Rajasthan Land Revenue (Land Records) Rules, 1957

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In exercise of the powers conferred by sub-section (2) of section 261 of the Rajasthan Land Revenue Act, 1956 (No. 15 of 1956). the State Government does hereby make the following rules, namely:-

Preliminary

1. Short title, extent & Commencement. - These rules may be called the Rajasthan Land Revenue (Land Records) Rules, 1957.

(2) They shall extend to the whole of the State of Rajasthan.

Part I

Patwaris

CHAPTER I

Formation of Patwar Circles

1A. Patwar Circles. - The Director of Land Records may with the previous sanction of the Government, from Patwar circles in compact blocks, in each of the Tehsil of a district, and may with similar sanction, alter from time to time, in the interest of efficient working, the number and limits of such circles.

The Director may also, with similar sanction form and alter a Patwar circle in areas covered by state grants or may combine one or more State grants and a Khalsa village or villages for the pxirpose.

2. Guiding Factors for the formation of Patwar Circles. - [(1)] In estimating the number of Patwaris required and in

forming the Patwar circles, due regard shall be had to the following points:-

(i) Khasra Numbers,

(ii) [deleted]

(iii) Khatauni Holdings,

(iv) Total Area,

(v) Cultivated Area,

(vi) Assessed Land Revenue, and

(vii) Number of villages.

Generally, a Patwar circle shall have about 3,000 Khasra numbers, with a land revenue of about rs. 8,000 and area of about 7,500 acres of which about 2,500 acres may be cultivated. These factors may be more or less in consideration of the distances to be travelled and the amount of work to be done by the Patwari, keeping in view the local conditions of particular tracts; in the sandy parts of jodhpur and Bikaner Divisions, where the fields are big the area in any one circle may be kept more than that stated above. Besides these, regard should be had to the complexity of land holding body, the extent of Do-falsi cultivation of the estate
holders and cultivators and similar matters which may involve an increase or decrease in the work of the circles.

[(2)] If the amount of work so demands, the same village may be divided into more than one Patwar circles being allotted a separate set of plot numbers in serial order.

[(3) At the time of formation of Patwar Circle, an effort may be made that each Panchayat may have one Patwar circle.]

CHAPTER II

Conditions of Service

3. General. - [(1)] The post of the Patwari shall not be hereditary.

[(2) If any doubt arises relating to the application and scope or interpretation of these rules, it shall be referred to the Government in the Revenue Department whose decision thereon shall be final.

(3) In exceptional cases where the Government in the Revenue Department is satisfied that operation of these rules relating to qualification, experience, or other conditions of service cause undue hardship in any particular case or where it is necessary or expedient to relax any of the provisions of these rules, it may dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary' for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favourable then the provisions already contained in these rules.]

4. Appointments. - (a) A Patwari shall be appointed to each circle.

[(aa) A Patwari shall be appointed by the District Collector or Colonization Commissioner, as the case may be.]

[(b) [***]

(c) Collectors [or Colonisation Commissioner] shall send requisition for the post of Patwaries to the Secretary' (Land Records), Board of Revenue. The Board of Revenue shall consolidate the requisition received and sent same to the Rajasthan subordinate and Ministerial Service Selection Boar. The Rajasthan Subordinate and Ministerial Sevice Selection Board shall advertise the vacancies for selection on the post of patwari."

[(cc) The Rajasthan Subordinate and Ministerial Service Selection Board shall prepare the list of the selected candidates and declare the result and send the same to the Board of Revenue. The Board of Revenue shall prepare department and district-wise merit list of selected candidates subject to the availability of vacancies. The list so prepare by the Board of Revenue. Shall be sent to the Collector concerned and Colonization Commissioner for appointment. The appointment shall be given as probationer trainee for two years. After appointment the selected candidates as probationer trainee send them to the patwar Training School throught the Director, Revenue Research and Trainning Institute for admission. The Revenue Research and Training Institute shall

conduct division-wise training for probationer trainees under the supervision/direction of the Board of Revenue in the Patwar training School. The Revenue Research and Training Institute shall also arrange temporary patwar Training Schools."

The Collector or the Colonization Commissioner, as the case may be, shall select the candidates and prepare merit list of the selected candidates. After appointing the selected candidates as probationer trainee for period of two years, send them to the Board for making admission to the Patwar Training School.]

(d) [***]

(e) No Patwari shall be posted to a circle which includes his home village or in which he or his nearest relations hold some immovable property lands for cultivation.

(f) (i) Except as otherwise provided in sub-clause (ii), the service of a temporary' Government servant shall be liable to termination at any time by a notice in writing given either by the Patwari to the appointing authority or by the appointing authority to the Patwari. The period of such notice shall be one month unless otherwise agreed to by the appointing authority and by the Patwari:

Provided that service of such Patwari may be terminated forthwith by payment to him or a sum equivalent to the amount, of his pay for the period of notice or as the case may be for the period by which such notice falls short of the month or by any longer period. The payment of allowances shall be subject, to the condition under which such allowances are admissible.

(ii) The service of a temporary Patwari:-

(a) Who has been in continuous Government service for more than three years:

Provided that termination of service consequent on reduction of posts in a cadre under the appointing authority shall take place in order of juniority.

4A. Character. - The character of a candidate for different recruitment to the service, must be such as to qualify him for employment in the service, he must produce a certificate of good character from the Principal Academic Officer of the University, college or School in which he was last educated and two such certificate written not more than six months prior to the date of application, from two responsible persons not connected with his college or University and not related to him.

Note. - (1) A conviction by a Court of Law need not of itself involve the refusal of a certificate of good character. The circumstances of the conviction should be taken into account and if they, involve no moral turpitude or association with crimes of violence or with a movement which has as its object the over-throw by violent means of Government as by law established, the more conviction need not be regarded as a disqualification.

(2) Ex-prisoners who by their disciplined life while in prisons and by their subsequent good conduct have proved to be completely reformed, should not be discriminated against on grounds of their previous conviction for purposes of employment in the service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to that effect from the Superintendent. After care Home or if there are no such HOmes in a particular District from Superintendent of police of that district. Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After Care HOme, endorsed by the Inspector General or Prisons to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prisons and by their subsequent good conduct in an After Care Home.

5. Salary. - Subject to any sanctioned local allowance the pay of all Patwaris is personal and does not depend on the circle to which a Patwari is posted. To begin with a Patwari will be appointed on the lowest pay of the sanctioned scale. The scale of pay and allowance of the Patwaris shall be as sanctioned by the Government from time to time.

[Provided that

(i) a probationer trainee appointed to the service by direct recruitment shall be paid monthly fixed remuneration during the period of probation at such rate as may be fixed by the Government, from time to time.

(ii) an employee having been regularly selected as per provisions of these rules in the Government service may be allowed emoluments in his/her own pay scale in the

existing pay scale of the post during service as probationer trainee or fixed remuneration of the new post, whichever is advantageous to him/her."

[5A. Period of probation and confirmation. - (1) All persons appointed to the service by direct recruitment against a substantive vacancy shall be placed as a probationer-trainee for a period of two years.

(2) During the period of probation, specified above, each probationer trainee may be required to pass Patwar Examination and to undergo such training as may be specified by the Government from time to time.

(3) A probationer trainee shall be confirmed in his/her appointment at the end of probation period, if,-

(a) he has successfully undergone training as may be specified by the Government from time to time;

(b) he has passed the Patwar Examination; and

(c) the Appointing Authority is satisfied that the integrity is unquestionable and that he is otherwise fit for confirmation.]

[6. Security. - Every Patwari shall be required to furnish a security bond and fidelity bond of such vahre as per orders issued from time to time under the Rajasthan Civil Services (Revised Pay Scales) Rules and whereafter such Patwari shall be eligible for [special pay].

7. [Deleted]

8. Rewards. - The Collector, on his initiative or on the recommendation of the other officers concerned, will grant rewards to the deserving Patwaris, to the extent of sum annually allotted for the purpose in the Land Records budget of his district. Generally the best of such Patwaris who have completed their record in time and whose work has been found correct and up to date will be selected and recommended for such rewards.

9. Transfers. - (i) The Collector may transfer a Patwari from one circle or tehsil to another in his own district; but no transfer of a Patwari from one district to another shall be made without the sanction of the Member, Land Records, Board of Revenue. Transfers from one division to another will be sanctioned by the Board of Revenue. The Sub-divisional Officers are also empowered to transfer a Patwari from one circle to another in the same tehsil or to another tehsil in their sub-division on sufficient grounds.

[(ia) The Sub-Divisional Officer may transfer a Patwari anywhere within the Sub-Division and the Collector may transfer a Patwari anywhere within the District:

Provided that the State Government may direct the Collector for the transfer of a Patwari anywhere within the District.]

[(ib) [****]

(ii) Transfers of patwaris should not be made unless the officer has satisfied himself that such transfer are necessary in the interest of efficiency of work or to fill up vacancy created by long leave, resignation, dismissal, suspension or transfer of a Patwari. The Patwari going on transfer shall have to complete all his record and clear all his work in arrear before handling over charge to his successor. The Tehsildar may, with the approval of the Sub-Divisional Officer, get the incomplete record completed by employing extra staff and paying such staff by deducting the required amount from the salary of the negligent Patwari. The unsatisfactory' work or conduct of a Patwari should not be a ground for his transfer but for penal action.

10. Leave. - (a) Privilege leave and other kinds of leave up to one month, where no substitute is required, will be granted by the Tehsildar who shall make temporary arrangement of the Patwari's duties to be performed by Patwaris of the adjoining circles. Privilege and other kinds of leave over one month, when no substitute is required, will be granted by the Sub-Divisional Officer but in all cases, in which appointments of substitutes are to be made, leave will be granted by the Collector.

(b) Casual leave will be granted by the Land Records Inspector, who shall immediately submit a report of the same tot he Tehsildar.

(c) All applications for leave by the Patwaris should be submitted to the sanctioning authority through proper channel and the Inspec tor of Land Records and the Tehsildar shall be informed of the orders passed thereon.

11. Travelling and Daily Allowances. - Travelling and daily allowance to Patwaris will be regulated by rule 14, read with Appendix I to the Travelling Allowance Rules, Visits to the tehsil headquarters on duty, including attendance at tehsil headquarters in accordance with paragraph 23. will be treated as travelling beyond jurisdiction under a proper authority within the meaning of rule 14 of the Travelling Allowance Rules.

12. Obligation of [office and residence.] - (i) Patwari shall reside within his circle in the village specified by the Collector to be his headquarter unless he has obtained a written permission from the Collector to reside outside his circle. [***].

[(ii) A government building shall be provided to the Patwari at his posting place for the purpose of his office (Patwar Ghar). In case the government building is not available for his office (Patwar Ghar), rented building shall be arranged. The rent of such building shall be determined by the State Government.

(iii) A government building shall be provided to the Patwari at his posting place for the purpose of his residence. In case the government building is not available for his residence, he shall be entitled to get house rent allowance in accordance with the prevailing rules.

13. Disabilities of Patwaris. - A Patwari is forbidden:-

(i) to engage in any trade or money lending:

(ii) to borrow money from any tenant of his circle:

(iii) to own or cultivate any land on any tenure either personally or through any member of his family, either within his circle or outside it unless he has obtained written permission from the Collector. Such permission will not be given unless the Collector is satisfied that it will not afford him a chance to misuse his influence and authority as a Patwari:

(iv) to tour for any legal practitioner:

(v) to act directly or indirectly as an agent of land holder, tenant, cultivator or any others person; and

(vi) to canvass for any candidate in any election campaign.

14. Application of C.C.A. Rules, 1958. - The Rajasthan Civil Service (Classification. Control and Appeals) Rules, 1958 shall apply in the matter of disciplinary action against the Patwaris.

15. [Deleted]

16. Procedure on arrest of Patwari in execution of a decree. - Immediately on receipt of a notice that a court has issued a warrant of arrest against a Patwari the Tehsildar or the Sub-Divisional Officer, who ever may receive the notice, shall pass an order of his suspension and, shall make temporary arrangements for the work of his circle If the Patwari is detained for more than 6 weeks from the date of his arrest, the case should be reported to the Collector, who will pass such orders as he deems necessary in the case.

[17. Application of Classification, Control and Appeal Rules. - In disciplinary proceedings against Patwari, Rajasthan Civil Service, (Classification, Control and Appeal) Rules, 1958 shall apply.]

18. Transfer of Charge. - (i) Before the resignation of a Patwari is accepted, or his transfer is ordered he shall make over all the papers, records (complete up to date), cash instruments and other articles to the Inspector or to such other person as the Inspector may depute for the purpose. Two charge-lists shall be framed and attested by the Inspector, one on the Patwari's diary and another on a separate paper to be forwarded to the Tehsildar.

(ii) When it is proposed to remove or dismiss a Patwari he shall first be suspended and shall make over such papers, records cash and instruments to the Inspector or to

such person as the Inspector may depute within one week of receipt of the order. In either case the Inspector shall be responsible for seeing that the Patwari has handed over all the records cash instruments and other articles in his charge.

19. Appeals. - Appeals will be regulated by the provisions of the Rajasthan Civil Seivices (Classification, Control and Appeal) Rules, 1958.

19A. Review. - Will be regulated by the provisions of the Rajasthan Civil Service (Classification. Control arid Appeal) Rules, 1958.

20. Pension. - This will be regulated by the rules prescribed in the Raj Civil Services Rules, 1951.

21. [Deleted].

CHAPTER III

Duties of Patwaris

22. General. - No Patwari shall be employed on any other work at the cost of his legitimate duties mentioned in these rules.

23. Attendance at tehsil. - (a) The patwari shall attend the Tehsil eveiy month, on a date which will be fixed by the tehsildar. On the occasion of attendance he will receive his salary which may be due and will make such reports as are required under these rules. In case of a circle very far from the tehsil headquarters, the Collector may dispense with the attendance of the Patwari in tehsil and order the disbursement. of his salary at. a sub-tehsil if close by, or by remittance through money order, the postal commission being charged in contingent bills. The usual reports and returns will be submitted by the Patwari by post.

(b) The Collector may suspend the operation of this paragraph during the periods fixed for field inspections or other times when the Patwaris are required to be busy in the villages, but the suspension shall not extend to more than a month.

Notes:-(i) A Patwari shall not. generally, be called during the period of field inspection and of preparing demand papers.

(ii) A Patwari shall also not be called too often to the tehsil to attend to the case work. The case in which Patwari's attendance is necessary, wall usually be kept for hearing on the date which is prescribed for his attendance in the tehsil.

24. Reports to be submitted by the Patwaris. - (a) On the occasion of the attendance of the Patwari at the tehsil, he will be required to report in writing to the Office Qanungo-(i) & (ii) [Deleted]

(iii) encroachment of nazool land or on any waste land, forest or irrigation work belonging to the Government or on any public way:

(iv) encroachment on khalsa land by jagirdars, muafidars, is-tamrardars, zamindars or biswedars and encroachment on lands of Rajasthan territory by Pakistan or by any other State of India, a report in latter case being submitted as soon as the fact comes to the notice of the Patwari:

(v) destruction or disappearance of boundary pillars or marks Indo-Pakistan border or any other State of India:

(vi) migration or settlement of tenants;

(vii) progress of work regarding preparation and maintenance of record and collection of revenue:

(viii) all cases in which he is required to submit a report to the Tehsildar after enquiry and site-inspection:

(ix) all cases of removal of green trees:

(b) The Patwari shall record the work done in the tehsil in his diary and obtain the office Qanungo's signature to the entry.

24A. Additional duties of Patwari. - A patwari shall also perform the following additional duties, namely:

(i) to collect and pay into the tehsil, by the land-holders and

tenants of the Patwar circle for which he is appointed on account of revenue or rent or any other State dues under any law for the time being in force:

(ii) to control and superintend every village servant appointed under the provisions of the Rajasthan Land Revenue Act, 1956, to report his death or absence from duty, to maintain him in the possession of land, if any. appertaining to his office, to recover and pay to him any remuneration to which he may be entitled, and to take such steps as may be necessary to compel him to perform his duties:

(iii) to furnish reports regarding the agricultural conditions of the circle for which he is appointed at such places and times as the Collector may fix in this behalf:

(iv) to report, and if possible, to prevent, encroachment on the public paths and roadways in the circle for which he is appointed:

(v) to report, and if possible, to prevent, encroachment on unoccupied land and village boundaries and the unauthorised cutting of wood from any waste land:

(vi) to preserve, in the circle for which he is appointed, such station and marks, erected by the surveyors of Government, as may be made over to his care:

(vii) to report the contravention of, or failure to observe, any rule, custom or condition entered in the wajibul arz or land records:

(vii-A) to verify and report by spot inspection during Kharif and Rabi girdawari that land allotted under Rajasthan Land Revenue (Allotment of Unoccupied Government Agricultural Lands for Construction of Schools, Colleges Dispensaries, Dharamshalas and other Buildings of Public Utility) Rules, 1963 or other rules framed under the Rajasthan Land Revenue Act 1956 is being actually utilised according to the terms and conditions of allotment.

(viii) to report,-(a) the abandonment of any holding or a part thereof: (b) the non-payment of rent revenue or any other demands; and (c) any circumstances which indicate that the default in payment thereto is likely to be made:

(ix) to report the continued absence, sudden disappearance or death of any estate holder or other person drawing a pension and residing in the area for which he is appointed;

(x) to assist revenue officers in all matters connected with survey, settlement and preparation of record of rights and annual village registers: and

(xi) to perform such other duties as may be cast on him under any other law for the time being in force.

(xii) to attend the meeting of Gram-Panchayat in his jurisdiction once every month.

[(xiii) to attend the meeting of Finance and Tax Imposition Standing Committee of Gram Panchayat in his jurisdiction.

"(xiv) execute in the work harvesting experiment as per the procedure specified by the State Government/Revenue Board, from time to time."

25. [Deleted].

26. Reports to Inspectors. - When the circle of a Patwari is visited by the Inspector, the Patwari shall report to him-

(i) all errors discovered in tested entries:

(ii) the permanent determination of agricultural land by diluvian, deposit of sand, water logging or other causes with approximate area and description of soils, as also all cases of alluvion:

(iii) all cases of encroachment on nazool lands or other properties vested in the Government or khalsa lands by estate holders:

(iv) & (v) [Deleted].

(vi) all cases of surrender and abandonment of holdings;

(vii) any charge in the character of uncultivated land:

(viii) destruction or decay of survey or boundary marks requiring renewal or repairs:

(ix) all cases of merger, division of holdings under the Rajasthan Tenancy Act and infringement of the condition under which any grant or leases of land is held from the Government: and

(x) any unusual occurrence that has taken place in his circle since the Inspector's previous visit and also the matters which has reported to the office Qanungo either at his last visit to the tehsil or by a message;

(xi) about natural produce, e.g., pala, grass, fallen dried trees; etc. on unoccupied Government land for sale:

(xii) disposal of any unclaimed property.

27. Papers to be maintained by the Patwaris. - (a) The patwari shall prepare and maintain such maps, records, registers, statement and returns of each village in his circle as are prescribed in these rules and shall dispose them of in the manner indicated in paragraph 48. He shall also maintain a register of such records in form P-37.

28. Inspection and extracts of Records. - (a) The Patwari shall allow anyone interested to inspect his records, and to take notes of the same in pencil in his own presence without any fee.

(b)The Patwari shall give to any applicant certified extract from his record except the settlement records. These certified extracts shall be given on the printed forms prescribed for each kind of record. On every certified extract supplied the Patwari shall write the word “True Copy and affix his signature with designation. He shall also enter on the certified copy/extract the date of application for the certified copy/extract the date of preparation thereof and the date of handing over to the applicant. The patwari shall give certified copy/extract free of cost within three days from the date of receipt of the application.

Note: (1) The copy of current records shall be given at the tehsil within 24 hours.

(2) The tracing papers shall be provided by the Government to the patwari.”

(bb) To obtain copies of the Record kept at Tehsil and District Head quarters applications shall have to be given. The procedure for application shall be the same as prescribed in the District Manual and Revenue Courts manual. Copies of records kept at Tehsil and District Head quarters shall be given free of cost.”;

(bbb) The copies of original Settlement Records and trace shall be given by the Commissioner, Settlement Department, Rajasthan Jaipur free of cost.

Note 1. The copying work shall be done by the Patwari in his spare time and it shall not be an excuse for him to allow his regular" duties to suffer on this account:

Provided that no copying fee shall be charged from a tenant for the supply of a certified copy of entries in the Jamabandi (Khewat Khatuarri) if the same is required by him in connection with the formation of a co-operative society.

Note 2. To obtain copies of the Record kept at Tehsil and District Head quarters applications shall have to be given. The procedure for application and affixing count fee and copying fee tickets shall be the same as that prescribed in the District Manual and Revenue Courts Manual].

(c) The Patwari shall allow any official of any Government department to inspect his record in his own presence and, if he so desires to take copies of the relevant records therefrom, provided these are required for official purposes.

(d) The Patwari shall enter in his diary a note of such inspections and extracts. The account of certified copies/extracts given by Patwari should be kept in a Register in from P-35.

(e) If the Patwari refuses to give or neglects to give the required extracts, an application may be made to the Tehsildar who will order compliance.

(f) The Patwari shall on request, by a Panchayat or a Panchayat Samiti concerned, prepare and supply to it, free of cost, and duty authenticated in the manner laid down

in sub-para (b), certified extract of Khasra Nos and map of pasture lands or abadi lands or other Government lands that have been or are proposed to be, transferred to the Panchayat or to a Panchayat Samiti, as the case may be.

29. Duplicate Records. - A patwari shall not be called upon to prepare additional copies of his annual records other than those permitted in the Rules except when he is specially ordered by the Collector.

30. Custody of Settlement Records. - The patwari shall be responsible for the safe custody and good condition of all copies of Settlement records entrusted to him and any paper which he may be required under these rides to keep or which may be made over to his charge by any Official. On receipt of a revised set of settlement records the Patwari will make over the old one to the office Qanungo.

31. Alterations in Record. - Patwaris are prohibited from erasing any entry in any record. Erroneous entry when scored out, shoidd be initialled by the person scoring it. Corrections and alterations made by the Office Qanungo, Inspector or any other officer, shall be entered by the Patwari on the same day in his diary.

32. Closing of Records. - (a) The Patwari shall sign and date each record prepared by him as soon as it is complete. After having signed, he shall not alter any entry and make any fresh entry but he shall note below his signature any mistake or omission which he may detect.

(b) Patwaris as prohibited from altering any entry which has been checked by the Inspector. If a Patwari finds that a tested entry is erroneous, he shall report, the matter to the Inspector at his next visit. The Inspector shall ascertain the correct entry and shall have it made under his own signature if the record has not been closed and signed. But if the record has been closed and signed he shall have the mistake noted at the end under his signature.

33. Survey Instruments. - Every Patwari shall be provided with a chain with 10 iron pins, a brass scale of 6 inches, a pair of compasses, a gattha measure of bamboos with iron ends, a pair of half gattha measures of bar iron (about one third such square) with hollow bamboos for safe keeping, off-set piece of two inches, a cross staff (in plain areas surveyed by the square system) or an optical square and an area comb. He shall maintain a stocks register of survey instruments in Form P-36. He shall keep the instruments in good condition and shall report if they are spoiled and get them replaced from the tehsil. If any instrument is lost by the Patwari, he shall have to pay its price.

34. Survey and Reports. - (i) The Patwari shall make any survey, field inspection, record of crops, inspection, revision of maps or reports relating to revenue or rent or circumstances of cultivation which he may be ordered to make through the Inspector or the office Qanungo.

(ii) The Patwari shall make enquiry and report on matters referred to him by the Inspector, Tehsildar or Sub-Divisional Officer, Orders to inspectors or Patwaris for local enquiry and report passed on applications, unless, the are urgent, should invariably state that the enquiry should be made at the next visit to the village, ft will save the Patwari from a journey to a particular village to the neglect of the work hE is engaged upon, for something which could well wait over for some one who did not or will not attend at the time, of the Girdawari.

(iii) If any Khatedar of gair-Khatedar tenant desires to have his field surveyed and demarcated, or to affix boundary marks along the periphery of his field, he shall apply for the same to the Tehsildar in the form prescribed below.

(a) (i) Upto 5 acres	Rs-100/-
(ii) More than 5 acres but upto 10 acres	Rs-200/-
(iii)More than 10 acres	Rs-400/-

Form

1. Name of the applicant with fathe'

2. Name of village; -

(a) of residence

(b) in which land is situated

3. Headquarter of Patwar Halqua

4. (a) Khata No.

(b) Status of tenant (Khatedar/Gair Khatedar)

5. Khasra No. and area of land to be surveyed and demarcated

6. Condition of existing boundary pillars or marks

7. Other information

Date:

Signature of tenant

35. Revenue arid Rent Collection. - The Patwari shall be responsible for preparing all such records as prescribed for the collection of rent or revenue and shall also make the collections. The patwari shall receive payments and issue receipt of the collections made by him under his own signatures and prepare the form of the arzirsal (form P-34) in triplicate and deposit the amount collected in the tehsil in time. One copy of the arz-irsal after receipt from the tehsil shall be filed with the siyaha form P-32. The Patwari shall also compare the siyaha entries with the registers maintained in the tehsil and take the signature of the Revenue Accountant on his siyaha when he visits the tehsil headquarters.

36. Collection of irrigation charges for Tanks, other than those which are under Irrigation Department. - In all such cases where tanks are not under the Irrigation Department and irrigation charges are realised in addition to the rent payable to the Government, the Patwari shall measure the area irrigated and prepare a Khasra and Jamabandi for such areas and shall also arrange to collect the irrigation charges in the same manner as Land Revenue.

37. Taccavi Records. - While any work is in progress for which a Taccavi loan has been taken, the Patwari shall submit through the Inspector a quarterly report as to the appropriate use of the Taccavi and the progress of the work.

38. Famine operations. - (i) The patwari shall report in time if there is any danger of famine or scarcity in any locality with specific reason showing the area likely to be affected, of the crop, fodder and cattle, and suggestions about the kind of relief measures which may be taken up in his circle.

(ii) When a district has come under the operations of the Famine Code, the Patwari shall report regularly on the movement of human population and cattle for food and fodder, and he shall also fill up the daily labour returns of village works (aided or unaided) if required to do so by the Inspector or the Tehsildar.

39. Procurements. - The patwari shall apply all necessary information from his records regarding the produce estimate crops and shall help in the work in accordance with Government orders received from time to time, but he shall not be asked to maintain the account or look after the stores.

40. General. - Subject to the conditions laid down in para 22, the Patwari shall carry out any other duty specially ordered by the Govern ment the Board of Revenue or the Collector of the district or the Assistant Collector incharge of the sub-division.

Duties in other Departments

41. Irrigation Department. - At the time of the final measurement in the village by a Canal Amin, the Patwari is required-

(i) to be present in the village during the completion of the measurement:

(ii) to furnish the Canal Amin with names of estate-holders, etc. which the Amin may require to complete his record and to settle any doubt-ful point by a joint local enquiry.

(iii) to take an abstract of the Amin's Jamabandi immediately after its completion and to

sign in return the Khasra prepared by the Amin:

(iv) to keep the extracts of the jamabandi at all times accessible to any person who pays the irrigation fee:

(v) to help the Irrigation Department officials whenever required to do so and

[(vi) to perform the work of census of Minor Irrigation and other related matters.]

42 to 44. [Deleted].

45. Census and Election works. - (i) Patwari shall carry out the instructions of the Census and Election Departments, when the work of census or election is in progress in his circle.

(ii) The Patwaris concerned should be present at the polling stations and should be readily available to identify each voter when he comes to record the vote. They must attend at the polling stations on the dates fixed for voting and they must, under the instructions of the Presiding Officer, remain close to the polling booth, so that they may be immediately available when required to identify voters.

46. Police Department. - On the requisition of a police officer, investigating a case of murder, riot or other such violet crime, the Patwari shall supply a tracing from the village map showing the locality in which the crime was committed. The trace shall not be signed by the Patwari. The duty of verifying it rests with the polling officer making the investigation. **46A. Agricultural Census.** - The Patwari shall undertake the work relating to agriculture census. This work is directly connected with the functions and duties of a Patwari and all Patwaries must carry-out the tasks connected with agriculture census as are assigned to them as a part of their duties.

47. Other Departments. - The Patwari shall also carry out the orders of the Excise Co-operative, Court of Wards and Forest Department received from the tehsil provided that the Patwari shall not be asked to carry out such work which may disturb his normal duties.

CHAPTER IV

Preparation of quadrennial and Annual Records

48. Map, records, registers and statements to be maintained by the Patwari. - The Patwari shall prepare and maintain the map records, registers and statements for each village in his circle, shown in the following list; and dispose them of in the manner shown in the last column Blank forms will be supplied to him by the Officer Qanungo. When a general revision of record is made in a tract, as a preliminary to a settlement, the Patwari shall not be

required to prepare annual record of the year following that for which revised records are prepared under the supervision of the Land Records Officer (particularly of the area under settlement) if the Collector, after consulting the Settlement Officer, is of opinion that the annual record cannot be prepared effectively, without detriment to the record or settlement operations. In no cases, however, shall the Patwari be excused from the preparation of annual records for more than one year after the record is revised by the Land Records Officer.

S.No.	S.No. Name in vernacular	Description	Method of disposal
1	2	3	4
1.	Nirdesh Panjika, P/5	Order Book (This is a standing circulars and orders book concerning the Patwaris).	Retained Permanently
2.	[Deleted]		
3.	Dincharya Bahi Patwari P-2	Daily diary of Patwari's work	-do-

4.	Masik Saransh Dincharya Bahi Patwari. P-3	Monthly abstract of daily diary of work (to examine his progress).	Filed with Office Qanungo by 31st October after one year.
5.	Register Paidayash	Register of births	Filed with Office Qanungo by 31st October after one year.
6.	Register fauti	Register of deaths	-do-
7.	Manchitra	Map	Retained permanently from one revision of records to another and filed with O.Q. after a revised map is supplied to the
8.	Khasra Girdawari Chaturvarshiya P-13	Field Book	Filed with O.Q. by 31st October after the year of completion.
9.	Kliasra Parivartan-shil, Jama Nirdharan tatha Asthai Krishi P-14	Field book showing details of cultivation of a temporary nature or under fluctuating assessment	Filed with O.Q. by 31st October each year
10.	Sima Dyotak tatha Bhumpa Samabandhi Chinahon ki Suchi P-15	List of Boundary and Survey Marks.	Attached to Khasra Girdawari and filed with it.
11.	[Deleted].		
12.	[Deleted],		
13.	Jinswar Sialu P-16	Statement of crops sown in Kharif.	Filed with Inspector by 5th November
14.	Jinswar Unhalu P-17	Statement of crops sown in Rabi	Filed with Inspector by 20th March.
15.	Jinswar Vishesh Unhalu P-18	Statement of crops sown in Extra Rabi.	Filed with Inspector by 20th May.
16.	Jamabandi Parivartanhsil P-25	Jamabandi for fluctuating assessment and temporary cultivation.	Filed with Office Qanungo by 31st October each year.
17.	Dhal Banchh P-30	Register showing the demand due on each payee with details of collections and arrears.	Filed with Office Qanungo by 31st October. after one year.
18.	Mang Patra P-31	Slip of Revenue Demand payable by each estate-bolder or tenant	Filed with Office Qanungo by 31st October, after one year.
19.	Siyaha P-32	Cash Book	-do-

20.	Rasid Bahi P-33	Receipt Book	-do-
21.	Arz-lrsal P-34	Challan for remitting cash to Tehsil Sub-Treasury.	Filed with Office Qanungo by 31st October, after one year along with Siyaha
22.	Register Naqalva Nirikashan Patwar Records P-35	Register in which the fee realised for giving the copies of extracts from the record is entered	To be kept with Patwari till the next Settlement and then filed with Office Qanungo
23.	Register Intqal P-22	Register of Mutations (A register for the entry of every acquisition of any right or interest in the land as estate holder or tenant)	-do-
24.	Omitted	Interrogatories	
25.	Deleted		
26.	Milan Khasra P-19	The annual area statement.	Filed with Inspector by 15th June every year.
27.	Apatti Report P-8	Report of epidemic agricultural and other calamities.	Filed with O.Q. and the Inspector when the commencement of any calamity is known.
28.	Omitted		
29.	Omitted		
30.	Omitted		
31.	Omitted		
32.	Jamabandi (Khewat Khatauni) P-26 (Parat Patwari).	Register showing the land held by each estate holder tenant and the land revenue and rents payable by them	Filed with O.Q. by 31st October after every 4 years of completion.
33.	Ashndhi Suchi Patra P-27	Register of errors and omission in the record of rights.	Filed with O.Q. and along with the Jamabandi Parat Sarkar, by 30th September every 4th
34.	Antim Pramanikaran Jamabandi	Certificate given by the Revenue Officer after completion of Jamabandi	Filed with the Jamabandi (Parat Sarkar).
35.	Deleted		

36.	Stock Register P-36	A list of survey instruments, furniture etc. in the charge of a Patwari	To be kept, with the Patwari till it is filed.
37.	Patwar-Patra Register P-37	A list of records in the custody of a Patwari	-do-

49. Order Book. - (i) The order book is a permanent register for the entry of all orders or instructions relating to rules of practice of permanent character which the Qanungo may communicate to the Patwari. If the entry is made by the Office Qanungo, it shall be in Hindi.

(ii) Every Patwari while attending the Tehsil will bring with him the Order book (form P-5) in which tire office Qanungo will dictate all necessary orders and circulars and/will sign at the end of each such order and circular.

(iii) The Order Book shall consist of not more than 50 pages and shall be permanently retained by the Patwaris.

50 to 54. [Deleted].

55. Nature of Diary of work and its arrangements. - (i) The Diary of work is the register in which all work done by the Patwari is to be entered day by day. The Patwari shall keep one diary for his circle.

(ii) **Arrangement.** - The Diary of work of a Patwari shall contain 100 pages of the prescribed form (Form P-2); 12 blank leaves will also be appended to this diary for recording the inspection notes by the Inspector and other Inspecting officers. It will be supplied in book-form and one volume may be given to each Patwari or Addl. Patwari. Each page of the diary shall be numbered and stamped with the Tehsil seal before being issued to the Patwari, who when he receives it, shall see that there are full 100 pages and 12 blank leaves. A certificate verifying the number of pages contained in the diary shall be written by the Office Qanungo on the first page of each book. The Diary of each year shall commence on 1st October and shall close on 31st September. It will be made over to the Office Qanungo by 31st October in the year following that to which it relates. The Patwari will, however, keep the portion containing the inspection notes with him and stitch them with the new diary so that he may be able to make the corrections and carry out the instructions. This portion will be handed over to the Office Qanungo on 31st October, of the next following year.

(iii) The following entries will be made in the diary of work:-

(1) the official duties which the Patwari has performed each day and explanations of failure to perform the same:

(2) the absence from the circle on leave or otherwise of the Patwari for attendance in any court or upon any official, mid his return after such absence with dates:

(3) when the patwari makes harvest inspections (Girdawari), he shall enter in his diary of work the number of fields he has inspected with details of the number he began from find ended at. He shall also enter daily the amount of work done on each type of work in which he may be engaged:

(4) all corrections made by the Office Qanungo or the Inspector in the records:

(5) the following occurrences must be noted in the diary on the day on which they come to the Patwari's notice the manner in which they come to his knowledge being stated:-

(a) the visit of any revenue officer to his circle:

(b) the facts of attendance in my court or upon any official, the cause of attendance and the name and designation of the court and official (This entry should be supported by a certificate of the competent authority):

(c) the receipt of any order or instructions from an official superior other than those entered in the Order Book:

(d) all mortgages, sale deeds, transfers and leases alongwith allotments of land by committee or special orders:

(e) deaths of Khatedar/Gair Khatedar tenants with dates:

(f) the surrender of any holdings:

(g) all cases of extinction of tenancies as contemplated by section 63 of the Rajasthan Tenancy Act, 1955:

(h) all cases of division of holdings under the Rajasthan Tenancy Act;

(i) all cases of disputed successions:

(j) all changes done by the Patwari in the recorded entries at the time of or after the Girdawari, in cultivating occupancies and rents:

(k) the ejectments, abandonments or setting of cultivators; (1) any change in the character of Government land, particularly conversion of all kinds of land for example agriculture to Industrial area, petrol pumps, etc. or vice versa:

(m) infringement of the conditions under which any grant or lease of land is held from the Government and the transfers in respect of such grant or lease:

(n) destruction or decay of any survey or boundary marks requiring renewal or repair:

(o) execution of orders:

(p) the issue of any notice by a revenue court or official:

(q) any proceeding regarding attachment of standing crops:

(r) any advancement of loan made for agricultural purposes by the Government or Banks:

(s) calamities such as hail storms, locusts, floods, frost, cattle disease or epidemics, out break of fire of houses, crops or other properties and epidemic disease among men and cattle including abnormally serious outbreak of seasonal fever:

(t) all cases of encroachments of Nazool or other property vested in Government:

(u) all cases of alluvion or diluvian with approximate areas and description of soil affected:

(v) inspection of records and issue of extracts under paragraph 28:

(w) rain fall, with description of the duration of rain, its condition and influence on crops:

(x) any alienation or resumption of revenue by Government and suspensions and remissions of revenue and any alteration in the rate of cesses:

(y) any fact relating to the land or its revenue or rent reported to the Patwari by a person interested therein with a request that it be entered in his diary or which the Patwari may think of importance:

(z) any unusual occurrence.

56. Monthly abstract. - At the end of each month, Patwari shall prepare a monthly abstract of work done in Form P-3 and shall submit to the Inspector of his circle, by the 5th of each month and the latter shall forward the same with his remarks to Te

57. [Omitted]

The Map and Khasra

58. Inspection Tours. - (i) In order to maintain the map and Khasra prescribed in these Rules, the Patwari shall make three field inspections every year of every village in his circle.

The dates on which inspection tours shall be commenced and completed are as under:-

[Name of Crop	Date of commencement	Date of Completion	
1.	Kharif (Shialii)	16th September	15th October
2.	Rabi (Unhalu)	1st February	5th March
3.	Zaid (Vishesh Unhalu)	1st May	15th May]:

Provided that the inspection tour for Kharif and Rabi crops in the villages under the firmly reporting scheme shall commence 15 days earlier than the dates fixed.

Note 1. The Patwari shall have to make one more inspection between the Kharif Rabi inspections in the Ganganagar District, where Zaid Kharif is grown. This inspection will commence on 1st Jan. and terminate on 15th January.

2. 'Timely reporting scheme' means the centrally sponsored scheme for timely reporting of estimates of area and production of principal crops through the supervisory' agency of the Directorate of Economics and statistics.

(ii) When, for any reason, the crop ripens later than usual, the Collector may permit the inspection tour to be postponed for a period not exceeding 15 days: and when the crop ripens earlier than usual, the Collector may' permit the inspection tour to be commenced 15 days earlier than the dates fixed.

(iii) The Patwari shall draw up a regular programme of his inspection tours and shall send a copy thereof to the Village Panchayat of the village concerned at least 3 days before the field inspection is due to start with the request that the Sarpanch or Panch of the village panchayat may accompany him on his tour of inspection of the fields situated in the village. The Patwars shall also simultaneously inform the cultivators concerned so that they may also be present to help him in making the entries. The Sarpanch or Panch accompanying the Patwari on the inspection of each field in the village shall sign the day's report prepared by the Patwari. Should there be any difference of opinion about an entry between the patwari and the Sarpanch or Panch. the matter would be immediately placed before the Tehsildar who shall give his decision with the least possible delay. In the days of inspection tours the Patwari shall continue to sum up the totals of every page of Khasra. As soon as the inspection tours of a village are complete the Patwari shall prepare "Safewar" and "Jinswar" and then proceed to another village after sending the Jinswar to the Inspector.

The Map

59. Copy of map for correction. - (i) The Patwari shall record all changes in the boundaries of Khasra Nos. on the trace of the village map supplied to him specially for the purpose. At the time of inspection. he shall note changes on the map in pencil and after the Inspector has checked the correction, they shall be inked in red. The checking by the Inspector should be completed by the 30th April.

(ii) Along with the quadrennial Jamabandi. a trace of all the changes effected during the last four years in the map shall be submitted to the Office Qanungo and the Sadar Qanungo. who will get all the changes incorporated in the copy of the map of the last Settlement in their respective offices.

(iii) When the map for recording changes becomes unserviceable on being used year after year, the Patwari shall submit it to the Office Qanungo through the Inspector, for the preparation of a new map showing the upto-date field boundaries as they exist and omitting those which have disappeared. These corrections will also be incorporated in the copy mentioned in the preceding paragraph and from that copy a fresh trace will be prepared to be supplied to the Patwari, The old map shall be filed after the inspector and the Office Qanungo have signed the new map in

token of its being checked and verified. The Patwari should himself prepare a fresh copy of the map and if he is unable to do so, he will submit it to the Office Qanungo who will get a copy of the map prepared by some other Patwari who knows tracing, on wages to be paid by the Patwari concerned.

60. Corrections. - (i) All Revenue Officers are responsible for the correctness of the map used by the Patwari whom they concerned.

(ii) During each inspection tour the Patwari shall compare the fields one by one with the map and shall note therein all changes in the field boundaries and other alterations after taking necessary measurements.

(iii) If extensive survey operations are required at any time to correct the map of any village, the Patwari shall apply to the Inspector for the necessary survey instruments and for such assistance as may be required. Such application should be made not later than the 31st October in the year when the necessity arises. The Inspector should himself assist the Patwari or arrange for the assistance by another Patwari efficient in survey.

(iv) Correction in the working map will be done in the following c ircumstances. -

(a) When a field is bound to have been divided into two or more fields, subject to the instructions given in para 62, a separate number shall be given to each field writing the original number as numerator and the fraction number as denominator, but if these fields are in the cultivatory possession of one and the same person under the same class of tenure and belong to one and the same Patti or Khata, they need not be given a separate number, the divisions being shown in this case by dotted lines only. If fields bearing fractional numbers are re-united so as to form a field as it existed at the last survey, the fractional numbers will be omitted and the original numbers will be restored:

(b) if any Khasra number held jointly has been divided among the co-sharers:

(c) changes, which are due to transactions, on account of which mutation order has been, or should be, passed, e.g. partitions sales, mortgages with possession, exchange, gifts, redemption etc.:

(d) Nautor cultivation or permanent occupation of any portion of an unoccupied Khasra number;

(e) [Deleted]

(f) construction of roads, canals, tanks, wells or houses by which any changes in the boundaries of any Khasra number are necessitated:

(g) conversion of part of a Barani field into irrigated land when the change is of a permanent nature:

[(h) when a public way on the Government land is not recorded in the map.]

(v) In the following circumstances changes will not be clone in any survey number:-

(a) cultivation by a sub-tenant or a co-sharer:

(b) cultivation of different kinds of crops on the same field, if a field is sub-divided temporarily for the purpose of cultivating different crops, no change will be made:

(c) in any uncultivated field number, if any field is ploughed but not cultivated:

(d) if in areas included in Abadi number any cultivation of tobacco or other crop is done:

(e) the corrections of the map shall be completed and the alterations inked by 30th April.

61. Titamma Shajra. - In villages where the position of the field boundaries, mostly in Khatli and tank beds, are liable to frequent changes, t list of such plots and give it to the

Patwari who will take necessary measurements without delay and prepare a Titamma Shajra on a map sheet of the same scale on which the map of the village has been prepared. The Inspector will check the Titamma Shajra on the spot during the cold weather before the end of January. The Titamma Shajra will be filed with the Khasra for fluctuating cultivation with the Office Qanungo at the end of each year.

62. Preparation of field Book of new field numbers. - (i) The Patwari will enter all the new fields for which Titamma Shajra have been prepared under the above, mentioned paragraph in a field book in the form below:-

No. of fields		No. of holdings	Area	Sail calculation	Class Signature of Qanungo
Old	New				

In the field book fields, will be finally re-numbered as follows:-

(ii) If a field number, say 24, has been sub-divided into two, and the last number in the field register of the village is 150, entry No. 24 should be scored through and the new fields entered as 15/24/1 mid 15/24/2.

(iii) Where a second sub-division takes place the denominator number should simply be the numerator of the field which is again sub-divided. Thus in the example, we should have first 15/24/1, then 185/151 and lastly 201/185, from each of which, if necessary, it would be very easy to trace back to the old number. If fields Nos. 31 and 32 have been joined into one field, the new entry may be 152 being the last number in the field register. The new numbers given in the field book will be entered in red ink in the Titamma Shajra prepared under paragraph 61 above, and, each entry in the field book will be initialled by the Inspector of Land Revenue 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 in joint ownership, to the share-holder in occupation of the new fields.

63. Knowledge of Patwari in survey. - All Patwaris must keep up their knowledge of survey. If any Patwari is reported to be deficient in that knowledge by the Inspector or any other officer not below the rank of a Tehsildar, he may be required to pass a test in the subject after being allowed such period of grace as the Collector thinks fit.

Khasra

64. Preparation of Khasra. - (i) Khasra Girdawari is the record, in which are entered the details of the rental and tenancy rights, agricultural statistics and the changes occurring therein within the period for which it is prescribed for each plot which is numbered on the village map.

(ii) Such a Khasra shall be prepared a fresh by the Patwari for each village at the end of every 4th year in form P-13. The changes which occur each year in the interim period shall be recorded in the columns provided separately for each year in the prescribed form.

(iii) The Khasra shall be written on the spot after field inspection, taking into consideration the actual, facts and possession. All relevant information shall be gathered by the Patwari on the basis of elaborate inqxriries made by him locally.

(iv) Separate entry will be made for every plot in the Khasra, whether cultivated or uncultivated, culturable or unculturable.

(v) Entries from columns 1 to 8 will be copied from the last Jamabandi and when the preparation of land records is newly introduced in a village, from the settlement record of rights or Khasra. The changes, which will occur during the four years (for which the Khasra is being prepared) will be subsequently entered for each corresponding year in columns 16, 24, 32 & 40. Entries relating to the Kharif crop shall be made during the first tour, vide para 58. Entries pertaining to the Rabi and Zaid crops shall be made during the 2nd and 3rd tours respectively. Entries regarding any changes relating to tenures and liabilities of tenants shall be made before the end of the first tour or in the case of letting for the Rabi season, as soon as possible, thereafter. All other entries, shall be made as early as possible in the year.

(vi) Khasra entries for each year shall be completed by the 30th April. Khasra forms will be issued loose. They should be stitched together by the Patwari in volumes containing pages sufficient to meet the requirement of each village. One volume should not ordinarily/comprise more than 100 pages.

The old Khasra shall be kept by the Patwari with him for one year after copying the new Khasra at the end of the 4th year, after which it will be filed in the Tehsil on or before the 31st October.

(vii) There will be a separate Khasra for each village. When there are two or more Patwaris using one map, a copy shall be supplied to each, and each shall write up a separate Khasra for the alleviated portion has been numbered separately from the rest, a separate Khasra will be prepared for that portion.

(viii) Occasionally 'intennixed villages' are met with that is, two or more villages, of which the lands are so intermixed that the whole area is to be included within one Hadbast. The lands however, of each village constitute a separate village and there may be more than one Patwari for such villages. In such cases each Patwari should have a copy of the whole Hadbast area, but he should maintain the Khasra only in respect of the fields belonging to his village. The Khewat, Khatauni, etc. should be confirmed to the lands included in each village.

The instructions which are to be followed for making entries in the Khasra are given below.

Column 1

65. Field Number with name. - The plot numbers at the last settlement shall be entered in column 1 along with the name by which each field is generally known.

66. Division of fields. - Ordinarily not more than 10 field numbers should be entered in each page of the Khasra, and entries for each plot should be separated by drawing a line across the columns.

When a field is divided into more than one part by boundary lines, a separate entry shall be made for each such portion, provided it has been numbered in accordance with the instructions given in paragraph 60.

Illustration. - Field No. 50 has been divided into four parts and all the newly divided parts belong to the same Khata or Patti and the area is also in the cultivatory possession of the same person and under the same class of tenure; such divisions shall be shown only by dotted lines in red ink on the map and the Khasra entries will be made against field No. 50 only as if on division had been effected. On the contrary, if the divided parts belong to different Khatas or Pattis, the Patwari shall mark each division by drawing such number of lines on the map as are necessary and number each division as 50/1, 50/2, 50/3, 50/4, Plot number 50/1 will be entered in the first column below the last number of the Khasra and a reference shall be given to this effect in column (1) against No. 50. The area of each new number will be denominated under the last number of the Khasra as explained in para 62 above.

