph 7.60).

22. Does he see that all mutations attested by June 15 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 Tatima 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 Tatima Shajras 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. Deleted

Kisan pass book

29. In villages for which a jamabandi is not being prepared does the field kanungo compare the copy of the kisan pass book with the last jamabandi and the mutation register, and sign it after satisfying himself of its correctness.

ALLUVION AND DILUVION

30. Is the field kanungo's supervision thorough and accurate?

PARTITION

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).

Appendix 8b

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? (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 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—
   - the genealogical tree (Paragraph 7.66);
   - jamabandi (Paragraph 7.60 and 7.61);
   - the supplementary maps (Paragraph 7.8 and part D of chapter 4);
   - 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 Girdawari work regarding Thur, Sem, Chos and deposit of sand affected areas in his circle. (if any)?
(7) Deleted
(8) Has he a good knowledge of the agriculture 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.

Appendix 8c

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 appendix 8d.

1. The inspecting officer shall take into camp with him a sketch map with the limits of patwari circles and assessment/kanungo 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 a 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 walkover 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 work book and see.
(a) whether the entries in the work book are up to date (paragraph 3.85);
(b) whether the patwari’s outturn of work is sufficient;
(c) whether all the points mentioned by previous inspecting officers have been attended to;
(d) whether the patwari having been summonsed to produce documents, attended the court in
person (Rule 6; Order XVJ; 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 1);

(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) Deleted
(c) that the patwari has promptly reported to the District Veterinary Head and 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) Deleted
(f) Deleted
(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. A note should be given on mutation
in counter file.

8. He should examine the Patwarkhana and see that in case where there are no Patwarkhana 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
(paragraph 3.101).
(c) Khasra Girdawari
(d) Jamabandi with appendices (-Paragraphs 4.27 to 4.32 and 7.67),
(e) Registers of mutations,
(f) Field maps,
(g) Genealogical tree,
(h) Diary,
(i) Village note books (paragraph 10.1),
(j) Alluvion and diluvion papers, if any,
(k) Work book (paragraph 3.85),
(l) Register of Survey equipment (paragraph 3.88),
(m) Kisan pass book
(n) Books of reference (paragraph 3.78) and file of instructions (paragraph 3.80).

10. Having thus gone through preliminaries 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 regard agricultural Statistics statements 1 to 3 of the village note book should be examined with special reference to the following points—

**STATEMENT No.1**

(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. 11 AND III**

(6) Is there a separate heading for each crop shown separately in statement No. 1V-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?

-Statements(Lal Kitab) number iv to ix along with point 8 to 23 of para number 11 have been deleted.

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 Angan Wari’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 one month of the entry of the death of right-holders in the Agan-wari-kandra register ? (Paragraph 3.27(2))

(c) Have mutations been promptly entered up from registration memorandums 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 owner's 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 the series of creation of tenancy (para 7.41 (2));

(d) that each patti or taraf 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 and other civil title 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 wall, 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 mutation register.

(j) Deleted

(k) Deleted

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

(b) Kharaba has been correctly allowed } (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
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. 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.

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 shortcomings 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-lenders; 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.

Appendix 8d

Question to be used as a guide by revenue officer when inspecting patwari’s 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 tatimma 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 4.24).
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 2.15).

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 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 thumb impression 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 counter-foil 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 (0)).

**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 tarafs or pattis 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

21) khasra? [Paragraph 9.3 (ii)].

Deleted

22) Is a red ink entry without number made for every survey mark for trijunction 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 the case of irrigated or sailab crop, 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 or Sem or Gair Mumkin cho or Gair Mumkin Sand as 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 the “Halat Dehi” statement as well as in the “Remarks” column of Kharif jinswar in the Village Note Book? [Paragraph 9.3 (x) (l) ].

28. and 29 Deleted

30) Is the date on which girdawari was done given on every page? [Paragraph 9.10].
JAMABANDIS

31 To 34  Deleted

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) Deleted

Fard Bachh – Deleted along with points 40 to 41a

Register of fees relating to copying and inspection of patwaris’ records

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 amount entered in the diary and the register were actually paid. Check the entries in 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 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)].

Appendix 8e

Points for enquiry at the inspection of the land record work of tehsildars and naib-tehsildars.

DIARIES

1) Do the tehsildar and naib-tehsilar maintain diaries in the form prescribed in paragraph 8.12?

2) Ascertain from the diary that they—

a) spend alternate fortnights 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 patwari 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 (Paragraph 3.17).

4) Are the patwaris detained at the tehsil in September when the jamabandis are being checked (Paragraph 2.50)

Crop inspections.

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.

6) Do they test carefully the entries of kharaba?

6-A) Do they test carefully the entries of Thur, Sem, Chos and deposit of sand affected fields?

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) dispose of pending mutations promptly;
(c) 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 of finally all pending mutations by June 15th;
(d) 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)
(e) 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 transactions is registered.
(f) In cases of transfer by sale, mortgage or gift does the mutation order always show whether a share of the shamlat 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 the certificate of attestation has done the following:

(i) Read out at least 25 per cent of the khatauni holdings on the spot and in the presence of the assembled right-holders,

(ii) Compared at least 25 per cent of the mutations attached to the jamabandis with the khewats concerned,

(iii) Compared at least 25 per cent of the khewat holdings with the old jamabandis,

(iv) Compared at least 25 percent of the khewat entries in the original copy with the corresponding entries in the patwari's copy of the jamabandi.

(v) Read out at least 25 percent of new khatauni holdings created in the jamabandi and compared with both copies parat patwar and parat sarkar.

(vi) Read out at least Twenty five percent of shajra nasab.

(vii) Read out the column no 9 of new owners of pending mutations which were entered before sixteen June but not attested will be mentioned in the attestation report.

(viii) Read out the column no 9 of new owners of those mutations which were sanctioned but are not implemented in the jamabandi for the want of review.

(ix) Checked at least 25 percent of tatimas.

(x) Circle Revenue Officer will sign those pages of jamabandi which have been checked.

(xi) He will mention the details of khewats, khataunies, tatimas, shajra nasab, new khataunies created during the period, pending mutations for review.

(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 patwari's 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** — Deleted along with point 13 to 16

**Alluvion and Diluvion.**

17) Do the tehsildar and naib-tehsildar carefully supervise the work of the patwaris and kanungos in alluvial record.

17-A) Do the Tehsildar or 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 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 attestations 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** — Deleted along with point 23 to 25

**Survey marks.**

26. Do the tehsildar and naib-tehsildar verify the condition of permanent survey marks as required in chapter 4?

**Appendix 8f**

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**

Is there any shortage of staff.

Deleted

**II-Previous inspections.**

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).

Ascertain that the defects pointed out in previous inspections have been promptly remedied.
See that a separate minute book is maintained for the inspections of Director of Land Records (paragraph 8.20)

III-Accommodation.

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.