67. Entry of Division of fields. - (i) Component parts of plot partitioned theoretically but not actually on the spot shall not be entered in the Khasra separately and the whole plot should be shown as one for the purpose of making different entries.

(ii) In respect of plots which, though not physically divided on the spot, are composed of portions which fall under different classes of tenures separate entries should be made.

(iii) If a plot bearing one number has within it embakments, subdivisions for agricultural purposes only, the number of parts, it is thus composed of shall be shown below the Khasra number in column 1: thus "25/15 fields" viz. 25 is the Khasra number and 15 is the number of parts in which it has been so divided. Such instances should generally come up in the rice cultivating Tehsils of the south or in hilly tracts where tracing is done.

68. Union of Fields. - When more than one field belonging to the same Khata or Patti and in the cultivatory possession of one and the same tenant and held in the same class of tenure have been united, by removal of dividing boundaries, the entries for the fields so united shall be made opposite the first number of the component fields. The area of eac hown opposite the first number in

column 2 and it shall be entered in the remarks column, against each such other component field, that it has been included in No. .....The number of such fields with their respective area shall also be shown in the remarks column opposite the first number. On the other hand, if a settlement plot subsequently sub-divided is again restored to its original shape, the entry will be made as if the plot had not been divided. In case fields, belonging to different Pattis or Khatas or in the cultivatory possession of different tenants, or held under different classes of tenures by the same tenant, have been united, separate entries will be continued to be made for each such number and a note shall be given in the remarks column, to the effect that they have been united into one plot.

Illustration. - (i) Suppose field Nos. 34. 35 and 42 which belong to the same Khata or Patti, and are in the cultivatory possession of one and the same tenant and are held under the same class of tenure, are united, the Patwaris should make entries pertaining to all those numbers against number 34, showing in column 2 area of each such component part and the total Opposite Nos. 35 and 42 he should enter in the remarks column "included in No. 34". Opposite No. 34 he should enter in the remarks column "including No. 35 (1 bigha) and 42 (5 bighas)".

(ii) Suppose plots numbers 50/1, 50/2, 50/3 and 50/4 which belong to the same Khata or Patti, and are under the cultivatoxy possession of the same tenant, under the same class of tenure, have been united so as to restore plot No. 50 to its original form of the time of settlement, then entry will be made as if the plot had not been divided. No reference to this effect is necessary to be made in the remarks column.

69. Gain or Loss in Land by alluvion or diluvion etc. - If more land is added to the village by way of alluvion or other reasons, the series of Khasra numbers will be extended to such an extent that fresh lands are recorded under the new numbers. In case the land is lost by way of diluvian or other reasons, this fact shall be noted in the remarks column against the numbers of the respective fields so lost.

Column 2

70. Area. - The total area of each plot shall be entered in this column. The area will be in standard bighas or acres as prevalent in the integrating unit (the different bigha measure prevalent in the various integrating states of Rajasthan being shown in Appendix I).

Column 3

71. Soil Class. - (i) In this column the soil class of each Khasra number shall be entered. If there is One class of soil, the area need not be entered, as it will correspond with the area in column 2. In case there are more than one class of soils, in the same number, each class of soil shall be entered along with the area covered by it. In this case the total of the area of different soil classes shall be equivalent to the area entered in column 2.

(ii) If a plot is unoccupied, the words "grove", "Big-tree Forest", "Scrub Forest" "Grass land or Bir", "Under water", "hill rock", "occupied by buildings, roads" etc., and particulars of unculturable wastes viz. Usar, Khadda etc. shall be, as the case may be, entered in this column, below the area entry.

Column 4

72. No of Jamabandi (Khewat Khatauni) with name of Thok, Patti or Taraf. - (i) The serial number of Khewat or estate-holder's holding and the serial number of tenant's holding, in which the plot is included in the Jamabandi, will be entered in this column as numerator and denominator respectively.

(ii) For land held as 'Khud kasht' or 'Havala' by an estate holder, the word 'Khudkasht' or 'Havala' may be entered in place of tenure.

Column 5

73. Name of Jagirdar, Sub-Jagirdar, owners etc. - (i) The name of tenant or a person who holds land from the Government or from an estate holder and who is or would be, but for a contract express or implied, liable to pay rent for his holding, would be entered in this column, along with the parentage, caste, residence and class of the tenancy.

(ii) The period for which the cultivator has been in possession shall also be entered in this column after the name, parentage, etc. If the exact period of cultivation is not known and the tenant has been in possession for a long tim l be entered as "Qadim".

(iii) In the event of any plot being mortgaged by the tenant with another person, the period of mortgage with dates shall also be entered in this column and the name of the former (with his class of tenancy) will be entered as mortgagor and will be foil owed-by the name of the latter as mortgagee. If the mortgagee has further mortgaged the plot to a third person and so on, only names of the mortgagor and the last mortgagee shall be recorded. In case the mortgagee has given the plot for cultivation to some other cultivator, either the name of such cultivator shall be entered in red ink in this very column after the mortgagee or if the cultivator has given the land for cultivation to any other cultivator, the latter's name will be written in place of the former.

(iv) The names of cultivators of 'Shamlat' village lands shall also be recorded in this column.

(v) When a tenant stops cultivating the land of his Khata or stops getting it cultivated by some other cultivator & leaves the neighbourhood without making any arrangements for the payment of rent payable by him and does not give notice of it to the Tehsildar in writing, (vide section 60 of the Rajasthan Tenancy Act, 1955), the Patwari shall enter the word 'Mafrur in red ink after the name of such tenant with the harvest and the year of abandonment.

(vi) [Deleted]

74. Ghair-khatedar Tenant. - The name of the Gair-khatedar tenant if any, will also be entered with particulars in this column.

75. Sub-tenants. - The name of the sub-tenant if any, will be entered with particulars like parentage, caste, residence etc., and terms of cultivation in this column.

Column 7

76. Sources of irrigation with method. - When a field is irrigated, the method and sources of irrigation, with the number of Khasra entry in which it is situated, should be entered in this column, e.g., "well" or tank or canal or river in Khasra number.

(ii) The kinds of all sources of irrigation, whether irrigation has been done from them or not, are to be shown against the relevant Khasra number (of the well etc.) by distinctive terms as given below:-

(a) Pucca or masonry well be shown as 'Pucca'.

(b) Kham or non-masonry well be shown as 'Kacha'.

(c) Kacha-pucca or pseudo-masonry well be shown as 'Kacha-Pucca'.

(d) Tank or Nada. be shown as "Talab or Nada" as the case may be.

(e) Canal be shown as 'Nahar'.

(f) When any wells or tanks are used for drinking purposes, only the word Abnoshi' should be entered.

(g) In case of irrigation wells, the number of laos (ropes) or persian-wheels or lever lifts (Dhanklies) used, should also be specified.

(h) The various kinds of pucca and Kacha wells are defined as under:

(1) Pucca or masonry well is one having complete living of stones or bricks, set in cement or mortar or mud or has been excavated through solid rock as to give the appearance of pucca well.

(2) Kacha or non-masonry well is one having no lining or partial lining and which does not come under the definition of a Pucca well.

(3) Kacha pucca well or pseudo-masonry well is one whose "Dhana" or the upper structure is done in masonry find the rest is Kacha.

(iii) The Patwari at the time of harvest inspections shall enquire as to which wells, tanks, etc., have been used for irrigation purposes during the year and shall write the word "Challoo" when in use, and the word "Gair Challoo" when out of use, together with any change about the kind of the well, in red ink for each harvest every year.

(iv) If a new well has been constructed and has become available for irrigation during the year, the Patwari shall write the words "Naya Kuan" in the column for changes 16, 24, 32 and 50. All entries in respect of a new well shall be made in red.

(v) If a well has collapsed or has finally gone out of use on account of the absence of water or some other similar reasons, the Patwari shall write "Kauri Toota hywa", as the case may be, in the column for changes. If an old well, which had ceased to be used for reasons noted above, is repaired and made available for irrigation, it will be recorded as repaired well or "Marammat Hokar Jari" in red, in the column for changes.

(vi) At the end of the last Gasht Girdawari, the Patwari shall sum up at the end of appropriate columns, the total number of wells, tanks, etc. used for irrigation and shall also specify the total of each source of irrigation used or not for the purpose during the year, the totals of new and old wells and the totals of Pucca and Kachha wells being shown separately.

77. (i) The entry of improved sources of irrigation such as "Tube Wells" will be made distinctly under this column.

(ii) If in electric pump or an oil engine is connected to a well mention thereof should also be made clearly in this column.

(iii) Among the various characteristics of wells, it should be mentioned clearly if it is a Government's well, private well, or a well used for domestic purposes only.

(iv) It should also be specified whether the well has an independent Ayacut or supplements other sources of irrigation.

(v) In case of a tank it should also be specified whether the taiik is having an Ayacut less than 100 acres or has an Ayacut of 100 acres and more.

Column 8,13, 18-23, 28-33, & 38-43

78. Entry of crops sown. - (i) During each year the crops sown in shialu and Unhalu shall be entered in the columns for each season. The name of the crop will be written in the relevant column, with the area covered by it in the corresponding column under irrigated or unirrigated, as the case may be.

No separate columns have been provided for the extra-Shialu and Unhalu crops and these may be entered in their respective columns in red as denominators under the principal crops.

(ii) To dinstinguish areas irrigated by different sources, the name of the source, e.g. well, canal, tank or river, should be written after the area.

(iii) Where a field is at first irrigated by a well and subsequently by a canal, that area shall be counted as irrigated by a canal but both the sources of irrigation with methods should be shown along with the area.

(iv) If different crops occupy different portions of the same field, each crop must be entered separately against the field number and the area of each crop shall be shown separately.

(v) If two or more crops are mixed in a field, they should be entered mixed e.g. Gojra, Gochani, Bajar, Jowar-moong and Bajra-moth. But in the case of other mixtures, the estimated area covered by each respective crop should be shown.

(vi) The names of the crops entered shall correspond with the crops shown in the crop statements (Naksha Jinswar) for the season. When a crop or crop not shown in the crop statement are sown, the name or names must be recorded in full in the Khasra as well as in the crop statement. However, the area under orchards and gardens will be shown as Bagh-Phaldar.

(vii) The crops of plots which are not permanently cultivated and which, though occupied, are under Gair Mustqil assessment, such as tank beds, shall be entered in the relevant columns along with their respective area and a reference should be made in the remarks column of the number of "Ghair Mustqil Khasra" were also, the entry of

such Ghair Mustqil cultivation should have been made.

To facilitate issuing of forecasts as per Rules 261, the names of the crops may be entered accordingly in the Girdawari Register, besides, for the following non forecasts crops, entries may be made in the Girdawari Register specifically.

(1) Sweet, potato (2) Tapioca (Singhara) (3) Cummin seeds (Zeera) (4) Onion under head bulbs green and seeds (5) Garlic (6) Methi (7) Sonf (8) Ajmal [(9) Taramira (10) Soyabean.]

79. Crop failures. - (i) All crops that have been sown must necessarily be recorded in the columns for crops, irrespective of the fact whether the crop has matured or not. If the crop has failed in a field or part of it, the Patwari shall enter under the area of the crop, as denominator, in red ink. the area over which the crop has failed. Such area shall be totalled in every page of the Khasra along with the area totals of each crop at the end of each Girdawari on the last page of the Khasra. The total area that has failed during the season under each crop shall also be shown.

(ii) "Crop failure" (Bijmar) denotes not only failure of the crop to germinate or failure soon after germination but also denotes cases where the crop is not harvested due to the extremely meagre out-tum or other calamities e.g. floods, hail storm, locusts, rust, pest etc.

(iii) The following instructions about the entry of the failed area shall be followed:-

(a) When a crop fails to genninate or dries up or is destroyed by calamities of season, it should be entered as "Kharaba". Very careful attention should be given to the partially failed crops, that is, crops of which the yield appears to be much below average. When the actual yield of the crop grown in one Khasra number is estimated by careful inspection to be not more than 75% of the usual or average yield, then a deduction from the whole area of the crop should be made; for example an inferior fields of wheat measuring 4 bighas may be returned as wheat 3 bighas, Kharaba 1 bigha but this is to be done only when the actual yield of the whole crop is estimated to be not more than 75% of the average, and the "Kharaba" allowed should be only as much as is necessary to raise the whole crop of the area returned as under crop to the average of an ordinary harvest.

(b) The average yield should be that adopted by the Settlement Officer at the previous settlement for the assessment circle in which the village is included, unless some other yield has been specially prescribed in the Dastoorulamal or else where. In the absence of any such average yield being available, the revenue officials should judge for themselves, what yield should be regarded as average and in doing so they may take into consideration the results of crop cutting experiments of several years. These should generally be approved by Collectors on the recommendations of the Tehsildar and Sub-Divisional Officers.

Where two more distinct crops are grown separately in different portions of one Khasra number, Kharaba should be entered separately for each such distinct crop.

(c) Deductions of "Kharaba" made under these instructions should unless some other local scale has been prescribed by proper authority, be entered as far as it is reasonably practicable, in accordance with the following scale, taking 16 annas as the average yield of a crop:-

Yield more than 12 annas	No deduction.
Yield more than 8 annas but not more than 12 annas.	Deduct ¼ of the sown area.
Yield more than 4 annas but not more than 8 annas.	Deduct ½ of the sown area.
Yield not more than 4 annas	Deduct whole sown area,

(d) The failed crops which are fed to cattle should be treated as failed rather than 'fodder'.

(e) The actual "Bijmar" area defined in rule (ii) should be shown as denominator to the failed area and will be deducted out of the failed area.

(iv) In the case of failure of the first sown crop, if the field is ploughed and resown with another crop in the same season, the failed crop should be ignored and the area recorded under second crop. In case no resowing is done in the same season, the area should remain recorded under the failed crop and treated as failed area.

Column 14-15, 24-25, 34-35 & 44-45

80. Area cropped more than once. - These columns are provided for "Dofasli" area or area cropped more than once, both irrigated or un-irrigated.

81. Calculation of double cropped area. - To obtain the double cropped area the area cultivated during each season e.g. Shailu. Unhalu and Vishesh Unhalu is added, and the area cultivated is then substracted. The result obtained is the double-cropped area. To reckon irrigated area under the double-cropped area, the area irrigated during each season is added and the irrigated area of the field is substracted.

The calculation of double cropped area shall be made by keeping in view the actual situation of the double-cropped area on the spot whether irrigated or unirrigated. The following examples shall illustrate this point clearly: -

Example. - A field measuring 5 bighas is sown with maize during Kharif out of which 1 bigha is irrigated. In Rabi 3 bigha out of 5 bighas are sown with barley out of which two bighas are irrigated.

Thus the double-cropped area shall be:-

(1) Area cultivated	5 bighas.
(2) Area sown during Shialu	5 bighas.
(3) Area sown during unhalu	3 bighas.
Total of (2) & (3)	8 bighas.
Less by area in (1)	5 bighas.
Double-Cropped area	3 bighas.

The irrigated double-cropped area shall be:-

(1) Irrigated area	2 bighas.
(2) Area irrigated during Shialu	1 bigha
(3) Area irrigated during unhalu	2 bighas.
Total of (2) & (3)	3 bighas.
Less by area in (1)	2 bighas.
Irrigated double cropped area.	1 bigha.

Column 16, 26, 36 & 46

82. Record of uncultivated Area. - These columns are meant for recording uncultivated area. The class of land to be entered in each of these should follow the classification of uncultivated or uncropped lands as given in the Milan Khasra (Area statement) together with further details and its area may be entered as denominator. This classification will be entered in pencil in Shialu and inked in Unhalu by the patwari.

83. Classification of uncultivated area. - (1) Uncultivated land is classified under two heads:-

(a) Available for cultivation.

(b) Not available for cultivation.

(2) The following kinds of land will come under the area "Available for cultivation":-

(a) Culturable padat or fallow lands.

(i) Current or one year fallow;

(ii) Follow of 2 to 5 years: and

(iii) Follow of 6 years and more.

(b) Groves and orchards containing fruit bearing tree and shady trees, as elaborated vide paragraph 85.

(c) (i) Birs and grass preserves other than pasture and grazing lands reserved as such by the Government.

(ii) Land which has never been cultivated and is lying waste but is fit for cultivation.

84. Area not available for cultivation (Unculturable area). - The following lands may be considered as 'Not available for cultivation:-

(a) Lands which have been demarcated as reserved forest area and are governed by the Forest Regulations.

Area under forest will include all lands classed as forests under any legal enactment dealing with forests or administered as forests, whether State-owned or private, and whether wooded or maintained as potential forest land.

(b) Rocks and hills whose slopes and tops are so rocky or steep as to render them unfit for any cultivation.

(c) Land covered by khaddaras (Gullies and revines) land whose cultivation is unprofitable and barren (usar) lands.

(d) All land which are covered by house, dwellings Abadi compounds streets, lands, cremation grounds, burial-grounds, cattle-pounds, camping-grounds (Padaos), Rudis where refuse is collected, the lands

forming the embankments and 'Pals' of tanks, well structures and such lands and parts of tank bed which remain constantly sub-merged in water target shooting-grounds (Chandmari), parade grounds, roads, railways, rivers, Nallas, reservoirs, all lands which are reserved for construction of any road or railway, aerodromes, mines and quarries and lands from where earth is excavated for potteries, earthenwares and other miscellaneous purposes.

(e) Lands reserved by Government for pasturing e.g., 'Johars or pennanent pastures and other grazing grounds.

85. Groves and Orchards. - (i) Only those lands will be considered as groves which compromise tree crops, whether shady or not e.g., bamboo clumps, thatch grass, fuel groves, etc., while orchards and gardens whether young or fruit bearing will consist of trees of sufficient height and constituting compact areas. Lands which used to be under groves and orchards but are now cleared and are under cultivation should be entered under the columns 8-13. 18-23. 28-32 and 38-43.

(ii) In case any crop has been sown under the trees of the groves or orchards, only the words 'Grove, or Orchards' shall be entered in columns 15, 23, 31 and 39 as the case may be and the area so cropped shall be entered in the relevant area columns 9-12, 17-20, 25-28 mid 33-36.

(iii) The area under each of the important fruits in the orchard should be shown separately. The area under Papaya, Mango, Grape and Banana may, however, be recorded separately as if they are separate crops. In the Jinswar there is already one column under "Fruits mid Vegetables" which may be utilised for recording areas separately under each of the important fruits mid vegetables.

86. Change in the class of land. - (i) If the class of any uncultivated area is to be changed from culturable to unculturable mid vice versa the "class of land" entry should be changed with red ink and should be got attested by the Inspector.

(ii) If the class of land entries have to be changed considerably in respect of cultivated areas, the changes should also be made with red ink and should be got attested by the Inspector.

87. Changes in rights, possession, rents etc. - (i) All changes in respect of tenancy or other rights, possession, rents, sources of irrigation etc., which occur during the subsequent four years following the last quadrennial Khasra, shall be made in columns 17, 27, 37 and 47 as the case may be.

(ii) In case no change has occurred during Kharif, the Patwari shall writ down at the top in this column the words "Kharif Badstoor" and if there is no change in Rabi. the words "Rabi Badstoor" in the column as for Rabi. Entries for Zaid Rabi shall be made in red. Besides writing Badstoor in case of no change, the Patwari shall also mark a cross in the columns concerned.

88. Entries in the remarks column. - (i) If there are any valuable planted tree standing over an occupied plot, the number of the trees and the names of the owners shall be entered in the column for remarks.

(ii) The Patwari shall, at the time of each inspection tour and make entries regarding all such unoccupied lands as lie adjacent to the disputed or undemarcated boundaries of another State or any foreign State. He shall enter as to who has collected and realised the produce of such lands, the amounts levied and charged by way of "Mahsool Charai" income from mines or quarries etc. and whose cattle have grazed over such lands. These entries shall be made against each such number in the remarks column of the Khasra. The income which may accrue from such lands should also be included in the Siyaha and Jamabandi and credited to the head for Miscellaneous income.

88A. Entries in respect of land held by Indian soldiers serving under special conditions. - No existing entries in columns 6, 16, 24, 32 or 40 of the Khasra in respect of any land held by an Indian soldier serving under special conditions within the meaning of Section 3 of the Indian Soldiers (Litigation) Act, 1925 (Central Act No. 4 of 1925) shall be changed so long as he is serving under such conditions and during a period of six months thereafter.

89. Khasra regarding fluctuating assessments and Gair Mustaqil Kasht. - (i) A khasra for fluctuating assessment (Gair Mushtaqil Mastin form P-14) shall be prepared by the Patwari during each inspection tour alongwith the preparation of Khasra, in the same order in which the entries are made in the Khasra.

(ii) If a separate number has been given to the plot covering Nautor cultivation on the village map, such number shall be entered in column No. 2 of the Nautor Khasra and a reference to this effect should be made in columns 17, 27, 37 and 47 respectively of the Khasra, as the case may be.

(iii) In case of Gair Mustaqil cultivation, when cultivation is of temporary nature and is shifting and not done within fixed and well demarcated limits, the Patwari shall prepare a Titamma Shajra on the spot after measuring the four sides of the field from north to south end east to west and give a separate number to each plot so formed and attach the Titamma Shajra with the "Khasra Nautor" and "Gair Mustaqil Kasht" as laid down in Rule 61.

(iv) The measurement of each plot, as carried out under sub-rule (iii) shall be entered in columns 5 to 8 and the area shall be calculated on their basis and entered in column 9.

(v) If entry in column No. 3 pertains to trespass over Government land, the Patwari shall enter number and date in column No. 14 of the report by him to the Tehsildar for initiating action under section 91 of the Rajasthan Land Revenue Act. 1956. If the same person is regular trespasser, the Patwari shall enter Samvat from which he is regularly trespassing on land without break in column No. 15.

90. Class of soil. - Lands over which Nautor cultivation is done should be classed in accordance with the actual condition of the soil. In respect of "Ghair Mustaqil, cultivation" the same instructions should be followed as are laid down for the entries pertaining to "cropped area" in the Khasra.

91. List of Boundary and Survey Marks. - (i) The Patwari shall verify and amend, if necessary, during each inspection tour, the list of boundary and survey marks of each village in Form P-15. In the year when a new Khasra is prepared, the Patwari shall copy out columns 1 to 3 from the list of the foregoing four years and shall enter any additional marks which have been established. During the inspection the Patwari shall visit each mark and note down the details.

(ii) In column 2, the name and the number of each mark shall be given and the particulars of the mark shall also be entered if there be any. The names of such Ullages as exist on either side of the boundary shall also be shown in this column as "Mark such and such on the boundaries of villages such and such.

(iii) In columns 4 to 11 the date of inspection done by the Patwari and the condition of the mark should be entered respectively. In respect of the condition of the mark, the Patwari should particukurly note down the actual condition of the mark, at the time of inspection whether; it is in good condition or repairable or demands renewal In case any mark is found missing on the spot, this fact should also be noted down in columns 5, 7, 9 and 11.

(iv) In column 12, the name of such authority or person or persons should be entered who may be responsible for the repairs and replacement of such marks.

92. Completion of Khasra. - On completion, the list of boundary marks shall be attached with the Khasra. If there are any marks which need to be repaired or renewed, an abstract from the list shall be prepared by the Patwari for presentation to the Inspector when he visits the circle in connection with his Kharif inspection tour. The Inspector shall after verification submit it to the Tehsildar for such order and make such arrangement as may be required. **93 to 98.** [Omitted].

99. Crop statements, Jinswar Kharif, Jinswar Rabi, Jinswar Zaid. - (i) During each inspection tour, i.e. Shialu, Unhalu and Vishesh Unhalu the patwari shall, as each page of the Khasra is completed, total up the area under each crop on that page and both the irrigated and unirrigated areas shall also be shown separately under each such total.

(ii) At the termination of each inspection tour, the Patwari shall enter the page totals in the relevant Naksha Jinswar (Crop statement) in the prescribed form Jinswar Shialu, Font) P-16. Jinswar Unhalu, form P-17. and Jinswar Vishesh Unhalu form P-18. These forms are given at the end of this chapter.

[Crops statements of long term crops shall be entered in supplementary Jinswar forms P- 16(A) and P-17(A).]

(iii) The page-wise totals for the entire village shall be entered in the Naksha Jinswar in such a way that the totals at the end of each page in the Khasra are carried over and entered in the first line of

the following page so that the totals for the preceding page or page might also be included in the totals for that page, and the adding up of all the page-wise totals for arriving at the totals for the entire viliage at the end, might be facilitated.

(iv) At the end of each Jinswar the Patwari should note the figures of the preceding year in another ink and account for the increase or decrease in the cultivation of each crop. Similarly the Inspector and the Tehsildar should write explanatory notes on the consolidated statements.

(v) The Estimates of production should also be given for the crops along with reasons/explanation for variation in comparison to the previous year. The area and production of crops specified under these rales 78 (vii) and 85 be given separately in the respective Jinswar. The production estimate may be given in the manner prescribed under rule 261.

100. Crop to be shown in the Naqsha Jinswar. - Each crop should be shown in one of the relevant columns of the prescribed form for each "Fasal". If any crop has not been provided with a separate column additional columns should not be inserted and should be shown in the columns provided for miscellaneous crops. In case instructions are received by the Patwari, through the Inspector, to show any such crop separately, he shall comply accordingly.

101. Crop failure. - In the event of any crop failure, the area over which the crop has failed, shall be shown in the relevant crops column in red ink as denominator below the figure of the cropped area. In districts where Kharaba is recorded, the Kharaba area will be entered as denominator under total area cropped and the area completely failed (Bijmar) will be entered as denominator to the Kharaba and will be deducted out of the Kharaba area. At the end of the Jinswar statement totals should be similarly shown crop-wise in respect of such area, and cause of failure, in respect of each crop, should also be given briefly.

102. Compilation of Jinswar Statements. - The Patwari shall finish the completion of Jinswar statements simultaneously with the completion of his Shialu. Unhalu, and Vishesh Unhalu inspection tours, of each village and send them to the Inspector forthwith.

The latest date of submission of these statements to the Inspector shall be:-

5th November	for Shialu.
20th March	for Unhalu.
20th May	for Vishesh Unhalu.

103. Jamabandi for fluctuating assessments. - (i) The Jamabandi for fluctuation assessment will be prepared on form P-25 for those villages only where rent or revenue is realised on the measurements of cultivated area, the area newly cultivated, additional irrigation and extension of irrigation on the basis of rates prescribed at the time of settlement. In other words, this Jamabandi will be prepared for those areas and villages only where the rent or revenue is not fixed but fluctuates from crop to crop and year to year. Those areas, which are not occupied and included in the Khata of any tenant and temporary cultivation, in the bed of tanks and rivers, will also be included in this Jamabandi.

(ii) Additional irrigation does not cover the areas irrigated by canals for which water rates are separately charged. It applies only to such areas, irrigated by wells, which were not classed as Chahi or irrigated at the time of settlement and irrigation has been extended there too subsequently. This practice is prevalent in District Kotah and is known by the local term of Jaidid Pivat. Similarly in Ganganagar District rent is collected on the area of matured crops. It is known as "Hoi Boi" and consequently the assessment fluctuates from crop to crop and year to year.

104. Dhal Banchh. - The Patwari shall prepare each year a Banchh paper showing the details of every kind of demand due to Government from each tenant to the village Banchh. In villages under fluctuating assessment the Banchh papers will be made after the Girdawari on which the assessment is based. In all other villages the Banchh papers must be prepared by the Patwari for every village immediately after Kharif Girdawari upon the 15th May and the patwari must, if necessary', correct the Banchh paper at the

second harvest of the year upto the 20th November so far as may be necessary, to make them agree with the events that have occurred since their preparation.

105. Grain Rent ledger. - In case of villages which are not assessed in cash (settled) and the rent is collected in kind, a separate grain rent ledger, showing demands due from each owner or cultivator, will be prepared.

106. Checking Dhal Banchh. - Tire Inspector of Land Records should carefully check the Dhal Banchh (Banchh papers) with the Jamabandi, Mutation Register, the last years Dhal Banchh and Khasra Girdawari and sign it after having satisfied himself of its correctness. The Tehsildars and Naib Tehsildars should also check at least 25% of the entries and sign it.

Form P-30 is prescribed for this purpose. The Patwari will keep one year's Dhal Banchh with him and file it in the Tehsil Office when a new one has been prepared for the coming year. **107. Demand slip.** - Demand slip is a paper in which all kinds of agricultural Government demands according to Dhal Banchh due from a Khatedari/Gair Khatedari tenant are shown. The patwari shall prepare it eveiy year alongwith the preparation of Dhal Banchh and supply the same to each person liable to pay before the date fixed for collection so that he may know what amount he has to pay and under what heads during that year. The demand in respect of arrears year-wise and head-wise will be shown in column No. 3 and 4 and current demand headwise in column No. 5 & 6 in column No. 7 of form P-31. The Demand Slip shall be prepared on the basis of Dhal Banchh with the help of carbon paper, counter foil will be given to the person liable to pay and his signatures obtained on the foil will be retained by the Patwari. A bounded register of form P-31 containing 30-50 or 100 pages will be supplied by Tehsil to the Patwari according to the number of persons in the Dhal Banchh of the village. No cost of demand Slip shall be charged from the person concerned.

108. Checking by inspector Landrecords. - The Inspector of Land Records should carefully check the demand slip along with the Dhal Banchh and will put his signatures in token of his checking.

109. Siyaha or Cash Book. - The 'Siyaha is the register in which all kinds of realisations of demand as specified in the form prescribed for the purpose i.e. Form P-32 are recorded. Entries of realisations shall be recorded in the "Siyaha" as realisations are made. Totals of daily collections shall be given as soon as collections are closed every day and no funds will be permissible out of the collections. In villages where collections of rent are made by Jagirdars the Patwari shall prepare the Siyaha after consulting the accounts and Receipt Books maintained.

110. (i) After the entry of collections, totals for even day, the total amount collected upto the preceding day, will be shown separately and total collections made up-to-date shall also be shown.

Example. - Rs. 100 were collected on 1st January and the collection on 2nd January amounted to Rs. 80 the Patwari will enter them as under:-

Total collection on 2nd January	Rs. 80
Total collection upto last day, i.e. 1st January	Rs. 100
Collection up-to-date	Rs. 180.

(ii) The amount recovered by the Patwari shall be deposited in the Tehsil Sub-Treasury within a month, or at the monthly meeting, whichever is earlier. If the collected amount is Five Thousand rupees or more the amount so collected shall be deposited by the Patwari immediately.

111. (i) The Patwari shall take the Arz-irsal to the Tehsil and after getting it checked by the Tehsil Revenue Accountant shall deposit the amount in the Sub-Treasury or Bank and shall give one receipt copy of the Arz-irsal to the Tehsil Revenue Accountant and paste the other copy in the remarks column of the Siyaha where the entry of remittance was made.

112. Procedure regarding remittance of amounts returned by the Treasury. - In the event of non acceptance of any remittance by the Tehsil Treasury, wholly or partly, the fact shall be noted down by the Patwari in the remarks column of the "Siyaha" and the amount so returned by the Treasury shall be remitted to it again after due correction along with a fresh Arz-Irsal" for such an amount, immediately. Such amounts will not be accounted for by the Patwari to the credit and debt columns but only in the remarks column of Siyaha. If the Patwari makes undue delay in depositing such amounts in the Sub-treasury the Inspector Land Record shall report the matter to the Tehsildar.

The Inspector, Land Records shall visit even patwari circle in his charge at least twice during the recovery season to ensure that the remittances are made in the Tehsil Sub-Treasury within the prescribed period. The Collector may prescribe more frequent visits of the Inspector, Land Records, where considered necessary.

113. Miscellaneous collections viz. Irrigation cess. - The Patwari shall not maintain a separate Siyaha and Receipt Book for miscellaneous collection made by him e.g. irrigation fee. He will enter arrear of collect ion in column No. 5. 6 and 7 and current collection in column No. 10 & 11 as the case may be in Siyaha (P- 38)

114. Opening and closing of Siyaha. - The "Siyaha" shall be opened on first April ever year and shall be closed on 30th March.

115. Disposal. - The Patwari shall be keeping the "Siyaha" with him for one year after it has been closed and then shall file it with the Office Qanungo not later than 31st. October of the following year.

116. Receipt Book. - (i) The Receipt Book is bound in two volumes each volume containing 100 or 50 or 25 forms of receipt, in triplicate. [See Rule 42 of the Rajasthan Tenancy Government Rules),] Every form of receipt shall bear the stamp of Tehsil and every receipt book shall bear a separate number. The Patwari shall enter the serial number of the receipts below the Receipt Book number. In case the Patwari finds that there are additional number of forms in the Receipt Book or if some forms are found missing, he shall report the matter to the Office Qanungo and get the total number of forms in such Receipt Book duly attested and signed by him.

(ii) On receipt of any amount the Patwari shall complete the entries in the form of receipt in triplicate. The third foil shall be handed over to the depositor and the second foil shall be attached with the "Arz-Irsal" to be despatched to the Tehsil Treasury while

the first foil shall remain in the book with the Patwari. At the back of the first copy, the signatures or thumb-impression of the depositor shall also be obtained in token of receiving the third copy.

117. Arz-Irsal. - (i) The Patwari shall prepare the Arz-irsal in Form P-34, in respect of each remittance. The Arz-irsal shall be prepared in triplicate and the Patwari shall take it with the amount of collection to the Revenue Accountant of the Tehsil. The latter shall check the entries in the Arz-Irsal by totalling the entries in the accompanying receipts and by reference to his register. The Accountant shall also compare the number of receipts attached with the Arz-irsal with the number of the last receipt received by him with the preceding Arz-irsal and see that no intervening receipt has been withheld by the Patwari. For this purpose he will have to keep his village files of receipt, arranged in serial order of the receipt book and receipt numbers. He shall then make endorsement over the Arz-Irsal to the effect that the comparison has been made by him "Milan Kiya Gaya" and thereafter shall return the Arz-Irsal to the Patwari.

(ii) The Patwari shall then hand over the "Arz-Irsal" as well as money to the cashier in the Tehsil Sub-Treasury who will deposit the amount make the requisite entries on the "Arz-Irsal", get it signed by the Tehsildar and then return one copy of the "Arz- Irsal" to the Revenue Accountant who will make necessary entries in his register, make an endorsement about this on the copy and return it to the Patwari. The Patwari shall paste the copy of Arz-Irsal in his Siyaha, as mentioned in paragraph 111(i).

118. Deposits made direct to the Tehsil. - In case of deposits made direct to Tehsil. the depositor shall tender the amount along with Arz-Irsal (in triplicate filled in by him). The same procedure as mentioned in the preceding paragraphs about the verification by the Revenue Accountant, will be followed in this case also. But one copy of the Arz-Irsal will be retained by the Revenue Accountant, who will arrange to send to the Patwari or deliver it to him when the latter visits the Tehsil for receiving his salary. The third copy will be given to the depositor as receipt.

[118A. Online Jamabandi. - The State Government may notify any area, where Jamabandi shall be generated online through computer.]

119. Mutation Register. - Mutation register (P-21) is prescribed for the entry of every acquisition of Khatedari/Gair Khatedari right over the land by allotment, transfer or order of any competent court. It also includes insertion of entry which effects correction in Jamabandi (Khatauni) by an order of competent court sale of land, by registered documents surrender of Khatedari rights to the Government, succession, etc. Whenever the Patwari receives a report from a transfer regarding transfer of vested interests over the land as provided under section 133 of the Rajasthan Land Revenue Act, 1956 he will make entries in form P-21 A and give a receipt to the transferee to this effect indicating the serial number on which the report has been entered in Form P-21 A. The Patwari will then make entry in the Mutation Register and submit it to the Inspector Land Record [within 5 days of the receipt of] the information:

[Provided that in the areas notified by the State Government under Rule 118-A, mutation register shall be maintained in Form No. P-21C in place of Form No. P-21.]

120. Entry by patwari. - The Patwari shall, whenever the mutation case is entered in the register, note the serial number and nature of transfer in pencil in the column for remarks of the Jamabandi (Khewat Khatauni) opposite the appropriate holdings. If and when the mutation is sanctioned, he should make a detailed note in red ink. Serial numbers of 'Fard Badar' entries should also be similarly noted and in order to distinguish them from the serial numbers of mutation the word 'Badar' should be added. "Fard Badar" entries will thus be referred to as 1. Badar, 2. Badar, etc., etc:

[Provided that in the areas notified by the State Government under Rule 118-A, the Patwari shall within seven days of receipt of information in Form No. P-21A make entries in mutation register in Form No. P-21C in place of Form No. P-21 and present it to Inspector Land Record. The Inspector Land Record shall then report in column 16B of Form No. P-21C within five days of receipt and return Form No. P-21C to the Patwari. The Patwari shall present it to the officer who is authorised to sanction mutation who shall decide it within 30 days and record the decision in column 16C of Form No. P-21C:

Provided further that in the areas notified by the State Government under Rule 118-A, if a mutation is sanctioned, the Patwari shall indicate the new/amended khata in two copies by entering in column 17 to 24 of Form No. P-21C. The Patwari shall submit the counter foil to Resourse Person. The Office Quanungo shall then get the new/amended khata entered in computer through Resource Person and get the signatures of Resource Person in column 26 of Form No. P-21C and verify the same by signing the column 27 of Form No. P-21C:

Provide also that in the areas notified by the State Government under Rule 118-A, the decision on suddhi patra (Form No. P-27C in place of Form No. P-27) shall be entered in remark's column of jamabandi by pencil. For entering the new/amended khatas created as a result of shuddhi patra process as mentioned in column 17 to 27 of Form No. P-21C should be followed by the Patwari. The serial number shall be entered in the jamabandi. The suddhi patra shall be maintained as suddhi patra 1, suddhi patra 2. suddhi patra 3 and so on."

121. General instructions. - (i) The mutation register shall consist of a counterfoil and foil. The former is the Patwari's copy of register, while the latter is removed after orders have been passed and sent to the Tehsil to be with the quadrennial Jamabandi, when it has been prepared. The counterfoil of mutations thus sent, shall remain lying with the Office Qanungo for 4 years to be filed with that Jamabandi.

(ii) The Patwari shall make entries in the column to 7 in a reasonably abbreviated form.

In case affecting a number of holdings more specially where there are a large number

of co-sharers and only one or two have transferred their share, the names of co-sharers transfer ring their shares should be entered in detail and the names of others may be omitted with a note "Baki Indraj Jamabandi Badastoor." The column No. 8 will be filled up when the new Jamabandi has been prepared. If the transferor as shown in column No. 3 sells or mortgages certain field and gives possession to the transferee, the letters name must be shown in column No. 9, a brief explanation of this tenancy be noted in column No. 17. In column No. 9 a brief explanation of this tenancy be noted in column No. 10 to 13, the Patwari shall enter the particulars of land proposed to be transferred and in column No. 14 he shall indicate the cause of such transfer in brief. After Mutation has been disposed of the mutation fee due should be entered in both the foil and counterfoil by the mutation attesting authority in column No. 15. The Patwari shall make entries of demand in column No. 16.

(In case of every transfer of land the Patwari shall make the following entry in column 16 (Remarks) - It is certified that an entry regarding the affect of this mutation has been made in the Pass Books of both the seller and buyer:"

[Provided that in the areas notified by the State Government under Rule 118-A, the Patwari shall make entries in column 2 to 9 of Form No. P-21C in place of Form No. P-21, in a reasonably abbreviated form. In case affecting a number of holdings, more especially where there are a large number of tenants and only one or two have transferred their shares, the name of all co-tenants transferring their shares shall be entered in detail in column 3, 10 and 19 of Form No. P-21C. The column 11 of Form No. P-21C shall be filled while preparing the new Khata. If the transferor, as shown in column 3 of Form No. P-21C, sells or mortgages any holding and gives possession to the transferee, the latter must be shown in column 10 of Form No. P-21Q and a note of it shall be put in column 16-A of Form No. P-21C. The Patwari shall enter the particulars of land proposed to be transferred in column 10 to 15 and 16-A of Form No. P-21 C and he shall indicate the cause of such transfer in brief. After mutation has been sanctioned, the mutation fee shall be entered in both the foil and counter-foil by the mutation attesting authority. The Patwari shall make entries of demand in Form No. P-21C."

(iii) The Inspector must attest, by personal examination of the papers concerned, every entry made by the Patwari in the counterfoil & foil noting briefly that he has done so with date below his report in the latter. He must sign the entries in both counterfoil and foil. The Inspector shall within Substituted by [ten days] of receipt of the patwari's report, for ward the papers to the Revenue Officer or other authority empowered to sanction the mutation.

(iv) The Revenue Officer (The Tehsildar, the Naib-Tehsildar or an Assistant Collector) or the village Panchayats to which the powers ajasthan and Revenue Act, 1956 have

been delegated, as the case may be should carefully compare the entries in the counterfoil, and foil and must write his order on the latter. He should see that entries in the mutation sheet at his orders thereon are neatly and legibly written. The order should show the parties interested, whether all were present or any one was absent, the way in which his evidence was obtained or it was not obtained, what opportunity was given to him to present, who identified the parties present and the place at which and the date on which it was written. In mutations of alienation of land the caste and sub-caste of the party should be named in the order.

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 which they deposed and the grounds of the order. Except where the mutation order relates to an entire holding and in case of undisputed inheritance. the Revenue Officer must enter in his own hand the number of the fields affected and their total area.

(v) The Revenue Officer must write with his own hand in the counter foil a brief abstract of the operative part of the order giving the number of the fields affected and their total area thus "Dakhil Kharij Numberan Fallan Raqba Fallan Manzor Hai" No recital of the facts on which the order is based should be entered in the counterfoil.

(vi) When mutation is refused the Revenue Officer must similarly pass an order to that effect on the foil and note the facts in the counterfoil. He must sign the entries in the counterfoil after comparing them with those on the foil.

(vii) For the action to be taken with reference to share in the "Shamlat" area the instructions contained in paragraph 126 should be followed Regarding the procedure to be observed in connection with alienations which affected by the relevant sections of the Land Revenue and Tenancy Act the instructions contained in paragraphs 137 and 138 should be observed.

(viii) To save stamp duty and registration fee on deeds relating to the alienations of immovable property, it has become the practice, especially in urban areas, to execute instead of a regular sale-deed, two documents as follows:

(a) a receipt for the payment of the price of the property which is described as having been orally sold together with.

(b) an indemnity bond relating to such oral sale, and then get both these documents registered. Thereafter the sale is reported for mutation proceedings as 'Zabani Bazaria Rasid Registri Shuda' with the object of clothing what is essentially an oral transaction with something of the protection attaching to the registration proceedings. In such case, no mention of any receipt or indemnity bond should be made in the mutation proceedings either in the Patwari or Insepctor's report or in the order of the Revenue Officer who should treat such transactions purely as 'Zabani' and not at 'Zabani Rasid Registri Shuda'.

Any contravention of these instructions by the Patwari and other revenue staff will be severely dealt with.

(ix) The reference in the preceding sub-paragraphs to Revenue Officer shall, wherever powers under section 135 of the Rajasthan Land Revenue Act, 1956, have been delegated to the Village Panchayats be deemed to include the village panchayats.

(x) All mutation cases must be disposed of by the Revenue Officer or the Village Panchayat, as the case may be, in accordance with the procedure laid down in these rules within twenty days of the receipt of the papers, and if any case is not disposed of within this period by a Village panchayat, the Sub-Divisional Officer shall arrange to transfer the same for immediate disposal to the Tehsildar of the Tehsil in whose jurisdiction the land is situated.

(xi) The patwari shall maintain a Check Register in form No. P-21 A. The date of receipt of written report, if any. or the date of taking cognizance of the event suomoto under Section 133 of the Act, the date and serial number of entry in the Mutation Register (P-21), the date of putting up papers to the Inspector Land Records, the date of forwarding papers by the Inspect other Authority

empowered to sanction the mutation, the date of report to the SDO, the date of order passed by him for transfer of papers from the Panchayat to the Tehsildar and date of final sanction shall be recorded in this Register.

122. Correction prior to attestation. - The entries in columns 8 to 13 should correspond in every case with 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 correspond 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 mutation in which they are to be made are incorporated into Jamabandi.

123. Correction after attestation. - At any time before a mutation is incorporated in the Jamabandi any clerical or arithmetic mistake inadvertently made in the order passed upon, it can be corrected without obtaining permission for reviewing that order. The correction of such mistakes can be made by the Revenue Officer who attested the mutations in which the mistakes have occurred or by his successor or by a superior officer. In making such corrections the original order should not be altered, but a separate note should be recorded briefly describing the corrections made. It will not be necessary to hear the parties concerned in connection with such corrections. The Fard Badar procedure, described in paragraph 166. 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 holding of the deceased were inadvertently omitted. In such cases the Patwari will merely state in his report of the Fard Badar that such and such holding 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 those holdings also.

124. 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 sheet shall be numbered. Only one sheet will not be necessarily used in each case. If the transfer involves big entries e.g. in the case of one big holding being affected, one or more additional sheets may 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 Qanungo, stitching the forms together with a strong thread:

[Provided that in the areas notified by the State Government under Rule 118-A, mutation register shall be maintained in Form No. P-21C in place of Form No. P-2 1:

Provided further that in the areas notified by the State Government under Rule 118-A, after the final decision of Revenue Officer/Gram Panchayat on mutation, the Patwari shall maintain the new/amended khata in Form No. P-21C,. which shall be verified by the Office Qanungo who shall also ensure that the computerized jamabandi "Parat sarkar" and the "Parat patwar" are similar. After the computer entry of new/amended khata, a copy of same shall be provided.to the Patwari who shall enclose it with the jamabandi."

125. Transfer of a portion of a field. - If a part or a share of field has been transferred and separate possession has been taken, a map of the whole field showing the part transferred shall be drawn on the back of the mutation sheet and its coutnerfoil. No partition proceedings are necessary. The Inspector must attest the correctness of the map after personal

examination of the field on the spot and satisfy himself as to the fact of the 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'. The instructions contained in the paragraphs 59 and 60 of these Rules regarding the preparation, checking and use of these maps should be followed. The attesting officer must withhold the passing of an order sanctioning the mutation if he finds that these instructions have not been carried out fully. In the case of transaction based on a registered deed, the Tehsildar should immediately, on receipt of the Registration Memorandum from the Registration Office, direct the Inspector and the Patwari to proceed to the spot and prepare a Titamma Shajra, if one is necessary, on the material given in the Registration Memorandum. On the completion of the Titamma Shajra, it shall be submitted to the Tehsildar by the Inspector.

126. Partition. - Final orders in partition cases will be entered if partition is sanctioned and the orders carried into effect. Such entries will be attested in the same way as other mutations.

127. Land hypothicated to Government. - Mortgages of land hypothecated to Government for repayment of Taccavi or for other purposes will be entered in the Mutation Register. **128. Order of the Court.** - In entering orders of court the Patwari should note in red ink in column 17 of the foil and counterfoil the following particulars:-

(i) Name of Court

(ii) Name of parties, and

(iii) Abstract of decree.

129 to 130. [Deleted].

131. The scope of Mutations. - (i) The status of an estate-holder or a tenant cannot be altered except:-

(a) by agreement, of all the parties interested: or

(b) in consequence of a decree or order which is binding upon them, or

(c) in accordance with facts proved or admitted to have occurred under the relevant provisions of the Rajasthan Land Revenue Act, 1956.

(ii) In cases of inheritance a summary inquiry into the title is necessary. Where it is claimed that property devolves by reason of will, this should be treated as a case of succession by inheritance and the inquiry will include an enquiry into the validity of the will.

132. In case of transfer by gift; sale, bequest or mortgage, the Patwari should ascertain whether the deed has been registered or not. He should personally inspect it and in case it is not registered he will not open mutation. If the deed is registered he should take a notice of its nature, the names of parties, and the date of execution and registration. A brief note of these matters should be entered in column No. 17. The Patwari must not retain the deed in his possession or take copy of it. Attesting Officers should satisfy themselves that the particulars regarding the registered deed as given in the Patwari's mutation report are correct.

133. Transfer not effected. - Except in cases of entries of collateral mortgages in the Jamabandi, the Patwari should also ascertain whether possession has passed and mutation of transfer by gift, sale or mortgage should not be attested unless-

(a) possession is proved to have actually passed: or

(b) the parties have agreed before the attesting officer that possession has passed: or

(c) the parties have agreed in a registered document that possession has passed. A mutation should not be refused merely because it is claimed that the alienor has no right by custom or statute to make such alienation. Such transaction is a 'Fact' until it is set aside in due course of law.

134. In the case of mutation in which it is a condition of the transfer that possession be given after certain harvest, if the alienor is prepared to give and the alienee to receive possession on the prescribed date, attestation should be postponed until such time, and mutation then allowed on evidence than possession has been taken. But in the event of any dispute between parties, the attesting officer should refuse the mutation on the ground that no possession has been given, leaving it to the Patwari to make a fresh entry in the mutation register when the Khasra Girdawari shows that the change has taken place or on the report of one of the parties to the effect.

135. Mortgages. - (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 increase of mortgage money on previous mortgage, should not be entered in the Mutation Register. In such cases, if the Tehsildar is of opinion that the change sough to be introduced would result in contravention or evasion of any of the relevant provisions of the L Act. he should forward the mutation,

without passing orders on it, to the Collector for the exercise, in his discretion, of the powers vested in him under the above Acts. But other cases of mere increase of mortgage money, on a previous mortgage, which is otherwise maintained uncharged, should not be entered in the Mutation Register. Care should be taken to ascertain how the mortgaged land is cultivated and how the produce of rent is enjoyed, and by whom the revenue or rent is paid, other conditions of the mortgage need not be particularly enquired into, but the amount of the mortgage, as admitted by the mortgagor, should be noted in column 14 of the Mutation Register. Collateral mortgages, though entered in the register, are only noted in the remarks column of the Jamabandi. Land which is already subject to mortgage is sometimes mortgaged by the mortgagor to a third person on the condition that the previous mortgage will be deemed by the latter. This second mortgage should be treated as a collateral mortgage mid subsequently a new mortgage with possession should be sanctioned when the land is redeemed by the second mortgage, sub-mortgage, accompanied by the transfer of possession, is treated as a mortgage with possession.

(ii) A mutation should be entered m respect of land hypothecated to Government by way of security of repayment of an advance. If a second loan is taken on the same security is not necessary to enter a new mutation.

136. Cases in which mutation order must show whether the 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 the Shamlat is transferred with the land and the following instructions should, therefore, be observed on this subject:-

(i) In cases of sale, gift or mortgage, the mutation order should always state whether a share of Shamlat is included in the transfer. In cases of exchange the Shamlat is generally excluded from the transfer and nothing should, therefore, be said about it except where it is specifically included when the fact that is included should be mentioned in the mutation order.

(ii) If a deed of transfer by sale, gift or mortgage does not specifically mention that share of Shamlat is transferred with the land, it should be presumed that the Shamlat is not transferred.

(iii) Where a mutation of inheritance, sale, gift or mortgage concerns a share of the Shamlat. Shamlat Khata should be entered in the mutation so that the mutation of the cosharers in the Shamlat may be correctly entered in the jamabandi.

(iv) [Omitted].

(v) When the mutation refers to a mortgage, it is necessary to show the mortgagee as "Murtahin Mae Hissa Shamlat" or "Murtahin Bila Hissa Shamlat" as the case may be. **137. Mutation of Khatedari Rights.** - No mutation should be entered by the Patwari which contravenes the provisions of the Rajasthan Tenancy Act, 1955, the Rajasthan Land Revenue Act. 1956, Ceiling Act or any other Act, Ordinance or Rides nor the ILR should certify it. It will be the *prima facie* duty of Inspector Land Records to indicate any of the contravention of the Acts, Ordinances or Rules, and if any such contravention is found, he should recommend for its cancellation. It will also be the duty of the Mutation Attesting Authority to cancel such mutations which are in contravention of the law in force.

138. Right of absentees. - (i) When a right holder entered in the record of rights or annual record as "Ghair Hazir or Ghair Qabiz" has not been heard of within seven years but has been so entered for more than twelve years, the Patwari shall enter the case in his register of mutations and shall report it to the Tehsildar.

(ii) When a right holder, entered in the record of rights annual record whether he is or is not described therein as an absentee (Ghair Hazir or as out of possession (Ghair Qabiz), has not been heard of for five years by those who would naturally have heard of him if he had been alive, the officer attesting the 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 from annual record, suc self that all reasonable endeavour has

been made to ascertain whether the absentee is alive and to give him a n opportunity of appearing. No new entry of any one as "Ghair Nazir" should be made. A right holder should not be entered as "Ghair Qabiz" if he is himself in legal or constructive possession, or when he has put some one else in possession, on his behalf or the land is lying waste or he is unable to cultivate it by reason of poverty. A familiar instance would be of a person serving in the army who has left his land in his brother's possession while he is with his regiment. In this case such a person should be entered as in possession of land through his brother. An entry of 'Ghair Qabiz' should not be made unless some person other than the right holder is in adverse possession. In the case of the entry of "Ghair Qabiz" for a Khatedar tenant the provision of section 60 of the Rajasthan Tenancy Act will be followed carefully.

(iii-A) No entry adversely affecting the interests of an Indian soldier serving under special conditions within the meaning of Section 3 of the Indian Soldiers (Litigation) Act, 1925 (Central Act No. 4 of 1925) shall be made, so long as he is serving under such conditions and during the period of six months thereafter.

(iv) No effect shall be given to any order (a) directing the omission of the name of the right holder who has been entered as 'Ghair Hazir' or 'Ghair Qabiz' or (b) directing the entry of right holder as 'Ghair Qabiz' until such order has been confirmed by the Collector.

139. Escheats. - In mutation cases dealing with lands of deceased Khatedars, Ghair Khatedars etc. who have left no apparent legal or customary heirs or successors, the mutation should be disposed of by the Collector who shall see that there is no indiscriminate or indis-create pressing of Government's claim to escheat and careful attention should be paid to the rules and instructions which may be issued by the Government in this behalf from time to time.

140. Interrogatories. - (i) If a Patwari finds, when entering a case in the mutation register or otherwise, that a person whose statement is essential for the disposal of the case, is residing outside the limits of the Tehsil, he should write up an interrogatory in Form P-22.

(ii) The Patwari will fill in column 1 to 4 of this statement and then despatch it to his Inspector, noting the facts in column 15 of the mutation sheet. The Inspector, will add his signature in column 4 of the form and submit it to the Tehsildar. In column 6 the Tehsildar or other officer in whose jurisdiction the person is residing or the Collector, if the interrogatory is to be sent through him, will write his report. The Tehsildar, who is thus addressed, should himself, as far as possible, record the statement of the person concerned but to avoid delay, he may dispute the Naib-Tehsildar or Inspector of the circle to do so. The date of receipt and despatch of the interrogatories should record in the despatch book of every officer through whose hands they pass.

(iii) [Omitted].

(iv) Replied to interrogatories should generally be awaited for three months if the enquiry has been made within Rajasthan & for four to five months in the case of persons residing outside Rajasthan, but is at the discretion of the attesting officer to wait longer in particular cases for special reasons.

(v) An interrogatory may also be issued under the orders of the attesting officer for the examination of the persons residing within the limits of the Tehsil, if the officer thinks that such person cannot attend without an amount of expenditure and inconvenience which would be unreasonable in the circumstances of the case. No interrogatory should, however, be issued for the examination of a person residing within the limits of the Tehsil unless such person resides at a distance of more than 25 miles from the village to which the mutation relates. An interrogatory issued under this clause should be entered in the same form as that prescribed for other interrogatories and should be addressed to the Tehsildar who, after himself recording the statement of the person concerned r getting it recorded by the Naib-Tehsildar or the Inspector concerned, will return it to the Inspector. In the absence of any special reasons replies to interrogatories issued within the limits of the Tehsils should not be waited for more than three months.

(vi) In order to see that prompt action is taken interrogatories, inspecting officers shall devote particular attention to ascertain that interrogatories sent from other districts are promptly dealt with. The Tehsildar should, at the close of each month, send a list tot he Collector, through the Sub-

Divisional Officer, showing the interrogatories received in his Tehsil which have not been returned tot he Tehsil district concerned as well as the dates of their receipt. The Sub-Divisional Officer should scrutinise these lists and take disciplinary action in cases where he finds that unnecessary delay has been

allowed in the disposal of these interrogatories. A separate despatch register should be maintained in each Tehsil for entering interrogatories only. This register will be kept by the Office Qanungo who will enter in it all interrogatories received from, and issued to other Tehsils. He will divide this register into two parts. In one part he will enter the interrogatories received from his Tehsil and in the second part, those received from other Tehsils. He will also enter the date on which the reply to the interrogatories have been received or the date on which the reply has been sent to the Tehsil from which the interrogatories were received.

141. Procedure as regards registered deeds of transfer. - (i) The Tehsildar would receive particulars of a registered deeds pertaining to all transfers of agricultural land, every month, from the Registrar's and Sub-Registrars. The Office Qanungo will forward them to the concerning Inspector of the circle to distribute them to the concerning Patwaris. Tire

form in which Registrar and Sub-Registrar will send the above monthly particular to the Tehsildar is as follows.

Serial No.	Name of the village where the land is situated	Nature of alienation and the area, field No. Jamabandi holding. No. of the land alienated and in the case of building situated within the limits of a Municipal Committee details of property according to the	Amount of the consideration money entered in the deed
1	2	3	4

Name and residence of the person executing the deed	Name and residence of the person to whom the land is alienated	No. and date of the Registration through which the land is alienated.	Remarks
5	6	7	8

Note. - The entries regarding building in column 2 will be done and sent to the Tehsildars only in those districts where the record of Abadis is maintained by the Patwaris. e.g. district Ganganagar.

With the memoranda is sent, an invoice in the following form:-

Serial No.	No. of deed	Name of village	Date of Return of Registration Memo (from the Qanungo)	Remarks
1	2	3	4	5

Where a deed is not to take effect immediately but after a specified period, this fact should be noted in the column for remarks:

Provided that whenever any agricultural land is transferred through a registered deed the cultivator shall deposit his pass book with the Registrar of the Registration Office, who shall make entries in columns 1 to 6 of Part 111 of the Pass Book and send the same alongwith the sale deed to the Tehsildar for making entries in columns 7 and 8 of Part 111 thereof, and recording the same in the mutation registrar who shall thereafter return the Pass Book to the cultivator.

(ii) A file should be kept of all invoices received during the year and an index will be attached to it in the form usually adopted for miscellaneous files.

(iii) The memoranda from the Registration office will be sent to the Inspector, who will distribute them to the various Patwaris for entering in the Mutation Register in the usual way. The information in the memoranda is sufficient to enable the Patwari to enter the transfer in this Register of Mutation as soon as he receives them without reference to the transfer.

(iv) When the Patwari receives the memorandum from the Inspector, the former should make a note of the fact in his diary of events regarding the serial numbers of the sheet received by him. This entry in the diary should also be signed by the Inspector. The Patwari will then enter in his register the mutations detailed in the memoranda and endorse the facts of entry of the memoranda giving the serial number of each mutation and the date of entry. On his next inspection the inspector will see that this has been done and after comparing the entries in the Mutation Register with the memoranda will sign both and shall himself forward the latter tot he Office Qanungo. If a memorandum contains land situated in more than one Patwari circle, the Inspector will take similar action as regards all the circles concerned before forwarding the memorandum to the Office Qanungo.

(v) On receipt of the memoranda from the Inspector, the Office Qanungo will place them on the file together with the invoice coverin mn he will note the date of recept Part

Thus he will be able to detect any delay in the return of the memoranda and shall bring the facts of such delay to the notice of the Tehsildar.

(vi) 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 was received should be entered in the index. The annual file which will then be completed, should be kept in the Tehsil and destroyed on the expiry of one year from such date.

142. Mutation fees. - (i) The scale of mutation fees is provided separately in Appendix II. The whole amount of mutation fees shall be credited to the Government.

(ii) Mutation fee can be legally levied only from the persons in whose favour the mutation entry is made. In the case of a rejected mutation, the Tehsildar 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.

(iii) The portion of the order referring to the recovery of mutation fee may be corrected by the Tehsildar wiio passed the order or by his successor or by a superior officer, for reasons to be recorded in writing.

143. Levy of Mutation fee. - (i) Separate mutation fees are leviable in respect of each holding Created by partition proceedings (including the residuary holding if any part of the original joint holding is left undivided), and not one fee only for the whole. In the case,
however, of the annual recurring partition of Shamlat land effected by river action among the several share holders, only one fee should be levied in respect of the entire holding, and when the converse case occurs and diluviated land, held in severally is on recovery. Treated as Shamlat, only one fee is of course leviable.

(ii) No mutation fee can be levied from any Department of Government for land acquired in the interest of Government. As a corollary to this ruling, no fee is leviable on the resumption of revenue free assignments or on escheat of estate to Government, the mutation in such cases being in favour of Government. Fee should, however, be levied on grants of. or succession to revenue assignments. Local bodies are not exempted from the payment of mutation fees, even when the property is acquired under the Land Acquisition Act.

(iii) *Omitted*.

(iv) In cases of exchange of land a fee should be taken from each of the two parties.

(v) No fee should be levied on simple corrections of mistakes in a previous record-of-rights is freshly acquired. Similarly, no fee should be levied for entry of change of names provided that it involves no acquisition of any definite right in the estate concerned.

(vi) Paragraph 135 directs that second mortgage should be regarded as a collateral one and given effect to as such, and that subsequently a new mortgage with possession should be sanctioned when the land is redeemed by the second mortgagee from the first one. "A" mortgages his land in the first instance to "B" in whose favour a mutation of mortgage with possession is sanctioned. Then "A" remortgages 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 135. Subsequently "C " redeems the land from "B" and consequently two mutations of redemption in favour of "A" one from "B" and other from O followed by a mutation of mortgage with possession in favour of "C" are entered, and sanctioned. In the case of redemption from "B" in favour of "A" the mutation fee should be levied from "A" 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 that mentioned in paragraph 135.

(vii) 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.

(viii) Where a mutation fee is to be levied as a percentage of the land revenue of a holding and the revenue is fluctuating, the mutation fee should be calculated on the total of the Kharif and Rabi assessment of the agricultural year during which the transfer took place. If this, however, is the current year and the Rabi assessment has not been made at the time of attestation, the fee should be calculated on assessment of the preceding year

(ix) No mutation fee is leviable in the case of a mortgage of land to Government, or in the case of redemption of such a mortgage.

(x) A separate mutation fee should be levied for the Shamlat holding where a transfer includes a share of the Shamlat.

(xi) No mutation is leviable on the entry of the name of a posthumous child.

144. Payment of fee into the treasury. - Every year in the month of April the Patwari shall include the details of fee levied on mutation decided in the Dhal Banchh paper to be deposited as Government revenue. The Patwari shall enter serial number of the Dhal Banchh in the column No. 16 of Mutation Register. - The Inspector Land Records shall certify that fees charged for attestation of mutations have been correctly entered in the Dhal Banchh and corresponding entry-has been checked with Mutation Register. Any mistake discovered by the Inspector should be corrected immediately. The Patwari will then intimate this corrected demand of each village so fixed in Dhal Banchh to the Tehsil Revenue Accountant.

145. [Omitted].

146. [Omitted].

147. 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 the accepted and the other for the rejected mutation. This register will be in tire following

form in duplicate, except that the last column will be only in the foil:-

Hadbast No. with name of village	Serial No. of batch for the current year for the village shown in col. 1	Date of order
1	2	3

Particulars of mutations			Signature of Patwari	Signature of attesting officer	Date of receipt in Tehsil with signature of Office Q
Total No. of Mutation	No. of Mutation sheets	S. No. of Mutation sheets			
4	5	6	7	8	9

(ii) On each occasion that he attests the mutation of a village, the Revenue Officer should have the mutation sheets, on which orders have been passed, arranged in serial order in two bundles, the one of accepted and the other of rejected mutations and he should order the Patwari to enter the necessary particulars in the aforesaid registers. 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 a stout thread.

(iii) The bundles of sheets should then be despatched, or personally made over by the attesting officer to the Office Qanungo. 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 Qanungo 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 Inspectors, circle and between boards tied round with tape or string. Within these boards the sheets should be arranged by Patwaris' circles, those of each being placed together, along with their indices in the order in which they reach the Office Qanungo. The files of accepted and rejected mutations in each Inspector's circle should be kept distinct and on separate shelves.

(v) After 15th June the Patwari should prepare two lists in the form below of all mutations attested during the year for each village in his circle. One list will show accepted and the other rejected mutations: -

Hadbast No. and name of village	Total No. of mutations	Total No. of sheets	No. of Mutations in serial order
1	2	3	4

Signature of Patwari	Signature of Office Qanungo	Remarks
5	6	7

These lists should be prepared from counterfoil register described in paragraph 147 and after being checked with the Register of Mutations should be sent to the Tehsil not later than 1st August, 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 Qanungo should compare them with the mutation sheets in his custody, arrange latter in 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 Qanungo should make over the accepted mutation sheets of the village in question to the Inspector and take his receipt in the last column of the list which is attached tot hose sheets and which he will retain. The sheets will then be attached by the Inspector to the Jamabandi.

(viii) The list containing the receipts of the Inspector should be made into Kuliat files, one for each Inspector'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 four years, that is, after the next detailed Jamabandis have been prepared.

(ix) The rejected mutation sheets of any village for which a Jamabandi has been prepared should be sent to the district record room along with that Jamabandi and lists attached to them. These should be kept in the Land Record Office for twelve years and then destroyed.

148. 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 imitation sheet be complete in itself. Any papers which cannot be returned should remain attached to their
proper mutation. 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 Inspector's circle. These should be kept with the files and destroyed with them after 4 years.

149. Milan Khasra Statement. - (i) When the entries in the khasra are completed, the page wise area totals of all kinds of land shall be shown in the "Milan Khasra" (Area statement) as per form P-19, giving details of land utilisation. In the end the total for the entire village shall be entered with similar details. The totals for the year of settlement as well as for the last year shall also be given and, in the event of there being any deviation from the figures, a brief explanatory note shall be given showing the reasons for such deviation in respect of totals of cultivated and uncultivated, irrigated and unirrigated areas.

(ii) At the end of the Milan Khasra the Patwari shall enter the total area both irrigated and unirrigated as shown in the three Jinswar Statements and these totals should tally with figures obtained by adding up the total area shown. The area cropped more than once should also be shown. The details of occupied and unoccupied areas (not available for cultivation) should also be shown.

(iii) The information regarding the number of wells, tanks, etc.. in use and out of use should be complied page-wise, giving details as per Form P-19A. The totals should be compared with the year of settlement as well as for the last year, giving suitable explanations and reasons in case of deviation in the totals.

150 to 152.[Deleted).

153. Jamabandi (Khewat Khatauni) Form P-26 . - The Jamabandi shall be quadrennial in Form P 26 (of section 1 14 and 132 of the Rajasthan Land Revenue Act. 1956). It shall record the names of all persons who are liable to pay land revenue or rent and who cultivate any land or are in their possession in any other way together with the nature of their tenure and interest in land:

[Provided that in the areas notified by the State Government under Rule 118-A, the computerized Jamabandi shall be generated every four years in Form No.P-26 (of Section 114 and 132 of the Rajasthan Land Revenue Act, 1956). It shall not record the names of tenants in alphabetical order but the software shall have the facility to randomly search any name of all the people liable to pay land revenue or rent and who cultivate any land or have the possession in any other way. The nature of the tenancy and interest in land of all the tenants shall also be entered in Form No.P-26."

[153A. Preparation and issuing of certified abstract of Jamabandies through computer. - (1) Notwithstanding anything contained in these rules Jamabandi may also be prepared through computer in Form P-26(A). It shall be annually prepared in accordance with Rules 153 to 167. It shall record the names of all persons who are liable to pay land revenue or rent and who cultivate any land or are in their possession in any other way together with the nature of their tenure and interest in land.

(2) Tehsildar/Naib Tehsildar shall give to any applicant certified abstract of Jamabandi prepared in Form P-26-A through computer. These certified abstract shall be given in Form P-26(B) on payment of fee of Rs. 10 upto 10 Khasra Nos. & Rs. 5 for every additional 10 Khasra No. or part thereof.] **154. Preparation.** - The preparation of a new Jamabandi, a sanctioned by the Collector shall be

started by the Patwari just alter the harvest inspections in Unhalu. He should visit eleven such village and make on the spot enquiries from the right holders to ascertain any charges that have occurred against the entries made in the last Jamabandi. The method to be adopted by him for recording such changes in connection with the preparation of a new Jamabandi will be to read out to the people concerned the entries in the existing Jamabandi and note the necessary changes on a separate paper to be incorporated in the new Jamabandi later on. All entries which are identical with the entries of the last Jamabandi should be entered in ink while all fresh entries made m addition to the above should be in red ink. Thus the new Jamabandi will be prepared at the end of every fourth year and it shall be completed by the end of September:

[Provided that in the areas notified by the State Government under Rule 118-A, the new Jamabandi shall be generated at the end of four years in alphabetical order as per the schedule sanctioned by the Collector and all the changes are recorded in the computerized copy of Jamabandi by the Patwari through Resource Person and it shall be completed by the end of September."

155. Completion of Jamabandi. - The Jamabandi shall be prepared in duplicate, that is the Patwari shall prepare two copies, one of which will be called "Parat Patwar" and shall remain with the patwari for the ensuing four years, while the other copv shall be known as "Parat Sarkar" which shall be sent to the Tehsil immediately after preparation, duly checked and attested by the Inspector The Inspector should check the new Jamabandi in the month of August. He should attest all the entries holding by holding, in the presence of the estate holders and 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. His attestation should be made on the copy which has to be filed in the Tehsil office. This copy should contain his report stating that he has duly attested it; a list of errors discovered and alterations made being added in the Inspector s own handwriting. A copy of this report, signed by the Inspector should be attached to the "Parat Patwar" (Patwari's copy) of the Jamabandi. Any alterations that may be found to be necessary should be made at once in red ink by the Inspector in both the copies of the. Jamabandi and signed by him. He will be personally responsible to see that the "Parat Patwar" tallies in all respects with the "Parat Sarkar":

[Provided that in the areas notified by the State Government under Rule 118-A, the jamabandi shall be prepared in duplicate by Patwari, one of which shall be called "Parat Patwar" and shall remain with the Patwari for the coming four years and the other copy shall be known as "Parat Sarkar", which shall be maintained in computer after verification and attestation of Inspector Land Record. The Inspector Land Record shall ensure that all changes have been incorporated by Patwari through Resource Person after which he shall lock Jamabandi. A copy of this report signed by the Inspector Land Record shall be attached to the "Parat Patwar" (Patwari's copy) of the Jamabandi. He shall be personally responsible to ensure that the "Parat Patwar" tallies, in all respects, with the "Parat Sarkar".

156. Mode of Preparation.-(i) Jamabandis will be prepared every fourth year. They will be prepared for those villages in each year in which the Collector directs that the Jamabandi should be prepared, according to a programme sanctioned by him for each Patwari circle. The Tehsildar will prepare a programme each year in the month of October and send it to the Collector for sanction. Ordinarily Jamabandi should be prepared annually in one-fourth of the villages in a Patwari circle. They should contain eveiy field entry in full.

(ii) A table should be given to each Inspector showing the arrangements approved for the preparation of Jamabandis for each Patwari's circle in his charge. This table should be so arranged that the work of each year shall cover about one-fourth of the entire circle held in charge of the Inspector.

(iii) It is necessary that ample precautions should be taken in the entries which might be made in the Khasra Girdawari and other papers so as to avoid errors and prevent the Patwaris from tampering with such entries. For this purpose, it should be observed that the instructions contained in this chapter are strictly followed.

(iv) Tehsildars and Naib-Tehsildar must, without neglecting Land Records work in other villages, pay special attention to t andis are to be drawn

up. All mutations upon which final orders have been passed upto 15th June, should be incorporated in the Jamabandis. Similarly every effort should be made to have all mutations, which have occurred upto that date, entered in the mutation register by the Patwari attested by that date by the Tehsildar or the Naib-Tehsildar.

(v) The Tehsildar or Naib-Tehsildar, in charge of the circle, in which any village for which a Jamabandi is to be drawn up, is situated, must visit the village in the cold weather before the middle of January and as far as possible should attest all pending mutations. All attestations of mutations during the nine months preceding the drawing up of a Jamabandi must be carried out in the village itself.

[(vi) In case of every transfer of land and attestation of mutation the Patwari shall make the following entry in column 17 of the Jamabandi (P-26)-

It is certified that an entry regarding the effect of this mutation has been made in the Pass Books of both seller and buyer:]

[Provided that in the areas notified ,by the State Government under Rule 118-A, the jamabandi shall be generated automatically alphabetically by Resource Person after every four years. The jamabandhi shall be generated for every village of the Tehsil. The Collector shall issue direction for every Patwar circle to generate it as per sanctioned schedule. The Tehsildar shall prepare a programme every year in the month of October and send it to the Collector for approval. The jamabandi shall contain computer entry of every land holding."

157. Filing of Jamabandi in Tehsil. - The Patwari should file the "Parat Sarkar" of the Jamabandi with the Office Qanungo at the Tehsil in the last week of September positively. During the same month Inspector should with a view to see that changes sanctioned in the mutations have been properly incorporated, again check the Jamabandi at the Tehsil. He should himself prepare a list of the errors discovered and alterations made at this inspection and sign it. This copy should be handed over to the Patwari who should stitch it into the "Parat Patwar" and should make necessary alterations in the latter accordingly. The Inspector should, during his next visit of the Patwari circle, see that the Patwari has done this and should initial all the alterations made.

[Provided that in the areas notified by the State Government under Rule 118-A, Patwari shall submit the computerized Jamabandi (Parat Sarkar) to the Office Quanungo at the last week of September. In the same month Inspector Land Record shall check the computerized jamabandi to see that changes as per sanctioned mutations have been properly incorporated and fed in the computer. He shall prepare a list, of the errors found and changes made at this inspection and sign it. A copy of this shall be handed over to the Patwari who shall enclose it with the "Parat Patwar" and shall make necessary changes in both Parat Patwar and in Parat Sarkar through Resource Person accordingly. The Inspector Land Record shall ensure that the Patwari has made required changes during his next visit of the patwar circles and shall mark his initials on all the changes done."

158. Check of detailed Jamabandi by Revenue Officers. - The Tehsildar or Naib-Tehsildar in charge of the circle in which the village lies, shoidd make final attestation on the spot and should observe the following instructions:-

(i) At least 25% of the Khatauni (tenants) holding should be read out on the spot in the presence of the assembled tenants and right holders:

(ii) [Deleted].

(iii) At least 25% of the Khewat and Khatauni entries in the original copy should be compared with the corresponding entries In the Patwari's copy of the Jamabandi:

(iv) This check must usually be carried out during the cold weather, between the end of Kharif Girdawari and the beginning of the Rabi Girdawari. For this purpose the Revenue Officer should take with him "Parat Sarkar" of the Jamabandi which has

been filed in the Tehsil and he should record on this his 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 tenants and right holders and when and where the attestation was made. A copy of the report signed by the Revenue Officer should also be attached to the "Parat Patwar" of the Jamabandi. Any alterations that may be found to be necessary should be made in both the 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 file in two copies of the final attestation certificate in Form P-28 and attach one copy to each of the Jamabandis:

[Provided that in the areas notified by the State Government under Rule 118-A, any alteration required shall be made in both the copies of Jamabandi and after such changes, it shall also be fed in computer and same shall be digitally signed and the Jamabandi shall then be locked by the sanctioning authority. After completion of this process, the Revenue Officer shall fill up the certificate of final certification in Form No. P-28 in two copies and enclose one copy with Jamabandhi."

159. Check by Revenue Officers superior to the Tehsildar. - The Sub-Divisional Officer should note the result of his attestation on the spot, on the copy of the Jamabandi which would eventually be filed in the District Office and should attach a copy of this note duly signed by him to the "Parat Sarkar" of the Jamabandi. He should initial all alterations made in both the copies of Jamabandi under his orders. The result of such examination of Jamabandis made by such an officer, in the Tehsil, should be entered in the Minute Book of Inspector of the Tehsil and not on the copies of the Jamabandis examined by him.

160. Appellants Order. - When an order is passed in appeal, review or revision after the 15th June, a note in red ink should be made on the original mutation sheet by the Sadar Officer Qanungo, if the Jamabandis are in the Collector's Office or by the Office Qanungo, if the Jamabandis are in the Tehsil Office. The Inspector of the circle will also make a similar note on the Patwari's copy of the mutation. 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 to when the next new Jamabandi is prepared No fee will be charged.

161. Check of Jamabandi by the Sadar Qanungo - All Jamaban dis must reach the Collector's Office by the date on which the Rabi Girdawari following their preparation ends. On receipt, the Sadar Qanungo should check them and see that all instructions have been complied with. If incomplete, in any respect, they should be returned for such completion. **162 to 163.** [Deleted).

164. Arrangement of Holdings. - The arrangement of holding in the Jamabandi (Khatauni) shall be as under:-

(a) Government land:

(i) Land available for cultivation:-

(a) current fallow or one year fallow:

(b) fallow of 2 to 5 years:

(c) fallow of 6 years or more

(d) groves and orchards:

(ii) Lands not available for cultivation:

(a) Lands fit only for grazing purposes'

(1) scrub forest:

(2) ravines:

(3) hills and mountains:

(4) rivers and nullahs:

(5) sub merged under water: (b)

Lands not fit for grazing: -

(1) dwelling or habita

(2) cremations grounds:

(3) cemetries:

(4) parade grounds:

(5) country paths and tracks: (b)

Khatedar tenants.

(i) tenants paving rents on full or non-concessional rates:

(ii) tenants paying rents permanently fixed;

(iii) tenants who pay rents at concessional rates:

(iv) holdings pertaining to deities

(c) Gair Khatedar tenants.

(d) Shamlat Deh or uncultivated land held by the village community for grazing or other common objects:

(e) Lands held by Government Departments or public institutions:-

(i) Government forests:

(ii) farms under the Agriculture Department:

(iii) Government Gardens under the P.W.D.:

(iv) Roads;

(v) lands held by other Government Departments or public institutions

(vi) lands under the Railway Department.

(f) Land converted from agricultural to non-agriculture purpose:

(i) Residential

(ii) Commercial

(iii) Industrial

(iv) Salt manufacturing

(v) Institutional

(vi) Medical facilities

(vii) Any other non-agriculture purpose.

Note. The arrangement of holdings under each of the classes mentioned above will be in alphabetical order For filing the columns of the Jamabandi, the following instructions are to be followed;

(1) *Column No. 1 & 2.* - In these columns entries are to be made as per new and old number of Khatauni respectively.

(2) *Column No. 3.* - Entries in this column shall be made in accordance with the instructions regarding entries to be made in column No 5 of Khasra Girdawari.

(3) *Column No. 4.* - The field or Khasra number given to the field in the village map (Shajra Kistwar) should be enter and it should correspond with the entries in the Khasra Girdawari. Instructions regarding entries in the corresponding columns of the Khasra Girdawari may also he borne in mind.

(4) *Column No. 5.* - For entry in this column refer to the instructions regarding column 2 of the Khasra Girdawari.

(5) *Column No. 6.* (i) Reference may be made to the instructions pertaining to the entry of soil class in the Khasra Girdawari.

(ii) 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 The soil entry must, therefore, be changed, where, but only where, a permanent change has occurred, for example, by the cultivation of land which was previously current fallow or old fallow or by the conversion of "Barani" land into "Chahi" owing to the sinking of a new well. Ordinarily, changes in soil classification, need be made in station only, but in the

case of changes from uncultivated to cultivated land, the change of classification must be made in the next Jamabandi whether this is done after the quadrennial attestation or not The soil class of settlement should invariably be entered and should be followed by the change in classification.

(6) *Column No. 7.* - In this column the sources of irrigation should be indicated.

(7) *Column No. 8 & 9.* - (i) These columns are meant for the entry of rent and other charges payable by the cultivator. In column 8, the details of the various heads under which rent and other charges approved by Government are paid by a cultivator, are to be shown alongwith the rate if any against each item in Column 8 the amount chargeable should be shown in Column 9.

(ii) Where a part of a holding pays at one rate and part at another it should be seem that areas and other relevant data ai given insufficient details: similar care should be taken regarding the entry of rents paid on particular crops viz. "Zabti" or "Bigodhi" rents.

(iii) Where no rent is paid by a person in possession (other than the estate-holder), the reason for non-payment of rent is to be briefly explained. If the fact is undisputed as explained above, the entry of no rent, except that of a claim to adverse possession, should not be made. If the fact is that the possession is adverse the entry should be of "Gair Qabiz". If the fact is that he is a tenant, then, if the rent can not be ascertain, it should be recorded as doubtful.

(8) *Column No. 10 to 15.* - In case there is any change in the the rights of the tenant necessary entry in the particular samvat should be made. In case there is no change "Badastoor' word should be written:

[Provided that in the areas notified by the State Government under Rule 118-A, as the new/change khatas generate as a regular process automatically on line and same shall be checked and digitally signed by the Inspector Land Record, and the Office Quanungo shall verify the entries of the new/changed khata at the specified place in the computer."

165. Land owned by Government. - All lands permanently appropriated for public purposes since the date of the last settlement should be entered thus:-

(i) In the column for estate-holder, "Sarkar".

(ii) In the column of cultivator, the name of the department which holds charge of the land e.g. Agricultural Department, Forest Department, Public Works Department. Municipality Etc.

(iii) In lieu of soil entries, state the purpose to which the land is applied, e.g. Sarai. Dak-Bungalow, camping ground, canal etc.

(iv) Where Nazool or other Government property is vested in a local body, or is otherwise in its possession, such property be described as "Sarkar, Maqbuza District Board Falan" or as the case may be. But property acquired by a local body should be shown as owned by that body.

(v) If any land is occupied only temporarily the names of the estate holder, if any, and the tenant (if holding the Khatedari), as the case may be, will usually be continued:

and the fact of Government possession can be noted in the column for remarks.

Fard Badar

166. Orders for the correction of clerical mistakes in Records to be obtained on the Fard Badar. - (i) Jamabandis' entries 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 the Jamabandi into another or 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 No. 27 is prescribed for this purpose.

(ii) Whenever a clerical mistake is detected in the current Jamabandi after it has been finally attested and filed, whether the 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 estate-holder's share has been entered as one-half instead of say one-third, the report should merely state that the share should be one-third and not one-half. The Inspector of Land Record should, from time to time examine the Fard Badar entries and enter his own report in column 5 of the Fard Badar. His report should also be as brief as possible and when 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 (Tehsildar or Naib-Tehsildar) should see whether it actually relates to a clerical mistake which under the present instructions, should be dealt with in 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.

(iii) 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.

(iv) A few blank sheets of the Jamabandi sizes will be stitched to Patwari's copy of each Jamabandi. When the next Jamabandi is prepared a copy of the Fard Badar. attested by the Inspector of Land Records, will be attached to the Jamabandi (Parat Sarkar).

(v) The Collector and the Revenue Officers should examine Fard Badar 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.

167. Well Statement. - Well statement will be prepared every fourth year with the quadrennial Jamabandi and the land irrigated by each well in the different years will be entered with the particulars of the year and the crop sown It will be prepared on the basis of the entries in the Khasra Girdawari. Form No. P-29 is prescribed for this purpose The eolumns are self explanatory The purpose of this statement is to judge the irrigation capacity of each well and see that the land classed as Chahi from that well is covered by that capacity or not.

168. Maintenance of the register of records in Patwari's custody. - (i) A register of the records in the custody of Patwari, supplied to Patwaris at Government expense and reaming in their custody, should be maintained by them in Form P-37, but no consolidated copy of it need be kept at the Tehsil nor need it be checked by the Office Qanungo except under special orders of the higher authority

(ii) In column Nos. 1 and 2 the name and the serial number of the entry of the record should be written respectively and in column 3 the year m which the record was prepared should be shown.

(iii) In column No. 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.

(iv) When any record is filed in the Tehsil, the entries relating to it in columns 2 and 4 should be scored through.

(v) Four blank sheets should be allowed for each village and four sheet should be left at

the end of the register for the entries of papers which relate to the whole circle such as, Diary of Events. Order book, Diary of Work, Manuals etc.

(vi) The Patwari should sign (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 Inspector should check the entries in the same month and sign in column 7 as a proof that he has done so.

(vii) On transfer of charge, both the Patwans concerned should sign in column 9 in attestation of the fact that the one has handed over and the other has received, all the records entered in the register mid should date the entry. A list of the records transferred in charge shall be submitted by both the Patwaris through the Inspector to the Office Qanungo.

169. Maintenance of the register of survey equipments and furniture. - (i) 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 36 by each Patwari and a consolidated copy of the same, with the omission of columns 4 and 5. should be kept by the Office Qanungo. When the Patwaris come to the Tehsil in September for depositing the quadrennial and annual records, they should bring their registers with them and the Office Qanungo should compare them with his copy, note the result of the comparison in the last column of the latter, and make any corrections that may be necessary.

(ii) Any loss of survey equipment should be Immediately reported by the Inspector tot he Tehsildar, who will, if the loss has been due to the Patwari s negligence, order replacement of the equipment by the Patwari concerned, and in other cases report tot he Collector for its replacement at Government expense.

(iii) On transfer of charge, the Patwari taking over should attest the entries and sign, with date, in column 5 as token that he has done so. A list of the articles transferred in charge shall be submitted to the Office Qanungo through the Inspector by both the Patwaris.

(iv) In April of each year, the stock of each Patwari should be verified and examined by the Inspector and the condition of the articles duly noted by him in column 4. Inspecting officers should enter brief notes or remarks in column No. 7.

Appendix I To Part I

Statement showing the Land Measures in Different Units of Rajasthan

Serial No.	Name of District	Names of former State whose areas are included	Length used for mesasurig land	Equivalent to an acre	Remarks
1	2	3	4	5	6
1.	Jaipur	Jaipur	165	1 Bigha 12 Biswas	
		Kishangarh	132'	2 ½ Bighas	
2.	Tonk	Jaipur	165'	1 Bigha 12 Biswas	
		Tonk	165'	1 Bigha 12 Biswas	
		Bundi	132'	2 ½ Bighas	
3.	Sawai Madhopur	Jaipur	165'	1 Bigha 12 Biswas	
		Karauli	150'	1 Bigha & 18-18/25 Bighas	
4.	Bharatpur	Bharatpur	132'	2 ½ Bighas	
4-A.	Dholpur	Dholpur	150'	1 Bigha & 18-18/25 Bighas	
5.	Alwar	Alwar	165'	1 Bigha 12 Biswas	
		Jaipur	165'	1 Bigha 12 Biswas	
6.	Jhunjhunu	Jaipur	165'	1 Bigha 12 Biswas	
7.	Sikar	Jaipur	165'	1 Bigha 12 Biswas	
		Th. Sikar	110'	3 Bighas 12 Biswas	
8.	Jodhpur	Jodhpur	132'	2 ½ Bighas	
9.	Barmer	Jodhpur	132'	-do-	
10.	Jalore	Jodhpur	132'	-do-	
11.		Pali Jodhpur	132'	2 ½ Bighas	
12.	Nagaur	Jodhpur	132'	-do-	
13.	Jaisalmer	Jaisalmer	132'	-do-	
14.	Sirohi	Sirohi	132'	-do-	
15.	Bikaner	Bikaner (Lhalsa)	127 l/2'	2 Bighas 13,17½89 Biswas	
		Bikaner (Jagir)	165'	1 Bighas 12 Biswas	
16.	Churu	Bikaner		ighas	

				13,17½89 Biswas
		Bikaner (Jagir)	165'	1 Bighas 12 Biswas
17.	Ganganagar	Bikaner (Khalsa)	165'	1 Bighas 12 Biswas
		Bikaner (Jagir)	127 ½'	2 Bighas 13,17½89 Biswas
18.	Udaipur	Udaipur	132'	2 ½ Bighas
			152' ½	1 bigha 17 ½ Biswas
			165'	1 Bighas 12 Biswas
19.	Dungarpur	Dungarpur	132'	2 ½ Bighas
20.	Banswara	Banswara	132'	2 ½ Bighas
21.	Chittor	Udaipur	152' ¼	1 bigha 17 ½ Biswas
		Tonk	165'	1 Bighas 12 Biswas
		Pratapgarh	150'	1 Bighas & 18, 18/25 Biswas
22.	Bhilwara	Udiapur	152' ½	1 bigha 17 ½ Biswas
		Shahpura	132'	2 ½ Bighas
23.	Kotah	Kotah	132'	2 ½ Bighas
		Tonk	165'	1Bigha 12 Biswas
24.	Bundi	Bundi	132'	2 ½ Bighas
25.	Jhalawar	Jhalawar	132'	2 ½ Bighas
		Tonk	165'	1 Bigha 12 Biswas

N.B. - One chain x One chain is equal to one Bigha.

Appendix II To Part I

Table showing the rates of mutation fees

[(1) Succession to Khatedari rights under Section 40 of the Rajasthan Tenancy Act, 1955 (Rajasthan Act 3 of 1955) (hereinafter in this table referred to as "the Act")	
2. (a) Accrual of Khatedari rights under the Act or under any other law for the time being in force on the resumption of Jagir or of right of Malik on abolition of Zamindari or Bis-wedari estate.	10% of annual rent subject to a minimum of [Rs. 20/-] per holding.
(b) Accrual of Khatedari rights under sub-Section (1) of Section15 of the Act.	10% of the annual rent, subject to a minimum of [Rs. 20/-] per mutation.
(c) Accrual of Khatedari rights under Section.	10% of the annual rent, subject to a minimum of [Rs. 20/-] per mutation.
19 of the Act	10% of the annual rent, subject to minimum of [Rs. 20/-] per mutation.
3. Declaration of Khatedari rights under sub-Section (5) of Section 15 or under subSection (2) of Section 15-A or under sub-section (2) of Section 15-AA or under sub-section (1-A) of Section 19, or under sub-Section (2) of Section 19 or under Section 89 of the Act.	[Rs. 20/-] per holding.
4. Acquisition of Khatedari rights through sale or gift by a Khatedar tenant under Section 42 of the Act. or by allotment or pur chase from Government under any rules for the permanent allotment or sale of unoccupied Government agricultural lands.	10/- per mutation.
5. (a) Usufructuary mortgage under sub-Section (1) of Section 43 of the Act	10% of the annual rent, subject to a minimum of [Rs. 20/-] per mutation
(b) Redemption of mortgage under sub-Section (2) of Section 43 of the Act.	10% of the annual rent subject to a minimum of [Rs. 20/-] per mutation
(c) Mortgage under sub Section (6) of Section 43 of the Act by a person to whom rights accrued under Section 19 of the Act	[Rs. 20/-] permutation.
(d) Simple mortgage under sub-Section (6) of Section 43 of the Act m favour of land mortgage bank or Cooperative Society.	[Rs. 20/-] per mutation
6. Exchange under Section 48 or 49 or 49-A of the Act or otherwise.	[Rs. 20/-] per holding.
7. Division of holding under Section 53 of the Act.	[Rs. 20/-] per holding.
8. Surrender under Section 55 or 57 of the Act.	[Rs. 20/-] per mutation.
9. Reversion of land by ejectment under Section 174 or 175 or 177 or 180 of the Act.	[Rs. 20/-] per mutation.
10. Re-instalment under Section 187 or 187-B of the Act.	
11. Devolution or transfer of interest of grove holder under Section 196 of the Act.	
12. Conversion of Agricultural land into non-agricultural land under Section 90-A of the Rajasthan Land Revenue Act.	956) and the rules made thereunder.

13. Acquisition by sale or allotment of land from Government under the rules made under Section 100 or 101 or 102 of the Rajasthan Land Revenue Act, 1956, or under the rules for allotment and sale of Government	[Rs. 20/-] permutation.
	10% of annual rent, subject to a minimum fee of [Rs. 20/-] per holding.
	[Rs. 20/-] per mutation.]
	Rs. 1 per mutation).
unoccupied land made under the Rajasthan Colonisation Act, 1954 (Rajasthan Act XXVI1 of 1954).	
[14. Mutation on the basis of registered deeds or by order of Courts.	[Rs. 20/-] per mutation.]
15. Simple correction of mistakes in previous record of right if no fresh right is acquired.	No fee.
16. Mortgage of land in favour of Government or of redemption of such mortgage.	No fee.
[17. Mutation in respect of land acquired by the Government either under the Land Acquisition Act, 1894 (1 of 1894) or through the resumption of Jagir lands or abolition of Zamindari or Biswedari estates.	10% of annual rent subject to a minimum fee of [Rs. 20/-] per holding].
18. Correction of entries in favour of Government.	No fee.
19. Mutation of any other class or category that Government may declare to be exempt from the payment of mutation fee.	No fee.

Appendix III To Part I

Yearly Programme of the work of a Patwari

Month	"Work to be done"	Remarks
1	2	3
October	1. Will post to the Inspector of Land Records monthly abstract of his daily diary on the first of each month.	
	2. [Deleted].	
	3. Will do Kharif harvest inspection work and make its entry in the Khasra Girdawari.	
	4. Will enter in his daily diary, list of all field numbers in which any change of cultivating possession or rent has occurred.	
	5. Will enter in his daily diary all alterations regarding entries made in the Khasra Girdawari.	
	6. At the end of each day's work, he will total the pages of Khasra Girdawari completed.	
	7. Will complete crop abstracts (Jinswars) before the commencement of his work in the second village and will send them to Office Qanungo through the inspector after having entered them in his Jinswar registers.	
	8. Will note condition of trigonometrical survey pillars in his Khasra Girdawari. will send report about all such pillars to the Tehsildar through his Inspector.	
	9. He will also note the condition of trigonometrical pillars	
	and other survey and boundary marks in his register of Fard Tuda Sahadda during harvest inspections and will submit reports about those in need of repairs.	
	10. Will make corrections in the Parat Patwar of the quadrennial Jamabandi in accordance with the copy of Fard Partal supplied to him by the Inspection in September.	
November	1. Will prepare the Banchh papers (dhal Banchh and demand slips) and will hand over the demand slips to the payees.	
	2. Will write up the mutations discovered in the course of the Kharif Girdawari.	
	3. Will undertake amendments of the field maps or re-measurements that may be necessary.	
	4. In the fluctuating assessment villages or chacks he will prepare the Khasra Nautor and Jamabandi for fluctuating assessment before preparing the Banchh and mutation papers.	
December	December 1. Will do work mentioned in Nos. 3 & 4 above.	
	2. He will do harvest inspection of extra Kharif crops, if any. such as Toria. Shal-jams. Singh area, etc.	
	3. Will collect revenue and prepare and issue receipts, etc.	

January	1. Will do work mentioned in Nos. 8 and 4 under November, and prepare files of alluvion and diluvial areas.	
	2. Will visit each holding for which a quad rennial Jamabandi is to be prepared.	
	3. Will enter up the mutations that have come to light as a result of preliminary attestation.	
	4. Will do the work mentioned in No. 4 above under October.	
February	1. Will do the work of alluvion and diluvian if any.	
	2. Preparation of Shajra Latha.	
March	1. In this month Patwari will do Rabi Girdawari and all other work detailed to be done in October during the Kharif Girdawari except No. 8.	
	2. Will pay special attention tot he entering up of the villages under quadrennial attestation.	
	3. Will prepare a list of fees charged in copying and inspections of the Patwari's record and hand it over to the Revenue Accountant through his inspector.	
April	1. Will compare the records with the register in his custody and will sign in column 6.	
	2. Will compare his khasra Girdawari with that of the canal Patwari.	
	3. Will write up the Mutation Register.	
	4. Will correct the Banchh papers to make them agree with the events that have occurred since their preparation.	
	5. Will make corrections in soil classification in villages the quadrennial attestation whereof is to take place.	
	6. Will commence extra Rabi Girdawari After 15th April.	
	7. Will make amendment in the field maps do the measurement of the fields in which further changes were brought to light in Rabi Girdawari.	
May	1. Will finish extra Rabi Girdawari and send its crop abstracts (Jinswars) to the Office Qanungo through the Inspector.	
	2. [Deleted].	
	3. Will collect revenue and prepare and issue receipts etc.	
June	1. Will do work mentioned in Nos. 3 above.	
	2. Will prepare statements which are prepared annually for every village such as Milan Khasra, etc.	
	3. After 15th June will commence writing of Jamabandis of village under quadrennial attestation, and copies thereof.	
July & August	1. Will write quadrennial Jamabandis and copies thereof.	
	2. Will renew the village map (Shajra Latha) if necessary.	