10) See that these books are complete with correction slips up to date and the latest published indicies 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 – Deleted along with point 15 to 17

VII- Survey marks (Paragraphs 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 tehsildar, naib-tehsildars and field kanungo 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 conditions 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 [Paragraphs 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 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 and 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 acknowledgment 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. to 37 Deleted

XI-Pay of kanungsos

38 and 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

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Date of receipt from Registration office</th>
<th>Number pending</th>
</tr>
</thead>
</table>

42) Ascertain that registration memos, are 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.—Arrangements 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 kanungos 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 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 navis.
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 patwari 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 kanungo on due dates and that the. tasil 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
( PARAGRAPH 8 OF STANDING ORDER NO.55) Deleted along with point 72 to 75
XX-Muafi Registers (paragraph 59 of standing order no. 7) Deleted along with point 76 to 80.

XXI.—Register of Permanent Advance.

81) See that the application for recoupment are made regularly and noted in the margin of the register and dealt with promptly at sadar.

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' registers in September and the discrepancies detected are duly reported to the sadar.

XXIII.—Villages Exposed To River Action.

85) See that a list is maintained.

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 kanungs' 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 rain falls (paragraph 12.15).

92) See that a slight rainfall is denoted by the letter R. (paragraph 12.14).

93) Ascertain that the rain gauge is suitably placed and that the distance between the gauge and the nearest object is at least twice the height of that object (paragraph 12.14).

94) Ascertain that the rain gauge 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 rain gauge 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**

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) Lal Kitab Statement - Deleted

110) Are the books kept in almirahs or boxes, and permanently preserved?

111) Deleted

112) Are large variations explained?

**113. Statement I:**

Column 2 should equal columns 3 to 11.

Column 13 should equal column 11 + 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 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 notebooks 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).

115 to 121 Statement IV to X – Deleted
XXVIII.—A-Halat Dehi

121-A) Register :

122) 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 Patwari?

123) Examine the misalband 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 copy of the 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 partition 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 khataunis 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? (Chapter 10).

131) See that there is no one volume for each assessment/kanungo circle, or for a suitable number of villages where the circle is large.

132) Is an index of village 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 And 137 – Deleted

XXXI- CORRECTION OF FIELD MAPS BETWEEN TWO SETTLEMENTS (PARAGRAPH 4.29 AND 4.31)

137) 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 on this in the jamabandis?

138) Are amendments corrected and neatly made with proper red ink and pen?

139) Compare the tatima shajiras of a few villages with the settlement maps and state the result.

140) Are the patwari’s copy of the map also amended.
XXXII – ANNUAL RECORD

141) Ascertain that all jamabandis are sent to the record room in April (paragraph 3.104 (2))

142) Examine some jamabandies and ascertain if:

a) they contain an amended genealogical tree, and amended field map and sanctioned mutations;

b) the attestation notes of the field kanungo and revenue officer are in accordance with the instructions in paragraph 7.60 and 7.62 and

c) a reference to a mutation order is given to the column of remarks in cases of alteration of names (paragraph 7.41 (10)).

144 To 147 Deleted.

XXXIII.—Touring of revenue officer.

148. Ascertain with reference to the diaries of tehsildars and naib-tehsildars that they are in camp for at least 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 tatima 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 the 15th January, and also at the time of harvest inspections.

XXXIV.—Mutations.

149. Have the following statement prepared for the last four quarters and examine entries and orders?

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>DECIDED</th>
<th>PENDING</th>
</tr>
</thead>
</table>

Appendix 8g

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.

Accommodation

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 complied 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 goshwara 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).

Inspection of Records

See that applications for inspection of records are properly stamped, and that time taken up in inspecting records is noted on them (paragraph 19.25).

17) Are paragraphs 19.24, 25 and 26 regarding the inspection of records carefully observed by the inspection muharrir?

18) 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.

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 thereto proper court-fee stamps to cover the search and inspection fees prescribed in rules 4 and 5 of Chapter 16-C of High Court Rules and Orders. Volume IV, and rules contained in paragraphs 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?

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 (paragraph 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, a 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 officers of the Financial Commissioners and the High Court when files sent to these offices are not returned within 6 months (paragraph 19.19 (iii)).
25) See that requisitions for flies are sent by courts in Form R-8 and in duplicate in outlaying courts (paragraph 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-11 is maintained and shows the number of bastas actually handled each day (paragraph 19.19).

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 muharir 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.

Appendix 8h

Points requiring attention at the inspection of the work of the district kanungo

Before making the inspection the district kanungo should be asked to prepare the statements referred to in sections V, VI, VIII, XV, XVI and XVII, XXI I and XXII.
I-Staff

1) See that there is an approved sanctioned distribution of work between the district kanungo and his assistants and that it is adhered to.

2) Deleted

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 In-charge (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 Commissioner's standing orders and Director of Land Records' circulars 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 quinquennially 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 kanungos

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 kanungo (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.

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-Indent

18) Have the following statement prepared :-

<table>
<thead>
<tr>
<th>Tehsil</th>
<th>Date of receipt of indent at headquarters</th>
<th>Date of dispatch to Director of Land Records and the Government Press</th>
</tr>
</thead>
</table>

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 (paragraph 3.94 (!) and 3.95).
20) Ascertain that a quinquennial list of patwari and kanungo forms is maintained (paragraphs 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—35) Deleted

VIII. —Pay of Kanungos

36—38) Deleted

IX. —Budget

39) Ascertain that the budget under head 2029—Land Revenues—Land Records—103 (ii)district staff is prepared by the district kanungo, checked by the Officer In-charge 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 patwari's 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 acquittance rolls and see that they are up to date.

XI. —Patwaris and Kanungos' 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 acquittance rolls and see that they are up to date.

XII. —Kanungos' 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) Deleted

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 Officer, (Civil), 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 Statement 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) Deleted

61) Ascertain that the district kanungo is in camp inspecting the work of office and field kanungos for at least 2 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 in-charge 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.

VI. – Registers Of Patwari Candidates

(66. to 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.

<table>
<thead>
<tr>
<th>Total number of kanungos</th>
<th>Number of kanungos</th>
<th>Number of kanungos appointed by promotion from amongst patwaris</th>
</tr>
</thead>
<tbody>
<tr>
<td>establishment</td>
<td>appointed on direct recruitment</td>
<td></td>
</tr>
</tbody>
</table>

(73—79 Deleted)

Patwari Circles (Paragraph 2.60 And 2.60-A).

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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 kanungos’ 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 rain gauge 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 rain gauge 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 rain gauge 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.I in chapter 14).

95) Deleted

XX.—Zaildars.

(96—99 ) Deleted

XXI.—Muafis (Paragraph 59 of standing order no.7).

(100 to 104 ) Deleted.

XXII.—List of Pensioners (Paragraph 63 of standing order no .7) to 107 Deleted

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, naziul lands and encamping grounds are excluded from it (paragraph 2, Appendix III. Land Administration Manual).
XIV.—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, Dehra Dun, 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) Do they contain blank, pages at the end?

118) Are areas in whole hectares, gross amounts in whole rupees, and rates in rupees, and paisa?

119) Are the books kept in almirahs or boxes, and permanently preserved?

120) Deleted

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.
- Columns 27 plus 31 of previous year should equal 29 plus 31 of the current year.