	3. Will prepare lists of attested mutations send them to the tehsil.	
September	1. Will file Jamabandis and corrected statements with the Office Qanungo.	
	2. Will incorporate Titmma Shajras in their maps and in those kept in the tehsil under the supervisions of their Inspectors.	
	3. Will bring with him all Khasra Girdawari diaries work book of fluctuating assessment, Jamabandis. that are to be filed and Dhal Banchh, demand slips, receipts Arz-Irsal, which will be deposited with the Tehsil Office Qanungo. He will get the signature of Office Qanungo in Column 5 of the register of records.	
	4. Will get the annual supply of forms from the Office Qanungo.	
	5. Will bring with him the register of survey equipments for comparison with that of the Office Qanungo.	
	6. Will prepare a list of mutation fees.	
	7. Will prepare new Khasra Girdawari of the villages of which Jamabandis have been filed.	
	8. [Deleted]	

Form No. P-I

[Deleted].

Form No. P-2

(See Rule 55)

Daily Diary Patwari Circle.....Tehsil.....District.

Rajasthan for the month of.....19.....

Day with date	Name of village for which work done	Name of village where work was actually done	Kind of work
1	2	3	4

Details of work done	Particulars of the events occurred in the Circle	
	Serial numbers of events	Details of events in short
5	6	7

Form No. P-3

(*See* rule 56)

Monthly Abstract of Daily Diary of work, Patwar Circle Inspector Circle.....Tehsil.....District.....

Rajasthan for the month of .....19 .

S. No. 1	Kind of work 2				Details of Work 3			
1.	Crop Inspection	Number of villages to be inspection	Number of villages Inspected	Balance	Number of days spent	Total Khasra Numbers checked	Daily average of khasra Numbers Inspected	Remarks
2.	Survey							

1	2					3			
3.	Mutations	Total No. of villages	No. of villages furnished	No. of villages in hand	Balance				
									Remark
					No. of villages to be	No. of days spent	Amount of work done	Daily Average	Remark
				taken in hand		(khasra Number)			

4.	4. Jamabandi											
5.	5. Dhal Banchh											
	Demand Slips											
	Total Demand Due during current season				Recovery							
	Arrears Current Arrears Current				Arrears		Current		Balance			
					upto last month	During current month	upto last Month	During month	Arrears	Current	Days spent	Remarks
7.	7. Collection of Recovery											

8.	Other Misc. work	King of work	Amount of work	Days spent	Daily average	Remarks
		1. ..... 2.				

9.	Total days spent	At patwar H.O.	Total working days		Days spent on leave			
			Out of patwar circle	In patwar Circle	Gazetted Holidays	C.L.	P.L.	Total
Comments of Inspector Land Records						Signature of Patwari		
Order of Tehsildar								

Form No. P-4

[Deleted]

Form No. P-5

(See Rule 49)

Order Book

Patwari.....Circle.....Tehsil.....District

Serial No.	No. and date of order	Name of Office suing the order	Copy of the order	Signature of Office Qanungo with date	Remarks (Reference to No. and date of order under which it is cancelled
1	2	3	4	5	6

Form No. P-6 TO P-12

[Deleted]

Form No. P-13

(See rule 64)

Khasra Girdawari (Quadrennial) Village..... Tehsil..... District.....Rajasthan for the year St. 20 to 20.

No of field with name	Area	Soil class	No. of Jamabandi	Entries according to the Jamabandi		
				Name of khatedar/Gair Khatedar with particulars	Name of Subtenant and name of his father caste, residence and terms of	Source of irrigation with method
1	2	3	4	5	6	7

Entries according to Girdawari Samvat-20					
Details of Crop with area					
Kharif (Sayalu)			Rabi (Unhalu)		
Name of Crop	Irrigated	Un-irrigated	Name of Crop	Irrigated	Un-irrigated
8	9	10	11	12	13

Areas cropped more than once		Details of un-cultivated area	Remarks & changes of rights, possession, rents and revenue, etc.
Irrigated	Un-irrigated		
14	15	16	17

Entries according to Girdawari Samvat-20					
Details of Crop with area					
Kharif (Sayalu)			Rabi (Unhalu)		
Name of Crop	Irrigated	Un-irrigated	Name of Crop	Irrigated	Un-irrigated
18	19	20	21	22	23

Areas cropped more than once	Details of	Remarks &

Irrigated	Un-irrigated	uncultivated area	changes of rights, possession, rents
24	25	26	27

Entries according to Girdawari Samvat-20					
Details of Crop with area					
Kharif (Sayalu)			Rabi (Unhalu)		
Name of Crop	Irrigated	Un-ir rigated	Name of Crop	Irrigated	Un-ir rigated
28	29	30	31	32	33

Areas cropped more than once		Details of uncultivated area	Remarks & changes of rights, posarea session, rents and revenue, etc.
Irrigated	Un-irrigated		
34	35	36	37

Entries according to Girdawari Samvat-20					
Details of Crop with area					
Kharif (Sayalu)			Rabi (Unhalu)		
Name of Crop	Irrigated	Un-irrigated	Name of Crop	Irrigated	Un-irrigated
38	39	40	41	42	43

Areas cropped more than once		Details of uncultivated area	Remarks & changes of rights, possession, rents and revenue, etc.	Remarks
Irrigated	Un-irrigated			
44	45	46	47	48

Form No. P-13A

[Deleted]

Form No. P-14

(See rule 89)

Khasra regarding fluctuating assessment and Gair Mustaqil Kasth Samvat Year 20..... Crop..... Patwar Circle.....Inspector Circle.....Tehsil.....Distt.....Rajasthan.

				Measurement				Revenue or Rent			
No. of Khasra out of which the plot is cultivated	New Khasra Number	Name of tenant with particular	Name of crop	East	West	North	South	Area	Class of soil	Rate	Amount
1	2	3	4	5	6	7	8	9	10	11	12

No. of Jamabandi for fluctuating assessment or Gair Mustaqil Kasth	Number and date of the report of trespass sent to the Tehsildar along with serial number of event	If the same person is regular Trespasser, Samvat year of trespass	Remarks
13	14	15	16

Form No. P-15

(*See* rule 91)

List of boundary and Survey Marks Village.....Tehsil..... TABLE

District.....Rajasthan.

Serial No.	Description of marks with No. (if any) and names of conterminous villages	Khasra No. of field in or on the boundary of which the mark is situated
1	2	3

Condition of Marks with date of Inspection

Year		Year		Year		Remarks
Date of Inspection	Condition of marks	Date of Inspection	Condition of marks	Date Of Inspection	Condition of marks	
4	5	6	7	8	9	10

Form No. P-16

(See rule 99)

Statement of Jinswar Kharif Village.....Tehsil.....District Rajasthan for the year.....

Page No. & Soil class	Cereals and Pulses							
	Rice		Maize		Jowar		Bajra	
	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
1	2	3	4	5	6	7	8	9

Cereals and Pulses							
Jowar mixed with Moong		Bajra mixed with moth		Mandwa, Muri Kani, Barti		Moth	
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
10	11	12	13	14	15	16	17

Cereals and Pulses									
Urd		Moong		Chhola		Arhar		Gwar	
irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated
18	19	20	21	22	23	24	25	25A	25B

Oil seeds								Condiment and Spices					
					Sugarcane								
Til		Groundnut			Castor seed			Chillies				Spices	
irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated
26	27	28	29	30	31	32	33	34	35	36	37	38	39

Dyes						Fibres					
Indigo				Cotton			Hemp				
irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated	irrigated	Un-irrigated
40	41	42	43	44	45	46	47	48	49		

Drugs and Naroctics					Fodder	

Tobacco		poppy						Fodder			
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
50	51	52	53	54	55	56	57	58	59	60	61

Fruits and Vegetables								Remarks
Potatoes				Total area sown		Total area matured		
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	
62	63	64	65	66	67	68	69	70

[Form No. P-16(A]

(See rule 99)

Crop statements of supplementary Jinswar Kharif, Village..... Tehsil.....District.....Rajasthan for the year.....

Khasra No.	Page No.	Soil Class	Area of land sown or likely to be sown in current year					
			Sugarcane		Rizka		Banana	
			Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
1	2	3	4	5	6	7	8	9

Area of land sown or likely to be sown in current year									
Papita					Other Crops				
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
10	11	12	13	14	15	16	17	18	19

Area of land sown last year and matured in current year									
				Sugar Cane				Rizka	
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
20	21	22	23	24	25	26	27	28	29

Area of land sown last year and matured in current year									
Banana			Papita			Other Crops			
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
30	31	32	33	34	35	36	37	38	39

Form No. P-17

(*See* Para 99)

Jinswar Rabi village.....Tehsil.....District.....Rajasthan.

Cereal and Pulses

Cereal and Pulses																
age No. & soil class	Wheat Barley				Gram		Wheat & Barley		Wheat & Garm		Barley & Garm			Masur		
	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Oil seeds							
Linseed		Rape seed		Mustard			
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
18	19	20	21	22	23	24	25

		Condiments and spices						Drugs and Narcotics			
Dhania		Zeera						Poppy			
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
26	27	28	29	30	31	32	33	34	35	36	37

Fruits and Vegetables and root crops					Fodder				Total area sown			Total area matured		
Potatoes				Carrot		Lucerne								
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irriga ted	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Remarks
38	39	40	41	42	43	44	45	46	47	48	49	50	51	

[Form No. P-17(A)]

(*See* rule 99)

Crop statements of supplementary Jinswar Kharif, Village. Tehsil.....District.....Rajasthan for the year...

Khasra No.	Page No.	Soil Class	Area of land sown or likely to be Sown in current year					
			Sugarcane		Rizka		Banana	
			Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
1	2	3	4	5	6	7	8	9

Area of land sown or likely to be sown in current year									
Papita					Other Crops				
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
10	11	12	13	14	15	16	17	18	19
Area of land sown last year and matured in current year									
				Sugar Cane				Rizka	
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
20	21	22	23	24	25	26	27	28	29
Area of land sown last year and matured in current year									
	Banana			Papita			Other Crops		
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
30	31	32	33	34	35	36	37	38	39

Form No. P-18

(*See* Para 99)

Naksha Jinswar Zaid Rabi village..... Tehsil..... District.....Rajasthan for year.....

Page No. of Khasra and soil Class	Melons		China etc.		Vegetables and Garden crop		Pepper and Other spices		other Food crop	
	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
1	2	3	4	5	6	7	8	9	10	11

Total Food crop		Tobacco		Fodder Jowar		Fodder Maize		Fodder Bazra	
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated
12	13	14	15	16	17	18	19	20	21

				Total area sown		Total area matured		Area sown more than Once		Remarks
Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	Irrigated	Un-irrigated	
22	23	24	25	26	27	28	29	30	31	32

Form No. P-19

Statement of Milan Khasra Village.....Tehsil..... District.....Rajasthan for the year.....

Page No. of Khasra Village	Total Geographical Area			Uncultivated			
				Not available for cultivation			
		Forest	Hills	Barren and Unculturable	Land put to non-agricultural uses	Permanent Pastures and grazing lands	Total
Tehsil				Land			
1	2	3	4	5	6	7	8

Available for cultivation					Occupied				
Current fallows	Two to five Years fallow		Groves and orchards	Total of Col. 9 to 12	Current fallows	Two to five Years fallow	Culturable waste Banjar	Groves and orchards	Total of Col. 14 to 17
9	10		12	13	14	15	16	17	18

Cultivated land					
Irrigated area			Tube Wells		
Canal	Of ayacut less than 100 Acres	Of ayacut 100 Acres and more	Run by Electricity	Run by Electricity	Total
19	20	21	22	23	24

Irrigated area					
Wells					
With Pump sets operated by Electricity	With Pump sets operated by Diesel	Others Rahat Maletc	Total	Other Sources	Total Irrigated (1+2+5+9+10)
25	26	27	28	29	30

Un-Irrigated					
River Beds	Tank Beds	Salabier Dehri	Barami	Total un-irrigated	Gross Area sown Total of Columns (30 +35)
31	32	33	34	35	36

Area Sown more than once					
Irrigated Area				Un-	Total

Canals	Tanks	Tube-wells	Other wells	Other sources	Total of Cols. (37+38+39+40+41)	irrigated	Area sown more than once Cols.
37	38	39	40	41	42	43	44

Net area sown			New Cultivation			
Irrigated	Un-irrigated	Total	Irrigated	Un-irrigated	Total	Remarks
45	46	47	48	49	50	51

Form No. P-19A

Page No. of Khasra/ Village Tehsil	No. of Tanks			No. of Tube Wells			
	For irrigation purpose		For Bed Cultivation only	Total	Run by Electricity	Run by Oil Engines	Total
	Of ayacut less than 100 Acres	Of ayacut less than 100 Acres & more					
1	2	3	4	5	6	7	8

No. of Wells for irrigation		With Pumping Sets Run			No. of Wells			
Having independent ayacut	Supplementing other sources of irrigation	By Electricity	By Oil Engine	Other (Local) Rahat Mal etc	Government Wells	Private Wells	For domestic purpose only	Total
9	10	11	12	13	14	15	16	17

No. of wells out of use				No. of wells in use			
Fallen out of use during the years	Others out of use	Total	Old wells	Wells brought in use during the current year		Total	Remarks
				Newly	But Renoted		
18	19	20	21	22	23	24	25

Form No. P-20

[Deleted]

Form No. P-21

Register of Mutation Village..... Patwar Circle..... ILR Circle..... Tehsil.....
Distt.....Rajasthan.

Entry in present Jamabandi (Khatauni) proposed to be corrected								
Serial No. of entry	No. of holdings in jamabandi	Khsra Number	Area	Soil Classification	Revenue or rent	Name of tenant with particulars	New holding number	Name of tenant with particulars
1	2	3	4	5	6	7	8	9

New entry proposed to be substituted Jamabandi						
Khasra number	Area	Soil classification	Revenue or rent	Nature & date of Registration with price in case of sale and amount of mortgage debt in case of sale and amount of mortgage debt in case of mortgage	Samvat era and serial No. of Dhal Banchh at which demand has been fixed	REMARKS (Report of Patwari regarding spot enquiry about possession etc. and report of ILR regarding corrections of entries as per record and presented documents
				resumption, Mutation fee levied		
10	11	12	13	14	15	16

Form No. P-21A

Mutation Check Register Form

(*See* rule 121)

Date of application by the applicant	In case application is not received date of taking cognizance	Date and S. No. of Mutation Register	Date when sent to Inspector Land Records	Date of sending to Revenue Officer or other Authority by the Inspector	
				Revenue Officer	Other Authority
1	1(a)	2	3	4	

Date of receipt of mutation by Revenue Officer Authority	Date of sanction of mutation by Revenue Officer or other	In case Panchayat fails to finalise, date when sent to	Date when orders passes by S.D.O.	Date when Final sanction made by Tehsildar	Time taken in Disposal of cases at various stages in the
5	6	7	8	9	10

Details of the cases pending at the end of the month.					
S.D.O.	Tehsildar	Gram Panchayat	Inspector Land Records	Patwari	Total No. of cases
Total No. of cases brought forward from last month					
Cases received during the months					
TOTAL					
Disposed of cases during the month					

Form No. P-21C

Mutation Form

(*See* rule 164)

Name of village……

Patwari circle…….

Inspector Land record circle……

Tehsil…….. District…….

(1-A) Mutation No……..

(1-B) Type of mutation-

(i) Succession (ii) Will (iii) Sale (iv) Mortgage (v) Mortgage free

(vi) Surrender (vii) Court order (viii) Other

(1-C) Date of Application/Sue motto……..

(2)Detail of Registered document/order for mutation										
Present status of khata							Amended/proposed entries			
(3) Name, of tenant and his fathe with cast and residential addredd-							(10) Name, of tenant and his fathe an residential address-			
	Khasra No.	Area	Type of land	Revenue	Serial No. of Dhal-Banch & Sanmvat in which demand is	Amended/New Khata No.(if any change in pervious khata No.)	Khasra No.	Area	Type of land	Revenue
4	5	6	7	8	9	11	12	13	14	15

(16-A) Report of patwari-

Name & signature of patwari with date (16-

B) Report of I.L.R-

Name & signature of ILR with date (16-

C) Date of presentation in Gram panchayat/ Tehsildar-

Name & signature of patwari with date (16-

D) Order of deciding officer (Detail)-

Name of deciding officer with Designation & date All amended/New Khatas for entering in jamabandi after decision-

Position of land form							
Serial no.	Amendment/ New Khatas no. (if any change in pervious khata No.)	Detail of entries effected by mutation entries and remaining entries	Khasra No.	Area	Type of land	Serial No. of Dhal-Banch & Sanmvat in which demand	Revenue
17	18	19	20	21	22	23	24

Name & signature of Patwari, with date (25)

Date of receipt RPG in Tehsil-

Name & signature od Patwari, with date Name & signature of RPG, with date (Deliver) (receiver)

(26) Date of computer entry-

Name & signature of Officer

(27) Date of attestation of computer entry by Office Quanungo-

Name & signature of Office Quanungo, with date

Form No. P-22 to Form No. P-24

[Deleted]

Form No. P-25

(*See* rule 103)

Jamabandi for fluctuating assessment Village..... Tehsil..... Distt..... Rajasthan for the year 19.....

S. No.	Name of tenant with Particulars	Khasra Number		Crop	Area
		Old	New		
1	2	3	4	5	6

Soil Classification	Land Revenue or rent		Number of Dhal Banchh at which demand has been fixed	Remarks
	Rate	Amount		
7	8	9	10	11

Form No. P-26

(*See* Rule 153)

Jamabandi (Khatauni) Village..... Patwar Circle..... ILR Circle..... Tehsil..... Distt..... Rajasthan Samvat 20 to 20

Khevat Khatauni number		Name of Land Holder	Name of tenant with father's name caste and residential address with nature of tenure
New	Old		
1	2	3	4

Khasra Number	Area	Soil classification	Rent ans other charges paid by cultivation		
			Sources of irrigation	Details with rate	Amount
5	6	7	8	9	10

For Samvat....		For Samvat....		For Samvat....		Remarks
Number and date of order of mutation attested along with type of transfer	Particulars of transfer in whose favour land has been transferred with details of	Number and date of order of mutation attested along with type of transfer	Particulars of transfer in whose favour land has been transferred with details of	Number and date of order of mutation attested along with type of transfer	Particulars of transfer in whose favour land has been transferred with details of	
11	12	13	14	15	16	17

[Form No. P-26(A)]

Jamabandi (Khevat Khatauni)

[See Rule 153(A)]

Jamabandi (Khatauni) Village:.....Patwar Circle ..... II R Circle.....

Tehsil :.....District..... Rajasthan. Samvat..... to..... Unit of area measured :.....Land Holder: Government of Rajasthan/Government of India.

Khevat Khatauni number		Name of Tenant with Father's Name, Caste and Residential Address with nature of tenure	Khasra Number	Area
New	Old			
1	2	3	4	5

Soil Classification	Source of Irrigation	Rent paid by cultivator	Mutation related note alongwith date and numbers	Remarks
6	7	8	9	10

[Form No. P-26(B)]

Jamabandi (Khevat Khatauni)

[See Rule 153(A)]

Jamabandi (Khatauni) Ratwar Circle:..... HR Circle: Village.....Tehsil.....District. .....Rajasthan. Samvat :.....to .....Unit of area measured :..... Land Holder : Government of Rajasthan/Government of India.

Khevat Khatauni number			Name of Tenant with Father's Name, Caste and Residential Address with nature of tenure			
New		Old				
1		2	3			
Khasra Number	Area	Soil Classification	Source of Irrigation	Rent paid by cultivator	Mutation related note alongwith date and numbers	Remarks
4	5	6	7	8	9	10

Note. - It is certified that this computerised copy includes all changes upto.....

True Copy

Copying Register Serial No. with date.....

Date of Preparation..... Signature

Date of Issue of Copy..... Tehsildar/NaibTehsildar with seal

Signature of a person who prepared this copy.....

Name of authorised person to issue the copy..... and signature.....Centre Code Number.....and Seal.....

Form No. P-27

(*See* Para 166)

Farad Badar Village..... Tehsil..... District..... Rajasthan.

Serial no.	No. of holding in the last Jamabandi	No. of holding in the new Jamabandi	Patwari's report	Inspector's report	Order of the attesting officer
1	2	3	4	5	6

Form No.P-27C

Farad Badar

Village..... Tehsil..... District..... Rajasthan.

						Position of land form							
Serial No.	No of holding in the last jamabandi	No of holding in the new jamabandi	Patwaris's report	Inspector's report	Order of the at testing Officer	Serial no.	Amended New Khatan no.(if any change in perivons khata	Detail of entries effected by mutation entries and remaining entries	Khasra No.	Area	Type of land	Serial No of Dhal-Banch&Sanmvat in which demand is fixed	Revenue
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Name & signature of Patwari, with date 15.

Date of receipt by RPG in Tehsil

Name & signature of Patwari, with date
(receiver)

(Deliver)

16. Date of computer entry-

17 Date of attestation of computer entry by Office Quanungo-

Name & signature of Office Quanungo, with date

Form No. P-28

(*See* Para 158)

Final Attestation of Jamabandi for the Year..... to... ..... Village..... Tehsil.....
District..... Rajasthan.

Date of attestation	Place of attestation	Khatas attested	Verification of mutation orders incorporated in Jamabandi	Khatas checked with the previous Jamabandi
1	2	3	4	5

Khatas compared with Patwaris current copy of Jamabandi	Khasra No. of Titammas checked	Mutation entered but not attested before 15th June	Remarks
6	7	8	9

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.....19 ...

Tehsildar

Form No. P-29

[Deleted]

Form No. P-30

(*See* Rule 104)

Dhal Banchh Village..... Tehsil..... Distt.....R ajasthan for Samvat

S. No.	Name of Khatedar/ Gair Khatedar etc. with percentage, caste and residential	Number of Khatauni	ARREARS			
			Smvt.	Head	Amount	Area
1	2	3	4	5	6	7

CURRENT DEMAND							
Land Revenue		Other Charges		Other Department Charges		Total current demand (9+11+13)	Total demand (6+14)
Installment (Rabi/Kharif)	Amount	Head	Amount	Head	Amount		
8	9	10	11	12	13	14	15

Remission		COLLECTION			
Head	Amount	ARREAR			
		S. No. and date of Siyaha	Smvt.	Head	Amount
16	17	18	19	20	21

COLLECTION CURRENT						
Land Revenue Installment (Rabi/Kharif)		Other Charges		Other Department Charges		Total
Head	Amount	Head	Amount	Head	Amount	
22	23	24	25	26	27	28

<table>
<tr><td colspan="8">BALANCE</td></tr>
<tr><td colspan="3">ARREAR</td><td colspan="5">CURRENT</td></tr>
<tr><td rowspan="2">Smvt.</td><td rowspan="2">Head</td><td rowspan="2">Amount</td><td colspan="5">Land Revenue</td></tr>
<tr><td colspan="2">Installment</td><td colspan="3">Amount</td></tr>
<tr><td>29</td><td>30</td><td>31</td><td colspan="2">32</td><td colspan="3">33</td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td><td colspan="3"></td></tr>
<tr><td colspan="8">BALANCE</td></tr>
<tr><td colspan="4">CURRENT</td><td rowspan="2">Total Balance</td><td colspan="2" rowspan="2">Remarks</td></tr>
<tr><td colspan="2">Other Charges</td><td colspan="2">Other Departmental Charges</td></tr>
<tr><td>Head</td><td>Amount</td><td>Head</td><td>Amount</td><td></td><td colspan="2"></td></tr>
<tr><td>34</td><td>35</td><td>36</td><td>37</td><td>38</td><td colspan="2">39</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td colspan="2"></td></tr>
</table>

Form No. P-31

(*See* Rule 107)

Demand Slip

Village..... Tehsil..... Distt..... Rajasthan. For the year.....

(Foil)

No. of Dhal Banchh	Name of tenant with particulars	Particular of demand				Total (4+6)
		Arrear		Current		
		Year with head	Amount	Head	Amount	
1	2	3	4	5	6	7

Dated:

Signature of recipient

Dated:

Signature of Patwari

Note: - The amount should be deposited within 15 days of the receipt of demand slip otherwise recovery will be made through the process of warrant of attachment.

Form No. P-31

(*See* Rule 107)

Demand Slip

Village..... Tehsil..... Distt.....Rajasthan.

For the year.....

(Counter Foil)

No. of Dhal Banchh	Name of tenant with particulars	Particular of demand				Total (4+6)
		Arrear		Current		
		Year with head	Amount	Head	Amount	
1	2	3	4	5	6	7

Dated:

Signature of recipient

Dated:

Signature of Patwari

Note: - The amount should be deposited within 15 days of the receipt of demand slip otherwise recovery will be made through the process of warrant of attachment.

Form No. P-32

(*See* Rule 109)

Siyaha of Patwar Circle..... Tehsil..... District..... Rajasthan for financial year, 19.....

Collections								
S. No. and date	Book No. and receipt No.	Name of tenant	No. of Dhal Banchh	Samvat	Arrears		Current	
					Head	Amount	Installment (Rabi/Kharif)	Amount
1	2	3	4	5	6	7	8	9

Collections							
Irrigation Charges		Other charges		Other departmental charges		Total collection (7+9+11+13-15)	Signature of Patwari
Installment (Rabi/Kharif)	Amount	Head	Amount	Head	Amount		
10	11	12	13	14	15	16	17

Details of Remittance						
No. and date of challan	Details of Head/Installment	Amount	Signature of Patwari	Signature of TRA	Signature of ILR	Remarks
18	19	20	21	22	23	24

Form No. P-33

(*See* Rule 116)

(Counter Foil)

Book No.....

Receipt No.....

Name of Tenant with particulars.....

Depositor's name with details.....

Village.....Patwar Circle.....Tehsil.....

Details of Amount Prescribed

Date	Serial No. of Dhal Banchh in relation to which amount has been deposited	Qist & year	Details of head	Whether paid fully or partly	Amount received	
					Rs.	Paisa
1	2	3	4	5	6	7

Received amount in words Rs.....Paisa.....

Signature of Depositor

Signature of Patwari in token of money received

(Duplicate)

(Triplicate)

Government of Rajasthan

Form No. P-34

(*See* para 117) (first copy)

Cash Challan (Arz-Irsal)

Revenue Department

Village..... Tehsil.....Distt.....Year..... Crop.....Book No.....

Major head:-

VII Land Revenue Arz-Irsal No.....

Minor and detailed heads		AMOUNT			
		Receipt No.	Arrears	Current	Total
1. Ordinary Revenue					
2. Rates and cesses on lands					
3. Income from Jagir resumed					
4. Miscellaneous					
5 .					
Grand Total					

2. Name of depositor.....

3. Receipts enclosed No.....

Signature from.....to.....

4. Date of despatch.....

Signature of the Patwari.....

Entries to be made in the Sub-Treasury

1. Date of receipt.....
2. No. of entry in Cash Book.....
3. Signature of Accountant.....
4. Amount received Rs.....
5. Signature of Cashier.....

Signature of Tehsildar/Naib-Tehsildar

For Banking Treasuries/Sub-Treasuries Order to the Bank Please receive rupees.....

(both in words and figures)

Treasury/Sub-Treasury Officer.

Received Rs.....

Bank Seal

Bank Manager

Government of Rajasthan

Form No. P-34

(*See* para 117) (Second copy)

Cash Challan (Arz-Irsal)

Revenue Department

Village.....Tehsil.....Distt.....Year.....Crop.....Book No.....

Major head:-

VII Land Revenue Arz-Irsal No.....

Minor and detailed heads		AMOUNT			
		Receipt No.	Arrears	Current	Total
1. Ordinary Revenue					
2. Rates and cesses on lands					
3. Income from Jagir resumed					
4. Miscellaneous					
5 .					
Grand Total					

2. Name of depositor.....
3. Receipts enclosed No.....

Signature from.....to.....

4. Date of despatch.....

Signature of the Patwari.....

Entries to be made in the Sub-Treasury

1. Date of receipt.....
2. No. of entry in Cash Book.....
3. Signature of Accountant.....
4. Amount received Rs.....
5. Signature of Cashier.....

Signature of Tehsildar/Naib-Tehsildar

For Banking Treasuries/Sub-Treasuries Order to the Bank Please receive rupees.....

(both in words and figures)

Treasury/Sub-Treasury Officer.

Received Rs.....

Bank Seal

Bank Manager

Government of Rajasthan

Form No. P-34

(*See* para 117) (Third copy)

Cash challan (arz-Irsal)

Revenue Department

Village..... Tehsil..... Distt..... Year..... Crop.....Book No.....

Major head:-

VII Land Revenue Arz-Irsal No.....

Minor and detailed heads	AMOUNT			
	Receipt No.	Arrears	Current	Total
1. Ordinary Revenue				
2. Rates and cesses on lands				

3. Income from Jagir resumed					
4. Miscellaneous					
5 .					
Grand Total					

2. Name of depositor.....

3. Receipts enclosed No.....

Signature from.....to.....

4. Date of despatch.....

Signature of the Patwari.....

Entries to be made in the Sub-Treasury

1. Date of receipt.....
2. No. of entry in Cash Book.....
3. Signature of Accountant.....
4. Amount received Rs.....
5. Signature of Cashier.....

Signature of Tehsildar/Naib-Tehsildar

For Banking Treasuries/Sub-Treasuries Order to the Bank Please receive rupees.....

(both in words and figures)

Treasury/Sub-Treasury Officer.

Received Rs.....

Bank Seal

Bank Manager

Form No. P-35

(*See* Para 28)

Register showing the Amount of Fee realised for grant of Certified Extracts from the Patwaris Records

S.No. as given in Patwari's Diary	Name of Village	Date of applicant	Name of applicant
1	2	3	4
Nature of paper of which copy is desired	Date on which copy handed over	Details of the copy supplied	Signature of the applicant
9	6	7	8
Signature of Patwari	Signature of Qanungo		Remarks
9	10		11

Form No. P-36

(*See* Para 159)

Register showing Survey Equipment and Furniture in charge of Patwari of Circle..... Tehsil..... District..... Rajasthan.

No.	Article	Origin of receipt	Date of supply
1	2	3	4

Condition in April									
1953	1954	1955	1956	1957	1958	1959	1960	1961	1962
5	6	7	8	9	10	11	12	13	14

Signature of Patwari responsible for its custody	Orders for removal from the register with date	Remarks
15	16	17

Form No. P-37

(*See* Para 168)

Register of Records in the Custody of..... Patwari of ..... Circle..... Tehsil..... District..... Rajasthan.

Name of village	S. No.	Year in which the record was prepared	Description of record	Date of filing in the Tehsil office for destruction or otherwise and the office Qanungo's	Signature of the Patwari responsible for the custody of the record	Remarks
1	2	3	4	5	6	7

Form No. P-38

[Omitted]

CHAPTER V

Pass Book

[169A. Pass Book. - The provisions contained in Rajasthan Pass-Book (Agricultural Holdings) Act, 1983 and Rajasthan Pass-Book (Agricultural Holdings) Rules, 1983 shall apply in respect of Pass-Book.]

169B. [Deleted]

169C. The Pass Book already issued to the "Cultivator as per proforma given in Appendix B shall remain valid till such time that a new pass book in the form given in Appendix A to this Chapter is issued.

[Deleted]

CHAPTER VII

Online Land Records

169-H Notified area-(1) The State Government may notify any area where Online Land Records Management System shall be implemented. The System shall maintain data in electronic form online in a central repository that can be assessed over the Internet. Jamabandis (khevat khatauni), cadastral maps, khasra girdawaris, mutations and fard badrs shall form part of this system. All the records including changes made thereto shall be digitally signed by the Thehsildar. The records stored in the System alone shall be the original and authnentic land record for this area.

(2) Notwithstanding anything contained in any Chapter of these rules, the provision of this Chapter shall apply in the area notified under sub rule (1). The provisions of other Chapters of these rules shall apply in the said notified area to the extent they are not inconsistent with provisions of this Chapter.

169-I Jamabandi (khevat khatauni) in notified areas.- (1) The jamabandi (khevat khatauni) shall be maintained online in Form No. P-26C in notified areas. The mutation numbers of all mutations related to a khata shall be maintained in the “Special Description” column of the online perennial jamabandi. The jamabandi shall be perennial and not quadrennial.

(2)A printed copy of the digitally signed jamabandi shall be maintained in two copies,one for the Tehsil office and other for the Patwari.

169-K Khasra Girdawari in notified Areas.- In the areas notified under sub-rule(1) of rule 169-H,the Patwari shall make entries in the relevant columns of the khasra girdawari, which shall be generated by the Online Land Record Management System in Form P-13,using mobile device. All the relevant reports specified in Forms P-14,P-16,P-16A,P-17,P-17A,P-18,P-19,P-19A shall be automatically generated by the system. Entries relating to inspection of Girdawari shall be made online in the khasra girdawari by using mobile devices by the Inspector Land Records, Tehsildar, Sub-Divisional Officer, Additional Collector and Collector.

169-L Mutation in notified area.- (1) In the area notified under sub-rule (1) of rule 169-H, mutations shall be entered online in form No.-21.

(2) Upon receipt of online information form other systems such as system of Registration and Stamps Departments or bank etc. regarding change of ownership or change of any right in any way, mutation shall be automatically initiated through integrated online Land Records Management System.

(3) All mutation shall be filled online by the Patwari. No mutation shall be filled in the Form No. P-21 Manually or in non-electronic form. As soon as Form No. P-21 is filled online and saved, a mutation number shall be generated and a note in the “Special Description” column of the khata pertaining to the mutation in the jamabandi will be displayed to the effect that a mutation is under process. This note shall remain displayed until the mutation is disposed off by the competent authority in accordance in accordance these rules.

(4) In case of acceptance of the mutation by the Competent Authority, the earlier note in the jamabandi that a mutation is under process shall disappear as soon as the entries regarding the acceptance of the mutation are made in the System. All the necessary changes in one or more khatas including creation of new khatas, if any, in the jamabandi shall be automatically made in the Online Land Record

Management System so as to incorporate the mutation in the System. Printed copies of the digitaly signed updated khatas shall be kept as records in the Tehsil officer and by the Patwari.

(5) In case a mutation is not accepted by the Competent Authority a note to this effect shall be made automatically kin the " Special Description" column against the concerned khata in the online jamabandi and the earlier note in the jamabandi that the mutation is under process shall disappear as soon as the entries regarding the rejection of the mutation are made in the System.

(6) Whenever a mutation involves splitting of a khasra or merger of two or more khasra. the necessary updation in the map shall be mandatorily carried out while filling up the mutation in the online Form No. P-21 . Similarly, the competent authority shall not approve such a mutation without approving the necessary changes in the village cadastral map.

169-M Fard Badr in notified area.- (1) The fard badr in the areas notified under sub-rule (1) 169-H, shall be maintained in Form No.p-27C.

(2) Amendments in jamabandi (khevat khatauni) as a result of entries in fard badr shall be made in the online jamabandi as made in the case of mutations.

169.- N Copies of land records in notified area.- (1) Copies of online land records (jamabandi, map extract, khasra girdawari, mutation and fard badr) shall be made available online for viewing and downloading.

(2) Digitally signed authentic copies of online land records will be made available for online download These copies shall bear the date and time of their generation as well as unique serial numbers. Authenticity of each copy will be verifiable online by anyone through the use of this unique serial number.

Part II

Inspector of Land Records

CHAPTER I

Conditions of Service

170. Circle of Inspector of Land Records. - The Inspector's circles, in the Tehsil, will be formed by the Director of Land Records with the previous sanction of the State Government in consideration of the amount of work contained in each circle. Generally, one Inspector's circle shall consist of ten Patwari circles but if the area, to be inspected. is very large, or the amount of work is heavy, this number may be reduced to six.

[171. Appointment. - As per procedure laid down in Rules 284 and 301 of these rules the Board of Revenue shall select candidates for training of Inspector Land Records. After training of such selected candidates, the Board of Revenue shall provide such selected and trained candidates to the Divisional Commissioner concerned. The Divisional Commissioner shall maintain a list of those candidates who have received training and obtained diploma. When there is a substantive vacancy in the cadre of Inspector Land Records or a vacancy which is likely to become substantive, the Collector shall, for the purpose, send a requisition to the Divisional Commissioner. On receipt of the requisition the Divisional Commissioner shall make allotment of the senior most person to the Collector as Inspector Land Records.

171A. Seniority. - (1) The seniority of Inspectors, Land Record working in the various districts will be interlaced by the Board of Revenue and the Secretary (Land Records) Revenue Board will maintain an up-to-date list of seniority of the Inspectors. Land Records working in the Department.

[(2) The seniority of the Inspector, Land Records shall be determined on the basis of recruitment year of promotion on the post of Inspector, Land Records in the Land Records Department and Inspector in the Settlement Department ,Colonisation Department and Consolidation Department:

Provided that the interse seniority of Inspectors promoted in same recruitment year shall be determined on this basis of regular date of appointment on the post of Patwari. If the date of appointment of post of Patwari is same the seniority shall be determined on the basis of the date of birth. The employee whose date of birth stands first shall deemed to be senior. In case of same appointment date and the same date of birth, the order of the English alphabet of the name of employee shall be criterion for determination of seniority."

Provided further that the seniority of Inspectors, Land Records finding places in the seniority list issued as on 1st November 1956, and the predetermined seniority within the

service/cadre/circle or unit as on the aforesaid date will not be disturbed inter se and the persons whose names did not find place in the above said list will rank junior to the persons appearing in the list.

Explanation. - "Equivalent post shall mean a post carrying an identical scale of pay and similar duties and responsibilities and shall be determined by the authority determining the seniority and in case these conditions are not fulfilled then by the Administrative department in consultation with the Department of Personnel.

172. [Deleted].

[173. Transfer. - The Collector may transfer an Inspector of Land Records anywhere within the District, the Divisional Commissioner may transfer an Inspector of Land Records anywhere within the Division and the Board of Revenue may transfer an Inspector of Land Records anywhere within the State:
Provided the State Government may direct the Collector, Divisional Commissioner or the Board of Revenue, as the case may be, for the transfer of an Inspector of Land Records.]

[173A. Leave. - Casual leave and other kinds of leave where no substitute is required, shall be sanctioned by the Tehsildar. In case the appointment of a substitute is required and privilege and other kinds of leave are applied for, the same shall be sanctioned by the Collector].

174. Salary. - The pay of all the Inspectors of Land Records is personal and does not depend on the circle to which an Inspector is posted. To begin with an Inspector will be appointed on the lowest grade of the sanctioned scale of pay. The scale of pay and allowances of the Inspectors shall be as sanctioned by the Government from time to time. **175.** [Deleted].

176. Contingent Expenditure and Peon. - Every Inspector will be given fixed allowance for stationery. He will be allowed a peon who will accompany him in tour.

[176A. Obligation of office and residence. - (1) A government building shall be provided to the Inspector Land Records at his posting place for the purpose of his office. In case the government building is not available for his office, rented building shall be arranged. The rent of such building shall be determined by the State Government.

(2) A government building shall be provided to the Inspector Land Records at his posting place for the purpose of his residence. In case the government building is not available for his residence, he shall be entitled to get house rent allowance in accordance with the prevailing rules.

177. Application of CCA Rules, 1958. - The Rajasthan Civil Services (Classification, Control and Appeals) Rules 1958 shall apply in the matter of disciplinary action against the Inspector of Land Records.

177A. Appeals. - Appeals will be regulated by the provisions of the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958.

CHAPTER II

Duties of the Inspector of Land Records

178. Duties. - (i) The following are the duties of the Inspectors of Land Records:

1. General supervision over Patwaris and management of proper and timely preparation of Land Records;

2. Supervision over village maps;

3. Checking of Patwari's Records and Statistics;

3-A. Performing duties as required under clause (VII-A) of Rule 24 A;

4. Detection of Agricultural deterioration; and

5. Local enquiries.

6. Supervision over collection work.

(ii) The Inspector must have knowledge of the general condition of the tenants and cultivators in his circle. If he finds any deterioration in the agricultural conditions, he must report the facts to the Tehsildar and keep a note in his diary. Some of the symptoms of agricultural deterioration are enumerated below:-

1. Gradual decrease in the cultivated area from year to year;

2. Decrease in the means and sources of irrigation;

3. Dying up of water in wells partly or wholly;

4. Surrender and abandonment of lands by tenants; rind

5. Decrease in the cultivation of important food and commercial crops, e.g. cotton, wheat, Zeera etc.

(iii) It is the duty of an Inspector to help the Tehsildar in administrative matters but he must not be engaged in these duties at the cost of his normal duties of preparation and checking of the Land Records for which he is primarily meant. He should not be engaged in the collection work without obtaining clear orders from the Sub-Divisional Officer who will have to record reasons for issuing such orders.

[(iv) The Inspector shall conduct crop cutting experiments by random sample method as prescribed by the Board. Remuneration for conducting these experiments shall be paid to them on such rates as may be prescribed by the Government from time to time.]

179. Daily Diary. - (i) The Inspector Land Records shall keep a diary in

Form I-1, in which he shall, each day, record the duties on which he has been engaged. The diary will be supplied having one perforated form duly numbered, sealed and bounded. He will make entry in this diary with the help of carbon paper in duplicate and will send perforated copy by 5th of each month to the Tehsildar for examination alongwith other forms as enumerated in subsequent sub-rides. The Tehsildar will forward Form I-1 received from Inspector with his remarks to the S.D.O. by the 10th, the S.D.O. will return it back to the Tehsildar by the 20th. The Tehsildar will communicate the remarks of S.D.O. to the Inspector so as to reach him by 25th positively. The Tehsildar will keep perforated copy in his office for record.

Form I-2 and statement of details of attestation of Jamabandi and mutation in Form I-3 to the Tehsildar for examination alongwith Form I-1 on the 5th of each month. The Tehsildar and S.D.O. shall see that the Inspector has carried out instructions which were given in the last month and action is taken on the suggestion of the Inspector, if any. The S.D.O. shall also see that the Tehsildar takes proper action on the reports of the Inspector and make arrangement for the preparation and compilation of the statistics and records. The Tehsildar and the S.D .O should assess the amount of work done by Inspector after scrutinizing the abstract and statement annexed with the diary, which will be prepared in Form I-2 & I-3. The Tehsildar will forward these forms with his remarks to the S.D.O. by the 10th. Form I-2 & I-3 will be sent by the S.D.O. to the Collector for his orders with his remarks. These abstracts will be kept in the Collectorate by the Sadar Qanungo in a file to be kept open for each Inspector Circle.

(iii) Every page of the diary shall be numbered and sealed on the first page the number of pages contained in the volume will be mentioned and signed by the Tehsildar. At the end of the year the diaries will be filed with the Office Qanungo along with t he register of annual checkings.

180. Tours, attendance at Tehsil or on officers. - Every Inspector is required to spend his time in his circle. He shall not remain at the Tehsildar headquarter without the special orders of the Tehsildar, who shall sign his diary for every day on which he is so detained. The Inspector shall obtain in his diary the signature of every officer on whom he has been in attendance. During the days of inspection of crops and when the Patwaris are busy in preparation of Dhal Banchh, the Inspector should regularly tour from one circle to another and check the work of the Patwaris to ensure the accuracy of the entries made. Besides this, at other times he must visit one circle after another and make detailed inspections of each and every record prepared by the Patwaris. It is his primary duty to see that the Patwaris are complying with the instructions contained in these Rides and preparing the records and statistics in time. Every Inspector should submit his date-wise programme of tour to the Tehsildar in the beginning of each month.

181. Residence of the Patwari in his circle. - The Inspector of Land Records shall see that the Patwaris reside in their respective circles and those who are exempted from the obligation of residence, are also found present in their circles and perform their duties in time. If he finds anything against it, he shall immediately report the facts to the Tehsildar. **182. Patwari Khanas.** - It shall be the duty of the Inspector to report to the Tehsildar on 1st April, every year regarding the following:-

(i) the repairs and constructions of Patwarkhanas with their estimates; and

(ii) Whether the Patwaris reside at their headquarters.

183. Punctuality and competence of Patwaris. - The Inspector shall see that the Patwaris in his circle begin preparation of their records at the proper time and use reasonable diligence in preparing them. He must report to the Tehsildar if any Patwari is habitually negligent or dilatory, or owing to age, ill health or any other cause is not fit for the post. If any Patwari is unable to finish his work on account of the circumstances beyond the control of Patwari within the prescribed time, it shall be the duty of the Inspector to arrange for his reasonable assistance.

184. Circle Map. - The Inspector shall provide himself with a map of his circle showing villages, sites and their boundaries, roads, canals, railway lines, and the limits of Patwari circles. He shall also show therein, by different colours, the tenures in which different villages are held and keep the map up to date by making timely corrections.

185. Maintenance of circular orders and revenue rules. - Every Inspector shall be furnished with a copy of these Rules and other relevant Acts and Rules, which are required for guidance in the performance of his daily duties. He shall also have a file book of circulars in which he will paste the copies of the circulars received from time to time from the Tehsil and other offices.

186. Availability of forms. - It shall be the duty of the Inspector to see that each Patwari in his circle has got sufficient number of forms and does not misuse them. He should also estimate as to how many forms of each kind will be required by the Patwaris in his circle during the next year and he should submit a consolidated indent to the Tehsildar on 15th December, every year.

187. Maintenance of Maps. - (i) The Inspector shall see that the village maps with the Patwaris are in a proper state for Girdawari purposes and in corporate the corrections in the field boundaries. When a map becomes unserviceable, he shall have a fresh trace prepared and shall sign the new trace after checking and comparing it with the old one. He must also see that the Patwaris have got all the instruments required for surveying the changes m the field boundaries and that they are properly and accurately maintained.

(ii) When a considerable area of waste land has been brought under cultivation, or when extensive changes have occurred in the field boundaries, the Inspector must check the corrections made by the Patwari in the map by personally running check lines through the area where the changes have occurred, noting the results in the diary of Patwari as well as his own diary.

(iii) When a Patwari, who is otherwise efficient, is for any reason, unable to correct his maps neatly and accurately, the Inspector must report the facts by the beginning of November, suggesting some arrangement by which the work can be done. Any expenses incurred in correcting a Patwari map. under this paragraph, must be recovered from him.

(iv) If in any year, the changes in any circle are so heavy that a competent Patwari cannot correct the maps in time, the Inspector shall report the fact to the Tehsildar. In such cases, sanction to the cost of the survey can be obtained from the Collector of the district but grants will not as a rule, be given when it appears that the heaviness of the work is due merely to the maps having not been corrected in the past years owing to the negligence of the Patwaris and Inspectors. The Inspectors shall render personal help in the survey work to the Patwaris or engage some other Patwari for such help when he finds that the Patwari concerned Cannot alone survey the changes and make necessary corrections in time.

(v) It will be the duty of the Inspector to make corresponding changes in the copy of the village maps kept by the Office Qanungo at the end of each year, neatly and accurately.

188. Comparison of the new Khasra and Khatauni Jamabandi with the expiring ones. - When a new quadrennial Khasra is copied from the old one, the Inspector shall compare the entries and see that the Patwari has prepared the new copy accurately. Similarly he should compare the new Jamabandi with the old one. particularly those Khasra numbers which have undergone some change, and satisfy himself that the new Jamabandi has been prepared in accordance with the old one, subject to the changes and mutations sanctioned mid approved by proper authorities.

189. Khasra Girdawari. - (i) It shall be the duty of every Inspector Land Records to check the Girdawari work of all the villages in his circle at each season. In such villages where fluctuating cultivation and trespass over Government Land has been made, he should check each and every such Khasra Number carefully. For the rest of cultivation by the recognised tenant, he should thoroughly check 25% of such total fields. The Inspector should mention in his diary the percentage of Khasra Numbers Inspected by him.

(ii) In the year in which new Jamabandi is to be prepared, the Inspector should check the Girdawari work of such villages carefully at both seasons, Shialu and Unhalu. He is responsible to see that no field, in which there has occurred a permanent charge in possession or in rent, has been left out. The irrigation area and the means by which it is irrigated should particularly be checked and the Inspector shall satisfy himself that the area irrigated by wells, canals and other means have been accurately given in the column provided for the purpose. If any field is irrigated by well as well as canal or any other two means of irrigation, both should be recorded in the papers. The Inspector is also responsible to see that the crops shown and reaped are correctly entered in the Khasra and no cultivated field is left out. He will enquire into the changes on the site that might have occurred since the time of his last inspection, in case of each Khasra Number and satisfy himself that the entries are correctly made and will then initial each number which he might inspect and check.

(iii) At the time of Girdawari a thorough checking should be made about the Nauter Land and wells newly constructed or repaired so that the details regarding the area and the wells may not remain unattended h the checking of the

alteration in the map by the 15th April and the attestations should be shown on the map. He should sign and date his checking.

190. Examination of Boundary and Survey Marks. - (i) Once a year the Inspector shall examine the boundary and survey marks shown in the list prepared by the Patwari with particular attention to marks for which action has to be taken to effect repairs or renewals.

(ii) When the Inspector considers that any mark requires renewal or repair, he shall submit a report to the Tehsildar. Marks should be reported for repairs only when the Inspector is satisfied that in proportion to the expenditure they can be made serviceable for a sufficiently long period; when the mark has been disturbed or the masonry, of which it is composed, has decayed, the report should be made for renewal. When marks are being erected the Inspector shall see that these are erected on accurate positions.

191. Testing of Crop Statements. - On completing the inspection of the Khasra of one or more villages in a circle, the Inspector shall check the crop statements and after satisfying himself that they are properly prepared and that the totals are correct, he shall submit a consolidated form for his circle to the Office Qanungo. The submission of statement should be completed by the dates fixed. The original Jinswars should be kept by the Inspector till the area statement is completed.

192. Testing of Area Statements. - The area statement should be obtained from the Patwaris as soon as it is complete and after being thoroughly checked, should be signed and transmitted to the Office Qanungo. with the original crop statements not latter than 31st May. The explanation of fluctuations in the totals and classes of different kinds of areas given by the Patwaris should be carefully scrutinized and the Inspector should give his endorsement thereon.

193. Dhal Banchh. - The Inspector will check the Dhal Banchh with the Jamabandi the Mutation Register and Dhal Banchh of the previous year. He will also compile a village-wise abstract for the permanent and fluctuating demands of each year and send it to the Office Qanungo. The Inspector must finish the checking of Dhal Banchh by the 15th May and sign the same in token of his testing.

194. Jamabandi. - In the year preparation of a new Jamabandi, the Inspector should move out on tour in the month of June and August and see that the Patwaris are properly preparing the Jamabandis. He should test the entry by putting appropriate questions to individual tenants and compare them with the entries in Khasra Dhal Banchh and Mutation Register. He should also satisfy himself that rent is calculated correctly entries of occupied and unoccupied areas have been correctly made and total of village area and rent tallies with old Jamabandi, Dhal Banchh and affected mutation in all respect. After thorough satisfaction, he will then put his signatures on each holding and at the end he must record a certificate to this effect.

195. Siyaha. - (i) The Inspector shall particularly check the Siyaha for the collection months i.e. from the 1st November to 31st December and from 16th March to 30th June, and on each occasion, he visits a circle, he shall see that the Patwari is making entries in the Siyaha regularly and punctually. He shall test the entries made in the Siyidia with the Dhal Banchh and the Receipt Book and also see whether instructions about the remittance of cash to the Tehsil Sub-Treasury contained in para 111 have been duly observed. In as many cases as possible he will verify the entries in the receipts issued, by enquiries from the depositors.

(ii) [Deleted].

(iii) The Inspector shall compare the Siyaha with the Dhal Banchh and the receipts and shall see that the collection entries are correct. He will also enquire from some cultivators about the receipts given to them. He will sign on the tested receipts and see that the entries therein compare with the Siyaha. He will also see that the amount collected and entered in the Siyaha has been remitted to the Tehsil Treason' within the prescribed time; that the entries are made in the Siyaha according to the prescribed rules; that the total are i has given the receipt to

the payees in time. If the Inspector finds any fraud in the receipts or the Siyaha. he should at once submit a report, to the Tehsildar. He should check the Siyaha at the time of every collection and finish the checking of the Siyahas of all the villages of his circle by the 15th March every year. At the end of each year he will sign the totals of collection after comparing them with the Jamabandi and Dhal Banchh. He should also examine the entries of the amount directly remitted in the Tehsil Treasury and see that the counterfoil of Arz Irsals are received by the Patwari and pasted in the Siyaha in time. The Inspector shall visit twice every Patwar circle under his charge during collection season and assert in that the Patwari does not keep the collected amount with him in contravention of the rules and if he does so he (the Inspector) should report the matter to the Tehsildar.

196. Survey Instruments. - (1) Every Inspector will be supplied with two complete sets of survey instruments containing plane, table with stands, Optical squares, Chains with twenty arrows, Bamboo gatthas, Scale, Divider, Area Comb, Gunia, Sight-rule. Measuring Tape of 50 yards and flags. The Inspector will lend any of these survey instruments to the needy Patwaris. The Inspector will be responsible for keeping the instruments in good working order and check their accuracy while issuing the instruments to the Patwaris. The Inspector should check the survey entries with the Patwaris on the site. It will be the duty of the Inspector to send to the Tehsildar a report by the 1st May of each year, in which he will mention the details of the useless, repairable and missing instruments of the Patwaris; and at the time of transfer of Patwaris' charge, he shall see that the instruments are duly entered in the charge list, a copy of which will be duly forwarded by him to the Office Qanungo with his remarks.

(2) The candidates finally selected for admission to the training school shall be require to executed a bond in the form prescribed in Rule 272(10A) of these rules and submit the same to the Principal of All Purpose Training School.

197. Register of results of annual checkings. - At the time of inspection, the Inspector should see that, the diary of a Patwari is maintained up-to-date and that the abstracts are regularly sent at the end of each month. He should carefully check the abstracts and assess whether the Patwari has been properly doing his work or simply idling away the time. He must see that each work, scheduled to be done on a specific date, is done, by the Patwaris in time and the preparation of any record or report is not delayed. He must submit the abstract to the Tehsildar with his remarks having scrutinized it as stated above He shall initial the entries in every register kept by the Patwari which he checks and also in token of his testing, enter the result of his inspections in register I-3. At the end of every year he will

enter the results of his annual checking about every Patwari's work in the register of Patwaris from this register and the monthly abstract of progress will also be prepared on the basis of these entries. This register will commence from 1st October and after finishing the checking of Jamabandi, it will be deposited in the Tehsil with the daily diary of the Inspector by the end of September of the following year.

198. Register of Patwaris. - The register will be a bounded one and will be kept by the Inspector for twelve years for the purpose of recording the particulars of each of the villages in Patwar circles. At the expiry of 12 years a new register will be opened and the old one will be deposited in the Tehsil. The register will contain two pages for I-5 Part-1, six pages for I-5 Part 11(a) and two pages for I-5 Part 11(b) for each Patwar circle. This cycle will go on till the number of Patwar circle is exhausted. On the first and second pages, the details of each village of Patwar circle will be noted. It is not necessary to repeat the entries of each village every year; he will only make entries of those villages of which quadrennial Jamabandi is prepared, to identify the distinction between preparation of Jamabandi in each Samvat year, a red line may be marked in Part 11(a) record of Patwaris work, the Inspector will make entries for each village of the Patwar circle in every Samvat year. In Part 11(b) he will make entries of only those villages of which the quadrennial Jamabandi has been prepared as per programme sanctioned.

199. Settlement of Disputes. - If the Inspector finds any dispute regarding any entry, he can record facts in the Khasra. He will enter the statements made by the parties at the end of the Khasra, and will also obtain their signatures and will inform t not prepared to make any compromise

he will make a formal enquiry and after making necessary entries in the Khasra, he will report the matter to the Tehsildar.

200. [Deleted]

201. Matters not reported by the Patwari. - If the Inspector finds that any report which should have been made by the Patwari according to these rules, has not been made by him, he should call for an explanation from the Patwari to that effect and forward it to the Tehsildar for orders.

Appendix to Part II

Yearly programme of the work of an Inspector of Land Records

Month	Work to be done		Remarks
1	2		3
October	1.	Will submit to the Tehsildar his monthly diary and abstract of the diaries of the Patwaris in his circle not later than the 5th of each month.	
	2.	2. [Deleted].	
	3.	Will inspect sufficient fields on the spot to assure himself that crops entered in the Khasra Girdawari by Patwaris are correct.	Inspector is responsible to sign each and every No. of areas in which there is fluctuating assessment and get prepared their extracts
	4.	Will verify numbers in which any change of cultivating possession or rent has occurred and total under his signature.	
	5.	Will inspect the Patwari's diaries and check the alterations which have been made in the Khasra Girdawari very carefully	
	6.	Will prepare crop abstracts (Jinswars) and send them to the Office Qanungo.	will check and sign.
	7.	Will check condition of trigonometrical survey pillars recorded in Khasra Girdawari and will send a report about all such pillars to the Tehsildar. and also about the condition of trijuction pillars, base	
	8.	Will see whether the Patwaris had rectified the defects of which a copy was supplied to them in the month of September. He should initial all the alterations made by the Patwari in his copy of the Jamabandi	
November	1.	Will check the Banchh papers with the last Jamabandi and Mutation Registers and sign them. He will initial all erasures and corrections.	
	2.	Will check and draw up a list of the numbers of temporary and Nautor cultivation and give it to the Patwari to prepare their Titamma Shajra.	

December	1.	Will prepare a list of fields which require amendment.	
	2.	Will check Burdi Baramandi papers.	
	3.	3. Will check extra Kharif Girdawari.	
	4.	Will check Titamma Shajras on spot.	
	5.	Will make preliminary attestation of Jamabandis and Shajra Nasab of villages in his circle of which quadrennial Jamabandis are to be prepared	
	6.	6. Will supervise collection work.	
January	1.	Will do work mentioned in Nos. 2. 3 & 4 under the month of Dec., above.	
	2.	Will report to the Tehsildar the condition of Patwarkhanas of his circle etc.	
February	1.	Will do remaining work mentioned in No. 2 of December.	
March	1.	Will do all the work mentioned at 3 to 8 under October.	
	2.	Will check the mutation fee and will	
		compare it with the Dhal Banchh.	
April	1.	Will check the corrected Banchh papers (Dhal Banchh).	
	2.	Will check the extra Rabi Girdawari commenced by the Patwaris after 15th April.	
	3.	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	
	4.	Will check the Register of Records in the custody of Patwaris.	
	5.	5. Will check Addas.	
May	1.	Will check extra Rabi Girdawari and the crop abstracts (Jinswars) prepared by the Patwaris.	
	2.	2. Will check Banchh work.	
	3.	3. Will supervise collection work.	
June. July & August	1.	Will pay special attention to the detailed Jamabandis which are being prepared by the Patwaris. He should attest all the entries of holdings in the presence of tenants	

	2.	Will check the change made in soil classification.	
	3.	Will check annual and quadrennial statements, and sign them.	
September	1.	Will bring to the Tehsil headquarter his REgister of Patwaris, which the Office Qanungo shall send to the Sadar Qanungo for incorporation of remarks in the service books of the Patwaris.	
	2.	Will check the Titamma Shajras incorporated by Patwaris in the copy of the map kept in the Tehsil and in the map with the Patwaris.	
	3.	Will spend September at Tehsil headquarter checking Jamabandis with a view to see that changes based on mutations have been properly incorporated.	
	4.	4. [Deleted].	
	5.	Will check and sign the annual and quadrennial statements.	
	6.	Will sign pages of Khasra Girdawari where the assessments in fluctuating and Khasra Nautor is prepared every year.	
	Note.- The programme detailed above is only meant as a general guide and the Collector can alter it to suit local conditions.		

Form No. I-1

(*See* Para 179)

Daily Dairy of Work of Inspector of Land Records Circle..... Tehsil..... District..... Rajasthan, for the month of.....197.

Date and day	Name of village visited or in hand with the name of the Patwari	Work in hand	Date of previous visits to this village	Details of work with reference to the paragraph No. of the Rules
1	2	3	4	5

Form No. I-2

(*See* Rule 179)

Monthly abstract of Daily Diary of work of Inspector of Land Records Circle..... Tehsil..... District..... Rajasthan, for the month of.....19.

1. Total number of villages.....
2. Total number of quadrennial villages.....
3. Total number of Patwaries.....

S. No.	Details of work
1	2
1.	Crop Inspection
2.	Farad Tuda Sehda
3.	Dhal Banchh

Quantity of work	No. of days	Remarks
3	4	5
No. of village		
Khasra Nos. checked.		
No. of villages No. of Tuda		
Sehdaa Checked		
No. of villages		
No. of Khatauni holdings		

		checked		
4.	Siaha	No. of villages		
		No. of entries checked.		
5.	Khasra regarding fluctuating assessment	No. of villages		
		No. of Khasra checked		
6.	Jamabandi for fluctuating assessment	No. of villages		
		No. of Khatas checked		
7.	List of Titamma Shajra	No. of villages		
		No. of Khasra checked.		
8.	Survey of Titamma Shajra	No. of villages		

		No. of Khasra checked.		
9.	Preliminary attesta tion of quadrennial jamabandi	No. of villages attested during this month		
		Total No. of villages including this month.		
10.	Check of quadrennial Jamabandi after preparation by Patwari	No. of villages checked & compared during this month		
		Total No. of villages including this month		
11.	11. Comparison of mutations with Jamabandi at Tehsil Office	No. of villages done during this month		
		Total No. of villages including this month		
12.	12. Amendment of			
13.	Inspection of Jinswar and other agricultural statements.			
14.	14. Comparison of mutations	No. of villages		
		Total No. of Mutations		
		compared during this month		
15.	Possession orders complied with	Total No. of orders complied with Balance		
16.	Warrant for attachment executed	No. of warrants executed		
		Balance		
17.	Mutations of registered deeds disposed of			
18.	Other Miscellaneous work done.			
19.	No. of days spent in holidays. No. of days spent on leave.			
20.	Details of Touring	(a) 1. Days spent in Tehsil Days Nights		
		2. Days spent with offices.		

		3. Days spent in checking of Patwar Circles.		
		(b) 1. Within 8 K.M.		
		2. Beyond 8 K.M.		
21.	No. of Patwar Circles	Inspected/Not Inspected (If not Inspected give reasons in column No. 5)		
		Dated:		
		Signatures of ILR		

Form No. I-3

(*See* rule 179)

Statement of details of attestation of quadrennial Jamabandis & mutations Inspector Circle..... Tehsil..... Distt..... Rajasthan for the month of..... 19.....

Name of Village of which quadrennial Jamabandis is to be prepared	Details of checking and attestation of Jamabandis which were prepared last year				
	Samvat era	Total No. of villages	Jamabandi prepared No. of villages	No. of Jamabandis by ILR	No. of Jamabandis attested by Tehsildar/ Naib Tehsildar
1	2	3	4	5	6

Details of Mutations according to Column No. 1 by ILR		
Jamabandi preliminary attested	Checking & comparison of newly prepared Jamabandis	Comparison with Mutations with Jamabandi
7	8	9

Details of Mutations attested Regarding villages of which Jamabandi is to be prepared (as per column No. 1)					
Balance	Institution during the month	Total (10+11)	Disposal during the month	Balance (12+13)	Balance
10	11	12	13	14	15

For Other villages Institution during the month	Total (15+16)	Disposal during the month	Balance (17+18)
16	17	18	19

Form No. I-4

[Deleted]

Form No. I-5

(*See* Para 198)

Register of Patwaris to be kept by the Inspector of Land Records Part 1(a)

Particulars of Patwaris

Name of Patwari with parentage, caste and residence	Qualifications	Date of appointment	Age on appointment	Pay	Resident of exempted with place of present residence	Land owned or cultivated by the Patwari or his relatives	Date and reasons of termination of appointment	Remarks
1	2	3	4	5	6	7	8	9

Form No. I-5 Part I(b)

(*See* rule 198)

Register of Patwaris to be kept by the Inspector, Land Records

S. No.	No. of village	Total area	Cultivated area	No. of Khatauni holdings	No. of fields	Land Revenue	Remarks
1	2	3	4	5	6	7	8

Form No. I-5 Part II(a)

Record of Patwaris work

Agricultural year	Name of village	Date by which Kharif crop statements were filed	Date of completion of Banchh papers	Date of completion of fluctuating Jamabandi	Date by which Rabi crop statements were filed
1	2	3	4	5	6

Date by which extra Rabi statements filed	Date of completion of Millan Khasra	Date of filing Quadrennial Jamabandi	Reports on complaints against Patwaris during the year	Remarks
7	8	9	10	11

Form No. I-5 Part II(b)

(*See* rule 198)

Quadrennial attestation and Petty Survey work by Inspector Land Records

Agricultural		Village Attested			Date of
year	Name	Holdings	Fields	Area	attestation of old Jamabandi
1	2	3	4	5	6

No. of Khasra in which correction of map is done	Preparation of new Jamabandi				Remarks
	Date of commencement by Patwari	Date of completion of patwari	Date of completion by ILR for final attestation	Date of attestation by Revenue Officer	
7	8	9	10	11	12

Part III

Office Qanungos

CHAPTER I

202. Office Qanungo. - (a) Generally, one Office Qanungo will be appointed in each Tehsil. who will be incharge of all Land Records work to be performed in the Tehsil office, under the control and supervision of the Tehsildar, and shall be responsible for performing the duties mentioned below in time.

(b) **Assistant Office Qanungo.** - If it is found that the work in a certain Tehsil is comparatively heavier and cannot be performed in time by the Office Qanungo single handed, one Assistant Office Qanungo, from the cadre of Patwaris, will be appointed to assist him, and the rules governing the appointment of Patwaris mentioned in paragraph 4, shall apply mutatis mutandis to the appointment of such assistants. Generally, experienced Patwaris will be posted as Assistant Office Qanungos, Office Qanungos will be appointed by the Commissioner of the Division from amongst those candidates, who have passed the Qanungo s training course and obtained a diploma thereof. Rules regarding the selection of candidates and admission to the training school and passing the course are given in Part IV. Candidates having higher educational qualifications and experience of clerical as well as Patwari's and Inspector of Land Records duties, will be given preference.

(c) **Officiating arrangement.** - The Collector may appoint senior Patwaris or Assistant Office Qanungo to officiate as Office Qanungos subject to continuation by the Commissioner of the Division find subject to the selection by the Committee mentioned in Part IV and passing the Qanungo examination within two years. For

such officiating appointment the qualifications laid down for permanent promotion of

Patwaris to the post of Inspectors of Land Records shall be observed.

[203. Leave. - Casual leave and other kinds of leave where no substitute is required, shall be sanctioned by the Tehsildar. In case the appointment of a substitute is required and privilege and other kinds of leave shall be sanctioned by the Collector].

[204. Transfer. - The Collector may transfer an Office Quanungo from one Tehsil to another Tehsil within the District, the Divisional Commissioner may transfer an Officer Quanungo to any Tehsil within the Division and the Board of Revenue may transfer an Office Quanungo within the State: Provided that the State Government may direct the Collector, Divisional Commissioner or the Board of Revenue, as the case may be, for the transfer of an Office Quanungo.]

205. Pay and Allowance. - Subject to any sanctioned local allowance, the pay and allowances of all the Office Qanungos will be personal and will not depend on the Tehsils to which an Office Qanungo is posted. To begin with an Office Qanungo will be appointed on the lowest grade of the sanctioned scale of pay, which will be as sanctioned by the Government from time to time.

206. Contingent expenditure and peon. - Every Office Qanungo will be supplied stationery and postage stamps according to a schedule prescribed by the Collector in view of the actual requirements of each Tehsil. He will also be given imprest money amounting to Rs. 25/- to meet other contingent expenditure. Expenditure from the imprest amount will be made under the orders and with the sanction of the Tehsildar within the budgeted allotment. **207. Bundle lifter.** - One Bundle Lifter in the cadre of peons will be attached to each Office Qanungo to help him in his official duties. Local summons etc. pertaining to land records, will also be served by the Bundle Lifter.

[208. Application of C.C.A. Rules. - The provisions of Rajasthan Civil Services (Classification, Control and Appeals) Rules, 1958 shall apply in the matter of disciplinary action against Office Qanungo].

209. Appeals. - Appeals against the orders of Collector will lie to Divisional Commissioner, a second appeal will lie to the Board of Revenue. In case of an order for removal or dismissal passed by the Commissioner, the first appeal will lie to the Board of Revenue and the second one to the Government in accordance with the provisions of the Rajasthan Civil Services (Classification. Control and Appeal) Rules. 1950. An appellant, shall provided that it is required for first appeal, be entitled free of charge to a copy of the order of punishment, which he shall file with his appeal. In case where a second appeal a copy of the order on the first appeal shall be granted free of charge. All other copies of orders, original or appellate, shall be charged for at the scales prescribed.

CHAPTER II

Duties of Office Qanungo

210. Duties of office Qanungo. - The duties of Office Qanungos and their assistants are set out in the following paragraphs. They shall not be employed regularly on any other class of work without the special sanction of Commissioner of the division. They shall not be allowed to leave the Tehsil headquarters except for special reasons to be reported by the Tehsildar tot he Collector:-

(i) Maintenance of accounts and establishment records of the Land Record staff as laid down in the Rajasthan Service Rules and G.F. & A.R.;

(ii) Conduct of proceedings in cases of correction of records and mutation cases;

(iii) Supply of blank forms to Inspectors of Land Records and Patwaris;

(iv) Testing of Khatauni Jamabandis and errata lists;

(v) Receipt, preservation and disposal of records;

(vi) Compilation of statistics for transmission tot he Sadar Qanungo and or record in the Tehsil;

(vii) Supply to the Collector or to the Sub-Divisional Officer of any information that may be required regarding entries In the village papers filed in the Tehsil or in registers maintained by him; and

(viii) Checking of the returns of the monthly progress of work of the Inspectors and Patwaris.

211. Registers for office Qanungo. - (a) The following registers shall be maintained by the Office Qanungo in each Tehsil:-

1. Register of Salary bills of the Land Records staff in the Tehsil

2. to 4. [Deleted].

5. Register of leave of Land Records staff.
6. [Deleted],
7. Register of calamities among cattle and human beings 8.
[Deleted].
9. Register of Halat Halqa Patwaris and Inspectors 10. to 11.
[Deleted],
12. Register of Patwar Khanejat
13. [Deleted]
14. Register of arrangements made in Sawai Chak 15. Register
of Nazool
16. Register Peshi Muaqdmat
17. Register of Security of Patwaris
18. Register of Inspection by Revenue Officer
19. Register of Deposit of Records
20. Register of Daramad Baramad Kaghzat
21. Register of village Bastas
22. Register of Land Records Forms
23. Register of Indent of Land Records Forms
24. Stock Register of Survey equipment and furniture 25. to 26.
[Deleted],
27. Register of Rainfall
28. [Deleted],
29. Despatch Register
30. Receipt Register

(b) The following table shows the latest dates on which the Inspectors' and Patwaris' received are to be received by the Office Qanungo. the time they shall be retained by him, and the method of disposal:-

Name of Record	Date of Deposition	Period for which to be retained in the Tehsil	Method of Disposal	Remarks
1	2	3	4	5
I. Inspector of Land Record's Records				
Diary	31st October after one year	5 years	Destroyed	
Register of Patwaris' inspection 1-5	To be deposited after 12 years	5 years from the date of receipt	Destroyed	
Monthly Abstract of daily diary with statements on forms 1-3 & 1-4	5th day of each month.	To be sent to the Sub-Divisional Officer on 10th of each month	Sent to Sadar Qanungo	
Receipt and Despatch Register	One year after it is filled	5 years	-do-	
II. Patwari's Records				
Dairy of work with monthly abstract	31st October after one year	5 year	Destroyed	

Khasra Girdawari (Quadrennial)	31st October after one year of completion	Till the Revision of statement	Sent to the Sadar Qanungo.	
Khasra Parivartanshil	31st Oct. each year	-do-	-do-	
List of Boundary and Survey Marks	31st Oct. (attached with the Khasra Girdawari)	-do-	-do-	
Map	Till a new map is received by the Patwari	-do-	-do-	
Grain Rent Ledger	31st Oct. each year	-do-	-do-	
Siyaha	30th April after one year	5 years	To be destroyed	
Receipt Book	30th April after one year	5 years	To be destroyed	
Dhal Banchh	-do-	2 years	To be sent to	
			Sadar Qanungo	
Demand slip	-do-	-do-	To be destroyed	
Register of Mutation	After the expiry of current	3 years	-do-	
Register of Naqal and Nirikshan Patwar Patras	After the expiry of current	5 years	To be destroyed	
Quadrennial Jamabandi, (Parat Sarkar)	30th Sept. after its completion	Till 1st April	Sent to Sadar Qanungo	
Genealogical tree	-do-	-do-	-do-	Consolidated Statements for the Tehsil will be sent to the Sadar Qanungo within 5 days of deposition
Fard Badar	-do-	-do-	-do-	
Dhal Banchh	31st Oct. after one year	2 years	-do-	
Demand Slip	-do-	-do-	Destroyed	
Milan Khasra	20th June	5 years	Destroyed	
Jinswar Khari	10th November	-do-	-do-	
Jinswar Rabi	25th March	-do-	-do-	
Jinswar Vishesh	25th May	-do-	-do-	
Unhalu		-do-	-do-	
Jamabandi Pariwar-tansheel	31st Oct. each years		Sent to Sadar Qanungo	

(c) The Office Qanungo's records shall be deposited in accordance with the instructions given in the following table:-

Name of Record	Period for which to be retained in the Tehsil	Method of disposal	Remarks
1	2	3	4
Register of Salary and arrear bills of the Land Records staff.	10 years	Sent to Sadar Qanungo	
Register of leave of land Records staff.	One year after is it filled and a new register is opened to which the leave	-do-	
	on credit is transferred.		
Register of Calamities	5 years after it is filled	Sent to Sadar Qanungo	
Register of Halat Halqa Patwaris's & Inspector	10 years after its completion	Retained permanently.	
Register of Patwari-Khanejat	10 years after it is filled	-do-.	
Register of arrangement made in Siwai Chak	5 years after the expiry of current Settlement	Destroyed	
Register of Nazool	10 years after its completion	Retained permanently	
Register of cases	5 years after its competition	-do-	
Register of Peshi Muqadmat	-do-	Destroyed	
Register of Security of Patwaris	10 years after it is filled and a new register opened to which the previous securities are transferred	Destroyed	
Register of Inspection by Revenue Officers	5 years after it is filled	Destroyed	
Register of deposition of Records	Till it is filled	Retained permanently	
Register of Daramad Baramad Kaghzat	1 year after return of all the records noted in the register	Destroyed	

Register of village Bastas	Till it filled and a new register opened	Retained permanently	
Register of Land Records forms	One year after it is filled and a new register opened, to which balance in hand be brought over 3 years	Destroyed	
Register of Indent of Land Records		Destroyed	

forms.			
Stock Register of Survey equipments and furniture	One year after it is filled and a new register is opened to which all the instruments in hand be brought over	Destroyed	
Register of Rainfall	10 years	Sent to the Sadar Qanungo	
Receipt and Despatch Registers	5 years after it is filled	Destroyed	

(d) Each Office Qanungo shall maintain an up-to-date note regarding his Tehsil and revise it at the end of each year to incorporate the necessary changes. The headings of the note are given in Schedule I appended to this Chapter.

(e) It will be the duty of the Office Qanungo to see that the abstract of the progress of work of each Inspector and Patwari in the Tehsil is received in time on the 5th day of each month. He should scrutinize all abstracts and see that the work done by complete to the date and if he finds any defect, he must note it down and bring it to the notice of the Tehsildar.

212. Register of Salary Bill Form No. 1. - (a) On the 25th of each month, the Office Qanungo will prepare the monthly salary bill in the form prescribed for the purpose by the Accounts Department and keep a copy in this register. Pay must be refunded by short drawal if disbursed for two months thus the pay received for January may be disbursed either in February or in March, and any sum that has not been disbursed in March must be refunded in the bill for that month. The Office Qanungo will show in the bill all deductions ordered upto the date of despatch; deductions ordered after that date will be shown in the bill for the following month. When the bill has been passed by the Treasury and cash orders have been received, the pay of the hind records staff will be distributed on the date fixed for this purpose.

(b) With a view to enable the Office Qanungo to exercise an effective check on the salary bills of land records staff, copies of all orders affecting their salaries shall be sent to him.

213 to 214. [Deleted]

215. Attendance of the staff in the Tehsil and disbursement of salary. - (a) A date shall be fixed for the attendance of each Patwari and Inspector at the Tehsil in such a manner that ordinarily the same date is not fixed for the attendance of more than 30 patwaris, and that the Patwaris should not be required to attend before the past month will have been received in the Tehsil in the ordinary course. When in any month the office is closed on any pay day the Patwari must attend on the next day on which office is opened.

(b) Each Patwari attending shall be first required to hand over the reports, which he may have to make. When this has been done and the Patwari has received such instructions orders and circulars as may be necessary, the Office Qanungo will pay him his salary in the presence to the Tehsildar or the Naib-Tehsildar, who will sign in the register of salary bill against each payment.

(c) No payment shall be made to any other person in place of any Patwari; personal attendance is necessary.

(d) This rule may, however, be relaxed in the case of a Patwari, who is on leave and in whose place a substitute is working or who was officiating in a temporary vacancy and has been discharged. The pay of t to him by money

order after deducting the M.O. commission or may be delivered to a person duly authorised by him to receive it on his behalf.

(e) The Office Qanungo has nothing to do with the custody or the actual payment of money: the sum due will be paid to the Patwari and other staff by the treasury of the Tehsil, who will keep the cash.

(f) A Patwari, who does not attend on the day fixed for his attendance, shall not be allowed to draw his pay on any other day during the month except under a special order. Such order should not be passed unless the incumbent satisfies from his diary and other record that his failure justified by attendance in any court or some similar reason.

(g) If a Patwari does not attend the Tehsil on the day fixed tor disbursement of salaries without sufficient reasons, he should be called upon to explain and be dealt with properly.

216. [Deleted].

217. Register of Leave of Land Records Staff F. No. O5. - The Office Qanungo will open an account of each employee of the land records staff in the Tehsil on a separate-page as soon as he joins his duty either by appointment or by transfer. The account will be kept for all-kinds of leave casual, privilege and emergent etc. and at the end of each year the period of leave due to him and admissible under the Rajasthan Civil Service Rules will be entered in a new register.

218. [Deleted].

219. Register of calamities amongst cattle and human beings F. No. O7. - The Office Qanungo shall keep a register in Form O-7 to enter the reports of calamities made to him by the Patwaris. If an epidemic disease is reported, the name of the disease should be given in column No. 5. Available information regarding the areas effected by floods or hails etc. the amount of damage done, the number of death amongst men and cattle and so on, should be entered. The entry should be as brief as possible. The register will be placed before the Tehsildar for recording his remarks in col. No. 8. The original report must be transmitted without delay through the Tehsildar to the Collector. In cases of urgency a report may be sent direct to the nearest Medical Officer also for immediate necessary action.

220. [Omitted]

221. Register of Halat Halqa Patwaris and Inspectors F. No. O9. - The Office Qanungo will maintain a register on Form O9, having detailed information regarding the circles of the Inspectors and Patwari. In this register an abstract of the Inspector's circle will be entered on the first page. One page will be left for each circle of the Inspector or Patwari, as the case may be and if necessary, more pages may be left. The entries regarding the details of villages will be renewed after the compilation of a new Jamabandi after every fourth year.

This entry will be made at the end of the list of the villages of the circle after drawing a line. **222. to 223A.** [Deleted].

223B. List of Groves. - The Office Qanungo shall also maintain a list of groves required by para 388.

223C. Register of Alluvion and Diluvion. - The Office Qanungo shall also be responsible for maintaining the Register of Alluvion mid Diluvion in Form O-33.

224. Register of Patwar-Khanejat F. No. O-12. - The Office Qanungo will maintain a register of Patwar Khanejat (Houses constructed by the Government for the residence and office of the Patwaris) on Form O-12. In this register be will enter the condition of each Patwarkhana as reported by the Inspector regarding their repairs etc. He will also send a consolidated report for the repairs etc. of all the Patwarkhanas in the Tehsil to the Sadar Qanungo, through the Tehsildar by the end of September each year, so that provision may be made in the next year's budget of the land Records Department.

225. [Deleted].

226. Register of arrangements made in Siwai Chak land F. No. O14. - There may be some areas in certain places which are not occupied by any tenant or the village as a whole and have not been assessed and included in any Khata and which ar the Tehsildar directly by letting it out

temporarily or permanently or by selling its natural products by auction. This register is meant to make entries regarding such areas. REgular files will be opened by the Office Qanungo at the beginning of each agricultural year and entries will be made in the register on the basis of the corresponding files.

227. Register of Nazool F. No. O15. - (a) Nazool includes plots of land within the Abadi-car-marked or fit for buildings belonging to the Government.

(b) The Office Qanungo will maintain a register in form O15 and will collect information of such plots and buildings through the Patwaris and from the Abadi records whenever possible and will supply details whenever a question regarding the disposal of any such building arises and is required by the Tehsildar. It is the duty of the Tehsildar to see that no Nazool land is encroached upon or used by anyone without proper authority and full rent is realised for Government buildings.

228. Register of Cases F. No. O16. - No separate form is prescribed for the Misalband register. It will be the same as prescribed for other clerks of the Tehsil by the Revenue Department. The Office Qanungo will open and keep files regarding the following.-

1. Revision of, and changes in, circles of the Patwaris and Inspectors;
2. Files of boundary disputes;
3. Inter-State boundary disputes and the comparison of boundary lines with the adjoining States;
4. Compliances of orders received from the Settlement and the Land Records Department and service of summons;
5. The land records work in the Tehsil;
6. Demarcation and repairs of boundary pillars;
7. Security of the Patwaris;
8. Papers regarding assessment of land revenue;
9. Management of the unoccupied areas;
10. Fire accidents and other calamities;
11. & 12. [Deleted];
13. Appointment, complaints and other personal matters of the Land records staff;

The files opened and maintained by the Office Qanungo will be recorded in the Tehsil Record Room after all the proceedings have been completed.

229. Register of Peshi Muqadmat F. No. O17. - It will be on the same form as is kept by the other Revenue clerks of the Tehsil. No separate

form is prescribed.

230. Register of security of Patwaris F. No. 18. - As laid down in paragraph 6, every Patwari shall be required to furnish a security of 200/- as soon as he is appointed and given charge of the circle. The Office Qanungo will see that this order is complied with in time and shall bring to the notice of the Tehsildar, if any Patwari does not furnish security property. Files regarding security will be kept by the Office Qanungo and abstract form the same will be entered in the columns of the register which are self explanatory.

In the remarks column the Office Qanungo shall enter the number and date of Fidelity Bond together with date of its expiry and further renewals.

231. Register of Inspections by Revenue Officers F. No. O19. - A register of blank papers will be kept by each Office Qanungo in which the Naib-Tehsildar, Tehsildar and other Revenue Officers will note down their inspections from time to time. The inspection notes of the Assistant Director of Land Records will be pasted in another file book to be kept for the purpose.

232. Register of deposition of Records F. No. O20. - (a) When any record is deposited by the Patwaris or the Inspectors, it will be the duty of the Office Qanungo to see that it is complete in all respects. Record which is not complete to be admitted will be returned for correction and completion.

(b) If any Patwari or Inspector does not produce any record or statement on the date fixed for the purpose, the Office Qanungo will submit a report tot he Tehsildar who will arrange for its deposition as early as possible and take proper action against the defaulter.

(c) The Office Qanungo will keep a programme for the preparation of the Quadrennial Jamabandis of the villages of each circle sanctioned by the Collector and will see that the Jamabandis are prepared according to the programme. In this programme all the villages of each Patwar circle will be distributed over four years in such a way that the work in each year is equally and proportionately distributed.

(d) The record accepted by the Office Qanungo will be entered forthwith in the register known as the register of deposition of records; thereafter it will be placed in the relevant Basta and will also be entered in the list of papers kept in the Basta, as prescribed in form O-22. This register will commence from the beginning year of the enforcement of settlement or revision of settlement and will continue for five years. The pages contained in each record will be noted against in the register as well as in the list of papers in the Basta. In the village-wise Bastas records will be kept in separate bundles in order of successive years and papers contained in each bundle, bearing the signatures of the Patwari and the Inspector, will be placed, below the cover of another bundle, Jinswars and the Milan Khasras will not be kept in the Basta. These statements for the whole Tehsil kept in a separate Basta for each year and if any paper will be taken out of any Basta a slip bearing the signature of the recipient and the reference of the case or the necessity for which the record is required and the order under which it is allowed to be sent will be kept in its place.

(e) Between 1st August and 31st October, the Office Qanungo shall take out from the Bastas all record, which is either to be sent to the Sadar Qanungo or to be destroyed during the current year, it is usually found convenient to carry out the procedure prescribed in this paragraph and paragraph (d) above concurrently.

(f) Records to be sent to the Sadar Qanungo will be despatched in the month of April at such time as may be intimated by him. An invoice will be sent with the record in which

details of all the despatched papers will be entered. One copy of the invoice will be kept by the Office Qanungo to serve as a memorandum and the other one bearing the signature of the Tehsildar or the Naib-Tehsildar will be sent in a separate envelope to the Sadar Qanungo. The Sadar Qanungo will compare the record received with the invoice and acknowledge the same at the back of the invoice which will be returned to the Office Qanungo. If, on comparison, the Sadar Qanungo finds any difference, he will report the matter to the Collector and ascertain from the Office Qanungo the reason of the difference. On receipt of the invoice back from the Sadar Qanungo, the Office Qanungo will file it with his memorandum and if it is not received back within 15 days from the date of despatch, he will send a report to the Collector through the Tehsildar.

233. Destruction of Records. - As soon as all the records for destruction have been put aside the Office Qanungo shall submit a report to the Sub-Divisional Officer through the Tehsildar. The records should be kept until they have been inspected by the Sub-Divisional Officer and when he has, after inspection ordered their destruction, they should be sold as waste paper. Care must, however, be taken that Khasras, Siyahas, Receipt Books, etc. are torn into small pieces. Other record need not be tom into pieces but their Nathi should be broken and the papers mixed together and thoroughly disarranged before they are offered for sale. The proceeds will be credited to Patwaris miscellaneous income.

234. Register of Daramad Baramad Kaghzat F. No. O-21. - The Office Qanungo will maintain a register on Form O-21, in which all the record which has been taken out of the Record room either to any other court or for copying or for any other purpose, shall be entered. On return of the record back to the Record room, the Office Qanungo will sign in column No. 8 in testimony that the record has been placed at its proper place. A new register will be opened only when the old one is finished and those papers which happen to be out of the Record room will be entered in the new register with red ink. The new register will be begun with a fresh serial number. The Office Qanungo will submit the register to the Tehsildar after every third month, who will see that no paper remains unnecessarily out of the Record room and if he finds so, he will arrange for its early return. The reference of the order in compliance with which the record is taken out and also the subject matter of the case in connection with which the record is being sent to other places will be entered in column No. 5.

235. Register of Land Records forms F. No. O-23. - The Office Qanungo is responsible for the custody and supply of forms for the use of Inspectors of Land Records and Patwaris as well as for his own office. He is required to see that a sufficient stock of forms is kept in hand: that the stocks are not unnecessarily large and that forms are not wasted or allowed to be injured by careless storage.

236. Stock-Book. - Stock book of all forms received or issued shall be maintained in the prescribed form No. O-23. Three pages shall be utilized for each kind of form and a separate account should be kept for each form, index is to be given in the beginning to show as to on what page the account of each

form is given.

237. Receipt of forms and entry in Stock Book. - Forms received in the office shall be counted by the Office Qanungo. If the number differs form the number shown in the invoice, he shall at once report to the Tehsildar, who should forward the report to the Collector's office. The number of forms received shall be entered in the register and a total of the
previous receipts and the fresh ones should be given. The total of forms issued shall be added up and the balance struck for each day on which any forms are issued.

238. Issue of forms. - The issue of forms to Patwaris shall begin as soon as the forms have been received from the Press and shall be completed by the 15th September. The Inspectors may obtain forms as they require them. The signature of the official to whom the forms are issued shall be taken in the last column of the register. The official shall also be required to initial each erasure or over-writing in respect of the number of forms issued to him.

239. Preparation of annual Indent of Forms. - The Office Qanungo shall require the Patwaris to bind in paper covers.forms of each kind in a separate volume and shall stamp and page each volume as soon as bound. He will also note on the first page under his own signature and the countersignature of the Tehsildar or the Naib-Tehsildar the number of pages contained in each volume. Early in October, the Office Qanungo shall call on the Inspectors to report by the end of November the number of forms required for each circle in which any variation from the previous year's indent is proposed, stating the circumstances which render the change desirable. At the same time, he should request the Inspectors to report their own needs and should consider what forms are required for his own office. From the facts so ascertained, the indent for the current year and the stock as shown by the register, he must calculate the number of each form to be supplied for the next year.

240. Arrangement and Submission of Indent. - The indent for Patwar forms must show separately the number of forms required for each Patwar circle. This will remain with the Office Qanungo for the distribution of forms. From this indent he will prepare an abstract on Form No. O-24, showing only the total number of forms of each kind required for the whole Tehsil, explaining in a foot-note, the reasons for any considerable increase over the number supplied in the current year. The abstract shall be laid before the Tehsildar who will be responsible for the accuracy of the estimates and after such changes, as he may deem proper, shall forward the same tot he Sadar Qanungo so as to reach him not later than the 15th December. The indent for Office Qanungos and Inspector's forms shall also be submitted to the Sadar Qanungo by the same date.

241. Stock register of survey instruments & furniture F. No. O-25. - (a) The Office Qanungo shall maintain a record of all furniture mid survey instruments on Form No. O-25. which are kept at the Tehsil or supplied to the Field Staff. One or more pages shall be assigned to each kind of instrument; every receipt or issue shall be noted in time and the balance struck on each day when any receipt or issue takes place. When an instrument is returned damaged; the facts should be noted in the column of Remarks. The signature of the recipient shall be obtained in the appropriate column, whenever any instrument is issued.

(b) A complete list of the survey instruments in stock shall be submitted to the Sadar Qanungo annually by 1st June after the instruments are inspected and checked by the Tehsildar accompanied by a brief report showing the condition of the instruments and the need for repairs and replacement.

(c) The Office Qanungo shall compare the certificates submitted by the Inspectors with the stock book, if he finds that any instruments are missing or need repairs, he shall at once report the matter to the Tehsildar for orders. He shall also take the signature of each new Inspector in his register on the occasion of his first visit to the tehsil in token of his having seen the instruments standing in the name of his predecessor and shall make necessary entries in the register to show that the instruments have been received back from the later and re issued to the former.

242 to 243. [Deleted].

244. Circular Orders. - The Office Qanungo will maintain two file books for circular orders. In one of these he will paste all the standing orders and circulars regarding the land records received from the Board of Revenue from time to time. In the beginning of the file he will add an index so that any circular may be easily traced out. In the other book he will keep miscellaneous orders and circulars of General Administration received from the Government and other Offices. It is very necessary that each Office Qanungo must have a copy of the Land Records Rules. Revenue Act and the Tenancy Act. He shall also keep a copy of the last census report and a villagewise abstract of the cattle enumerations held from time to time.

245 to 246. [Deleted].

247. Register of Survey Marks. - (i) The Collectors will maintain in their offices a list of the great trigonometrical survey stations in their districts, and they should see that the instructions given below are carried out.

(ii) In his field inspection the Patwari, in whose circle any such pillar is situated, should note whether the mark is in good condition in the manner prescribed for survey boundary marks in the instructions given in para 91.

(iii) On the completion of the Kharif harvest inspection each Patwari shall send a report, through the Inspector, in the Sub-joined form, to the Tehsildar for submission to the Collector.

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

(iv) In case any pillar is not situated within the boundaries of any revenue village, the Tehsildar shall make special arrangements for the inspection of such pillar and for the preparation of the prescribed report by the patwari or Inspector as soon as possible after the Kharif harvest inspection.

(v) The Collector shall submit an annual return in the above form to the Commissioner of the division on the 1st December in each year, and shall carry out any repairs to those pillar that the Commissioner may desire him to make for which he will provide funds.

Schedule I

To

Chapter II Part III

Topics on which the Office Qanungo shall have to maintain a note for the Tehsil.

A. Geographical condition of the Tehsil.

1. Boundary
2. Area
3. No. of villages
4. Forests
5. Important hills
6. Rivers and streams
7. Tanks and canals
8. Vegetables, animals and birds
9. Climate
10. Temperature
11. Rain

B. Agricultural Condition

1. Culturable land
2. Unculturable land
3. Irrigated land
4. Unirrigated land
5. Means of irrigation
6. Government tanks
7. Wells
8. Tanks to be repaired (Repairable)
9. No. of newly constructed wells in the last five years and the area irrigated by them
10. Crops
11. Kharif
12. Rabi
13. Agricultural calamities
14. Agricultural diseases
15. Agricultural calamities and diseases which occurred in the last two years 16. Relief given in famine
17. Short time and long time scheme of famine relief
18. Average area of a Khata
19. Kinds of Agriculturists
20. Demand assessed by settlement

C. Cattle

1. No. of cattle
2. Kinds of fodder and produce
3. Cattle diseases
4. Time when special diseases prevailed among cattle
5. Description of diseases which prevailed among cattle in the last two years 6. Remedies adopted to prevent the diseases
7. Names of the places where the cattle go in famine and No. of cattle taken away 8. Cattle fairs

D. People

1. Population

(a) Male
(b) Female

2. Language
3. Professions
4. Economic condition of the people
5. Special diseases
6. Social evils
   (a) Death feast
   (b) Early Marriage
   (c) Tika Tilak (Dahej)
   (d) Parda
7. Education
8. Trade and business
   (a) Trade
   (b) Factories
9. Means of communications
10. Remarks
11. Dharamshalas and hotels
12. Hospitals
13. Any important places
14. Village uplift (Improvements)
15. Jails etc.
16. Other Government offices
17. Government buildings and other property
18. Rehabilitation
19. Government demand
20. System of land revenue

CHAPTER III

Rain-Gauges & Rainfall Data

248. The rainfall organisation. - (i) The registration of rainfall in Rajasthan is under the control of the Board of Revenue. The duties of the Controlling Officer, as specified by the Meteorological Department, are:

(a) the suitable distribution of rain-gauge stations wherein the rainfall of the State is properly represented;

(b) the choice of suitable siles for the gauges;

(c) the issue of rain-gauges and measuring glasses by countersigning indents on the Mathematical Instruments Office, which will not, as a rule, supply a rain-gauge unless the indent is countersigned by the Controlling Officer;

(d) The collection of data; and

(e) the preparation of rainfall statements.

(ii) In cases of doubt as to the desirability of starting new gauges and changing the sites of old ones, the Director-General of Observatories should be consulted. In the latter case a site plan showing the distance and bearing of the new site as compared with the old and existing one should be sent.

249. Under whose charge the Rain-gauges will be placed. - Rain gauges at the headquarters of a district, should be placed in charge of the Sadar Qanungo or other clerk, as may be convenient in each case. Those at Tehsil should be in the charge of the Office Qanungo.

250. 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 Symon's pattern. **251. Locality of Rain-guage.** - (i) 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 which would otherwise have entered the gauge. Accordingly a certain amount of protection from the

wind is advantageous, at the same time no obstacle should be so near to the gauge as actually to shield it from rain which may be falling at a considerable angle.

(ii) The following rule has been found to be most satisfactory in practice.

(a) The distance between the gauge and the nearest object should be at least twice the height of that object.

(b) 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.

(c) 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 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.

(d) Only under very exceptional circumstances should a gauge be exposed on a roof. It is not intended that all the gauges, now on roofs, should be at once removed to ground sites. Opportunities should, however, be taken as they arise for effecting a change, for example, when an office is removed from one building to another, or when a site on a roof becomes unsuitable.

252. Erection of Gauge. - A masonry or concrete foundation for the gauge should be provided, the best form being a cube of 2 feet sides sunk into the ground so that its top is just 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 one foot above the ground. **253. Protection of the Gauge.** - (a) 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.

(b) It is also desirable to keep the rain-gauge locked and have it painted periodically to prevent its surface from corroding. The Mathematical Instruments Office can supply rain-gauges with locking arrangements.

254. Measurement of the Rainfall. - (a) The rain water 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 a day, lest the receiver fills and overflows but the last measurement should be taken at 8-30 A.M. and the total sum of all the measurements during the previous 24 hours entered as the rainfall of the day.

(b) If it is raining at the time of observation, it is necessary to complete all operations as quickly as possible to avoid considerable error.