123) Statements II and III

Are rabi figures and extra rabi figures 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 to 130) Statement IV to X – Deleted along with points 124 to 130
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/kanungo 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. and 138 ) Deleted

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 references 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 patwari's 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-tehsildars check a sufficient number of tatima shajiras.

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

**Appendix 9a**

Khasra Girdwari or harvest inspection book

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<tbody>
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<td>Khasra No.</td>
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<td>Khatauni No.</td>
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<td>3</td>
<td>Area</td>
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<td>4</td>
<td>Classification of land according to the last jamabandi</td>
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<td>5</td>
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<td>Kharif 20---Rabi 20---</td>
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<td>7</td>
<td>Kharif crop</td>
<td>Kharif 20---Rabi---</td>
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<td>Kharif crop</td>
<td>Kharif 20---Rabi---</td>
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<td>10</td>
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<tr>
<td>11</td>
<td>Kharif crop</td>
<td>Kharif 20---Rabi---</td>
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<td>13</td>
<td>Kharif crop</td>
<td>Kharif 20---Rabi---</td>
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<td>14</td>
<td>Rabi crop</td>
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2) Uncultivated area includes (1) Barren and uncultivable (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) Khasra number means the field or number given to the field in the village map.

4) 'Khasra Number' (also called Khata/number or Jamabandi number) means the number of owner's holdings.

5) 'Khatauni Number means the number of the holdings (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. Khudkast, batai.

8) 'Cultivator's holding may be defined as all land that is used wholly or partly for agricultural production and is cultivated along with the assistance of others with out 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 fallows ('Also called 'Khali') denote lands which are left fallow during the current year (i.e. kharif and Rabi harvests of the year), only.

11) 'Other fallows' (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 bajar qadim) denotes all lands available for cultivation whether or 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 lands (also called ghair-mumkin) denotes all barren and unculturable land like mountains, deserts, etc. Land which cannot be brought 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 mazrua) is the sum of net areas 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 10 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 pagewise 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 well, (iii) Government tube-wells run with electricity, and (iv) Private tube-wells run with electricity (v) Government tubewells run with mechanical power (oil engines); and (vi) Private tube-wells run with mechanical power. (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) Abi (watered by (a) lift from tanks’ or Jhils) and (b) streams and springs and other sources which should be separately shown, (ii) Nehri (Irrigated from canals, whether Government or private), (iii) chahi (watered from wells and tube-wells).

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-chachi (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 jaded in the succeeding 8 harvests and thereafter is culturable waste (banjar qadim).
### Chapter 10- Agricultural Statistics
#### Appendix 10a

**STATEMENT NO. 1**

---------------------------------------------------------------------Milan Rakba------------------------------------

Annual area statement of mauza----------------------No. ---------------

(N.B. – Omitting fractions) write in figures (not in rakams)

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<thead>
<tr>
<th>Year</th>
<th>AREA UNDER</th>
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<td></td>
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</tr>
<tr>
<td></td>
<td>Miscellaneous trees</td>
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<tr>
<td>crops and groves not included in the net area</td>
<td>fallsows</td>
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<td>8</td>
<td>9</td>
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<table>
<thead>
<tr>
<th>Total area of crops by jinswar returns</th>
<th>Tube –well</th>
<th>Number of other wells used for Irrigation purposes only</th>
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<tbody>
<tr>
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<td>Govt.</td>
<td>Private</td>
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<td>Masonary</td>
<td>Non – Masonary</td>
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<td>14</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Number of wells used for domestic purposes only</td>
<td>Number of wells having independent ayacut</td>
<td>Number of wells supplementing recognised source of irrigation</td>
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<td>23</td>
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<th>Total in use or fit for use</th>
<th>Tanks</th>
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<td>Ordinary wells</td>
<td>Tubewells</td>
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<th>Net Area irrigated by</th>
<th>Area irrigated more than once in the same year</th>
<th>Total gross area irrigated</th>
<th>Remarks</th>
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<td>Govt. Canals</td>
<td>Private Canals</td>
<td>Tanks</td>
<td>Wells</td>
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Appendix 10b

STATEMENT NO. 2: Annual Kharif Crop Register.

Annual Kharif Crops Register of Mauza -------------------------hadbast No. -------------Jinswar or crop return of the ---------------------------harvest -------------------------

(N. B. – Write in figures , ( all fractions omitted)

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<td></td>
<td></td>
<td>Rice</td>
<td>Jowar</td>
<td>Bajra</td>
<td>Maize</td>
<td>Swank</td>
<td>Total</td>
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<td>Government canals</td>
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<td>Mash (black</td>
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<td>Arhar (Red</td>
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<td>Gram) Or Tur</td>
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<td>Kulth (Horse</td>
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| 29            | 30                          |
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| 33            | 44                          |
| 35            |                             |</p>
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### Annual Rabi Crop Register

N.B. – Write in figures (not in Rakams) omitting fractions)

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<th>Year and crop</th>
<th>Description of cultivation</th>
<th>CEREALS</th>
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| Nehri         |                             |         |       |      |       |       |      |       |       |
| Chahi         |                             |         |       |      |       |       |      |       |       |
| Abi           |                             |         |       |      |       |       |      |       |       |
| Sailab        |                             |         |       |      |       |       |      |       |       |
| Tanks         |                             |         |       |      |       |       |      |       |       |
| Barani        |                             |         |       |      |       |       |      |       |       |

<table>
<thead>
<tr>
<th>PULSES</th>
<th>Number of fruit bearing trees</th>
<th>FRESH FRUIT</th>
<th>DRY FRUIT</th>
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<tr>
<td>Masur</td>
<td>Peas</td>
<td>Total</td>
<td>Citrus fruit</td>
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<table>
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<td>Potatoes</td>
<td>Carrots</td>
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<th>CONDIMENTS AND SPICES</th>
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<th>TOTAL AREA SOWN</th>
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N.B – (1) The entries in the Khasra girdawari should be made crop-wise according to the source of irrigation or mode of irrigation.
### Hot Weather

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
<th>Total for the Season</th>
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<tbody>
<tr>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
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</table>

### Monsoon

<table>
<thead>
<tr>
<th>June</th>
<th>July</th>
<th>Aug.</th>
<th>Sept.</th>
<th>Total for the Season</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
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</tbody>
</table>

### Rainfall (in Millimetres) in ………………District for the year ………………………

#### Post – Monsoon

<table>
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</thead>
<tbody>
<tr>
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#### Winter

<table>
<thead>
<tr>
<th>Jan.</th>
<th>Feb.</th>
<th>Total for the Season</th>
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<tbody>
<tr>
<td>Current</td>
<td>Normal</td>
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</table>

#### Total for the year

<table>
<thead>
<tr>
<th>Total rainfall</th>
<th>Corresponding Normal</th>
<th>Number of rainy days</th>
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</table>
Form No. II: Classification of area in the ……………………District for the year ………

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<tr>
<th>District/Tehsil</th>
<th>Total Geographical Area</th>
<th>Classification</th>
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<tbody>
<tr>
<td></td>
<td>Net area sown</td>
<td>Area sown more than once</td>
</tr>
<tr>
<td></td>
<td>By Professional Survey</td>
<td>By village papers</td>
</tr>
<tr>
<td></td>
<td>Barren and uncultivable land</td>
<td>Land put to non-agricultural uses</td>
</tr>
<tr>
<td></td>
<td>Permanent pastures &amp; other grazing lands</td>
<td>Land under misc. tree, crops and groves not included in the net area shown</td>
</tr>
<tr>
<td></td>
<td>Other fallows</td>
<td>Net area sown</td>
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<tr>
<td></td>
<td>Total cropped area</td>
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</table>

Form No. III – A: Source of water-supply and area irrigated therefrom in ……… District for the year………………

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<th>Canal</th>
<th>Wells</th>
<th>Tanks</th>
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<td>Wells</td>
<td>RESERVOIRS</td>
</tr>
<tr>
<td>Govt.</td>
<td>Private</td>
<td>Number of other wells used for irrigation purposes only</td>
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<tr>
<td></td>
<td>Tube-well</td>
<td>Govt.</td>
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<tr>
<td></td>
<td>Number of other wells used for domestic purposes only</td>
<td></td>
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<tr>
<td></td>
<td>Number of wells not in use</td>
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<tr>
<td></td>
<td>With Ayacut more than 100 hectares or more</td>
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<td></td>
<td>With Ayacut less than 100 hectares</td>
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<td></td>
<td>Total</td>
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<tr>
<td></td>
<td>Number of Oil Engines</td>
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</table>
Net area Irrigated by (In hundred Hectares)

<table>
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<th></th>
<th>Government Canals</th>
<th>Private Canals</th>
<th>Tanks</th>
<th>Wells</th>
<th>Other Sources</th>
<th>Total</th>
<th>Percentage of net area irrigated to net area sown</th>
<th>Area irrigated more than once in the same year (in hundred hectare)</th>
<th>Percentage of total gross irrigated area to total sown area</th>
<th>No. of wells having independent ayacuts</th>
<th>No. of wells supplementing recognised sources of irrigation</th>
<th>Percentage of area irrigated by wells having independent ayacuts to the total area irrigated</th>
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Form No. III – B
Irrigated area under Food Crops in .................district for the year ..........

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<td>Palam</td>
<td>Chilies</td>
<td>Ginger</td>
<td>Pepper</td>
<td>Turmeric</td>
<td>Cardamoms</td>
<td>Other Food Crops</td>
<td>Total Food Crops</td>
<td></td>
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Irrigated area under Food Crops in ..............district for the year ..............

Form No. III – C

<table>
<thead>
<tr>
<th>Cotton</th>
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<table>
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<tr>
<th>District</th>
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<th>American</th>
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</thead>
<tbody>
<tr>
<td>Jute</td>
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</tr>
<tr>
<td>Sann-Hemp</td>
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</tr>
<tr>
<td>Groundnut</td>
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<td></td>
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</tr>
<tr>
<td>Coconut</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Til or Sesamum</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sarshar Taramira and toria</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mustard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linseed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Castor Seed</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Indigo</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rubber</td>
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</tr>
<tr>
<td>Tobacco</td>
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<td></td>
</tr>
<tr>
<td>Tea</td>
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<td></td>
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<tr>
<td>India Hemp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cinchona</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td></td>
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</tr>
<tr>
<td>Fodder Crops</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Non-Food Crops</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Non-Food Crops</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Total Food and Non-Food Crops</td>
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</tr>
</tbody>
</table>

Irrigated area under non-food crops in the .............. district for the year ..............
Form No. IV-A

Area under Food Crops in the ………………district for the year ………………..

<table>
<thead>
<tr>
<th></th>
<th>Rice</th>
<th>Jowar or Cholum</th>
<th>Cereals</th>
<th>Other Cereals</th>
<th>Cereals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Autumn (Aus.)</td>
<td>Winter (Aman)</td>
<td>Summer (boro)</td>
<td>Wheat</td>
<td>Rabi</td>
</tr>
<tr>
<td></td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
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<tr>
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(Contd.)

<table>
<thead>
<tr>
<th></th>
<th>Italian Millets</th>
<th>Kodo or Varagu</th>
<th>Little Millet or Kutki</th>
<th>Common Millet</th>
<th>Cereals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Kharif</td>
<td>Rabi</td>
<td>Total</td>
<td>Total</td>
<td>Cereals</td>
</tr>
<tr>
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<td>Current</td>
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Pulses

<table>
<thead>
<tr>
<th></th>
<th>Gram</th>
<th>Green Gram or Moong</th>
<th>Red Gram or Tur or Arhar</th>
<th>Black Gram or Urd or Mash</th>
<th>Horse Gram</th>
<th>Massar</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
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### Other Pulses

<table>
<thead>
<tr>
<th>District</th>
<th>Kharif</th>
<th>Rabi</th>
<th>Total Pulses</th>
<th>Total Foodgrain (Cereals and Pulses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moth</td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
</tr>
<tr>
<td>Other</td>
<td>Peas</td>
<td>Others</td>
<td>Peas</td>
<td>Other</td>
</tr>
<tr>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
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</tbody>
</table>

### Sugar Crops

<table>
<thead>
<tr>
<th>District</th>
<th>Kharif</th>
<th>Rabi</th>
<th>Total Sugar Crops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moth</td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
</tr>
<tr>
<td>Other</td>
<td>Peas</td>
<td>Others</td>
<td>Normal</td>
</tr>
<tr>
<td>Current</td>
<td>Normal</td>
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<td>Normal</td>
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### Fruits and Vegetables

#### Fruits

<table>
<thead>
<tr>
<th>District</th>
<th>Fresh Fruits</th>
<th>Dry Fruits</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Fruits</td>
<td>Cashewsnut</td>
</tr>
<tr>
<td>Moth</td>
<td>Current</td>
<td>Normal</td>
</tr>
<tr>
<td>Other</td>
<td>Normal</td>
<td>Normal</td>
</tr>
<tr>
<td>Total</td>
<td>Unirrigated</td>
<td>Normal</td>
</tr>
<tr>
<td>Irrigated</td>
<td>Normal</td>
<td>Normal</td>
</tr>
<tr>
<td>District</td>
<td>Betelnuts</td>
<td>Cardamoms</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Current</td>
<td>Normal</td>
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</tr>
<tr>
<td>Normal</td>
<td>Current</td>
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Form No. IV – A (Contd.)
Form No IV-B

Ares under Non – Food Crops …………………………district for the year ...

<table>
<thead>
<tr>
<th>Fibres</th>
<th>Cotton</th>
<th>Hemp</th>
<th>Other fibres</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Desi</td>
<td>American</td>
<td>Total</td>
<td>Jute</td>
</tr>
<tr>
<td>District</td>
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<td>Current</td>
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Form No. IV-B (Contd.)