255. 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 at the same time be indented for in the manner prescribed in the paragraph below:

256. Supply of Rain-gauges and Measure-Glasses. - (a) All rain-gauges and measure glasses etc. required at rain-gauge stations in India are supplied by the Mathematical Instruments Office, Calcutta; the responsibility for their accuracy rests, however, with the Meteorological Department who tests them before they are issued. Price list of rain-gauges, etc., rules and regulations and indent forms are obtainable from the Mathematical Instruments Office, Calcutta.

(b) Whenever a rain-gauge or measure glass is required at any station, an indent form should be obtained from the Controlling Office, and after being filled it should be returned to him for countersignature. The indent will be forwarded by the Controlling

Officer to the Mathematical Instruments Office, who will, on its receipt, send the rain-gauge or measure glass etc. direct to the station requiring it and will recover the cost from the local authority signing the indent unless otherwise directed.

(c) In the case of breakage of the glass bottle within the gauge, another bottle should be obtained locally, either from the bazar or the nearest dispensary. The exact shape of the bottle is not important so long as it fits within the gauge and will hold about 5" of rain. If there is a zinc receiver which has become leaky, it may be soldered locally if possible: otherwise it should be replaced by a glass-bottle or a fresh zinc receiver be obtained from the Mathematical Instruments Office.

257. Inspection of Rain-gauges. - (1) It is of great importance that the rain-gauge should be inspected as the observers often allow large change to take place in the exposure of a gauge without being aware that action is necessary.

The Inspecting Officer shall be Collector, Sub-Divisional Officer and Tehsildar and such other Officer as may be authorised by the Board of Revenue.

(2) 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 take the rainfall measurements correctly and enter them properly in the rainfall records;

(c) whether the rainfall records are properly and neatly kept and are in good order;

(d) whether the observer makes his measurements at 8 30 A.M.; and

(e) whether any part of the rain-gauge requires repairs or replacement.

(3) In order to determine whether the instrument is suitably placed and in thoroughly good order he should ascertain:-

(a) whether there are any trees growing up or houses being built which are likely to affect the exposure;

(b) whether the gauge is firmly fixed so that it is not likely to be blown over;

(c) 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; and

(d) whether the rim of the 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 diameter, which is generally 5 inches.

(4) 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.

(5) The Inspecting Officer should also see that the prescribed rainfall book is in good condition and the entries are made carefully and neatly. He should also verify that the rainfall observer knows how to make entries in the various rainfall returns for local and Central Government authorities.

258. 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 the Board of Revenue. They should be accompanied by a map of the district showing the rain-gauge stations and should give detailed reasons for the proposals made. Before sanctioning a new gauge, the Board of Revenue should obtain the assent of the Director General of Observatories thereto. **259. Register of Rainfall.** - (i) 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 of.....19.

Date	Day of week	Rainfall for 24 hours preceding 8-30 A.M.		Remarks
		Inches	Cents	
1	2	3	4	5

Note. - Falls so slight as not to admit of measurement should be denoted in the register by the letter R.

(ii) 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 case should be taken for its preservation.

(iii) On the basis of the entries in the Rainfall Book, the Office Qanungo shall prepare a monthly report on Form O-28 and send it to the Sadar Qanungo.

CHAPTER IV

Forecasts of Crops

260. Due dates and the number of forecasts to be submitted. - (i) Forecast reports have to be submitted by the Tehsildars to the Collectors and by the Collectors to the Board of Revenue, which is the Forecasting Authority of the State in the specimen form No. O-30 according to the programme given below:-

Statement showing, the due dates and the number of forecasts

	Crop		Forecast	Last date of receipt of Forecast Report		Remarks
			In district office from	In the Board of revenue from	By Government of India	

	1	2	3	4	5	6
1.	Rice	First	15th Sept.	25th Sept.	15th Oct.	
		Second	15th Nov.	25th Nov.	15th Dec.	
		Final	15th Jan.	25th Jan.	15th Feb.	
2.	Jowar	First	30th Sept	10th Oct.	31st Oct.	
		Second	31st Dec.	10th Jan.	31st Jan.	
		Final	28th Feb.	10th Mar.	31st Mar.	
3.	Bajra	First	30th Sept	10th Oct.	31st Oct.	
		Final	28th Jan.	8th Feb.	28th Feb.	
4.	Maize	First	30th Sept	10th Oct.	31st Oct.	
		Final	28th Jan.	8th Feb.	28th Feb.	
5.	Small	First	1st Oct.	15th Oct.	5th Nov.	
	Millets	Second	25th Dec.	10th Jan.	5th Feb.	
	Kharif	Final	10th April	25th April	20th May	
6.	Small	First	25th Dec.	5th Jan.	25th Jan.	
	Millets	Second	25th April	5th May	25th May	
	Rabi	Final	15th June	25th June	15th July	
7.	Wheat	First	15th Dec.	25th Dec.	15th Jan.	
		Second	15th Feb.	25th Feb.	15th Mar.	
		Final	15th April	25th April	15th May	
8.	Barley	First	15th Dec.	25th Dec.	15th Jan.	
		Second	15th Feb.	25th Feb.	15th Mar.	
		Final	15th April	25th April	15th May	

9.	Gram	First	15th Dec.	25th Dec.	15th Jan.	
		Second	15th Feb.	25th Feb.	15th Mar.	
		Final	15th April	25th April	15th May	
10.	Tur (Arhar)	First	15th Aug.	25th Aug.	15th Sept.	
		Second	15th Dec.	25th Dec.	15th Jan.	
		Final	15th April	25th April	15th May	
11.	Other Kharif pulses	First	15th Aug.	25th Aug.	15th Sept.	
		Final	15th Dec.	25th Dec.	15th Jan.	
12.	Other Rabi pulses	First	15th Dec.	25th Dec.	15th Jan.	
		Final	15th April	25th April	15th May	
13.	Groundnut	First	15th July	25th July	15th Aug.	
		Second	10th Oct.	20th Oct.	10th Nov.	
		Final	10th Jan.	20th Jan.	10th Feb.	
14.	Sesamum	First	15th July	25th July	15th Aug.	
		Second	15th Sept.	25th Sept.	15th Oct.	
		Third	1st Dec.	10th Dec.	1st Jan.	
		Final	15th Mar.	25th Mar.	15th April	
15.	Rapseed & Mustard	First	20th Nov.	1st Dec.	20th Dec.	
		Second	1st Feb.	10th Feb.	1st March	
		Final	15th April	25th April	15th May	
16.	Linseed	First	20th Nov.	1st Dec.	20th Dec.	
		Second	1st Feb.	10th Feb.	1st Mar.	
		Final	15th April	25th April	15th May	

17.	Castor seed	Final	30th Mar.	10th April	30th April	
18.	Cotton	First	10th July	20th July	10th Aug.	
		Second	10th Sept.	20th Sept.	10th Oct.	
		Third	10th Nov.	20th Nov.	10th Dec.	
		Fourth	10th Jan.	20th Jan.	10th Feb.	
		Final	10th Mar.	20th Mar	5th May	
19.	Mesta (Ambari)	First	1st July	10th July	31st July	
		Second	21st Sept.	1st Oct.	20th Oct.	
		Final	10th Feb.	20th Feb.	7th March	
20.	Sannhemp	First	15th July	25th July	15th Aug.	
		Final	15th Dec.	25th Dec.	15th Jan.	
21.	Tobacco	First	15th Dec.	25th Dec.	15th Jan.	
		Second	20th Feb.	1st March	20th Mar.	
		Third	20th April	30th April	20th May	
		Final	10th July	20th July	10th Aug.	
22.	Sugarcane	First	21st May	31st May	21st June	
		Second	21st Sept.	1st Oct.	21st Oct.	
		Final	15th April	25th April	15th May	
23.	Potato	First	15th Dec.	1st Jan.	31st Jan.	
		Final	1st May	15th May	15th June	
24.	Ginger (Dry)	Final	5th Feb.	15th Feb.	5th March	
25.	Sweetpotato (Shakar kandi)	Final	5th Aug.	15th Aug.	5th Sept.	

26.	Onion (onion in seed form) (Onion with green) leaves and stem (Nodulated	Final	5th Aug.	15th Aug.	5th Sept.	
27.	Coriander	Final	15th April	25th April	15th May	
28.	Guwar (Seed)	Final	15th Dec.	25th Dec.	15th Jan.	
29.	Sweetpotato (Shakar kandi)	Final	5th Aug.	15th Aug.	5th Sept.	
30.	Onion (onion in seed form) (Onion with green) leaves and stem (Nodulated	Final	5th Aug.	15th Aug.	5th Sept.	
[31.	Soyabin	Final	10th Feb.	25th Feb.	1st March	
32.	Taramira	Final	10th	25th	15th March]	
			April	April		
[33.	Cumin	First	15th Dec.	25th Dec.	25th Jan.	
		Final	15th April	25th April	15th May]	
[34.	Methi	First	15th Dec.	25th Dec.	25th Jan.]	
		Final	15th April	25th April	15th May	
[43.	Sounf	First	15th Dec.	25th Dec.	10th Jan.	
		Final	10 May	20 May	5 June]	
[44.	Ajwain	First	15th Dec.	25th Dec.	10th Jan.	
		Final	10 May	20 May	5 June]	
[45.	Garlic	First	15th Dec.	25th Dec.	10th Jan.	
		Final	10 May	20 May	5 June	
[46.	Mehandi	First	15th Dec.	25th Dec.	10th Jan.	

		Final	10 May	20 May	5 June]	
[47.	Isabgole	First	10th Dec.	25th Dec.	10th Jan.	
		Final	10 May	20 May	5 June]	

(ii) The publication of crop forecasts is always anxiously awaited by business firms. As delay detracts from their value special efforts should be made to despatch all forecasts to the Board of Revenue by the due date. Their should be no difficulty as regards the first and second forecasts, which are merely estimates. The third, forecast, however, should contain a statement of the actual areas sown, together with an estimate of 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 forecast, the best possible estimates should be submitted in their place. If should be noted that revised figures will follow, and these should be despatched as soon as they have been prepared.

Form is to be used for all forecasts, the columns that do not relate to any particular forecasts being left blank. In the case of Cotton, details of area and yield of cotton under specified varieties and to be given. In the case of rice, separate returns may be furnished for summer, winter and autumn rice, where more than one crop is grown. Similarly, in the case of Jowar, where Kharif as well as Rabi crops are grown, separate returns may be furnished.

(ii) **Col. (i).** - Description of the area under different categories such as irrigated and un- irrigated should be given.

(iii) **Col. (ii).** - This column should be given the total area under the crop in the current year, double cropped areas being count twice.

(iv) **Col. (iii) to (vi).** - In these columns the figures for the previous year and for the five years average should relate to the corresponding forecasts. In order to have a correct picture of the crops conditions, it is necessary to compare the current year's figures with the previous year's and with the normal, the normal being the average of the previous five years ending with the previous years. Tehsils that have been set up recently and do not possess the necessary date for the previous five years may give averages for the years for which data are available with them, the fact being stated in a foot note.

(v) **Col. (vii).** - The irrigated area under the crop in each district tehsil should be given for the current year in the final forecast only.

(vi) **Col. (viii) to (xii).** - The same remarks as given under para (iii) and (iv) above, apply to these column. These columns must be filled up in the second and subsequent forecasts of each crop and in the third and subsequent forecast of cotton. In the case of crops for which there is one order of forecasts e.g., Ginger, Turmeric, etc., all these columns should be filled in.

(vii) **Col. (xiii).** - The estimates yield per hectare for irrigated and un-irrigated areas separately in the current years should be given for each crop.

(viii) **Col. (xiv).** - District-wise farm (harvest) prices should be given in the final forecast only.

(ix) **Col. (xv).** - The reasons for differences of magnitude over and above 10% in the current and the previous year's and normal figures may be explained in this column.

(x) The date fixed for the submission of the forecast return and the date on which the forecast is actually despatched should be given in the space provided for the purpose at the bottom of the return. The reasons for delay, if any should be explained.

(xi) The production of rice should be given in terms of cleaned rice (not paddy) of Sugarcane in terms of ground nut in terms of nuts in shell, cotton in terms of cotton lint-in bales of 180 kilograms each, Mesta (Ambari) in terms of bales of 180 kilograms each. Ginger, Chillies, and Turmeric in terms of their respective dried produce.

(xii) If dates in respect of "farm prices" and "irrigated areas" etc., do not become available by the due date of the final forecast, the forecast returns should be despatched in time. Missing particulars may, however, be furnished separately as soon as they become available.

(xiii) In the case of the following crops, the forecasts are required to be prepared in the manner as indicated against each:-

Name of Crop	Manner in which to be prepared
Coriander	Area and production for seeds only (i.e. excluding area under leaves) is to be given.
Sail hemp-Mesta	Area and production for fibre crop only (i.e. excluding fodder and green manuring area) is to be given.
Guwar	The area and production for seeds only (i.e. excluding fodder and green manure crops) is to be given.

CHAPTER V

Agricultural Statistics

262. Tehsil Returns. - The Tehsildar should get the agricultural statistics tables of his Tehsil prepared by the Officer Qanungo and Land Records Inspectors and send to the Collector of his district not later than 31st, July, for the year ending on 30th June.

Form No. O-1 to O-6

[Deleted].

Form no. O-7

(*See* Para 219)

Register of reports of calamities amongst persons and cattle, Tehsil..... District..... Rajasthan.

S.No.	Date of report	Date of occurrence of the calamity	Name of village and of circle	Nature of calamity	Remarks as to extent of calamity	Date of forwarding report to Headquarters	Note to Tehsildar showing the action taken on	Remarks
1	2	3	4	5	6	7	8	9

Form No. O-8

[Deleted].

Form no. O-9

(*See* Para 221)

Register of Description of Patwari's and Inspector's circles. Tehsil..... District..... Rajasthan.

Name and No. of Inspector's circle with, his name and date of posting	No. of Patwari circle and the name of the village where the Patwari's head quarter is sanctioned	Name of Patwari with father's name, caste and residence, date of first appointment on present circle, Date of birth. Whether he has passed or not or has been exempted
1	2	3

Details of the villages in a Patwar Circle			
Pay of Patwari	Name of village	Total area	Cultivated area
4	5	6	7

Details of the villages in a Patwar Circle				Remarks
Land Revenue	Khasra No.	Khasra No./ Khatauni No.	Name of year or Samvat	
8	9	10	11	12

Form No. O-10 to O-11A

[Deleted]

Form No. O-12

(*See* Para 224)

Register of Patwarkhanas, Tehsil..... District..... Rajasthan.

Name of Inspector with circle number	Patwari's circle number	Name of the village where the patwarkhana is situated	Details of rooms	Name of year when it was constructed	Detailed report of the Inspector of Land Records regarding its	Action which is to be taken regarding its repairs	Remarks
1	2	3	4	5	6	7	8

Form No. O-13

[Deleted]

Form No. O-14

(*See* Rule 226)

Register of permanent & temporary arrangement made for the allotment of un-occupied (Siwai Chak) and Village..... Tehsil..... District..... Rajasthan, Samvat 20..... to 20.....

Details of un-occupied Land			
Khasra No.	Area	Soil Classification	Rate of Land Revenue
1	2	3	4

Details of un-occupied (Siwai Chak) Land allotted for agricultural purposes			
Name of allottee with full particulars	Area allotted	No. & date of allotment order with file No. and other details in brief	No. of Mutation & Jamabandi through which Gair Khatedari rights were
5	6	7	8

Yearly arrangement for natural produce					
Name of person in whose favour final auction	No. & date of final sanction of auction	Terms of auction (in Brief)	Amount of auction	Year for which auction is sanctioned	Remarks
9	10	11	12	13	14

Form No. O-15

[*See* Para 227]

Register of Nazool (Government Buildings), Tehsil..... District..... Rajasthan.

Name of village	Serial No. of entry	Description	Boundaries	Areas and measurements (when available)
1	2	3	4	5

Date and circumstances of acquisition	Khasra Number	Managing authority	Remarks	Plan or reference to Serial No. of plan on the corresponding
6	7	8	9	10

Note: - Forms O-16 and O-17 Register of Cases, and Register Peshi Muqadinat omitted as these are the same as prescribed for the Tehsil clerks.

Form No. O-18

(*See* Para 230)

Register of security of Patwaris, Tehsil..... District..... Rajasthan.

Serial No.	Name of Patwari with father's name, caste and residence	Date of appointment	Date of birth	Name of survey with father's name, caste and residence
1	2	3	4	5

Amount of security	Details of immovable property, security and its estimated value	Name of attesting Officer	Remarks
6	7	8	9

Form No. O-19

[Deleted]

Form No. O-20

(*See* Rule 232)

Register of depositions of Annual Records Tehsil..... Distt..... Rajasthan.

Name of Patwar Circle	Name of Inspector Land Records or Patwari	Name of village	Date of deposition of records with name of Smvt. year for which the record was deposited
1	2	3	4

Records deposited through I.L.R.				
Jinswar Kharif	Jinswar Rabi	Jinswar Zaid	Milan Khasra	Others
5	6	7	8	9

Deposited through Patwari			Siala with parat Arzgrsal
Khasra Girdawari	Farad Tuda Sahada & Chandas	Jamabandi	
10	11	12	13

Receipt Book	Dhal Banchh	Others	Remarks
14	15	16	17

Form O-21

[*See* Para 234]

Register of Daramad Baramad Kaghzat Tehsil.....District.....Rajasthan.

Serial No.	Date of issue	Name of village	Description of Record	To whom sent	Signature of recipient	Date of return	Signatures of Office Qanungo or Sadar Qanungo	Remarks
1	2	3	4	5	6	7	8	9

Form No. O-22

[*See* Para 232]

List of papers contained in the Basta of Village..... Tehsil..... District..... Rajasthan.

Serial No.	Description of record	Year to which it relates	Date of filing	Signature of Sadar Qanungo or Office Qanungo	Date of destruction	Signatures of Sadar Qanungo or Office Qanungo
1	2	3	4	5	6	7

(B) Annual Records etc.

Serial No.	Description of record	Year to which it relates	Date of filing	Signature of Sadar Qanungo or Office Qanungo	Date of destruction	Signatures of Sadar Qanungo or Office Qanungo
1	2	3	4	5	6	7

Note. - In the case records kept at Tehsil Offices, columns 5 and 7 will be signed by the Office Qanungo instead of by the Sadar Qanungo.

Form No. O-23

[*See* Para 236]

Stock register of printed form of Patwaris, Qanungos, etc. regarding land records Tehsil.....
District..... Rajasthan.

Name of Forms	Date of receipt	Form where received	Quantity received	No. total of forms on the date of issue	Date of issue
1	2	3	4	5	6

To whom issued	Quantity issued	Balance after issuing	Signature of the official to whom issued	Remarks
7	8	9	10	11

Form No. O-24

[*See* Para 239]

Register of Indent of printed forms of Patwaris, Qanungos etc....

Tehsil.....District.....Rajasthan.

Serial No.	Name and No. of forms	Total No. of forms required	Excess @ 10%	Total	Stock in hand	Net requirements	Remarks
1	2	3	4	5	6	7	8
1.	Patwari's forms: -						
2.	Inspector's forms: -						
3.	Office Qanungo's forms:-						
4.	Sadar Qanungo's forms:-						

Form No. O-25

[*See* Para 241]

Register of survey equipment and furniture in charge of Sadar Qanungo District. .....Rajasthan.

Office Qanungo Tehsil

Receipts			
Name of Article	Date of receipt	Form where received	Quantity received
1	2	3	4

Issues					Signature of recipient or reference to the orders of condemnation	Remarks about the condition of instruments as found
Total No. of the article in stock on the date of	Date of issue	To whom issued	Quantity issued	Balance after issuing		
5	6	7	8	9	10	11

Form No. O-26 & O-27

[Deleted].

Instructions regarding Weekly Weather and Crop Report

Col. 4. Indicates whether ploughing is delayed, manuring of land held up etc.

5. Indicates whether sowing is suspended or re-sowing completed.

6. Same as for sowing.

7. Indicates whether crops are withering or flooded or whether flowering is hampered, or gains shrivelling. Indicates also whether Rust on wheat is increasing or Borer attack on sugarcane decreasing etc.

8. Indicates whether food grains are being damaged on the threshing floors etc.

9. Indicates whether high winds caused lodging and hailstorms caused shedding on grains etc. Estimate of the extent of damage, if any, is to be given.

10. A general appreciation of the standing crops as compared to the previous year's crop should be given in this column. The appraisal should be regarding the area as well as the condition of the crop.

11. As regards area, since it is not possible to give a quantitative estimate of the area under the crop, only a descriptive comparison of the area during the current year in relation to the last year's area may be given.

12. Taking last year's crop as 100 an estimate of the increase or decrease in the area as a percentage should be given in this column.

13. After the sowing are complete, the area will remain more or less the same till the crop is harvested but the condition of the crop will vary from week to week or at least fortnight to fortnight. The condition of the crop better, same or worse as compared to the last year's condition at the same time of the year should be given in this column.

14. Taking last year's condition of the crop at the same time as 100, a quantitative appraisal of the condition during the current year should be given in this column i.e., by what percentage the condition of the crop is better or worse than last year.

15. Whether water supply is adequate or inadequate.

16. Whether seeds are adequate.

17. Whether supply of agricultural labour is adequate or inadequate.

Form No. O-28

[*See* Para 259]

Monthly rainfall record in Rajasthan for the month of..... 19 .

District	Station	Date
		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Number of rainy days (for rainfall tenth of an inch or upward)	Normal number of rainy days	Total rainfall for the month	Normal rainfall for the month	Heaviest rainfall during the month

Total rainfall from 1st of jan. to end of month	Normal rainfall for the period	Remarks	
		1.	The extent and effect of rainfall and the progress in sowing
		2.	2. The condition of the crops.
		3.	The expected yield. At harvest time note the estimated outturn of each important crop in detail for leading classes of soil.
		4.	The condition of cattle, the amount and description of fodder and grazing available.
		5.	5. The state of the public health.
		6.	The working of the canal and the sufficiency & seasonableness or river inundation, or of floods from hill torrents.
		7.	7. General matter.

Form No. O-29

[Deleted]

Form No. O-30

Specimen form for the District/Tehsil Forecast Return (.....) Forecast Report on (.....) for the year..... District/ Tehsil.....

Area in Hectares						
Description of area	Of current year's crop	Of previous year's crop	Average of preceding 5 years	% By which Col. 2 exceeds or is less than		Area irrigated in the current year
				Col. 3	Col. 4	
1	2	3	4	5	6	7
Tehsil						
Irrigated						
Un-irrigated						
Tehsil	Irrigated					
District (Total)	Un-irrigated					

Yield in Metric Tons/Bales				
Of current year's crop	Of previous year's crop	Average of preceding 5 years	% By which exceeds or is less than	
			Col. 9	Col 10
8	9	10	11	12

Estimated yield (Kgs. per Hectare) for irrigated/un-irrigated area separately	Harvest Prices in Rs. per Qnt.	Remarks
13	14	15

(i) Where the sowings early or normal or late?

(ii) Causes of decrease or increase in area and production of the current year.

(iii) Did the harvesting commence in time? Extent of damage, if any.

(iv) Specify grass areas under mixed crop separately in the final forecast, in the remarks column.

(v) (a) Date on which the return was due.

(b) Date on which seat.

(c) Reason for delay.

Signature
Date:

Form No. O-31 & O-32

[Deleted].

Form No. O-33

(*See* Paras 223-C and 389)

Alluvion and Diluvian Register

Tehsil.....Distt.....Rajasthan.

Serial No.	Names of villages	Khasra No.	Area	Soil class at the time of settlement
1	2	3	4	5

Name of person cultivating or otherwise holding or occupying the area	Area affected by Alluvion			
	Area rendered fit for cultivation by alluvial action with	No. date and substance of the report of Patwari	Substance of the final orders with reference to the No. and date	Amount assessed
6	7	8	9	10

Area affected by Diluvian				Remarks
Area rendered unfit for cultivation by diluvian action	No. date and substance of the report of Patwari	Substance of the final orders with reference to the No. and date	Amount of revenue ordered to be decreased	
11	12	13	14	15

Part IV

Training school for Patwaris & Qanungos

CHAPTER I

Patwar Schools

Maintenance, Control and Supervision

263. Maintenance of a School. - It will be the duty of the Collector of each district to examine the strength of Patwari candidates in his district and see whether 20% qualified candidates of the sanctioned strength are available for appointment. If he finds that such number is not available and the Patwaris, who are already in service, also require training, he may submit proposals to the *[Director, Revenue Research and Training Institute, Ajmer] for opening a school in his district. The *[Director, Revenue Research and Training Institute, Ajmer] will examine the proposals having in view the number of candidates readily available for appointment in other distri enue Research and Training Institute,

Ajmer] is satisfied that the opening of a school is necessary in any district or districts a provision will be made in the next year's budget and necessary sanction will be obtained. The school will be located at the headquarter of the district. If, in any year the requirements of a district made it indispensable that an additional school be opened, the Collector will submit his proposals to the [Director, Revenue Research and Training Institute, Ajmer]

[264. Control. - (1) All the Patwar Schools in the State shall be under the supervision of the Director, Revenue Research & Training Institute. Ajmer. Collector shall be controlling authority for the Patwar Schools at district level, who may place the Assistant Collector (H.Q.) to be incharge of the school.

(2) The All Purpose Revenue Training Institute, Tonk shall be under the supervision of the Director, Revenue Research & Training Institute, Ajmer. The Principal shall be In-charge for the All Purpose Revenue Training Institute]

265. Supervision. - (i) The Officer-In charge shall be responsible for the proper working of the school. He should satisfy himself by occasional inspections that the instructions in all sections of the course are being given in accordance with these rules. He should also now and then watch the survey and map correction classes at work and should satisfy himself if that regular classes in these subjects are held that all scholars attend these classes and receive regular instruction and that a sufficient area is surveyed by each candidate. In this periodical visits to the school, he should check the accounts and the stock of survey instruments and should note in an inspection book any defect that he has observed and any orders that he has issued.

(ii) On no less than two mornings in each month the survey and map correction classes shall be watched while at work, once by the Sadar Qanungo and the second time by the Tehsildar or the Naib-Tehsildar of the headquarter Tehsil. They should also frequently visit the school and satisfy themselves that instructions both in the school and in the out-door classes are being given in accordance with these rules. When any of these officers inspects the school, he should check the attendance roll, the accounts and the stock of survey instruments and should note in the Inspection Book any defects that he may notice and should submit the book to the Officer Incharge for orders.

CHAPTER II

Rules regarding the appointment and conditions of service of the Head Masters and Teachers of Patwar Schools

266. Appointment, Qualification etc. - (i) When the post of the Head Master or a Teacher of Patwar School falls vacant, the Collector shall immediately report the facts to the [Director, Revenue Research & Training Institute, Ajmer].

(ii) Appointment of Head Master will ordinarily be made by promotion from amongst teachers, whose names shall be borne on a list maintained by the Board of Revenue. Promotion of teachers to the post of Head Master shall be made by seniority, subject to their being considered fit for the appointment.

(iii) Appointment of teachers shall be made from the list of Inspectors of Land Records. Assistant Sadar Qanungo and Office Qanungos approved for appointment as teachers, which shall be maintained by the Board of Revenue.

(iv) When there is a vacancy in the list of approved candidates the [Director, Revenue Research and Training Institute, Ajmer] shall, after inviting applications and considering them, select a candidate or candidates best suited for appointment. The qualifications of candidates to be entered in this list shall be:-

(a) Domicile in Rajasthan.

(b) Age not exceeding 35 yea a candidate for entry in the list.

(c) **Minimum educational qualifications.** - Matriculate or any other equivalent examination.

(d) **Experience.** - At least five years experience of performing the duties of an Inspector of Office Qanungo or both put together: and

(e) **State of health.** - He should be free from any physical defect which is likely to interfere with the efficient performance of his duties:

Provided that in special cases the State Government may grant exemption from the age limit prescribed, if considered necessary, in the public interest or in the interest of fair dealing and waive the qualification regarding education or may reduce the period prescribed for experience.

(v) No recommendation either written or oral other than that of the authority under whom the applicant is working and through whom the application is forwarded shall be taken into consideration. Any at tempt on the part of a candidate to enlist support by other means directly or indirectly shall render him liable to disqualification.

267. Training in Survey, Patwar Rules and Record-writing. - Ordinarily one Head Master and one Teacher will be appointed for each school and the work of teaching and training the candidates will be divided among them, in view of their proficiency in each subject, with the approval of the Office Incharge. If the number of candidates exceeds 40. one more Teacher will be attached to the school. The Head Master and the Teacher will be given an allowance in addition to the pay and allowances t hey might be drawing on their substantive appointments.

268. Posting and Transfers. - The Head Master and Teachers shall be posted to districts by the Board of Revenue. The staff for each school will be fixed from time to time with reference to its needs. Transfers shall be made by the Board of Revenue.

[**269. Leave.** - Casual leave and other kinds of leave shall be sanctioned by the Collector of the district in which the Patwar Training School is situated].

[270. Application of C.C.A. Rules. - The Rajasthan Civil Services (Classification. Control and Appeals) Rules. 1958 shall apply in matter disciplinary action against Teacher/Head Masters of the Patwar Training School].

271. Appeals. - Appeals against the order of punishments under the preceding paragraph shall be regulated by the Rajasthan Civil Services (Classification, Control and Appeal) Rules of 1950.

CHAPTER III

Admission, Training and Examination of Patwar School Candidates

272. Conditions for Admission. - (i) Candidates for admission to Patwar Schools will be (a) Patwaris and (b) other candidates.

(a) Patwaris appointed as probationer trainee including the Patwaries appointed on compassionate ground shall be allowed to attend the school with the permission of the Collector or the Colonization Commissioner, as the case may be.
Patwaries appointed as as probationer trainee including the Patwaries appointed on compassionate ground shall be removed from service if they fail to pass examination in the attempts and time period as specified under these rules."

(b) Candidates selected under Rules 273 and nominated by the Collector or the Board.

(ii) & (iii) [Deleted].

(iv) No candidate, who has once been enrolled in any Patwar School, will be admitted to another similar school except for sufficient reasons to be certified by the Office-Incharge. A certificate of classifications obtained by concealing the facts of previous enrollment in another school shall be void.

273. [Selection for the post of Patwari]. - [(1) Selection of candidates for [the post of Patwari] shall be made by a Competitive Examination to be conducted by the Rajasthan Subordinate and Ministerial Service Selection Board.

(1A) Direct recruitment to the post of Patwari shall be held at least one in a year unless the Board of Revenue decides that a direct recruitment shall not be held in any particular year.

(2) (i) [deleted]

(ii) The Rajasthan Subordinate and Ministerial Service Selection Board shall [notify] in the leading daily Newspapers of Rajasthan indicating the number of vacancies that are likely to be filled in by direct recruitment and the number that will be reserved for the candidates of Scheduled Castes [Scheduled Tribes Other Backward Classes and women] out of these vacancies. Applications shall be in such form as may be prescribed [by the Rajasthan Subordinate and Ministerial Service Selection Board, In the application form preference of district and department shall also be obtained from candidate by the Rajasthan Subordinate and Ministerial Service Selection Board.

[(iii) The Rajasthan Subordinate and Ministerial Service Selection Boardshall also prepare and notify the programme of examination giving the last date for submitting applications. [***]

[(iv) The competitive examination shall be conducted by the Rajasthan Subordinate and Ministerial Service Selection Board. The pattern of the examination the syllabus, total marks and eligibility marks etc. shall be decided by the commission.]

[***]

[***]

(vii) Recruitment of the post of Patwari in scheduled area shall be as per the provisions of the recruitement rules in such area.

(4) [(i) The applicant must have a working knowledge of Hindi written in Devnagri Script. Knowledge of Rajasthan Culture and following qualifications, namely:-

[***]

(a) He must have passed the 10+2/Senior Secondary School Examination or any other equivalent examination, recognised by the Government; and

(b) 'O' or higher level certificate course conducted by the Department of Electronics Accreditation of Computer Course (DOEACC) under the control of the Department of Electronics, Government of India;

or

Computer Operator and Programming Assistant (COPA)/Data Preparation and Computer Software (DPCS) certificate course organized under the National Council on Vocational Training/State Council on Vocational Training Scheme;

or

Diploma in computer Science/Computer Applications from a University established by law in India or from an Institution recognized by the Government;

or

Diploma in Computer Science and Engineering from Government recognized Polytechnic Institution;

or

Rajasthan State Certificate Course in Information Technology (RSCIT) conducted by Vardhman Mahaveer Open University/ Kota under control of Rajasthan Knowledge Corporation Limited.]

(ii) **Nationality.** - A candidate for the appointment to the service must be:-

(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 to India from Pakistan, Burma, Ceylon and East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyka and Zanziba) Zambiai, Malawi, Zaire and Ethiopia with the intention of permanently settling in India:

Provided that candidate belongs to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.
A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.

(iii) He must have attained the age of 18 years and must have not attained the age of [35 years] on the first day of January next following the last date fixed for the receipt of applications:

Provided:-

[(a) In case of candidates belonging to Scheduled Castes/Scheduled Tribes and other Backward Classes and women candidates belonging to General Category, the upper age limit shall be relaxed by 5 years and in case of women candidates belonging to SC/ST/OBC, the upper age limit shall be relaxed by 10 years;]

(b) that the upper age limit mentioned above shall not apply in the case of an ex-prisoner who had served under the Government on a substantive basis on any post before conviction and was eligible for appointment under the rules;

(c) that the upper age limit mentioned above shall be relaxable by a period equal to the term of imprisonment served in the case of an exprisoner who was not overage before his conviction and was eligible for appointment under the rules:

(d) that the persons appointed temporarily to the post of Patwari shall be deemed to be within the age limit had they been with the age limit when they were initially appointed even though they have crossed the age limit on the date fixed for the examination, and shall be allowed upto two chances had they been eligible as such at the time of their initial appointment;

(e) that the Cadet Instructors shall be allowed to deduct from their actual age, the period of service rendered by them in the NCC and if the resultant age does not exceed the maximum age limit prescribed above;

(f) notwithstanding anything contrary-contained in these Rules in the case of person serving in connection with the affairs of the state in substantive capacity, the upper age limit shall be [42 years] recruitment to posts filled in by competitive examination:

(g) that there shall be no age limit in the case of persons repatriated from East African countries of Kenya, Tanganika. Uganda and Zanzibar;

(h) that the upper age limit mentioned above shall be relaxed upto 45 years for the persons repatriated from Burma and Ceylon on or after 1-3-1963 upto 29-2-1977 with a further relaxation upto 5 years in the case of persons belonging to the Scheduled Castes or the Scheduled Tribes.

(i) If a candidate would have been entitled in respect of his/her age for direct recruitment in any year in which no such recruitment was held, he/she shall be deemed to be eligible in the next following recruitment. If he/she is not overage by more than three years.

(iv) (i) A candidate for recruitment to the post of Patwari must be in good mental and bodily health and free from any mental or physical defect likely to interfere with the efficient performance of his duties as a patwari and if selected must produce a certificate to that effect from a Medical Authority [as specified in sub-rule (10)].

(ia) Duration for Examination of direct recruietment on the post of Patwari shall be three hours. The pattern of questions shall be objective type from the following subjects.each question shall carry 2 marks;

Subjects	Maximum Marks

1 Genral Knowledge	100
2 Mathematics	100
3 Basic Computer Knowledge	50
4 Genral Hindi	50

The Syllabus of the Examination shall be as given below:-

Subject	Syllabus
Genral Knowledge	10+2/Senior secondary level.
Mathematies	10/Secondary level
Basic Computer Knowledge	1 Characteristies of computers. 2 Computer Orgnaization including RAM, ROM, File System Input Devices Computer Software-Relationship between Hardware and Software 3 Oprating System 4 M.S Office (exposure of word, Excel/spread sheet, Power Point) 5 Information Tecnology and Society- Indian IT Act Degital Signatures Application of Information Technology In Govt for e-Governance. Mobile/ Smart phones, Information kiosks
General Hindi	10+2/ Senior Secondary level.

The Appointing Authority may dispense with production of such certificate in the case of candidate who is already serving in connection with the affairs of the State if he has already been medically examined for the previous appointment and the essential standards of medical examination of the two posts held by him are comparable for efficient performance of duties of the new posts and his age has not reduced his efficiency for the purpose.

(v) The character of a candidate for direct recruitment to the service must be such as to qualify him for employment to the post of Patwari. He must produce a certificate of good character from the Principal/Academic Officer of the University, School or College in which he was last educated, and two such certificates written not more than six months prior to the date of application from two responsible persons not connected with his University or College or School and not related to him.

Note 1. - A conviction by a court of law need not of itself involve the refusal of a certificate of a good character. The circumstances of the conviction should be taken into account and if they involve no moral turpitude or association with crimes of violence or with a movement which has as its object the overthrow by violent means of Government as bylaw established the mere conviction need not be regarded as a disqualification.

Note 2. - Ex-prisoners who by their disciplined life while in prison and by their subsequent good conduct have proved to be completely reformed, should not be discriminated against on grounds of their previous conviction for purposes of employment in the service. Those who are convicted of offences not involving moral turpitude shall be deemed to have been completely reformed on the production of a report to the effect from the Superintendent, "Aftercare Home"or if there are no such homes in particular district, from the Superintendent of Police of that District.

Those convicted of offences involving moral turpitude shall be required to produce a certificate from the Superintendent, After Care Home or if there are no such homes from the Superintendent of Police of the District endorsed by the Inspector General of Prisons, to the effect that they are suitable for employment as they have proved to be completely reformed by their disciplined life while in prison and by their subsequent good conduct in on After-care Home.

(vi) No candidate who has more than one wife living shall be eligible for selection and appointment to the post of Patwari unless the Government after being satisfied that there are special grounds for doing so, exempt any candidate from the operation of this rule.

(vii) No female candidate who is married to a person having already a wife shall be eligible for appointment to the service unless Government after being satisfied that there are special grounds for doing so, exempt any female candidate from the operation of this rule.

(viii) No married candidate shall be eligible for appointment to the service if he/she had the time of his/her marriage accepted any dowry.

Explanation:-

For the purpose of this rule 'dowry' has the same meaning as given in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

[(5) x x x]

[***]

(8) A candidate who is or has been declared by the Rajasthan Subordinate and Ministerial Service Selection Board guilty of impersonation or of submitting fabricated documents, which have been tampered with or of making statements which are incorrect or of suppressing material information or using or attempting to use unfair means in the examination or otherwise resorting to any other irregular or improper means for obtaining admission to the examination shall, in addition to rendering himself liable to criminal prosecution be debarred from competitions either permanently or for a period specified by the Rajasthan Subordinate and Ministerial Service Selection Board.

[***]

[(10) The candidates who are selected and given admission to the training school shall be required to produce a certificate of fitness signed by the Chief Medical and Health Officer or Medical Jurist of district in which the candidate normally resides, at the time of admission in the training school."

(10-A) The candidates who are [appointed and sent] for admission to the training school shall be required to execute a bond in the form prescribed hereunder and submit the same to the Principal of Patwar Training School.

[***]

Form of the Bond to be Executed by Government Servant Selected for Patwar Training School Tonk

This bond is made on the..... day of..... 198, by..... S/o..... holding the post of.....(hereinafter called the trainee) of the first part and..... S/o..... resident of.....(First surety) and..... S/o..... resident of.....(Second surety) hereinafter collectively referred to as "the sureties" of the second part in favour of Government of Rajasthan (hereinafter referred to as "Government");

Whereas the trainee has applied to the Government for leave and other concessions for being sent for training to..... (name of country) under the.....(Name of scheme). And Whereas The Government, being the employer of the trainee has agreed to do so on the terms hereinafter mentioned and on the condition that the sureties shall give security for the required performance by the trainee of the terms hereinafter mentioned;

and whereas the sureties have agreed to give security for performance of the trainee of the said terms in the manner hereinafter appearing;

Now This Bond is Made as Follows:

(1) In pursuance of this agreement and in consideration of Government giving to the trainee leave and other concessions in respect of the training as aforesaid, the trainee hereby covenants with Government that the trainee shall on the expiry of the period of training resume duty and continue to serve the Government for a period of three years on any salary or grade not lower than the substantive salary and grade of the trainee prior to his proceeding for the said training in any capacity for which the trainee shall for the time being, be regarded as fit by the Government.

(2) In pursuance of this agreement and for the consideration as aforesaid, the trainee and the sureties hereby agree that if the trainee does not continue in service in accordance with clause 1 of this agreement, or fails to resume duty on the expiry of period aforementioned or is dismissed from service within the said period of three years mentioned in clause 1 herein above on the ground of misconduct, inefficiency, in subordination or neglect of duty on the part of the trainee (of which the Government shall be the sole judge) or if the trainee shall resign or relinquish the services of the Government within the said period, the trainee and sureties shall jointly and severally pay to the Government the whole of the salary drawn by trainee during the period of training as aforesaid, or such portion thereof as the Government may deem fit and all other expenses incurred by the Government in the training of the trainee as aforesaid.

(3) The liability of the trainee and the sureties shall be limited to an amount not exceeding Rs. .....

In Witness There of the trainee and the sureties execute this bond as follows:-

Signature of the Trainee	Signature of Surety	First Signature of Second Surety
Witness 1.....	Witness 1.....	Witness 1.....
Witness 2.....	Witness 2.....	Witness 2.....

3. The existing rule 196 of the said rules shall be renumbered as sub-rule (1) of rule 196 and after sub-rule (1) so renumbered, the following new sub-rule shall be added, namely:-"(2) The candidates Finally selected for admission to the training school shall be required to execute a bond in the form prescribed in rule 273 (10-A) of these rules and submit the same to the Principal of All Purpose Training School;

(ii) The candidates finally selected and admitted to the training school shall be eligible for a stipendiary allowance as sanctioned by the Government from time to time:

Provided that a permanent class four employee, who is selected for admission to Patwar Training School and joins the same, shall be treated as on duty and he shall receive his salary during the period of training.

274. Attendance. - (i) The Head Master shall maintain an attendance register for the trainees and have the attendance recorded on every working day.

(ii) If a trainee is absent without leave for more than 15 days continuously, or for more than 25% of the working days in the session his name will be removed from the rolls, by the Head Master.

275. Discipline. - (i) The Collector may at any time, during the session, impose on a [trainee] a fine not exceeding Rs. 10/- or expel him from the school or examination for insubordination or any other misconduct. An expelled [trainee] shall not be admitted to any other Patwar school and the Collector on expulsion shall report to the Board of Revenue the name of such [trainee] for communication to other schools. The Collector may also remove from the school, after three months training, a [trainee] who is idle or incorrigible or whose intellectual power is so deficient that there is no prospect of his being successful in the final examination. In such a case the Collector shall personally satisfy himself either by his own examination, or from the report of the Officer-In-Charge of the school, that the [trainee] is not likely to benefit by continuing his studies at the school. The order of the Collector in such cases shall be final.

(ii) The Board of Revenue may, at any time, cancel the Patwar Examination certificate of a candidate if it is satisfied on a report of the Collector that the [trainee] has been guilty of serious misconduct in circumstances connected with his securing the certificate provided that no [such candidate] will be cancelled unless either his explanation has been taken or he refuses to give his explanation or he is not traceable. The Board of Revenue may also intimate his case to Government for debarring him from service in the State of Rajasthan in case the Board is satisfied that

he deserves such punishment.

[276. Course. - The following course is prescribed:-

(1) (a) The Rajasthan Land Revenue (Land Records) Rules, 1957.	-	Entire rules.
(b) Preparation of records	-	Preparation of specimen records (maps) registers, and statement enumerated in rule 48.
(c) Plane mensuration	-	Plane mensuration including definition areas lengths, relation between acre and bigha, square roots, triangles, rectangles, quendrilate, rare, paradile, grams, sueres, circles, elliptic and curved figures, and field books. Knowledge of hectare & decimal system.
(2) Revenue Law	-	**First part**-section 3 interpretation, chapter 3, (Revenue Court & Officers), Chapter 6 (Land); Chapter 7 (Survey and Records Operation); Section 142 to 147, 175 to 177, 181 and 182 of chapter 8 (settlement erection); Chapter 10 (Collection of revenue) section 262 of chapter 11 (Patwaris to be public servant) of the Rajasthan Land Revenue Act, 1956. *Following rules under Rajasthan Land Revenue Act and Rajasthan Land Revenue (Surcharge) Act, 1960:-* 1. Rajasthan Land Revenue (Allotment of land for agricultural purposes) Rules, 1970. 2. Rajasthan Land Revenue (Allotment of land for recaptacles) Rules, 1961. 3. Rajasthan Land Revenue (Allotment, Conversion & Regularisation of Agricultural Land for construction of cinemas, hotels and establishment of petrol pumps) Rules, 1978. 4. Rajasthan Land Revenue (Allotment conversion and regularisation or agricultural land for residential or commercial purposes in Urban Area) Rules, 1981. 5. Rajasthan Land Revenue (Conversion of agricultural into non-agricultural land) Rules, 1961.

6. Conditions for allotment of unoccupied Government agricultural lands for construction of schools, colleges, dispensaries, dharamashallas and other building of public utility.

7. Rajasthan Land Revenue (Allotment of Tank-bed lands for cultivation) Rules, 1961.

8. Rajasthan Land Revenue (Conversion of agricultural land for residential or commercial purposes in rural areas) Rules, 1971.

9. Rajasthan Land Revenue (Surcharge) Rules, 1960.

Second part. Rajasthan Tenancy Act, 1955-Section 5 (Definition); Section 15 to 17-A, chapter 111 (c)- Primary rights of tenants; chapter IV (Devolution, transfer, exchange and division); chapter V (Surrender, abandonment and estinotion); Chapter VI (Improvement); Chapter VII (Trees) and section 251 (Rights of wan and other private easement) of Rajasthan Tenancy Act.

Note: Two questions from each part shall compulsorily be asked in every examination.

(3) General

1. Rajasthan Traveling Allowance Rules. 2. Rajasthan Civil Services (Classification, Control & Appeal) Rules, 1958.

3. Rajasthan Civil Services (Conduct) Rules, 1971.

4. Rajasthan Panchayat Act, 1953.

5. Rajasthan Service Rules,- Chapter 2 (Definition): 3 (General condition of services): 4 (Salary): 8 (Removal, dismissal & suspension); 9 (Compulsory retirement); 10 & 11 (Leave); 12 (Joining period): 15 (Service record).

6. Organisation & function of District Development Agency.

7. Planning and working of Department of development, Medical Co- operative, Animal husbandry. Agriculture & Industries.

8. Statics Department & Compilation of statistics Department & Compilation of statistics & crop-cutting experiments.

9. Work of famine, natural calamities, census, etc.

(4) (a) Survey Theory 1. Rajasthan Land Revenue (Survey, Records & Settlement) Government Rules, 1957.

2. Rajasthan Land Revenue (Settlement) (Board of Revenue) Rules, 1957 and

(a) Knowledge of important survey instruments and their use.

(b) Important marks.

(c) Important lines used in land

t.

(d) Different methods of survey.

(e) Prevailing methods of revenue administration towers system. Muslat bandi, Marabti bundi.

(f) Planting & maps.

(g) Area fixation.

(h) Number andaji.

(i) Calculating area.

(j) Correction of maps (Tarmim).

(k) Boundary (Milan).

(l) Record writing (preparations of records including record prepared in field & office).

(b) Survey Practical

1. Knowledge and use of plane table, shist, prismatic, Compass and survey and preparation of map of a village knowing the use & functioning of theodo lite machine.
2. To draw position of site on map and to do and locate site as per map, efficiency to identify & locate field.
3. Boundary milan-knowledge & practice of boundary of district & tehsil by different zaribs (chains).
4. Correction of maps.

(i) showing field boundaries as per correction in map.

(ii) Correction of map as per actual field and putting field number of the area.

5. Tracing-Practice of preparing new trace in place of old un- serviceable maps.
6. To mark field number of plot for allotment, reserving land for ways & link to village roads].

277. Instruction in Survey. - Practical survey shall be taught for not less than five mornings a week during the first month of the training and subsequently for three mornings a week throughout the period when the school is open. Each [trainee] should be made thoroughly familiar with the use of the plane table, chain, measuring rod, optical square, scale and compasses. Instructions must be given both with the Gunter's chain and acre-scale corresponding to the local Settlement bigha. Each [trainee] must be given sufficient practice in surveying considerable areas to ensure the formation of the habit of surveying with accuracy and facility.

278. Instructions in Map Correction for three mornings a week during after the first month till such time when school is open. - When the trainees have become familiar with the use of the instruments and have actually surveyed a certain area satisfactorily, they must receive practical training in the different branches of map correction. Each trainee must learn how to correct a map from fixed points, how to fix points from which new cultivation can be mapped, how to fill in details on the map and how to distribute chain errors.