<table>
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<th>Oil Seeds</th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Edible</td>
<td>Groundnut</td>
<td>Coconut</td>
<td>Sesamum</td>
<td>Toria</td>
<td>Tamira</td>
<td>Sarshaf</td>
<td>Mustard</td>
<td>Other Including sunflower</td>
<td>Seeds Safflower etc.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Current</td>
<td>Normal</td>
<td>Current</td>
<td>Normal</td>
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<td>Current</td>
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</table>

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272
<table>
<thead>
<tr>
<th></th>
<th><strong>Oil Seeds – Concl.</strong></th>
<th></th>
<th><strong>Dyes and Tanning Materials</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Edible concl.</td>
<td>Non Edible</td>
<td></td>
</tr>
<tr>
<td><strong>Total Edible</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current</strong></td>
<td>Normal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Unirrigated</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Oil seeds</td>
<td></td>
<td></td>
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<tr>
<td><strong>Current</strong></td>
<td>Normal</td>
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<td></td>
</tr>
<tr>
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<td>Linseed</td>
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<td></td>
</tr>
<tr>
<td><strong>Current</strong></td>
<td>Normal</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Castor seed</td>
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<td></td>
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<tr>
<td><strong>Current</strong></td>
<td>Normal</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Other including dill or</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>sowa mastwood neerai</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>and niger seed</td>
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<td></td>
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<tr>
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<td>Normal</td>
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<tr>
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<tr>
<td></td>
<td>Indigo</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Other Dyes and Tanning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Dyes and Tanning</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Materials</td>
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<td></td>
</tr>
<tr>
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<td>Rubber</td>
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</tr>
<tr>
<td>Drugs and Narcotics</td>
<td>Drugs and Narcotics – concl.</td>
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</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
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</tr>
<tr>
<td>Coffee</td>
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</tr>
<tr>
<td>Tea</td>
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</tr>
<tr>
<td></td>
<td>District</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Fodder Crops</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Miscellaneous Non-Food Crops</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Other Drugs and Narcotics</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Total Drugs and Narcotics</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Food and Non-Food Crops</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Current | normal | Current | normal | Current | normal | Current | normal | Current | normal |
| current | current | current | current | current | current | current | current | current | current |</p>
<table>
<thead>
<tr>
<th></th>
<th>District</th>
<th>Gross cropped area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Unirrigated</strong></td>
<td></td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Food crops</strong></td>
<td>Kharif</td>
<td></td>
</tr>
<tr>
<td><strong>Non food crops</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Food crops</strong></td>
<td>Rabi</td>
<td></td>
</tr>
<tr>
<td><strong>Non food crops</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Food crops</strong></td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td><strong>Non food crops</strong></td>
<td></td>
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<tr>
<td></td>
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</tr>
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<td></td>
<td></td>
<td><strong>Grand total or Total cropped area</strong></td>
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<td></td>
<td><strong>Net cropped area</strong></td>
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<td>Cropped area of forecast crops</td>
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</tr>
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<td>Total cropped area</td>
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<tr>
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<td></td>
<td><strong>Gross area (unadjusted )</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wheat – barley (Crop mixture )</td>
</tr>
<tr>
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<td>Area under mixed sowing</td>
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<td>Wheat</td>
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<td></td>
<td></td>
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<tr>
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<td></td>
<td><strong>Gross area (unadjusted )</strong></td>
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<td></td>
<td><strong>Net area under</strong></td>
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<td></td>
<td></td>
<td><strong>Total unadjusted area under mixture</strong></td>
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<td></td>
<td></td>
<td><strong>Crom Mixture</strong></td>
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</tbody>
</table>

**Haryana Land Record Manual**
Form No V-A

Standard yield per hectare and the yield per hectare in Kilograms of Principal crops in ---------------- district ............... for the year.

<table>
<thead>
<tr>
<th>Food Crops</th>
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<tbody>
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<tr>
<td>Winter (amman)</td>
<td>Autumn</td>
<td>Winter (boro)</td>
<td>Summer</td>
<td>Rabi</td>
<td>Kharif</td>
<td>Bajra or Cumbu</td>
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<tr>
<td>Total Unirrigated</td>
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Form V-A (contd.)

Standard yield per hectare and the yield per hectare in Kilograms of Principal Crops in ---------------- district for the year

Food crops – (contd).

|  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|
| Barley | Maize | Ragi or Marwa | Italian | Millet | Ragi or Varagu | Common Millets | Gram |
| Total Unirrigated |  |  |  |  |  |  |  |

Haryana Land Record Manual 276
<table>
<thead>
<tr>
<th>Crop</th>
<th>Standard</th>
<th>Current</th>
<th>Standard</th>
<th>Condition factor</th>
<th>Standard</th>
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Total Unirrigated Irrigated

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<tbody>
<tr>
<td>Greengram or moong</td>
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</table>

Form No. V-A (Contd.)
<table>
<thead>
<tr>
<th></th>
<th>Mustard</th>
<th>Linseed</th>
<th>Castor</th>
<th>Indigo</th>
<th>Rubber</th>
<th>Tobacco</th>
<th>Coffee</th>
<th>Tea</th>
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<tbody>
<tr>
<td>Standard</td>
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<table>
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<tr>
<th></th>
<th>Chillies</th>
<th>Ginger</th>
<th>Pepper</th>
<th>Turmeric</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th></th>
<th>Total Unirrigated</th>
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<td>Standard</td>
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<tr>
<td>Current</td>
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Form No. V-A (contd.)
Form No. V-B

Total outturn of principal crops in hundred metric tonnes in district for the year

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<tr>
<th>Food crops</th>
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<tbody>
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<td>Rice</td>
<td>Autumn (Aus)</td>
<td>Winter (Aman)</td>
<td>Summer (boro)</td>
<td>Total</td>
<td></td>
<td>Jowar or Cholum</td>
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## Food crops

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<td>Ragi or Marua</td>
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<td>Kodo or Varagu</td>
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<td>Little Millet or Kuthi</td>
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<td>Common Millet or Kuthi</td>
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<td>Black Gram or Urd of Mash</td>
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<td>Horse gram</td>
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| Total Unirrigated   |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |
| Irrigated           |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |        |         |

Haryana Land Record Manual
### Food crops

<table>
<thead>
<tr>
<th>Food crops</th>
<th>Non food crops</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugarcane</td>
<td>Cotton</td>
</tr>
<tr>
<td>Current</td>
<td>Normal</td>
</tr>
<tr>
<td>Current</td>
<td>Normal</td>
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<td>Current</td>
<td>Normal</td>
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</table>

<table>
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<th>Non food crops</th>
<th>Non food crops</th>
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</thead>
<tbody>
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### Non Food crops – concl.

<table>
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<tr>
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<th>Non food crops</th>
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<tbody>
<tr>
<td>Cone</td>
<td>Non food crops</td>
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<tr>
<td>Current</td>
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<tr>
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<td>Normal</td>
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### Haryana Land Record Manual

281
Form No. V-B Contd.

### Non food crops – Concl.

<table>
<thead>
<tr>
<th>Rubber</th>
<th>Betelnuts</th>
<th>Cardamoms</th>
<th>Chilies</th>
<th>Gindger</th>
<th>Pepper</th>
<th>Turmeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
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<td>Normal</td>
<td>Current</td>
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</table>

Form No. VI

Statement showing the farm prices of principal crops at certain Centre of ---------------district for the year -------------------

<table>
<thead>
<tr>
<th>District of Centre</th>
<th>Rice</th>
<th>Wheat</th>
<th>Jowar</th>
<th>Bajra</th>
<th>Barley</th>
<th>Gram</th>
<th>Maize</th>
<th>Cotton</th>
<th>Sugar (Raw)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current year</td>
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</table>

Form No. VI (contd.)

<table>
<thead>
<tr>
<th>Groundnut</th>
<th>Castor seed</th>
<th>Linseed</th>
<th>Rape</th>
<th>Mustard</th>
<th>Toria</th>
<th>Sesamum</th>
<th>Tobacco</th>
<th>Ginger</th>
<th>Pepper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current year</td>
<td>Last year</td>
<td>Current year</td>
<td>Last year</td>
<td>Last year</td>
<td>Current year</td>
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</tbody>
</table>

Haryana Land Record Manual

282
### Form No. I

Statement showing the total numbers of Kanungos, Patwaris and as Assistant Patwaris and the Annual Expenditure on the Patwari Establishment for the year ending 30th September 20….

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>District</td>
<td>Patwari and Assistant Patwari</td>
<td>Total number of kanungos</td>
<td>Total number</td>
<td>Matriculation</td>
<td>School Final Examination of Primary</td>
<td>Examination</td>
<td>Number of a Kanungos promoted to Nabajo tehsil</td>
<td>Number of Patwaris promoted to Kanungoship or other higher appointment</td>
<td>Annual Expenditure on the Patwari Establishment</td>
<td>Salaries of Patwaris</td>
<td>Patwari school</td>
<td>Survey equipment</td>
<td>Gratuities</td>
</tr>
</tbody>
</table>

### Form No. II

Statement showing the working of Land Record Agency during the year ending 30th September.

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>District</td>
<td>Number of villages</td>
<td>Number of days spent on tour</td>
<td>Number of field kanungos circles inspected</td>
<td>Number of tehsil offices inspected</td>
<td>Number of field kanungos checked by Collectors or Asistant Collectors I grade</td>
<td>Number of villages checked by Collectors or Assistant Collectors I grade</td>
<td>Number of field kanungos checked by Tehsil Officers</td>
<td>Number of field kanungos checked by Tehsil Officers or Assistant Collectors</td>
<td>Number of villages checked by Tehsil Officers or Assistant Collectors</td>
<td>Number of field kanungos checked by Collector or Assistant Collector I grade</td>
<td>Number of villages checked by Collector or Assistant Collector I grade</td>
<td>Number of days spent on tour</td>
<td>Number of villages checked by Collector or Assistant Collector I grade</td>
</tr>
</tbody>
</table>
Form No. III : Quinquennial Return (Not to be printed with Annual Report)

Chap.II -- Table showing the statistic of Existing Patwari and Field Kanungo circles for the year ending 30th September.

<table>
<thead>
<tr>
<th>District</th>
<th>Number of field Kanungos</th>
<th>Number of Patwari</th>
<th>Area in Hectares</th>
<th>Average per field Kanungo</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>Cultivated</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Area</th>
<th>Number of fields</th>
<th>Number of holding</th>
<th>Fields</th>
<th>Khatau holding</th>
<th>Fields</th>
<th>Khatau holdings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>District</th>
<th>Patwari and Assistant Patwaris</th>
<th>Candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number who have passed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Percentage of column 2 on column 3 and 4</td>
<td>Number reduced, suspended or fined</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Total of columns 3 and 4 on column 2</th>
<th>Percentage of column 10 on column 2</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total who have passed the patwari examination</td>
<td>The old University Middle School or present Departmental Middle School Examination</td>
<td>Number who have passed</td>
</tr>
</tbody>
</table>
Form No. V : (Not to be printed with Annual Report)

Statement showing educational qualification of Kanungo candidates and promotions of Kanungos for the year ending 30th September, 20...

<table>
<thead>
<tr>
<th>District</th>
<th>Total number of the kanungo establishment</th>
<th>Number of kanungo who are graduates</th>
<th>Number of kanungo who are under graduates</th>
<th>Number of kanungos promoted to Naib-Tehsildarship of higher appointments during the year</th>
<th>Total number of direct candidates</th>
<th>Number of kanungo candidates who are Higher Secondary or equivalent</th>
<th>Number of kanungo candidates who are graduates</th>
<th>Number of kanungo candidates who are under-graduates</th>
<th>Number, who have passed the kanungo examination</th>
<th>Number of Patwaris who have passed the kanungo examination</th>
<th>Remarks</th>
</tr>
</thead>
</table>
Paragraph No. 11.11  L.R.M

Form No. VI (Not to be printed with Annual Reports)

Statement showing the recruitment and promotion of patwari and kanungo agency in the district of -- ------- for the year ending September, 30th 20……

PATWARIS

(1) New candidates accepted during the year.
(2) Of the above, the number of Patwaris possessing lower educational equalifications 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.

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……

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Mutations</td>
<td>Partitions</td>
<td>Inspections made by collector and their assistants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of village</td>
<td>Number pending from last year</td>
<td>Number instituted</td>
<td>Total for disposal</td>
<td>Number attested</td>
<td>Balance unattested at close of year</td>
<td>Number pending from last year</td>
<td>Number instituted</td>
<td>Total disposal</td>
<td>Number decided</td>
<td>Area in acres, involved in decided cases</td>
<td>Cultivated area, in hectares included in column</td>
<td>Number of cases pending at close of District Kanungo office</td>
<td>Tehsil Office</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Detailed Jamabandis</th>
<th>Number of villages in which crop inspections were checked</th>
<th>District kanungo’s work</th>
<th>Boundary, survey and Base line marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of jamabandis filed by due date</td>
<td></td>
<td>Total survey and Base Line marks</td>
</tr>
<tr>
<td></td>
<td>Number of villages for which Jamabandis prepared last year were checked by Collector and his assistant this year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of jamabandis filed by due date</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of villages whose detailed Jamabandis prepared last year were checked by Collector and his assistant this year</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number of jamabandis filed by due date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **By Collector:** Number of villages inspected by Collector.
- **By Tehsildars:** Number of villages inspected by Tehsildars.
- **By Naib-tehsildars:** Number of villages inspected by Naib-tehsildars.
- **Number of days spent on tour:** Number of days spent on tour.
- **Number of inspections of Tehsildar offices:** Number of inspections of Tehsildar offices.
- **Number of field kanungo’s circles inspected by the district kanungo during the year:** Number of field kanungo’s circles inspected by the district kanungo during the year.
- **Number of villages tested:** Number of villages tested.
- **Number of villages for which Jamabandis prepared during the year:** Number of villages for which Jamabandis prepared during the year.
- **Number of villages whose detailed Jamabandis were prepared last year were checked by Collector and his assistant this year:** Number of villages whose detailed Jamabandis were prepared last year were checked by Collector and his assistant this year.
- **Number of days spent on tour:** Number of days spent on tour.
- **Number of inspections of Tehsildar offices:** Number of inspections of Tehsildar offices.
- **Number of field kanungo’s circles inspected by the district kanungo during the year:** Number of field kanungo’s circles inspected by the district kanungo during the year.
- **Number of villages tested:** Number of villages tested.
- **Number of jamabandis filed by due date:** Number of jamabandis filed by due date.
- **Number of detailed Jamabandis:** Number of detailed Jamabandis.
### 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…