279. Instruments. - There should ordinarily be one complete set of instruments in good order for every six [trainees] and the Head Master should be held responsible for their custody. He must maintain a stock book in the prescribed form and must submit to the Sadar Qanungo by the 1st of June a list of the instruments in stock, noting any which may have become unserviceable or require repairs.

280. Text Books. - Text books for the course will be prescribed by the Board of Revenue from time to time.

[281. Session of the Patwar School. - The session of the school shall be of **six months** including the period of examination. Probationer trainees may be permitted to join the class only during the first fortnight of the session. Orders for admission passed after first fortnight shall be given effect from the beginning of the next session, special cases may be referred to the Board of Revenue for orders."

282. Patwar Examination Rules. - (i) The Patwar Examination shall be conducted under the direction of the Board of Revenue.

[(ii) The subject for the examination, the maximum marks and the time allowed for each paper shall be as shown below:-

Subject	Maximum marks for the paper	Time allowed
1. (a) Law Records Rules	100	3 hours
(b) Preparation of records	100	3 hours
(c) Mensuration	100	3 hours
(d)D-LAND RECORD COMPUTERIZATION		
2. Revenue Law	100	3 hours
3. General	100	3 hours
4. (a) Survey Theory	100	3 hours
(b) Survey Practical	100	3 hours

Note. - [trainees] should obtain 33% marks in each subject or part thereof].

(iii) The Setters, Examiners and Tabulators shall be appointed by the Board of Revenue and shall be remunerated at the rate sanctioned by the Government from time to time.

(iv) To pass the Patwar Examination, it is necessary to obtain at least 33% of the maximum marks in each subject. But a [trainee] who fails to 33% of marks in an any one subject only except but obtains 33% in the aggregate may be allowed to appear in that subject alone in the next examination and on passing the examination in the subject shall be declared to have passed the examination.

(v) The following [trainees] shall be eligible to appear at the Examination:-

(a) [trainees] who are on the roll of the Patwar schools, and have attended the school for at least 75% of the working days of the whole session, or

[x x x]

(c) Patwari appointede as probationer trainee including Patwari appointed on compassionate ground. Who fails to pass the Patwari Examination in three changews shall not be allowed to sit again at any Patwar Examination . They shall be removed form the istablishment.

[x x x]

(d) [x x x]

Patwaris Hawaldars, Taffedars and Amins, who have been employed temporarily or permanently in the Land Records Department will be exempted from appearing in the paper in Hindi if they have worked as such for more than three years and have produced a certificate from the Collector concerned to the effect that they possess a good working knowledge of Hindi.

(vi) All the [trainees], who want to appear at the Patwar Examination. shall fill in the application form, appended to these rules. The regular Patwar School [trainees] shall fill in this

form in the presence of the Head Master of their school, while all other [trainees] shall fill in this form before the Collector or any officer, not below the rank of a Sub Divisional Officer, specially authorised by the Collector for this purpose. The Examination fee for the regular Patwar School [trainees] shall be [Rs. 30/- while for others it will be Rs. 50/-]. This fee must be deposited with the application form.

(vii) The Patwar Examination shall be held at the centres and on dates prescribed from time to time by the Board of Revenue.

(viii) At each centre, the Collector shall appoint an Examination Committee:-

(a)	S.D.O. of the district headquarter	Chairman
(b)	Two Tehsildars of the District from which the [trainees] are eligible to appear at the centre, and	Members
(c)	as many other officers as are deemed necessary for supervision of the Examination	-do-

(ix) For written examinations the chairman shall have a chart prepared showing the seating arrangement of the [trainees] in the Examination Hall. The chart shall be kept on the file relating to the Examination. The private [trainees], as far as possible, will be seated alternatively with the school [trainees].

(x) The answer-books and ink-pots will be supplied by the Board of Revenue so as to ensure uniformity and as a measure of safeguard against unfair means.

(xi) Any [trainee] found copying or allowing other [trainees] to copy or indulging in any other malpractice shall be liable to be turned out from the Examination Hall by the Chairman, and may be debarred from appearing at the subsequent papers.

(xii) At the end of examination, the Chairman shall send the answer books in a sealed cover to the examiner according to the directions of the Board of Revenue.

(xiii) No [trainee] shall communicate with an examiner in connection with his answer-book and if any body does so, his result may be withheld and he may be disallowed to appear at the future examination for such period as the Board of Revenue may deem necessary.

(xiv) The result of the examination shall be announced as expeditiously as possible

Marks sheet can be obtained from the office of the Secretary Board of Revenue Land Records on payment of a fee of [rupees five].

(xv) Each examiner shall return t he answer-books within two months from the date of their receipt.

(xvi) The answer-books shall be kept for six months after the announcement of the result. Any [trainee], who wants scrutiny of his marks and rechecking of his result,

may apply within one month after the announcement of the result. The fee shall

be [Rs. 10] and for compartmental [trainee] in one subject [Rs. 10] only and this shall

be paid with his application.

correspond with the Board of Revenue for the communication of the result to him.

(xviii) A certificate in the form appended to these rules, shall be issued to each [trainees]:

who is declared successful at the examination within six months after the

announcement of the result.

A. Rules regarding Recruitment and Training of Land Records, Office Qanungo and Assistant Sadar Qanungos

283. The Government shall maintain a Training School for the Inspectors of Land Records, Office Qanungos and Assistance Sadar Qanungos.

[284. Selection of candidates for admission. - The Selection of candidates for admission to the school shall be from the Patwaries of Revenue and Land Records Department who promoted seniority-cum merit basis.]

[285 to 294. ***]

295. Omitted.

[296 to 299. ***]

300.*Omitted*.

301. Submission of applications. - (1)

(i) For the purpose of selection of condidates by promotion as provided in rule 284, the Board of Revenue shall prepare a State level seniority list of all Ptwaris of the Revenue and Land Records Departments servinf in the State, irrespective of the district cadre to which they belong.

(ii) The seniority of all Patwaris serving on the date of commencement of the Rajasthan Land Revenue (Land Records) (Second Amendment) Rules, 2017, shall be determined by the Board of Revenue on the basis of their first date of joining as Ptwari. If the first date of joining on the Post of patwari is the sae the seniority shall be determined on the basis of the date of birth. The Patwari whose date of birth stands first shall be deemed to be senior. In case of same date of joining and the date of birth. The order of the English alphabet of the name of employee shall be criterion for determination of seniority.

Explanation: For the purpose of this rule first date of joining shall be as recorded in the service book of the Patwari concerned.

(iii) The seniority of all Patwaris appoineted, after the date of commencement of the Rajasthan Land Revenue (Land Records) (Second amendments) Rules 2017, shall be determind according to there serial number in selection list of Patwar Direct Recruitment Examination. In case, A Patwari is appointed on the compassionate ground, His/Her seniority shall be determind on the basis of first date of joining.

(2) The selection of candidates for promotion shall be made by a Committee consisting of the following, namely: -

1. Member (Land Records) Board of Revenue	Chairman
2. Registrar, Board of Revenue	Member
3. Secretary Land Records, Board of Revenue	Member Secretary.

(3) The zone of consideration of persons eligible for promotion shall be as under: -

(i) Number of vacancies	*consider*
(a) for one vacancy	
(b) for two vacancies	
(c) for three vacancies	

five eligible persons
eight eligible persons
ten eligible persons

(d) for four or more vacancies — three times the number of vacancies.

(ii) where the number of eligible persons for promotion is less than the number specified above, all the persons so eligible shall be considered.

(iii) where adequate number of the candidates belonging to the

Scheduled Castes or Scheduled Tribes, as the case may be, are not available within the zone of consideration specified above, the zone of consideration may be extended upto seven times the number of vacancies and the candidates belonging to the Scheduled Castes or the

Scheduled Tribes, as the case may be (and not any other) coming within the extended zone of consideration shall also be considered against the vacancies reserved for them.

(3A) The Committee shall consider all persons who are eligible and qualified for the post of Inspector Land Records and shall prepare a list containing names of the persons found suitable on the basis of seniority-cum-merit as per the criteria for promotion laid down in these rules equal to the number of vacancies determined under these rules.

(3B) List prepared under sub-rule (3A) shall be sent to the Board of Revenue together with Annual Confidential Reports and service records of all the candidates included in the lists as also of those not selected, if any.

(4) Candidates so selected will be admitted to the Qanungo Training School for training:

Provided that the Patwaries who attain the age of 45 years on the 1st day of January next following the year of selection shall be exempted from the training and shall be eligible for appointment as Kanoongo or Inspector, Land Records without such training.

302. Training. - (1) Candidates selected for admission to the Qanungo and Inspectors Training School shall undergo training for [nine weeks.

[(2) The subject for the examination, the maximum marks and the time allowed for each papers shall be as under:-

	Subject	Maximum Marks	Time allowed for each paper
1.	1. Rajasthan Tenancy Act-	100	3 hours
	Chapter 1 to 7 (Section 1 to 87)		
	Chapter 9 to 1 1 (Section 93 to		
	168, 175, 177. 183 to 185)		
	Chapter 16 (Section 251).		
	Rules framed under Rajasthan Tenancy Act (such rules which give effect to the above mentioned secs, of Chapter 1 to 7, 9 to 11 and 16)		
2.	2. Rajasthan Land Revenue Act	100	3 hours
	Chapter 6. 7 and 10 Allotment of land for various purposes, regularisation, conversion.		
	All rules framed for sale, ease, fiction of trespassers 1975, Payment. Loan, Refund and Recovery Rules. 1958.		
3.	Rajasthan land Revenue (Land Records) Rules-	100	3 hours
	Part 2, 3, Part 5 and 5-A		
4.	4. General:-		
	(a) Rajasthan Traveling Allowance Rules		

	(b) Rajasthan Civil Service (Conduct) Rules		
	(c) Rajasthan Civil Service (C.C.& A.) Rules, 1958		
	(d) Rajasthan Service Rules		
	(e) Rajasthan Panchayat Act, 1953-		
	Chapter 1, 2 and 3.		
	Organisation of Panchayat Samities and its functions.		
	(f) Rajasthan Panchayat Samities and Zila Parishad Act, 1959		
5.	5. Survey-Theory	50	3 hours
	Survey through theodolite and Prismatic compass		
6.	6. Survey Practical	50	3 hours]

303. Removal from training. - (a) At any time during the course of the training the Board of Revenue may on the recommendation of the Principal, remove from the school any candidate when satisfied that such candidate is undesirable or unsuitable for appointment as Qanungo or Inspector.

(b) Any of the candidates admitted under paragraph 301 if removed under paragraph 303 (a) will be reverted to the post which he held immediately before his admission to the school.

304. Examination. - (1) At the end of the school session, a qualifying examination shall be held in each subject which shall be arranged and conducted by the Board of Revenue. (2) The subjects for the examination, the maximum marks and the time allowed for each paper shall be as under:-

	Subject	Maximum Marks	Time allowed for each paper
1.	Rajasthan Tenancy Act, 1955 and Rajasthan Land Revenue Act, 1956	100	3 hours
2.	(a) The Rajasthan Land Revenue (Land Records) Rules, 1957	100	3 hours
	(b) Other rules framed under the Rajasthan Tenancy Act, 1955 and the Rajasthan Land Revenue Act, 1956		
3.	3. General	100	3 hours
	(a) Rajasthan Travelling Allowance Rules		
	(b) Rajasthan Civil Services (Conduct) Rules, 1971		

	(c) Rajasthan Civil Services (Classification, Control and appeal) Rules, 1958		
	(d) Tehsil Administration		
	(e) Development		
	(f) Local Self Government:		
	The Rajasthan Panchayat Act, 1953, and the Rajasthan Panchayat Samities and Zila Parishads Act, 1959		
4.	Survey Theory and Mensuration	100	3 hours
5.	5. Survey Practical	100	3 hours

The training to be imparted to the candidate shall be more intensive.

(3) The paper setter, Examiner and Tabulators shall be appointed by the Board of Revenue and shall be given remuneration at the rates sanctioned by the Government from time to time.

(4) To pass the examination it shall be necessary to obtain at least 40% marks in each subject. But a candidate who fails to obtain 40% marks in any one or more subjects but obtains 40% marks in the aggregate may be allowed to appear again in such subjects or subjects in the next examination and on passing the examination in such subjects, he shall be declared to have passed the examination.

(5) The answer books shall be kept for six months after the announcement of the result. Any candidate, who wants a scrutiny of his marks or re-checking of his result may apply within one month, from the announcement of his result alongwith the deposit of a fee of Rs. 10/- for main as well as compartmental examination.

305. [Deleted]

Part V

Sadar Qanungo

306. Strength. - One or more Sadar Qanungos shall be appointed in each district depending upon the work load.

306A. Pay. - The pay of all the Sadar Qanungos is personal and does not depend on the district to which a Sadar Qanungo is posted. To begin with a Sadar Qanungo will be appointed on the lowest grade of the sanctioned scale of pay. The scale of pay and allowances of the Sadar Qanungo shall be as sanctioned by the Government from time to time.

307. Sources of appointment. - Appointment to the post of Sadar Qanungo, shall be made from amongst the Naib Tehsildars and the posts of Sadar Qanungo and Naib Tehsildar shall be equivalent and interchangeable.

308 to 313.*Deleted*.

313A. Leave. - Casual, privilege and other sorts of leave may be granted by the Collector of the district, if no substitute is required, the leave will be granted by the Commissioner of the division who will make temporary officiating arrangement from amongst the list of selected candidates of his division.

[314. Application of C.C.A. Rules. - The Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 shall apply in the matter of disciplinary action against Sadar Qanungo].

315. Appeals. - Appeals will be regulated by the provisions of the Rajasthan Civil Services (Classification, Control and Appeals) Rules, 1950.

316. Peons and clerks. - (1) Each Sadar Qanungo will be allowed one Assistant Sadar Qanungo and as many clerks as may be required to meet the needs and requirements of the district. The strength of the ministerial staff will be fixed by the Board for each district and appointments will be made by the Commissioner of the division from amongst the Land Records staff having experience of field of work. The post of the Assistant Sadar Qanungo will be of the status and interchangeable with the Inspectors and Office Qanungos and those of the clerks lerks of Rajasthan.

(ii) Each Sadar Qanungo will be given one peon.

For the purpose of promotion. Land Records clerks and peons will remain on the Collector's staff and will be governed, as regards all conditions of service by the same rules as are applicable to the other staff of the Collectorate.

317. Duties of Sadar Qanungos. - The Sadar Qanungo is intended to be an executive and advisory officer in the Collectorate in all matters pertaining to land records. His duties fall under the following hands.-

(i) Supervision of Qanungos (Inspectors and Office Qanungos);

(ii) Supervision of Patwar Schools;

(iii) Compilation of statistics and returns and progress reports regarding land records work of the subordinate Revenue Officers;

(iv) Maintenance of registers;

(v) Preparation of bills;

(vi) Preparation of indent and distribution of land records forms;

(vii) Preparation of indent of survey instruments, their distribution and supervision;

(viii) To keep in safe custody the settlement records and the records received from the Tehsils and to make entries therein from time to time;

(ix) Miscellaneous.

318. Returns and Diaries. - (1) The Sadar Qanungo is responsible for the examination of all monthly progress returns of work received from the Inspectors of Land Records and Revenue Officers. The returns of the Revenue Officers should reach the Sadar Qanungo within five days from the date on which they are closed. The examination should be completed within one week, so that defects, if any, may be promptly brought to the official concerned.

(2) The Sadar Qanungo is required to scrutinize carefully the returns with a view to satisfy himself that the work of every Revenue Officer and Inspector is reasonably up-to-date, that arrears are not accumulating, that no Inspector is wasting his time by faulty arrangements of work or otherwise, or is being objectionably employed on duties not connected with land records. He will test, on the spot, when he inspects, and in every way open to him at other times, the correct ness of the entries made therein.

(3) When any point enumerated in sub-para (2) above or any defect or slackness in progress is disclosed by any entries in the returns, on which the Sadar Qanungo thinks instructions and comments necessary. he shall record a note thereof and submit it to the Collector for orders. As soon as practicable, the Collector shall pass order on the points involved therein and if he finds that the conduct of and officer or Inspector has reached the stage of misconduct or neglect of duty warranting infliction of punishment, he should direct formal proceedings to be instituted against him on a separate file. Adverse remarks passed by the Collector in his orders on the work or conduct of a Revenue Officer or Qanungo, which are not made the subject of formal proceedings, will be entered in the list of delinquencies to be maintained by the Sadar Qanungo in the following form for each officer or Inspector. This will be communicated tot he person concerned. The list of delinquencies of any officer or Inspector whose conduct is brought to the special notice of the Collector by the Sadar Qanungo should be submitted to him when he submits the report.

Form of list of Delinquencies

Name of Qanungo/Revenue Officer..... Circle..... Tehsil..... Year.....

Month	Nature and brief details of delinquencies reported	Collector's orders with date	Remarks
1	2	3	4

(4) The Sadar Qanungo shall bring to the notice of the Sub-Divisional Officer concerned salient points in the monthly returns.

(5) A copy of the Sadar Qanungo's monthly report together with an orders thereon shall be forwarded by the Collector to the Commissioner of the division who, if he thinks that any further action is required on any report, will return it with his remarks to the Collector. (6) The Sadar Qanungo will keep the monthly progress return of Inspectors and Revenue Officers arranged in a separate file for each officer after they have been finally disposed of in accordance with sub-paragraph (4) above and will deposit them in the Record room after one year.

319. Inspections. - (1) The Sadar Qanungo shall ordinarily inspect the work of every Office Qanungo and Inspector at least once a year. He should usually inspect the Office Qanungo's work during the rainy season (July and August) in order to enable him to check the work of the field staff during the remaining part of the year. In addition to his ordinary annual inspections, he shall from time to time make special inspections of such branches of work of any Inspector as he may be directed or as may appear desirable from the entries in the periodical returns or from information otherwise obtained by him.

(2) In inspecting the work of the Office Qanungo, the Sadar Qanungo must satisfy himself that the work is being carried on in accordance with the rules, that it is up-to-date; that all recent orders have been fully understood and complied with: that the record of statistics is accurate; that the prescribed registers and lists are properly maintained; that mutation work is properly done and mutation orders correctly entered in the mutation register; that Patwari's pay accounts are correctly kept; that blank forms are not lavishly indented for and misused and that village records are properly dealt with.

(3) In inspecting the work of Inspectors, the Sadar Qanungo shall see that it is up-to-date and shall satisfy himself re-testing a sufficient number of entries in the various records already checked by the Inspector; that the work of checking is thoroughly done. He shall also see that village maps and records are properly maintained, checking for that purpose some unattested entries also; that the revised entries made as a result of mutation orders in the Khatauni Jamabandi are correctly made; that the new Chausala Jamabandi has been correctly prepared; that the entries in the Inspector's diaries accurately represent the work performed and that there has not been any omission or suppression of work actually done; that the Patwaris register and other prescribed registers required so be maintained by the Inspector are properly maintained up-to-date; that all orders affecting entries in Patari papers have been properly communicated to the Patwaris concerned and correctly enforced; that all recent orders and rules have been fully understood by the Inspector and Patwaris had complied with and that the Patwaris actually live within their circles.

320. Inspection Reports. - (1) As soon as the Sadar Qanungo finishes his inspection of an Inspector or Office Qanungo, he shall submit to the Collector a report, which should be brief and to the point, clearly indicating:-

(i) General defects in procedure;

(ii) Serious delay, bad work and neglect of duties; and

(iii) Defects in details, the statement attached to the report should give the statistics of work inspected and the return of important mistakes detected.

(2) Defects of classes of (i) and (ii) above require prompt and careful order of the Collector. Defects of class (iii), if not already removed by the Sadar Qanungo, during the course of his inspection (e.g. he should try to correct on the spot all such erroneous entries as he is legally competent to correct), require such order of the Collector as may ensure their correction in due course. It will be the duty of the Sadar Qanungo to see that all the defects pointed out by him in his report have been duly removed.

(3) When these reports are received back in the office they shall be kept arranged in a separate file for each Inspector of Land Records and Office Qanungo.

321. Tour Programme and Diary. - (i) The Sadar Qanungo shall draft a tour programme early in each month and submit it to the Collector for approval. He is expected to spend at least fifteen days in a month on out door work, returning to the headquarter only twice. If in
any month he cannot be spared for inspection duties, the Collector may issue orders to this effect.

(ii) While on tour he shall keep a diary in which he shall enter the work done each day and the character of the work inspected by him. The diary shall be submitted to the Collector at the end of each month along with the tour programme of that month.

322. Circle Maps. - The Sadar Qanungo shall keep copies of maps of all the Inspectors of Land Records' circles in the district and mark on them, each village as he inspects it, with the date of inspection, e.g. Rajgarh, 15th March, 1952. The map so marked shall be submitted to the Collector along with the inspection reports referred to in paragraph 320 above. The maps will be used for a period of 5 years during which it is expected that he will have finished the inspection of all the Patwar circles in the district. Fresh copies of maps will be brought into use every sixth year, the old copies being retained by the Sadar Qanungo with him for reference.

323. Abstract of Inspection Reports. - The Sadar Qanungo shall submit to the Commissioner of the division through the Collector an abstract inspection report in the following form at the end of each quarter. The abstract shall show the amount and result of testing village papers, the time spent in each circle and the time spent in inspecting each Office Qanungo's work, and shall show briefly the principal defects brought to light. The abstract shall show separately for each Inspector of Land Records circle the numbers rested after test by the Inspector and the numbers tested without previous test:-

No. of days	Name of Inspector's circle	Maps		Khasra		Verification of the Khewat	
		No. of Maps	No. of fields tested on the maps	Reserved	Tested	Reserved	Tested
1	2	3	4	5	6	7	8

Verification of Khatauni Jamabandi		Test of Khatauni Jamabandi		Test of Siyaha		Remarks
Retested	Tested	Retested	Tested	Retested	Tested	
9	10	11	12	13	14	15

324. Instructions to Qanungos. - The Sadar Qanungo is required to instruct the Inspectors and Office Qanungos in any matter connected with their duties in which they may require advice or instruction. He may if necessary, hold, with the previous sanction of the Collector, a conference once a year of all the Inspectors and Office Qanungos in the district for the discussion of common or special difficulties. If any difficulties arises which cannot be solved,
he should report them for orders of the Collector who may, if necessary, refer them to the Board of Revenue through the Commissioner of the division.

325. Supervision of the Patwar School. - While at headquarter the Sadar Qanungo shall frequently visit the Patwar school, if any, located in the district. He shall check the attendance with the register and ascertain that fines are properly collected and credited. He shall also ascertain that the teaching is efficient and that every student has sufficient opportunity of practice in surveying and map correction (there he should wash occasionally on the spot while the classes are at work). He shall note his visits in the school inspection book and lay the book before the Office-in-charge for orders.

326. Compilation of Statistics. - The Sadar Qanungo is responsible for the compilation of returns, received from Tehsils and their prompt transmission in accordance with the following table:-

	Name	Date of submission	Remarks
1.	Kharif crop statement	1st December.	
2.	Advance return of area under Cotton, Arhar, Til, early and late rice, sugarcane ordinary, sugarcane improved, groundnut and castor-	-do-	To be submitted only when the Kharif crop statement has been delayed.
3.	Supplementary Memo of canal irrigation to Kharif Jinswar	20th December.	
4.	Rabi crop statement	15th April.	

(ii) The Sadar Qanungo will obtain the Collector's approval for the supplements before submitting them to the Board of Revenue.

Weather and Crop Reports

327 to 328. [Deleted].

329. Annual Crop and Season Report and Quinquennial Report. - Among other reports, the Annual Crop and Season Report for the year ending on the average produce per acre of principal crops are given below with their dates of submission.

	Description of Report	Last date of receipt by the Collector	Last date of receipt by the Board of Revenue
1.	Annual Season and Crop Report	31st July	31st August.
2.	Quinquennial Report on average produce per acre of principal crops	15th July of the year in which the Quinquennial ends.	31st July of the year in which the Quinquennial ends.

330. Head quarter's register of Rainfall. - (i) At the headquarters of a district the Sadar Qanungo will keep in English 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 out-stations.

(ii) The rainfall recorded at out-stations will be reported on each day. on which rain falls, to him by post card.

District.....

Register of Rainfall for the month of.....

Rain-gauge stations	Dates	Total of the month
District Total		
*Average (District)		

N.B. Enter Rainfall in inches and cents using English numerals.

* This should be average of the stations, of which the entries have been made.

331. Weekly Report of Rainfall. - (a) A weekly report of rainfall, for the week ending on every Monday at 8-30 A.M. should be prepared by the Sadar Qanungo and despatched through the Collector, under "Express delivery post" not later than Wednesday morning, so as to reach the Board of Revenue latest on Friday morning at 8 A.M.

(b) The Collector should also send to the Board of Revenue for transmission in manuscript to the Director General of Observatories, at the end of every calendar month, so as to reach him not later than the 5th of the following month, the undermentioned Information pertaining to his district in the form prescribed below:- (i) Total rainfall for the month, for each rain-gauge station.

(ii) Total number of rainy days for the month (that is to say the number of days for each of which the rain fall was not below ten cents).

(iii) Heaviest rainfall during the month.

(iv) Statement of rainfall of ten inches or more in one day with amounts of rainfall on the preceding and succeeding days with dates.

(v) In case there is no rainfall during any month 'Nil' should be reported.

District	Station	Total rainfall for the month	No. of rainy days on which ten cents or more has fallen
1	2	3	4

Rainfall of Ten Inches or Over

Date	Preceding day	On date in col. 5	Succeeding day
5	6	7	8

N.B. - Columns 5, 6, 7 and 8 are to be filled only when ten inches or more rain has fallen in one day during any month.

332. Monthly Return of Rainfall. - (i) A monthly statement of rainfall should be prepared by the Sadar Qanungo and despatched as early as possible after the expiry of the month so as to reach the Board of Revenue latest by the 15th of the following month.

(ii) If more than one rain-gauge is kept at any station, the entries in the register should show only the date of one gauge.

333. Inspection of Rain Gauge, Twice a year. - Collectors will arrange to have each rain-gauge inspected twice a year by an officer of rank not below that of a Tehsildar. The points to which attention should be directed are indicated in para 257. If any serious defect is found, it should be reported to the Board of Revenue. Defects should be remedied at once under the Collectors orders.

334. [Deleted].

335. Survey Instruments. - The Sadar Qanungo shall maintain a stock book of all the survey instruments belonging to Rajasthan Government, which are kept at the headquarter, the Patwar School, or in the Tehsils. A separate page shall be assigned to each kind of instrument. Balance should be struck after each transaction and in case of issue the acknowledgment of the recipient obtained and kept in the proper file, a reference being made to it in the column of remarks. The Officer Incharge of the Land Records or such other officer as the Collector may direct, will verify the stock in the Collectorate by the 1st of June each year. The Sadar Qanungo will check the other entries in his register by comparison with the returns furnished by the Office Qanungo or by the Head Master, Patwar School. All discrepancies or needs for repairs, found on check or verification, shall be reported to the Collector and shown in the annual return of survey instruments submitted to the Board of Revenue. The return will bear a certificate signed by the collector or the Officer Incharge in the following form.

"Certified that the stock of survey instruments in the district has been checked and found correct. Their condition is good except as noted otherwise in the column of remarks."

Note. - The number of survey instruments to be kept in each district will usually be as follows:-

1. To be kept with each Inspector of Land Records, 2. Sets of instruments, each containing:-

plane table, 1 Sohawal, 1 sight rule, 1 magnetic needle, 1 chain, 10 arrows, 1 optical square, 4 flags, 1 area comb, 1 offset piece, 1 diagonal scale and one pair of compasses.

2. To be kept at district headquarter for the use of superior supervising staff:-

brass scales, 4 offset pieces, 4 area combs and pairs of compares.

3. To be kept at each Tehsil.

(a) Half the number of instruments mentioned in two for the use of the Tehsil staff.

(b) Two complete sets of instruments similar to those given in (1) above with the addition of one or two tracing frames for meeting emergent demands.

4. For the use in the Patwar School:-

For every 6 students one complete set of instruments as given in (1) above with the addition of a Kudal.

336. Statistics for Annual Report. - The Sadar Qanungo shall also prepare the statistics required for the annual report of land record.

337. Maintenance of Register of Patwaris and Qanungos. - The Sadar Qanungo shall maintain in form O-9, register of Patwaris and Inspectors of Land Records for the whole district, showing the name and description of the incumbent, the constitution of the circle, and all punishments inflicted on, and rewards granted to each of them in the remarks column.

338. Detailed Instructions. - (i) The following detailed instructions should be complied with in writing this register.

(a) If the Patwari is exempted from residence or examination or is permitted to own or cultivate land, the number and date of order should be quoted in column No. 3.

(b) In case of Patwaris appointed conditionally, the condition laid down should be given in detail in the same column.

(c) Each reward or punishment must be noted briefly as soon as orders are passed; rewards should be shown in red ink.

(ii) When a Patwari is transferred from one circle to another the entries of punishments and rewards of the outgoing Patwari should be closed by drawing a red line across the column concerned and a note made below the line to show the number of page on which entries relating to the outgoing Patwari are to be made thereafter and also of

the page on which entries relating to the incoming Patwari have hitherto been made. The entries of future punishments and rewards of the incoming Patwari should be made below this note.

Note. - Entries regarding punishments should be occassionally checked by the Sadar Qanungo by comparing them with the Misalband register or complaints against the staff.

339. Index. - An index to the register shall be prepared in the following form. The register will be prepared in alphabetical order, sub-division wise. The Tehsils in one sub-division will be entered first in alphabetical order and then the Tehsils of another sub-division will be entered. Similarly the names of Inspectors' and Patwaris circles in each Tehsil will be entered in alphabetical order.

Index Form

Name of Circle	No. of Circle	Tehsil	Sub-division	Page in Register
1	2	3	4	5

340. Check of appointments. - The Sadar Qanungo is responsible for reporting through the Collector without delay any post which may fall vacant in the cadre of Inspector of Land Records and Office Qanungos to the [Board of Revenue and Commissioner of the Division], for making appointment. He will also send another report immediately after the incumbents, appointed by the Commissioner, join their duties.

341. Seniority list of Qanungos [***]. - (i) The Sadar Qanungo shall maintain seniority lists of Inspectors of Land Records, Office Qanungos, and Assistant Sadar Qanungos arranged in order of seniority. All papers regarding appointment, transfer, promotion, leave etc. of the officials shall be submitted by the Sadar Qanungo to the Collector or the Sub-Divisional Officers incharge of the Land Records section. However, the final orders will be passed by the Collector.

[(ii) ***]

342. Register of Patwari Candidates. - The Sadar Qanungo shall maintain a register of form S. 1 of the qualified Patwar candidates available for appointment in the district. He will arrange the names in order of merits on the basis of the aggregate marks obtained by each candidate in the Patwar Examination. This register will be kept open for ten years and will be treated as a pennanent record.

343.*Deleted.*

344. Record Room at Sadar. - While at headquarters, the Sadar Qanungo shall inspect at least twice a year the Record Room in his charge. He shall carefully examine the diary of the Assistant Sadar Qanungo in order to find out that he is not wasting his time and shall see that records are received from Tehsils on fixed dates; that they are placed without undue delay in the Bastas concerned and entered in the Basta lists; that the contents of Bastas are properly arranged and agree with the Basta lists; that weeding of records is properly carried out; and that Settlement records are kept in safe custody and are in good condition.

The following table shows the dates on which the records are to be received by the Sadar Qanungo and the time they shall be retained by him and the method of their disposal:-

Name of record	Date of Deposition	Period for which retained in the district record room	Method of disposal	Remarks
1	2	3	4	5

1.	Map	After the revision of Settlement	Till the next revision of settlement	Destroyed	
2.	Khasra Girdawari (Quadrennial)	After the revision of Settlement	-do-	-do-	
3.	List of Boundary and Survey marks	Attached with Khasra Girdawari	-do-	-do-	
4.	Dhal Banchh	After three years of its completion	-do-	-do-	
5.	[Deleted]				
6.	Khasra Parivar-tanshil	After the revision of Settlement	-do-	-do-	
7.	Jamabandi Parivartanshil	After the revision of Settlement	-do-	-do-	
8.	Quadrennial Jamabandi (Parat Sarkar) [(Parat Patwar)]	1st April after preparation every 4th year	Retained permanently.		
9.	[Deleted].				
10.	Fard Badar	1st April attached with Jamabandi	Retained permanently.		
11.	[Deleted]				
12.	[Deleted]				
13.	Monthly abstract of daily diary of Inspectors with statements on form Nos. 13	20th of each month.	Five years Destroyed		
14.	Register of salary bills of Land Records staff.	After ten years of preparation.	Thirty years.	-do-	
15.	[Deleted].				
16.	Register of rainfall.	After ten years.	Term of Settlement.	Destroyed after the next revision of lement	

17.	Register of Patwaris and Qanungo candidates.		For ten years after it is filed.	Destroyed	
18.	Register of establishment of Land Records		Thirty years after it is filed	-do-	
19 to 22.	[Deleted.]				
23.	Register of indent of Land Records forms.		For three years after its completion	-do-	
24.	Stock register of receipt and despatch of Land Records forms		-do-	-do-	
25.	[Deleted].				
26.	Register of Halat of Tehsil.		Till it is completed.	Kept permanently in the District record room.	
27.	[Deleted].				
28.	Register of different forecasts & other returns		For five years after its completion.	-do-	
29.	Register of rainfall	After the revision of Settlement	Till the next revision of Settlement	-do-	
30.	Misal Haqiyat	After the revision of Settlement when a new volume of the Record of rights is	Retained permanently.		

* Balance should be brought over in the new Register.

345. Reports and Returns of officers. - The Sadar Qanungo shall keep, arranged in separate files, inspection reports of the Sub-Divisional Officers, Tehsildars and Naib-Tehsildars regarding the work of the Inspectors and Patwaris. Lists of distribution of circles of Patwaris between the Tehsildar and the Naib-Tehsildar of each Tehsil sanctioned by the Collector, shall be kept by the Sadar Qanungo. Such lists will be deposited in the Record room after a period of one year.

346. Amendment slips. - The Sadar Qanungo is responsible for the distribution of all amendment slips to the Land Records Rules from time to time. He must satisfy himself at his inspections that copies of

rules with Inspectors, Office Qanungos and Patwaris are complete and that the amendments made are fully understood by them.

347. Supply of forms. - (i) The Sadar Qanungo is required to compile the annual indent of forms (list given below) for the use of all officials of the Land Records Department. The indent should be sent to the Director Printing and Stationary, Rajasthan, Jaipur, who will maintain a sufficient stock of all kinds of scheduled forms and will be responsible for supplying the forms according to the indent in time, by the end of August each year.

(ii) In compiling the district indent, the Sadar Qanungo shall carefully scrutinize the estimates received from the Tehsils and shall bring to the notice of the Collector any case of increase for which the explanation given does not appear to him to be satisfactory. The despatch of the district indent, however, should not be delayed. The estimates may be provisionally modified or accepted pending enquiries. and corrected later provided that this can be done reasonably quickly.

List of Land Records Forms

Register of form No.	Name
	I. PATWARIS FORMS
P-1	[Deleted].
P-2	Daily work diary of the Patwaris.
P-3	Monthly abstract of daily Diary.
P-4	[Deleted].
P-5	Order Book.
P-6	[Deleted].
P-7	[Deleted].
P-8	[Deleted].
P-9	[Deleted].
P-10	[Deleted].
P-11	[Deleted].
P-12	[Deleted].
P 13	Khasra Girdawari (Quadrennial)
P-13A	[Deleted].
P-14	Khasra Nautor and Ghair Mustaqil Kasht.
P-15	List of Boundary and Survey Marks.
p-16	Jinswar Kharif
P-17	Jinswar Rabi
P-18	Jinswar Zaid-Rabi
P 19	Milan Khasra
P-20	[Deleted].

P-21	Register of Mutations
P-22	[Deleted].
P-23	[Deleted].
P-24	[Deleted].
P-25	Jamabandi for fluctuating assessment
P-26	Jamabandi (Khewat Khatauni)
P-27	Fard Badar
P-28	Final attestation certificate of Jamabandi
P-29	[Deleted].
P-30	Dhal Banchh
P-31	Demand Slip
P-32	Siyaha
P-33	Receipt Book
P-34	Arz Irsal
P-35	Register showing the amount of fee realised for inspection of records and grant of certified extracts therefrom.
P-36	Register showing survey equipments and furniture
P-37	Register of Records in the custody of Patwaris
P-38	[Deleted]
	II OFFICE QANUNGO
O-1	Salary Bill form (as prescribed by the Accountant General.)
O-2	[Deleted]
O-3	[Deleted]
O-4	[Deleted]
O-5	Register of Leave of Land Records Staff (as prescribed in Tehsil).
O-6	[Deleted].
O-7	Register of Reports of Calamities amongst persons find Cattle.
O-8	[Omitted].
O-9	Register of descriptions of Patwari's and Inspector's circles.
O-10	[Deleted].
O-11	[Deleted].
O-11A	[Deleted].
O-12	R

O 13	[Deleted].
O-14	Register of arrangements made for the allotment and collection of Revenue of unoccupied land (Siwai Chak)
O-15	Register of Nazool (Government Buildings)
O-16	Register of Cases (as prescribed in Tehsil)
O-17	Register of Peshi Muqadmat (as prescribed in Tehsil)
O-18	Register of Security of Patwari
O-19	Register of Inspections by Revenue Officers (as prescribed in Tehsil)
O-20	Register of deposition of annual records
O-21	Register of Daramad Baramad Kaghzat
O-22	List of papers contained in the Bastas of villages
O-23	Stock Register of printed forms of Patwaris and Qanungos etc.
O-24	Register of Indent of Land Records forms
O-25	Register of Survey equipments and furniture
O-26	[Deleted].
O-27	[Deleted].
O-28	Register of Rainfall.
O-29	[Deleted].
O-30	Specimen form for the Forecast Return
O-31	Despatch Register (as prescribed in Tehsil)
O-32	Receipt Register (as prescribed in Tehsil)
O-33	Alluvion and Diluvian Register
	III INSPECTOR OF LAND RECORDS
I-1	Daily Diary of work of Inspector of Land Records
I-2	Monthly Abstract of daily Diary of work of Inspector
I-3	Details of the attestation of the Quadrennial Jamabandi, and pending Mutations
I-4	[Deleted].

I-5	Register of Patwaris to be kept by the Inspectors
I-6	Register of Receipt and Despatch to be maintained by the Inspectors (as prescribed by the Revenue Department for the Tehsil)
	IV SADAR QANUNGO
S-1	Register of qualified candidates for the post of patwari
S-2	Register of Establishment of Land Records Staff
S-3	[Deleted].
S-4	[Deleted].
S-5	[Deleted].
S-6	[Deleted].
S-7	Register of indent of printed forms of Land Records.
S-8	Stock register of Receipts and Despatch of printed forms of Land Records
S-9	[Deleted].
S-10	[Deleted].
S-11	[Deleted].

Form No. S-1

[*See* Rule 342]

Register of Trained Patwaries available for appointment in district Rajasthan.

S. No.	Name of Candidate with full address	Date of birth	Academic qualification (as per original certificates)
1	2	3	4

Details of Qualification and Training Details of Patwar Exam.			No. & date of appointment on the post of Patwari	No. & date of confirmation	Remarks
Year of passing Patwar Exam	Roll No.	Total Marks obtained			
5	6	7	8	9	10

Form S-2 Part I(a)

(*See* Rule 317)

Year wise establishment Register for Patwaries Distt..... Rajasthan.

S. No.	Name of Patwari with percentage and caste	Resident of village, tehsil & District	Date of Birth	Year & date of passing Patwar Examination	Date of Appointment	Date of confirmation	Name of circle from where posted	Name of circle to where posted	Remarks
1	2	3	4	5	6	7	8	9	10

Form S-2 Part I(b)

[*See* Rule 317]

Patwar circlewise posting Register of Patwaris..... District..... Rajasthan 19

S. No.	Name of Patwar circle (in alphabetical order)	Tehsil	Name of Patwari	Date of posting	S. No. of entry in column No. 1 of S. 2 Part 1(a) Register	Remarks
1	2	3	4	5	6	7

Form S-2 Part II (a)

(*See* Rule 317)

Establishment Register for Inspector Land Records/Office Qanungos/Assistant Sadar Qanungos, Distt..... Rajasthan.

S.No.	Name of ILR/OQ/ ASK with percentage & Caste	Home Tehsil and District	Date of birth	Year & Date of passing ILR Examination	Date of appointment as ILR/OQ/ASQ	Name of Circle where appointed (in case of ILR)	Name of Tehsil in which area falls (in case of	Remarks
1	2	3	4	5	6	7	8	9

[Form S-2 Part II(b)

(*See* Rule 317)

Circle-wise Posting Register of Inspector Land Records & Office Qanungos, District..... Rajasthan. 19.....

S. No.	Name of Circle (in alphabetical order)	Tehsil	Name of ILR/OQ/ASQ	Date of posting	S. No.	Remarks
1	2	3	4	5	6	7

Form No. S-3 to Form No. S-6

[Deleted].

Form No. S-7

[*See* Rule 347]

Indent of Printed Standard form of Land Records for Patwaris & Qanungos etc.

District..... Rajasthan for the year.....

S. No.	Names of forms with number	No. of forms required for different Tehsils (name of	District office (Sadar Qanungo)	Total Forms	Size of paper	Remarks
	(a) Patwaris:-					
	1.					
	2.					
	3.					
	4.					
	(b) inspectors:-					
	1.					
	2.					
	3.					
	4.					
	(c) Office Qanungos:-					
	1.					
	2.					
	3					
						4.

Form No. S-8

(*See* Rule 347)

Stock Register of Printed forms of Land Records (Patwaris, Inspectors, Office Qanungos etc.)

District.....

Date of receipt or despatch	Name & designation of person by whom received or to	Patwari's forms	Inspectors forms	Office Qanungos' forms	Sadar Qanungos' forms	Signature of Recipient
1	2	3	4	5	6	7

Form No. S-9 to Form No. S-11

[Deleted].

Part VA

Application of other Service Rules to Patwaries, Inspectors, Land Records (including Office Qanungos) and Sadar Qanungos.

347A. Regulation of pay. - Leave, allowances, Pension etc. - Except as otherwise provided in these rules, the pay allowances pension, leave and other conditions of service of the Patwaries, Inspectors Land Records and Sadar Qanungos shall be regulated by the following rules as amended from time to time:-

1. The Rajasthan Travelling Allowance Rules, 1971;
2. The Rajasthan Civil Services (Unification of Pay Scales) Rules, 1950;
3. The Rajasthan Civil Services (Rationalisation of Pay Scales) Rules 1956;
4. The Rajasthan Service Rules, 1951;
5. The Rajasthan Civil Services (Revised Pay) Rules, 1961;
6. The Rajasthan Civil Services (New Pay) Rules, 1968;
7. Any other rules prescribing general conditions of service made by the appropriate authority under the proviso to Article 309 of the Constitution of India and for the time being in force.
8. Any other general order or amendment in the Rajasthan Subordinate Services (Recruitment and other Services Conditions) Rules, 1960, issued by the Department of Personnel shall mutatis mutandis be applicable unless any order to the contrary is issued by the Government.

347B. Application of Certain miscellaneous Rules. - Notwithstanding anything contained in these rules, the following rules shall apply to the recruitment and other conditions of service of the Patwaries, Inspectors. Land Records and Sadar Qanungos as they apply to other categories of Government servants:-

1. The Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969.
2. The Rajasthan Civil Services (Substantive appointment and determination of seniority of temporary employees) Rules, 1972.
3. The Rajasthan Services (Recruitment by promotion against vacancies of Earlier Years) Rules, 1972.

Part VI

Duties of Revenue Officers

CHAPTER I

348. Duties of Tehsildars and Naib-Tehsildars. - Broadly speaking, the main duties of Tehsildars and Naib-Tehsildars in connection with the land Records fall under the following heads:-

(i) Test of Inspector of land Record's work.

(ii) Supervision of Office Qanungo's office.

(iii) Supervision of Patwar School, if any.

(iv) Disposal of mutation reports.

(v) Disposal of other reports received from Patwaris and Qanungos.

(vi) Distribution of Patwaries pay.

(vii) Drawing up of explanatory, supplementary and statistical returns.

(viii) Indenting of Patwari and Qanungo farms.

(ix) Inspection and physical verification as required under clause (VII -A) of Rule 24-A and report to the allotting Authority.

349. Duties in connection with testing of Land Records work. - In testing the work of an Inspector of land Records, the duties of Tehsildars and Naib-Tehsildars are the same as those of the Sadar Qanungos. Tehsildars and Naib-Tehsildars are, between them, required to test the record of every Inspector's circle in the Tehsil during one year as may be fixed by the Collector according to the amount of work in each Tehsil. The distribution of circles between the Tehsildar and his Assistants for each year will be arranged by the former with the approval of the C nt of each year and a copy thereof

shall be sent to the Sadar Qanungo for record in his office

350. Maintaining of Note Book. - While on tour the Tehsildar and the Naib-Tehsildar shall each maintain a note book in which he will record day by day notes similar to those required to be recorded by the Sub-Divisional Officers under paragraph 373. A copy of the Tehsil map will also be maintained and each Patwari circle inspected by them will be marked with the crop (Kharif and Rabi) in which they are inspected. A copy of the map and the note book shall be submitted to the Collector alongwith the inspection note.

351. Checking of work. - (i) Tehsildars and Naib-Tehsildars are not primarily required to test the work done by the Patwaris; it is the duty of the Inspectors. The object of their test should be to see that the Inspector is discharging his duties properly and that records are being prepared accurately and in accordance with the rules.

(ii) Before beginning the inspection of the Inspector s circle it is advisable to go through previous inspection reports and to make a note of the defects mentioned therein.

(iii) It is not necessary as a rule to examine the entire papers in more than one village of a Patwari's circle except when the first village inspection of chosen record gives suspicious and indefinite results. Ordinarily it is better to make a thorough test of the work in one village than to do piecemeal in several villages. The villages should be chosen so as to give a fair range of test, and one village of each kind of tenure viz; Biswedari, Zamindari, Ryotwari and Jagirdari should be inspected. The most convenient procedure in ordinary cases is to begin by testing the records of agricultural facts, going over the village land in the direction of the principal village site, and having arrived there test the entries of rights and interests and the rental accounts.

(iv) It is not necessary that a large following of villagers should accompany the inspecting officer while he is testing the record of agricultural facts, the men at work in the fields, where inspection is made, can usually give all the information that is required, a few being called from the nearest hamlet when necessary. On the other hand as large as assemblage a possible is desirable for the verification of the record of rights and the rental accounts and the inspecting officer should send ahead a messenger to collect the people at the principal village site while he is testing the record of agricultural facts. If the people are courteously treated it will be found that they appreciate the opportunity of learning and correcting what is written about them in the records.

(v) In carrying out the test of records, the instructions laid down for Sub-Divisional officers in paragraph 372 should be followed. Out of the entries tested about half should be those that have already been tested by the Inspector. In addition to the test of records, matters detailed in paragraph 376 should also be looked into, particularly the agricultural deterioration in the village, if any. on which a report is required to be submitted under paragraph 420. Anything in connection with any of these matters, requiring the attention of the superior officers, should forthwith be brought to the notice of the Sub-Divisional Officer.

352. Submission of Reports. - As soon as the Tehsildar or the Naib Tehsildar finishes the inspection of an Inspector's circle he should draw up a report and submit it to the Collector through the Sub-Divisional Officer along with the note book and the copy of the Tehsil map maintained under paragraph 373. The report should be brief and to the point, clearly indicating record-wise (i) general defects in procedure, (ii) serious delays, bad work and neglect of duties, (iii) defects in detail. The report should also give definite finding whether the Inspector has made honest efforts to bring bad work to light and whether he has dealt with it promptly and justly when discovered.

(ii) The statistics of work inspected, the number of mistakes detected and the nature of important mistakes should also be stated in the report. A large number of errors is usually conclusive against an Inspector irrespective of their nature. Some officers do to attach importance to mistakes of crop but they have their own importance, as it is generally mistakes in these that helps the inspecting officers to find out whether the Inspector has made field Inspection or not. From this point of view formal errors are as important as substantial errors, since an Inspector can detect the former most easily. On the other hand, even the best Inspector may pass mistakes now and then. If the record is found to have been corrected und es, it is

usually a sign that he has in fact tested it with some care even if his test is not complete.