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Total number of patwaris including temporary patwaris</td>
<td>Cost</td>
<td>Annual average per head</td>
<td>Cost</td>
<td>Annual average per head</td>
<td>Patwari school</td>
<td>Survey equipment</td>
<td>Rewards</td>
<td>Gratuities</td>
<td>Other charges</td>
<td>Cost</td>
<td>Annual average per head</td>
<td>Remarks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Form IX

(Not to be printed with annual report)

Statement showing the details of Jamabandis prepared, checked and consigned during the year ending September 30th, 20……

<table>
<thead>
<tr>
<th>District</th>
<th>Number of jamabandis, the preparation whereof</th>
<th>Number of jamabandis prepared during the year</th>
<th>Number of jamabandis checked by the Revenue Officers</th>
<th>Number of jamabandis consigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District</th>
<th>Was outstanding at the close of the last year (Give year-wise details)</th>
<th>Pertaining to previous year (Give year-wise detail)</th>
<th>Pertaining to this year</th>
<th>Pertaining to previous year (Give year-wise detail)</th>
<th>Pertaining to this year</th>
<th>Pertaining to previous year (Give year-wise detail)</th>
<th>Pertaining to this year</th>
<th>Pertaining to previous year (Give year-wise detail)</th>
<th>Pertaining to this year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>This year</td>
<td>Total</td>
<td>Pertaining to this year</td>
<td>Total</td>
<td>Pertaining to this year</td>
<td>Total</td>
<td>Pertaining to this year</td>
<td>Total</td>
<td>Pertaining to this year</td>
</tr>
</tbody>
</table>

---

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Chapter 12: Rain Gauges (Appendix – A already deleted)

APPENDIX – 12b

On Indenting for Rain gauges:

(a) The National Instruments 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 in such cases 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 I. 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 Instruments Limited it is important that the instructions for filling up the indent should be strictly followed. If this is not done unnecessary correspondence and delay 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 Indent Form “A”) Cash payment

The cost of gauges and measuring glasses issued to official rain-gauge stations will in practically all cases be recovered by “book transfer.”

Column – “Name of Account Office” (Vide top Indent Form “A”). This column is the one which is most often incorrectly filled in. What is required is the designation of the Account 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 despatched to, etc.” (Vide bottom of indent Form “A”). Full details of how and where the gauge is to be despatched 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.

(b) When instruments are to be sent by post the name of the Post Office as well as the district in which it is situated must 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.

(c) 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 Rainfall Registration for the State for counter-signature and dispatch to the National Instruments Limited.

(d) 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.

(e) 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 purposes entering his official designation below his signature, and after being so signed should be returned to the National Instruments Limited without delay. Of the remaining 2 copies he will file one copy in his own office & attach the third copy to his contingent bill (Article III, civil Account Code, Volume I).
SURVEY OF INDIA

DUPLICATE NOT REQUIRED

NATIONAL INSTRUMENT OFFICE

Indent No. ---------------------- dated ---------------------- on the National Instrument Office, Calcutta, for Supply of Instruments, etc., required for the use of ----------------------.

Accounts to be adjusted by Book Transfer Designation of Accounts Officer by whom the “Book Transfer” transaction is to be adjusted or finally audits the indenting officer ----------------------

<table>
<thead>
<tr>
<th>Serial No. of Items</th>
<th>Reference number as per M.I.O. Price List</th>
<th>Description of Instruments</th>
<th>Quality or number in use or in Store</th>
<th>Quality or number now indented in stock</th>
<th>Purpose for which required</th>
<th>Probable price as per price list</th>
<th>Class No.</th>
<th>Substitute offered</th>
<th>Progress date</th>
<th>Works No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Articles to be despatched Passenger or Goods train and addressed to the ---------------------- ----------------------

I hereby certify that the articles specified on this Indent are indispensably necessary for the purpose set forth to the best of my knowledge and belief, after the most careful examination.

The price of Instrument, & c., issued to “Government Department” 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

Official designation of approving authority.

Official designation of Indenting Officer
### Appendix 12c

Monthly Rainfall Return of the District for the month:

Paragraph 12.16 of Chapter 12.

<table>
<thead>
<tr>
<th>Rain Gauge Station in the District</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>1. The extent and effect of rainfall, and the progress in sowing.</td>
</tr>
<tr>
<td></td>
<td>2. The condition of the crops.</td>
</tr>
<tr>
<td></td>
<td>3. The expected yield. At harvest time, note the estimated outturn of each important crop in detail for leading classes of soil.</td>
</tr>
<tr>
<td></td>
<td>4. The condition of cattle, the amount and description of fodder and grazing available.</td>
</tr>
<tr>
<td></td>
<td>5. The state of the public health.</td>
</tr>
<tr>
<td></td>
<td>6. The working of the canal and the sufficiency and seasonableness of river in undation, or of floods from hill torrents.</td>
</tr>
<tr>
<td></td>
<td>7. General matters.</td>
</tr>
<tr>
<td>1. .. ..</td>
<td></td>
</tr>
<tr>
<td>2. .. ..</td>
<td></td>
</tr>
<tr>
<td>3. .. ..</td>
<td></td>
</tr>
<tr>
<td>. .. ..</td>
<td></td>
</tr>
<tr>
<td>. .. ..</td>
<td></td>
</tr>
<tr>
<td>. .. ..</td>
<td></td>
</tr>
<tr>
<td>29. .. ..</td>
<td></td>
</tr>
<tr>
<td>30. .. ..</td>
<td></td>
</tr>
<tr>
<td>31. .. ..</td>
<td></td>
</tr>
</tbody>
</table>

Total Number of rainy day

Average number of rainy days.

Total rainfall for the month

Average rainfall for the month.
Heaviest rainfall during month. |  
| Total rainfall from October upto. |  
| Average rainfall from October upto. |  

Notes:-  
1. The rainfall should be shown in millimeters to one place of decimal.  
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, Haryana.  
4. A day with 2.5 millimetres (or 10 Cents.) or more should be counted as 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 cleanly 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 the Director of Land Records, Haryana, not later than the 5th of the month following that to which it relates.

Dated Deputy Commissioner
Chapter – 13  Forecasts of Crops- No appendix

Chapter – 14  Current Prices- No appendix

Chapter – 15  Crop Experiments- No appendix

Chapter – 16  Deleted  Quinquennial wage Census- No appendix

Chapter – 17  Gazetteerrs- No appendix

Chapter – 18  Procedre in Partition Cases Appendix 18a form PTN – 1 to PTN – 3 (Naksa A,B,C)
Appendix 18a
Form PTN – 1 (Paragraph 18.10)
Statement of the area to be divided and the shares of the parties

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Jama or share (whichever is measure of right)</th>
<th>Total area to be divided</th>
<th>Area to which owner entered in column 2 is entitled</th>
<th>Area already in possession of owner entered in column 2</th>
<th>Deficiency to be made good</th>
<th>Excess to be given up</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cultivated</td>
<td>Uncultivated</td>
<td>Total</td>
<td>Cultivated</td>
<td>Uncultivated</td>
<td>Total</td>
<td>Nos.</td>
</tr>
</tbody>
</table>

Form PTN -2 (Paragraph 18.12)
Statement comparing area by share and area allotted

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of shareholder</th>
<th>Share</th>
<th>Area according to share</th>
<th>Area allotted</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cultivated</td>
<td>Uncultivated</td>
<td>Total</td>
<td>Cultivated</td>
</tr>
</tbody>
</table>

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The entries in the first six columns will be taken from columns 1 to 3 and 7 to 9 of form ptn.

1. Details of soil may be added where necessary. The entries in columns 10 will be made by the tehsildar himself.

Appendix 18c

Form PTN. 3 (Paragraph 18.17)

Instrument of partition

Stamp

Before ---------------------------------------------exercising the powers of an Assistant Collector of the IIst grade, under section 126 (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/hectare/kanal of land value held by them in mauza tehsil...Whereas this case came 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 ...dted 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 ...dted the ...day of ...second order, if any] and it is hereby declared that this partition will take effect on and from the ...day of ...20.

Seal of the
Assistant collector 2nd grade

Signature

Schedule

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint land (before partition)</td>
<td>Separate land (Partition)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Field number in village shajra | Area | Names of joint owners with jamabandi khetaw number | Field number in village shajra or in tracing of shajra hereto attached (in case of new numbers) | Area | Names of owners to whom field is allotted in partition |

Note – A separate entry should be made for each field number.
### Appendix – 19a
Form R- 4- KULIAT GOSHWARA

<table>
<thead>
<tr>
<th>Date of receipt</th>
<th>Serial No.</th>
<th>Class of case</th>
<th>No. of case</th>
<th>Names of parties</th>
<th>Nature of offence and law applicable</th>
<th>Abstract of final order</th>
<th>Name of deciding court</th>
<th>Date of destruction</th>
<th>No. of papers</th>
<th>Record keeper’s signature</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

### Appendix 19b
Form No. R – 8 : Requisition for file : Requisition for Records from the Record-Rooms Court Requisitioning

<table>
<thead>
<tr>
<th>Number of the file required</th>
<th>Class of case</th>
<th>Parties with residence</th>
<th>Claim or offence</th>
<th>Date of decision</th>
<th>Name of officer who decided the case</th>
<th>Record room No. of the file</th>
<th>Village in basta of which the file should be with Hadbast</th>
<th>Whether B part is required or not</th>
<th>Date of peshi.</th>
<th>(For) Record keeper’s use No. of entry in issue register</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

### Appendix – 19c
Form No. R – 9: Register of Issues (Darama Baramad)

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>No. of the file and date of decision</th>
<th>Names of parties</th>
<th>Description of case</th>
<th>Number and date of requisition received</th>
<th>No. of the file to which the file was sent</th>
<th>Date filed for hearing</th>
<th>Date on which the file left the record room</th>
<th>Name and signature of officer to whom given</th>
<th>Date on which the file was returned to the record room</th>
<th>Name of village and No. of basta from which file was taken out</th>
<th>Signature of record keeper</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>
Appendix –19d  - Form No R – 10 (List of files Issued)

<table>
<thead>
<tr>
<th>Number of file in issue register</th>
<th>Record room No. of file</th>
<th>Name of parties</th>
<th>Description of case</th>
<th>Date fixed for hearing</th>
<th>Date on which file left the record – room</th>
<th>Verification of Ahlmad of court</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Appendix 19e

Form R – II (Number Book)

Registers of Bastas taken down for the purpose of including new or returned files or Shamilat paper

<table>
<thead>
<tr>
<th>Date</th>
<th>Class of basta.</th>
<th>Name of village with Hadbast No. or Class of Kuliat</th>
<th>Number or year of basta if any</th>
<th>Purpose for which taken down</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Appendix 19f

Form R-13

Searching fees book.

<table>
<thead>
<tr>
<th>Foil</th>
<th>Counterfoil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>No.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Name  
Particulars of file  
Signature of Record-keeper

Appendix 19g

Form No. R – 14

Progress report of destruction muharrir (Clerk)

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of village dealt with</th>
<th>Number of bundles dealt with</th>
<th>Number of files bundled</th>
<th>Number of files destroyed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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Appendix 19h
Form No. R-15 (Record keeper’s progress report of destruction work)

<table>
<thead>
<tr>
<th>Name of Muharrir of (clerk)</th>
<th>Total villages of Muharrir’s (Clerk) share</th>
<th>Number of villages dealt within quarter</th>
<th>Number of villages since April 1st 19</th>
<th>Number of bundles dealt within quarter</th>
<th>Number of files bundled in quarter</th>
<th>Number of files destroyed in quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix 19i
Form R-20: Fly Index (for kullat files only)

This file will be destroyed on -------------------------------

Date of receipt in office  Signature of the Assistant Record Keeper checking the file

Number in Register ------------------ Village ----------------------------

Subject ------------------------------- Circle No. ------------------------

Date institution ------------------ Tehsil -------------------------------

Date of decision -------------------------------

Number of papers -------------------------------

List of papers contained in file of case

<table>
<thead>
<tr>
<th>A papers</th>
<th>B papers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serial No.</td>
<td>Name of paper</td>
</tr>
</tbody>
</table>

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.

Certified that -------- papers as detailed above bearing Court-fee stamps of the proper value ---------- have been filed in this case.

Date 20  Signature of the Ahlmad (Clerk)

Checked and found correct

Record-keeper.
Appendix 19j (Form No. R-21)
Basta No. ---------------------------------Department ------------------------------------------.
Village -----------------------------------Topographical No. -------------------------------------.
Tehsil -------------------------------------District -----------------------------------------------.
Form No. (Goshwara) ---------------------District -----------------------------------------------.
From month -----------------------------20 to month -------------------------------------------20

Appendix 19k (Form R-12)
Land records office work register

<table>
<thead>
<tr>
<th>Number of files issued</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of receipt</td>
<td>Tehsil</td>
</tr>
<tr>
<td></td>
<td>Village</td>
</tr>
<tr>
<td></td>
<td>Record of rights</td>
</tr>
<tr>
<td></td>
<td>Khataunis</td>
</tr>
<tr>
<td></td>
<td>Field books</td>
</tr>
<tr>
<td></td>
<td>Musavis</td>
</tr>
<tr>
<td></td>
<td>Jama bandis</td>
</tr>
<tr>
<td></td>
<td>Alluvion and diluvion</td>
</tr>
<tr>
<td></td>
<td>Others</td>
</tr>
</tbody>
</table>

Appendix 19l
Form No. R – 20 (List of papers of mauza (goshwara))

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Description of Record</th>
<th>Year b which it relates</th>
<th>Date of filing</th>
<th>Signature of district kanungo or assistant</th>
<th>Date of destruction</th>
<th>Signature of district kanungo</th>
</tr>
</thead>
</table>

Chapter 20- Standing Rooms- No appendix
Chapter 21- Yearly Programme of work of Revenue Officers and Officials- No appendix