353. Checking of Inspector's Work. - (i) The most effective way of testing the Inspector's work is to do over again some of the work which he claims to have done. But occasionally and especially if the work done appears to be confined to accessible and established plot or to have taken the line of least resistance, the inspecting officer should also check some untested work in order to ascertain the general standard of accuracy in the circle and also to see that the Inspector's test has not been collusive but representative and thorough.

(ii) When untested work checked, it may be useful to compare the percentage of error found therein with the percentage of error found by the Inspector. If the difference is large it will be an indication that the Inspectors check is tor some reason inadequate and unsatisfactory.

(iii) In view of the varying conditions in different districts it is not possible to prescribe a fixed procedure for the test of each record, but the method of test which has been found convenient by experience is given below for same important statements to indicate the general lines which should be followed in the test of all record so far as the circumstances of each tract permit.

354. Map. - (a) The importance of the correct maintenance of village maps cannot be over-emphasized as the map is the stating point of the land records of a village and an error in it is likely to render all the records of the village erroneous. It defines the boundaries of the village and also of each field in the village.

(b) At each inspection tour the Patwari is required to compare the fields one by one with his map. while the Inspector is required to check it at each inspection with a view to getting it corrected wherever it is found to be wrong.

(c) Before starting the inspection of the village map in use, the inspecting officer should try to find out whether cultivation in the village had fully developed at the time of its preparation, or whether there has since been an extension of cultivation on account of the breaking up of waste land on a large scale.

(d) In the first case all that is required to keep the map correct and up-to-date is to show accurately on it divisions and unions of fields alterations in field boundaries and such new features as roads, canals, tanks, etc.; that come into existence from time to time. In this case the inspecting officer has only to see by a comparison of the boundaries of some of the fields with the corresponding boundaries on the map whether divisions and unions of the fields and alterations in the fields boundaries visible on the ground have been correctly shown and whether new features that have come into existence have been accurately mapped.

(e) In the second case, however, this method of test will not suffice in respect of the area to which cultivation has extended subsequent to the preparation of the map. The Patwari often locates the extensions in such a way that the map becomes seriously incorrect. It is necessary, therefore, to run check lines over areas where cultivation has extended or is extending. A sufficient number of fields should be checked on the spot by running check lines in the centre as well as the corners in order to see

whether the new cultivation has been accurately mapped. If there be any errors or deviations from accuracy that require correction, they should be briefly noted by the inspecting officer in his note book along with the details of the check lines run by him. The Patwari should also be made to note them in his diary.

(f) Where mistakes in map corrections for inaccuracies in the mapping of new cultivation are due to slackness on the part to the Inspector, he should not only be taken to account for it but should also be made responsible for securing absolute correctness of the map within a reasonable time.

(g) Other points to be seen in connection with village maps are:-

(i) Whether the Patwaris have kept up their knowledge of survey and map correction. If there be any Patwari who has not done so, he should be allowed a period of grace for reviving such knowledge and if he still fails to do so. he should be required to pass a test examination, arrangements for which wi from time to time;

(ii) Whether maps in the hands of Patwaris are in good condition or require renewal having become unserviceable by wear and tear and what arrangements exist for their renewal;

(iii) Whether Patwaris and Inspectors possess necessary survey instruments, and

(iv) Whether Inspectors keep a correct record of the state of maps in the Patwari's registers.

355. Khasra. - (a) Under the Rajasthan Land Revenue Act, 1956. the Collector, who is the Land Records Officer of his district, is required to maintain a field book of each village in his district. This field book is an index the map and is known as the Khasra. It contains all agricultural facts such as crops, irrigation etc.; and also all facts required for the preparation of the Khatauni Jamabandi such as names of tenants, etc. It also gives against, each field the name of the Thok or Patti in which it is situated.

(b) As will be clear from the above, the Khasra is the foundation of the records of rights and the source of all agricultural statistics. Its correct preparation is. therefore, of the utmost importance. Rules for its preparation are contained in paragraphs 64 to 89 and for its check by the Inspector in paragraphs 188 and 189. While testing t he Khasra, the inspecting officer should aim at ascertaining that all changes shown on the map. all agricultural facts and all facts of possession have been correctly recorded in it. Mistakes regarding changes in field boundaries can never be detected unless the inspecting officer goes round the field, nor can mistakes of crops or of facts of possession be discovered unless the field is fully in sight and is correctly pointed out to the persons who verify the facts. The practice of 'partalling' fields from a distance is dangerous in as much as it leads to an involuntary endorsement of errors in the records and should on no account be adopted. In testing the Khasra the inspecting officer should satisfy himself whether the Inspector has made a field to field inspection and has made genuine efforts to bring bad work to light by a thorough and careful inspection of different blocks in different seasons. The Tehsildars and Naib-Tehsildars should particularly check the Nature and the area under temporary cultivation on the spot. The checking should aim at ascertaining whether the Inspector has seen the following points:-

1. that all unions and divisions of fields are correctly shown;

2. that land added by alluvion or lost by diluvian is properly recorded;

3. that Minjumla numbers are correctly entered;

4. that owner's (Khudkasht) cultivation is correctly recorded;

5. that cultivation on behalf of recorded tenants is properly shown;

6. that divisions of holdings are duly given effect to;

7. that irrigation and sources of irrigation are correctly recorded;

8. that crops are correctly recorded;

9. that Kharaba is correctly estimated and recorded according to Rules, and

10. that the existing number of groves exempted from the payment of revenue is duly recorded and reported.

356. Khasra Statements. - (a) Each year the Patwari has to prepare from his Khasra five statements namely, (1) List of boundary and survey marks (2) Kharif crop statement (3) Rabi crop statement (4) Zaid crop statement (5) Area statement. Rules for the preparation mid submission of these statements are contained in part I and for their test by the Inspector in Part II.

(b) While testing the Khasra, the inspecting officer should also check such of these statements as are ready at the time of his inspection and his check should be directed to seeing:-

(i) Whether the list of boundary and survey marks is correctly prepared by the Patwaris and properly checked by the Inspector, and whether marks requiring renewal or repairs are duly reported to the Tehsildar.

(ii) Whether area and crop statements are correctly prepared and punctually submitted by Patwaris by Patwaris and whether they are duly checked by the Inspectors.

(iii) Whether the Inspector has seen that the figures are correctly posted and totalled, that these are correctly converted into acres, that the Thukum sokht area is properly shown, and that explanations of fluctuations are intelligently given by Patwaris.

357. Khatauni Jamabandi. - (a) Khatauni Jamabandi is a register of persons cultivating or otherwise occupying land in a village. The definition itself explains the importance of this register which records cultivatory right in land. The proprietory cultivation is also recorded in it.

(b) The Khatauni Jamabandi specifies for each tenant (i) the nature and class of his tenure, (ii) the area held by him, (iii) the rent payable by him. (iv) terms of cultivation where necessary and (v) any other condition of his tenure whether written or oral. It is prepared from the Khatauni Jamabandi for the last four years incorporating all changes which might have taken place since its preparation. It reproduces all unchanged entries given in the last Jamabandi and all new entries of the expiring four years based on changes recorded in the Khasra and the mutation register. It is prepared separately for each village and within the village entries are arranged by Thoks or Pattis and Khewat-Khatas following the order given in paragraphs 163 and 164.

(c) Detailed rules for the preparation of the Khatauni Jamabandi are contained in paragraphs 153 to 166 and its verification and test by the Inspectors in paragraph 194.

(d) In checking the Khatauni the inspecting officer has to see (1) that no unauthorised changes have been made; (2) that a changes, which ought to have been made; and (3) that the changes made are correct and complete. The first object is attained by a cross check with the previous 4 years Khatauni Jamabandi, Khasra and mutation register and the 2nd and 3rd by personal inquiry on the spot from the tenants concerned. The question should be short and direct; for example, how many fields do you hold in this Patti? How long have you held sub let any them? What rate do you pay? Some patience is necessary in getting the answer from the ignorant cultivators: they know the facts but they need time to think and time is usually saved in the long run by making no attempts to hurry individuals.

(e) By putting questions like this, the inspecting officer should satisfy himself whether the Inspector has verified by personal enquiry at least l/3rd of the entries in the Khatauni Jamabandi including all changed entries and has seen; (i) that names of tenants, class of tenants term of tenants, and their rights and other particulars are correctly recorded (ii) that persons recorded are alive and are in possession (iii) that entries are correctly made in respect of abandoned and surrendered holdings and (iv) that all persons holding land are recorded.

(f) The comparison of the Khatauni Jamabandi from the record of the previous four years and with the current years Khasra is as important as its local verification, as without this comparison, clerical errors and un-authorised changes, if any, cannot be detected. It is, therefore, essential for the inspecting officer to see that this comparison has been carefully and consciously done by the Inspector. For this purpose, ordinarily, the last Khatauni Jamabandi in the hands of the Patwari will have to be examined as the current one is not likely to have been tested by the Inspector before the end of the touring season. The Patwari can produce the Khasra of the same year for the comparison.

(g) In carrying out this rest special attention should be paid to terms of holdings, number and areas of fields and amounts of rents as it is these in which intentional errors are most common. The scrutiny should aim as ascertaining whether the Inspector has seen-

(i) that all unchanged entries have been correctly copied out from the previous Khatauni Jamabandi and that, unless specially ordered by the competent authority, the term of cultivation is only four years more than that recorded in the previous Khatauni Jamabandi;

(ii) that all new entries in the Khasra have been properly brought in the Khatauni Jamabandi and that names of the tenants, which ought to have been reported or expunged, have been reported or expunged;

(iii) that arrangements of Khewat, Khatas, Pattis, or Thoks agree with that given in the previous Khatauni Jamabandi;

(iv) that all necessary totals have been given and are correct;

(v) that the area of the village, Thok or Patti and unchanged Khewat Khata as given in the new Khatauni Jamabandi agrees with that given in the last one;

(vi) that entries are properly made where sub-proprietor or subgrantees exist;

(vii) that remunerations, if any, have been properly shown; and

(viii) that all corrections and all doubtful entries in the Khatauni have been signed by the Inspector in token of their being entered in the errata list of Fard Ikhtalaf.

358. Siyaha. - (a) The Siyaha is a record prescribed for facilitating the correct maintenance of rental accounts and in it are entered all collections made by the Patwari and the Lambardars from the tenants on account of rent or other demands. It is kept village-wise.

(b) Rules for the preparation of the Siyaha are given in paragraphs 109 to 115 and for its test by the Inspector in paragraph 195.

(c) In carrying out the verification of the Siyaha the inspecting officer has to see-

(i) whether the Inspector has seen that the Siyaha is written up regularly and correctly;

(ii) whether there are any difficulties experienced in getting necessary information regarding collections and if so whether the Inspector has succeeded in removing them to any extent or has reported them to higher authorities and with what results;

(iii) whether the Inspector makes genuine efforts to acquaint himself with conditions existing in each village and whether he makes special inquiries in case of entire absence or incomplete record of collections and reports the result to the Tehsildar.

359. Grain Rent Ledger. - The Grain Rent Ledger is supplement to the Siyaha. In it the Patwari records all rents paid in kind whether by division of the produce (Batai) or by appraisement of the standing crop (Kunt) or in any other manner. The rules for its preparation are contained in paragraphs 94 to 98. The Inspector is required to check it along with the Siyaha. The inspecting officer should also check the Grain Rent Ledger with a view to satisfy himself whether the Inspector has seen.-

(i) that the ledger is regularly written up;

(ii) that the Patwari is regular in his attendance at divisions of produce and appraisement of crops;

(iii) that quantity of produce is accurately recorded and the cash value of the estate-holder's share is correctly calculated;

(iv) that all crops sown in grain rented fields are entered in ledger and that the cash value of the estate-holder's share is duly carried over from the ledger to the Siyaha.

360. Inspector's diary, return and Registers. - (a) Under paragraph 179, the Inspector is required to maintain a diary in which he records each day the duties on which he has been engaged whatever their nature.

With the help of this diary, he prepares a monthly return showing the progress of various branches of his work. This return is submitted by him along with his diary to the Office Qanungo on the first working day of the month following that to which it relates.

(b) The Office Qanungo scrutinizes the diary and returns of Inspectors and issues such instructions as may be required after obtaining orders of the Tehsildar. While inspecting an Inspector's work, the inspecting officer has also to examine his diary with a view to ascertain whether it is a faithful record of the work done by him and whether he has complied with the instructions issued by the Tehsildar or the Sub-Divisional Officer from time to time on the diary.

361. Register of Patwaris. - (a) Under paragraph 198, the Inspector is required to maintain a register of Patwaris. Instructions as to how entries are to be made in this register are given in that paragraph.

(b) This register is important and the inspecting officer should examine a sufficient number of entries in it with a view to satisfy himself whether particulars of Patwaris given in Part I and the statistics given in Part II are correct; whether bad work on the part of the Patwaris is promptly reported and whether remarks of officers about the Patwaris inspected are regularly obtained and whether there are any Patwaris exempted from residence, whose work is so bad as to justify the withdrawal of the exemption.

362. Copy of the Rules. - (a) Along with the examination of the Inspectors registers, the inspecting officer has also to examine his copy of the Land Records Rules with a view to find out if it is complete with up-to-date amendment slips. It should also be seen if copies of circular letters, issued from time to time, for the guidance of the land records staff, are properly kept by the Inspector in a file book and up-to-date circulars are contained in it.

(b) Inspectors knowledge of the amended rules and instructions should also be tested and such of them as have not been correctly understood by them should be explained to them.

363. Supervision of Office Qanungos. - (a) The Tehsildar and the Naib-Tehsildar are both responsible for the proper working of the Office Qanungos' office which is directly under their control. They must see that distribution of work between the Office Qanungo and his assistants is fair; and that each of them attends to his duties properly and arrears do not accumulate and that each branch of work receives adequate attention of the Office Qanungo.

(b) The Naib-Tehsildar is expected to remain in closer touch with the Office Qanungo's office than the Tehsildar and to inspect it at the end of every quarter in a year. The Tehsildar should exercise effective supervision over it and inspect it at least twice a year. Efforts should be made to examine the work of each branch at each inspection.

(c) As soon as the Tehsildar or the Naib-Tehsildar finishes his inspection, he should record in the inspection book a note stating briefly the test applied thereof. The notes recorded by the Naib-Tehsildar should be submitted to the Tehsildar who should pass such orders as he thinks necessary.

(d) Any defects that are brought to light as a result of the Tehsildar or Naib-Tehsildar's inspection should be removed as soon as possible and if there be any matters requiring the orders of the Sub-Divisional Officer or the Collector they should be reported to him.

364. Supervision of Patwar Schools. - (a) In connection with the supervision of the Patwar Schools, the duties of the Tehsildar or the Naib Tehsildar of the Tehsil. where the school is located, are the same as those of the Sadar Qanungo given in paragraph 325.

(b) On not less than one morning in each month the survey and map correction classes shall be watched while at work, by the Tehsildar or the Naib-Tehsildar. They should also frequently inspect the school and satisfy themselves that instructions, both in the school in the outdoor classes, are being given in accordance with the rules. When any one of them inspects the school, he should check the attendance roll and the stock of survey instruments and should note in the inspection book any defects that he may notice and submit the same to the Officer-in- charge of the school for orders.

365. Disposal of Mutation Reports. - (a) The disposal of mutation reports is one of the most important duties of the Tehsildar and the Naib-Tehsildar.

(b) It need hardly be emphasized that for safeguarding the rights and interests of proprietors and the Government in land, the correct mabandi is essential and the accuracy

of the Jamabandi depends to a considerable extent on the efficiency with which the mutation work is done in the Tehsil. In fact, it is to keep the Jamabandi correct and up-to-date that it has been made obligatory upon the parties and the Patwaris to report each succession and transfer. The very object of mutations is, therefore, frustrated if genuine mutation reports are dismissed on flimsy grounds or erroneous orders are passed on them for lack of thoroughness in inquiry. Erroneous orders in undisputed cases are particularly unpardonable as there is no chance of their being corrected in appeal. An error that crepts in the Khatauni as a result of an erroneous mutation order, is practically perpetuated, as, once the order has become final, there is no chance of the entry based on it being corrected. Tehsildars and the Naib-Tehsildars should, therefore, exercise the greatest possible care in passing orders in mutation cases.

(c) The practice of allowing too much latitude to the Office Qanungo or his assistants in connection with the mutation work is to be deprecated as it may lead to corruption. Final mutation orders must never be left by presiding officers to be written wholly or partially by the official in charge of mutation work in the Office Qanungo's office. This is most objectionable and should on account be permitted. All orders for mutation of names passed by any officer, whether in disputed or in undisputed cases,should be in the handwriting of the officer himself and should specify the precise entry to be made as a result order and the Khata or Khatas of the Jamabandi in which the new entry is to be made. The presiding officer should strictly comply with this rule.

(d) Vague and stereotyped orders such as applicant's name be substituted or that of the deceased or the transferer should be avoided, as such orders are often found incapable of being given effect owing to lack of details. Moreover, such orders give the officials responsible for giving effect to them in the Jamabandi an opportunity of supplementing them and the opportunities given are not infrequently utilized. The order passed by the presiding officer should, therefore, clearly state whose name is to be removed; the extent of the share, area, etc. affected: whose name is to be recorded and the Khata or Khatas affected thereby.

(e) Office reports are also important in mutation cases for the elucidation of facts, and they should be as clear and complete as possible. The lines on which these reports should be made have already been indicated in paragraphs 119 to 141. Stereotyped reports like "Haqiyat Bamujib Khewat Durast Hai" which are often written by the officials concerned without looking into the Jamabandi at all, are worse than useless and should on no account be accepted.

(f) The procedure to be followed in mutation cases is laid down in paragraphs 1 19 to 141 while rules relating to the imposition and levy of mutation fees are given in paragraphs 142 to 146. For the guidance of the Office Qanungo necessary rules are contained in paragraph 245. Tehsildars and Naib-Tehsildars should see that all these rules and procedure are strictly followed in the disposal of rules of successions and transfers.

The Tehsildars and Naib-Tehsildars shall also see that as from 28th May, 1963 the whole amount of mutation fees is credited to Government.

(g) If any mutation case is not disposed of by a Village Panchayat within twenty days of the receipt of the papers from the Land Records Inspector, the Sub-Divisional Officer shall transfer the same for immediate disposal to the Tehsildar of the Tehsil in whose jurisdiction the land is situated.

366. Types of Reports. - The following are the kinds of reports that are likely to be received in the Tehsil from Patwaris and Qanungos in connection with disputed or doubtful entries in the Khatauni Jamabandi:-

1. Entries of tenants who have absconded;

2. Disputed successions to tenant's holding;

3. Entries affected by merger of tenancy rights into proprietary rights;

4. Clerical errors in the Jamabandi;

5. Disputed or doubtful entries in the Jamabandi discovered at the time of local verification; and

6. (a) Entries relating to untraced, absconded and out of possession persons recorded in the Jamabandi.

(b) Prompt disposal of these reports is necessary in order that the records may. before they are closed, be corrected.

(c) Disputed successions to tenants holdings and entries of holdings in which tenancy rights are extinguished by merger will, if undisputed, be disposed of by the Tehsildar after due notice to the. parties concerned and if disputed be reported to the competent authority for disposal under the Land Revenue Act.

(d) Clerical errors in the Khatauni Jamabandi will be disposed of in the manner laid down in paragraph 166 by means of Fard Badrat while reports relating to disputed or doubtful entries in the Khatauni and those relating to untraceable.
absconded or out of possession tenants will be treated as cases of correction of Jamabandi and disposed of accordingly.

367. Distribution of Patwari's pay. - (a) The responsibility for the correct maintenance of Patwaris' pay accounts rests with the Tehsildars and Naib-Tehsildars. Under paragraph 215(b) the pay has to be distributed in the presence of the Tehsildar or Naib- Tehsildar who is required to sign each payment in the register of Patwaris and acquittance roll after satisfying himself that all necessary reports have been made by the Patwaris before taking their salaries. He is also required to attest the closing balance shown in the register of accounts of Patwaris pay on each day on which a transaction takes place.

(b) Arrear claims of Patwaris pay need particular attention of the Tehsildar as these are often neglected and the negligence sometimes leads to or facilitates, embezzlement, Paragraph 213(c) requires the Tehsildar or the Naib-Tehsildar to note briefly in his own hand in the register of Patwaris arrears claims, the action taken for discouraging the accrual of arrears claims and the occurrence of delay in their settlement and also to scrutinize twice a year, once in April and a second time in October, every entry with a view to ascertain that there has been no undue delay in the settlement of any arrear claim. Claims outstanding settlement for more than six months are required to be specially looked into and delay in the case of each has to be explained in the half-yearly extract sent from this register to the Collector.

While sending the Kharif crop statement, Rabi Crop statement and area statement, the Tehsildar is responsible for the accuracy and adequacy of the explanations given for the variations. He should, therefore, carefully scrutinize each statement and see that the explanations given are appropriate, correct and adequate and are fully intelligible.

(c) The Tehsildar is also responsible for a brief agricultural history of his Tehsil being recorded on blank pages provided for the purpose in the Pargana register soon after each of the three statements referred to above is submitted tot he Collector. The history should be as concise and accurate as possible. Draft note on each point, shall be submitted by the Office Qanungo on the basis of the material contained in the explanatory supplements and the monthly agricultural reports. The history should be such as to give a correct idea of the agricultural conditions as they have existed in each season.

368. Indenting of Patwaris' and Qanungos' forms. - (a) The responsibility for general reasonableness of the estimates of Patwari's and Qanungo's forms lies on the Tehsildar and Naib-Tehsildar. In order to avoid wastage of forms, it is necessary that these estimates should be carefully scnitinized by the Tehsildar or his assistants before they are submitted to the Collector. In order to satisfy himself that the estimates are not excessive he should check them with the scale of supply of forms prescribed by the Board of Revenue. No check is possible if the data given happen to be wrong. It is, therefore, of the utmost importance that the Tehsildar or Naib-Tehsildar should satisfy himself that statistical data given in the estimates are correct and that no subsequent changes have been made in them within a year.

(b) Supplementary indents of forms are also undesirable as they mean extra expenditure to the Government on account of Railway freight etc. While cutting down the estimates as much as possible, it should be guarded against that indents of forms are not based on underestimates.

(c) In short besides regular inspections of the field work, the Tehsildar and his assistants are responsible for the attestation of mutations and preparation of all records, statistics, reports, periodical statements and the acc ords budget pertaining to their Tehsil.

(d) Each Tehsildar and Naib-Tehsildar will maintain a daily diary in which he will enter the work done by him in connection with the Land Records and will submit its extract at the end of each month to the Sub-Divisional Officer who will transmit it with his remarks to the Collector for scrutiny and orders. Proforma of the daily diary and extract are given below:-

Sub-Divisional Officer

Tehsildar.....

Detailed daily diary of work done by the

Naib-Tehsildar

Tehsil.....District, Rajasthan, for the month of. 19 .

Day with date	Details of work
1	2

Detailed abstract of daily diary of work done by the Sub- divisional Officer Sub-Divisional Officer

Tehsildar.....

Naib-Tehsildar.....during.....the month of.19 .
Tehsil.....District Rajasthan.

1. Number of Tehsils.
2. Number of villages.
3. Number of Quadrennial Jamabandi.
4. Number of Patwaris.

S. No.	Particulars		Details of work	No. of days spent on each kind of work	Remarks
1.	Girdawari	(a) No. of villages seen			
		(b) No. of villages under quadrennial attestation in which Girdawari was checked.			
		(c) No. of field entries checked.			
2.	Number of mutations attested.....				
3.	Jamabandi	(a) No. of villages of which Jamabandi is to be prepared.			
		(b) No. of such villages visited before 15th January			
		(c) No. of such Jamabandis attested on the spot.			

4.	No. of Titamma Shajra checked on spot.				
5.	No. of villages of which demand papers of grain rent ledger were checked.				
6.	No. of villages in which survey marks were checked.				
7.	No. of partition cases:-	Instituted.			
		Decided.			
		Decided after visit to the spot.			
8.	No. of villages in which Khasra Ghair mustaqil-kasht was checked with the numbers of fields measured.				
9.	No. of Patwaris inspected.				
10.	No. of Inspectors inspected				
11.	No. of Office Qanungos inspected.				
12.	Land Revenue collected (Kind or Cash).				
	Village.....				
	Amount.....				
13.	Days spent at the headquarters.				
14.	Total No. of days spent on tour.				
15.	No. of nights spent away from headquarters.				
16.	No. of Gazetted holidays which were observed.				
17.	No. of days spent on leave.				

Appendix to Chapter I Part VI

Yearly Programme of the Work of Tehsil Revenue Officers

Month	Work to be done	Remarks
1	2	3
October	1. Will submit their diaries to the Collector on the 1st of each month.	
	2. They will so lay out their work that no part of Tehsil remains unvisited from the crop inspection of Kharif Girdawari and will inspect a few villages thoroughly rather than a great number nominally. They will pay special attention to villages in which suspensions are likely to be required	

	3. Will check the work of the Patwaris and Inspectors in alluvial record and assessment work. In villages under fluctuating assessment they will check 50% Kharaba fields and will sign all Kharaba numbers.	
	4. Will check the condition of trigonometrical survey pillars, trijunction pillars, survey marks, 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.	
	5. A detailed report should be submitted to the Collector about trigonometrical survey pillars after Kharif Girdawari.	
November to the end of February	1. Will check some of the entries of Banchh papers and sign the Patwari's copy.	
	2. Will satisfy themselves during the course of their tours that persons entered in Tehsil lists of assignments are living.	
	3. Will make a thorough inspection of the work of all Patwari's circle in their charge, and of as many estates in the circle as possible, with a view also to test fully the quality of the Inspectors work. Such notes should be sent to the Sadar Qanungo's office or necessary action.	
	4. Will check the Titamma Shajras prepared by the Patwaris. They are not expected to do much in the way of chaining, but they are responsible for the general accuracy of the measurements.	
	5. Will make the final attestation on the spot and shall observe the following instructions:-	
	(i) At least 25% of the Khatauni holdings should be read out on the spot in the presence of the assembled right holders.	
	(ii) At least 25% of the mutations attached to the Jamabandis should be compared with the Khewat concerned.	
	(iii) At least 25% of the Khewat holding should be compared with the old Jamabandi.	
	(iv) At least 25% of the Khewat entries in the original copy should be compared with the corresponding entry in the Patwari's copy of the Jamabandi.	
	The number of the fields, Titamma Shajras of which have been attested, must be specified as also that of unattested mutations entered before the 16th June or the date approved by the Board of Revenue; of these there should be as few as possible.	

	They should also fill in two copies of the prescribed final attestation slip and attach one to each of the two copies of the Jamabandi.	
	6. Will attest all 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.	
	7. Will enter on blank pages of the notebook of the Tehsil copies, a brief history of the villages since the last Jamabandis were prepared for the villages in which Jamabandis have been prepared or at other times whenever any event of serious importance occurs. Notes will be made when suspensions, recoveries or remissions are ordered and also for tracts where	
March	1. Will check Rabi Girdawari etc., as detailed under October, Nos. 2, 3 and 4.	
	2. Will take with them registers of revenue free grants, and verify personally the existence of assignees, entering a note to this effect in the column of remarks.	
April, may and 15th June	1. In April they will furnish a list to the Patwaris of changes by lapses or changes of Khatedari by inheritance of assignees which have occurred during the year and a list of assignees of land revenue who have neither attended nor furnished a life certificate. They will also report with reference to all grants for institutions whether the terms on which they were made have been complied with, and the assignees are	
	2. Will check extra Rabi Girdawari.	
	3. Will attest all the mutations of villages before 15th June of which Jamabandis are to be prepared.	
	4. Will do local attestation of Jamabandis being prepared in their circles in the hot whether before they are filed in the Tehsil. They will also check some entries of the Jamabandis and their connected statements under preparation to whether Patwaris and Inspectors are doing their	

CHAPTER II

Duties of S.D.O.'s

369. Duties of Sub-Divisional Officers. - The Sub Divisional Officer shares with the Collector, but subject to his control, responsibility for the correct maintenance of the maps and records of his Sub-Division. He is empowered to order alterations and all disputed cases of mutations, transfer and changes come before him. Besides exercising supervision of the staff, therefore, he should be particularly careful to see that the orders passed are clear and precise and they are carried out. The duties of the Sub-Divisional Officer in connection with the land records, apart from those he has to perform in his judicial capacity, fall under the following heads:-

1. Discipline of Patwaris and Inspectors;
2. Inspection of village maps and records;
3. Inspection of Office Qanungo's office;
4. Maintenance of boundary and survey marks; and
5. Registration of improvements effected by estate-holders.
6. Inspections and physical verification, as required under clause (vii-A) of rule 24-A of the Land allotted under various land allotment rules regarding their utilisation according to the terms and conditions of allotment.

370. Maintaining of Daily Diary. - Each Sub-Divisional Officer will maintain a daily diary, in which he will enter the work done by him in connection with the land records and will transmit it to the Commissioner of the division for orders with his own remarks. Proforma of the daily diary and abstract are given in para 368(d).

371. [Deleted]

Note. The programme as detailed above is only meant as a guide and the Collector can alter it to suit the Local Conditions.

Inspection of Village Maps & Record

372. Duties during Inspection. - (i) The principal duty which the Sub-Divisional Officer has to perform during the touring season is the inspection of village maps and records of his Sub-Division in order to discover (1) the general standards of accuracy (2) the quality of supervision exercised and (3) the means by which improvement can be effected in them.

(ii) When he is about to go on tour, he should look into the file of his own inspections, study the inspection notes, if any, of departmental officers, and carefully examine along with the Patwari's register the inspection reports of the Sadar Qanungo relating to his Sub-division. This will in some cases narrow the field of his inquiry and will enable him to chalk out the lines on which he has to make his inspection.

(iii) Tehsildars and Naib-Tehsildars are expected to inspect each year the record of every Inspector and the Sadar Qanungo about one-fifth in the Tehsil. The selection of circles should, so far as possible, be so made as to include in the Sub- Divisional Officer's programme of inspection at. least one-third of the circles inspected by each of these officers. The Sub- Divisional Officer should inspect as many Inspectors' circles as possible and in no case less than three-fourths. if he finds that he will not be able to inspect this number, he should forthwith 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 officer out of his gazetted staff. Such officer shall, on his deputation or inspection, follow the same instructions as are laid down for the guidance of the Sub-Divisional Officers.

373. Maintaining of Note Book. - (i) While on tour the Sub-Divisional Officer should maintain a note-book in which he should record day by day, with necessary details, the number of entries checked by him in each record, the number and nature of the mistakes discovered, and brief notes on any matter requiring attention and any other matter of importance to which his attention may have been drawn in the course of his revenue work or to which the Collector may have ordered his attention to be directed. If he comes across any specially good and bad Patwaris, their names should also be noted in the note book for reward or punishment.

(ii) He should also keep with him a copy of the Tehsil map on which he should mark each day, with the number of the year of inspection the Patwar circles the records of which are inspected by him.

(iii) The note book will be renewed each year but the map will not be renewed until all the Patwar circles have been marked on it. At the end of each touring season, the Sub-Divisional Officer shall submit to the Collector the note book as well as the map along with the inspection note. The Sub Divisional Officers inspection should primarily aim at testing the quality of work done by the Tehsildar, the Naib-Tehsildar and the Sadar Qanungo. The most effective way of doing this to do over again some of the work shown to have been done by them. This will automatically bring some of t is notice. But in order to ascertain the

standards of accuracy in each Inspector's circle and to find out the quality of supervision exercised by the

Inspector, it is necessary that he should also inspect some such Patwaris circle as have not been inspected during the year either by the Tehsildar, the Naib-Tehsildar, or the Sadar Qanungo.

374. Checking of Records. - (i) For an official of the rank and responsibility of a Sub-Divisional Officer, it does not seem necessary to prescribe any fixed amount of test, but it is expected that he will check a sufficient number of entries in each record to enable him to form a definite opinion about the condition of that record and about the quality of test applied to it by the supervising staff.

(ii) Nor is it necessary to fix any proportion between tested and untested entries to be checked by him. Ordinarily the Sub- Divisional Officer's check should involve more tested entries than untested ones, and the former should consist more of those tested only by the Tehsildar, Naib-Tehsildar and Sadar Qanungo than of those tested only by the Inspector. But when tested entries are confined to the more assessable and well established fields in the village, the Sub-Divisional Officer would do well to test a larger proportion of untested entries in the outlying portion of the village.

(iii) The gross test of percentage or errors may also prove useful to the Sub-Divisional Officer.

375. Checking of entries. - (i) No hard and fast rules as to how a particular record should be checked can be laid down in view of the varying conditions in different districts. But instructions based on experience have been given in paragraph 353 in order to indicate the general lines which should be followed in the test of each record, so far as the circumstances of each district permit.

(ii) The Sub-Divisional Officer should initial all entries checked by him and note the number of such entries on the first page of the records concerned. He should initial and date all corrections and alterations made by him in any record but the record which has been closed after completion should not be altered under this rule, separate action being taken for the correction of the current year's record, if necessary. As soon as the inspection of an Inspector's circle is completed. the Sub-Divisional Officer should make brief remarks about the condition of work of each Patwari register maintained by the Inspector.

376. Other work during inspection. - In the course of his inspection the Sub-Divisional Officer is also required to pay particular attention to the following matters:-

1. Removal of defects pointed out in the previous inspection notes;

2. Conditional revenue-free grants;

3. Encroachments on property vested in the State;

4. Character and frequency of disputed possession and entries recording the tenants who have absconded and the disposal of their land;

5. Excess or under-collection and complete or partial failure on the part of any estate-holder to collect his dues;

6. Condition of boundaries and survey marks and marks of the G.T.S.. and their renewal and repairs;

7. [Deleted] 8. Fluctuations in agricultural prosperity; 9. Proposals, if any, for alterations in the limits of Patwari and Qanungo circles; 10. Proposals, if any, for transfers of Patwaris; 11. Complaints, if any, of bad work and deficient knowledge of survey against Patwaris; 12. Non-residence of Patwaris; 13. Observance of restrictions imposed upon Patwaris regarding cultivation, money-lending etc.; and 14. Supply to Qanungos and Patwaris of correction slips to the Land Records Rules

377. Submission of Inspection Report.- As soon as the Sub-Divisional Officer finishes his tour, he should draw up an inspection report and submit it to the Collector alongwith his notebook and copy of the map maintained by him. In this report he should summarize the condition of maps and records as found by him, and suggest measures after consulting the Tehsildar and the Sadar Qanungo, if necessary, for effecting improvements in them, and give his conclusions, supported by facts and figures about the quality of work done by the supervising staff. Special stress should be laid on defects of a general nature and serious neglect of duties on the part of the staff. In short Sub-Divisional Officer's inspection report should not be a mere narrative of the work done by him but should be such as will give a real insight into the condition of the maps and records of the Sub-Division and be of real help in effecting improvement in them. No particular

form is prescribed for recording this report but it would be found convenient to divide it into the following heads and sub-heads. It should be written in half margin, in order to leave sufficient space for any remarks that the Collector may desire to make.

Heads and Sub-Heads

I. Condition of maps and records.

1. Map correction.
2. Boundary and Survey Marks.
3. Khasra.
4. Khatauni Jamabandi.
5. Siyaha.
6. Grain rent ledger.

II. Measures taken or suggested for effecting improvement.

III. Inspectors.

1. Their registers.
2. Their knowledge of circles.
3. Their quality of supervision exercised by them.

IV. Quality of Sadar Qanungo's work.

V. Quality of Tehsildars and Naib-Tehsildars work.

VI. Any other remarks.

378. Inspection of Office Qanungos Office. - (a) The Sub-Divisional Office is required to inspect the Office Qanungo's office at least once a year. The inspection should, so far as possible, be finished in the hot weather or rains and should not be left over for the cold weather tour which is intended primarily for the inspection of Inspector's work.

(b) Before starting the inspection of the Officer Qanungo's office, the Sub-Divisional Officer should carefully go through all the inspection notes including those recorded by the Tehsildar or the Naib-Tehsildar during the year. This will enable him to decide which branches need his attention the most. He should try to inspect as many branches as possible, but the following should never be left uninspected as they are much too important to be ignored:-

1. Patwari's pay accounts.
2. Patwaris Miscellaneous receipts.
3. Statistical and Nazool registers.

379. Sub-mission of Inspection Report of Officer Qanungos office. - As soon as the Sub-Divisional Officer finishes his inspection of the Office he should draw an inspection report and submit to the Collector. In it he should briefly state the amount of test applied to each branch of work, the defects brought to surface as a result thereof and the remedies suggested for the removal of those defects. The report should conclude with a definite finding of the quality of work done in the Office Qanungo's office the nature and extent of supervision exercised by the Tehsildar and his assistants. If the report is unfavourable, it should clearly specify which members of the staff are responsible for the defects noticed and to what extent.

380. General Instructions. - No fixed procedure can be laid down for the inspection of the Office Qanungo s office as much depends upon the standard of efficiency of work in each office. The following instructions which are based on experience will, however, be found useful in carrying out the inspection of the various branches of the Office Qanungos'office. In these instructions an attempt has been made to give

briefly at first the procedure of work in each branch and then the points to be such in the inspection of that branch.

381. Staff. - (a) There is usually an Office Qanungo in each Tehsil assisted by one or more assistants according to the amount of work in that Tehsil.

(b) In connection with the staff the officer has to see:-

(i) Whether the staff is adequate or excessive according to the amount of work in the office,

(ii) Whether they are conversant with both Hindi and English and can do the accounts works neatly.

(iii) How is the work of the office divided between the Office Qanungo and his assistant and whether the distribution is fair and satisfactory.

382. Patwaris pay Accounts. - (a) Detailed rules for the maintenance of Patwari's and Inspector's pay accounts are given in Part III. The following recapituation in brief is given for the benefit of inspecting officers. The Office Qanungo is required to prepare the Patwari s and Inspector's monthly salary bill and to send it to the Treasury Officer for payment order. He has to maintain the register known as the register of deductions to show all amounts ordered to be deducted from the Patwari's and Inspector's pay on account of fines, leave arrangements, loss of instruments, and negligence of work etc. Deductions entered in this register for the period prior to the despatch of the salary bill should tally with those shown in the salary bill while those entered from the date upto the end f the month will be found either in the same salary bill under details of refunds, or in the next bill.

(b) Patwaris who do not attend on the dates fixed for the disbursement or pay are not allowed to draw their pay on any other date during the month except under special orders. Any pay that remains un-disbursed for two consecutive months is refunded by short drawals and the detail are given in the salary bill of the refunds. The refunded pay can be redrawn only by an arrear bill which is prepared as soon as the claim for the same is preferred. In order to keep the correct accounts of these refunds and statement of claims on account of them, the Office Qanungo is required to maintain a register entitled as the register of arrear claims. Columns 1 to 6 of this register are filled up as soon as the arrears claim arises, while the remaining columns are filled up at subsequent stages as the various steps are taken for its settlement.

(c) To show the balance in hand on account of pay the Office Qanungo is required to keep a register known as register of accounts of pay of the land records staff. In this register the amounts received and disbursed on account of pay or arrear claims are entered on each date on which transaction takes place. The a mount shown in this register should tally with the daily total of the acquittance roll. In the acquittance roll the reciepient's signature is taken in token of the receipt of his pay.

(d) All these registers have to be carefully examined by the inspecting officer who should see:-

(i) Whether pay bills are correctly prepared and promptly submitted.

(ii) Whether all deductions required to be made from the pay have been made, duly entered in the register of deductions and accounted for in the salary bills concerned. In order to check the accuracy of this register, a sufficient number of entries in it should be traced in the salary bills concerned and compared with the corresponding entries of deductions in the Sub-Divisional Officer's Misal Band Register.

(iii) Whether the dates fixed for disbursement of Patwaris' pay are convenient and whether Patwaris attend regularly on these dates also whether defaulters, if any, are taken to account for their failure to attend on the dates fixed.

(iv) Whether all refunds claimable by Patwaris are duly brought into the register of arrear claims, whether claims are promptly settled, whether suitable action is taken to discourage the accrual of arrear claims and to prevent the recurrence of delay in their settlement and whether the register of arrear claims is put up regularly after every six months before the Tehsildar for scrutiny and for reporting up-to-date arrear claims to the Collector; and

(v) Whether signatures are duly taken in the acquittance roll in token of receipt of pay, whether receipts for amounts exceeding Rs. 20/- are duly stamped, whether postal receipts and acknowledgments for amounts remitted by Money Order are duly pasted at their proper places in the acquittance roll, whether all amounts received and disbursed on account of pay and closing balance are duly attested by the Treasury Officer, whether the daily total in the acquittance roll tallies with the entries of this register and whether closing balances shown in this register agree with the corresponding entries in the cash book.

383. Patwaris miscellaneous Receipts. - Receipts credited to this head consists of (i) fees and fines of the Patwari School, (ii) Scale proceeds of Patwaris waste paper, and (iii) other miscellaneous receipts. The inspecting officer has to satisfy himself that all such receipts are duly credited into the treasury and that prompt action is taken for the realisation of outstanding dues, if any.

384. Mutation work. - (a) The importance of mutation work cannot be over emphasized as it is intended to discharge the statutory obligation imposed on the Land Records Officer, i.e. the Collector to keep the Khatauni Jamabandi correct and up-to-date. The inspecting officer
should, therefore, pay special attention to this branch of work at the time of inspection. It is obligatory on every person obtaining possession, by succession or transfer or otherwise of any property or other right or interest in any land or the profits thereof, to report such succession or transfer to the Patwari concerned and the Patwari is bound to enter all mutations in the register of mutations as soon as a report is made to him or it comes to his knowledge. The Inspector of the circle checks the entries in the various columns and then the Revenue Officers pass orders in each case after attesting the entries made by the Patwari on the spot in the presence of the parties concerned, the (Panchas) and other people of the village. After attestation the counterfoil of each mutation, whether sanctioned or rejected, is passed on to the Office Qanungo, who keeps them carefully with the last Jamabandi with him. At the time of the preparation of the next and fresh Jamabandi it is to be seen whether all the mutations, so ordered, are given effect to and entered. Besides this, the monthly memo of transfer of agricultural and properties which are received from the Registrars and Sub-Registrars are also distributed by the Office Qanungo to the Patwaris concerned through the Inspectors and the invoices duly signed by them, are kept by the Office Qanungo. After compliance, the memos, when received back from the Patwaris, are also kept by the Office Qanungo circle-wise to see that all the changes, so ordered, are incorporated in the next Jamabandi.

(b) While examining this branch of the Office Qanungo's office the inspecting officer

should see:-

(i) Whether the procedure laid down for disposal of mutations is properly followed;

(ii) Whether the order is written by the presiding officer in his own hand and whether the precise entry to be made in the Khatauni Jamabandi, as a result of the order and the Khata or Khatas affected thereby, are clearly specified in the order;

(iii) Whether the monthly abstract of the mutation report is correctly prepared and regularly submitted to the Sub-Divisional Officer, while examining this abstract the inspecting officer should see that it does not include applications for mutation of sub tenant's name in the Khatauni;

(iv) Whether the registration memos are promptly sent by the Registrars and Sub-Registrars each month;

(v) Whether the mutations are entered by Patwaris immediately on receipt of registration memos and information of successions and transfers from other sources;

(vi) Whether these memos are promptly sent to the Inspectors and promptly distributed to the various Patwaris;

(vii) Whether the files of registration memos are properly arranged by the Office Qanungo and the date on which the last memo is received is noted on the file index;

(viii) Whether the files of registration memos is destroyed after the preparation and final checking of the new Jamabandis;

(ix) Whether mutation files are arranged by Inspectors circles, Patwaris circles and by villages;

(x) Whether the accepted and rejected mutations in each Inspectors circle are kept distinct and on separate shelves;

(xi) Whether the miscellaneous papers detached from sanctioned mutations are kept in bundles by Inspectors circle and destroyed after the preparation and final checking of the new Jamabandi;

(xii) Whether a separate despatch book is maintained for showing the receipt and despatch of interrogatories; and

(xiii) Whether the interrogatories are issued for the examination of those persons only who reside outside the limits of the Tehsil or at a long distance (25 miles) from the village to which the mutation relates.

Testing and comparison of Khatauni Jamabandi with the mutation fields, registered memos and Errata lists.

(c) The procedure to be followed by the Office Qanungo in carrying out the test and comparison of the Khatauni Jamabandi with the mutation foils and errata lists is given in Part III. While examining this branch of work the inspecting officer should see that the Khatauni Jamabandi are properly compared and alterations made in them, subsequent to the preparation of the errata lists, are reported to the Tehsildar and that the result of the test applied to each Khatauni Jamabandi is entered at the last page and the work of comparison is thorough and up-to-date.

385. Agricultural Statistics. - (a) The basis of all statistics compiled in the office of the Office Qanungo is the village record. The Patwari prepares from the Khasra, the area statement (Milan Khasra) and the three crop returns, viz., Jinswar Kharif, Jinswar Rabi, Jinswar Zaid, and from the Dhal Banchh and Shiyaha, the statements to holdings and rentals. He files them in the Tehsil through the Inspector, who is responsible for their checking correct tot he nearest acre or rupee with explanation of material fluctuations. The Office Qanungo copies them out in the appropriate registers, totals them in necessary details and sends the Tehsil figures to the district headquarters.

(b) Figures for the "transfer statements" are collected by him from his mutation files while those for the revenue statements are supplied to him by the Revenue Accountant of the Tehsil. Population figures are received by him from the Collector's Office. These are compiled by him and transcribed in the various statistical registers in the same manner as in other registers.

(c) Alterations in land revenue and unions and partitions of estates are recorded in the Register of Halat Mauza by the Office Qanungo and notes on blank papers are written by the Tehsildar himself.

(d) The brief agricultural history required to be given on blank pages in the register of Halat Mauza is recorded by the Office Qanungo after it has been approved by the Tehsildar. In this register, however, notes in the remarks column are recorded by him on his own authority in accordance with the instructions laid down in paragraph 222. In these notes he explains briefly all such fluctuations in the statistics of an individual village as do not apply to the Tehsil or circle as a whole and as have not already been explained.

(e) The work of this branch though purely mechanical requires close scrutiny, as weightly conclusions are sometimes drawn from these statistics and errors in them may lead to erroneous results. The inspecting officer should examine a sufficient number of entries in each register and see:-

(i) Whether the crop and the area statements and statements of holding and rentals are punctually received from the Inspectors: whether these statements are complete and give necessary explanation of fluctuations and whether the conversion of area from bighas into acres, if any, is correct; and

(ii) Whether the registers are properly written and correctly totalled and whether they are complete and up-to-date.

Compare the latest figures in some of these registers with the Patwaris statements and in the case of the transfer statement with the totals in the mutation register and check some of the pages totals and the progressive totals as well as the carrying over of them. The common sources of errors are:-(i) the entry of figures opposite to a village other than the correct one, (ii) copying the wrong lien of figures, and (iii) clerical mistakes in the figures themselves. The totals are. as far as possible, protected cross totals, e.g., the total area in the area statement must agree with the totals of cultivated, culturable and barren areas. There are, however, a few columns in the register not protected by cross totals and it is in these that totalling mistakes are most common. These columns should, therefore, be chosen for check. They include the number of wells in the area statement, the areas of crop failure in the crop statements, uncultivated land included in holdings, and area and rent of sub-tenants in the statement of holdings and rentals.

(iii) Whether the registers of Halat Halqa Patwaris and Inspectors, Registers Halat Mauza and register of villages are up-to-date and neatly written and whether the latest figures including census figures have been correctly entered in them.

Trace into each of these registers a sufficient number of figures and compare them with the village record. Mistakes in transcription are common in all these registers and efforts should be made to trace them out.

(iv) Whether the crop failures and remissions of rent on a large scale have been noted in the villages as well as in the Tehsil registers and all important variations and abnormal conditions affecting the Tehsil as a whole explained intelligently and fully; whether the notes in the register of Halat Mauza adequately explain the fluctuations confined to individual villages and are not mere repetitions of the notes given in the Tehsil register or mere paraphrases of the same, and whether the Office Qanungo has picked up all the villages requiring explanations of variations.

(v) Whether up-to-date alterations in the land revenue and unions and partitions of estates have been shown in the Tehsil books and whether notes required to be recorded have duly been recorded.

(vi) Whether figures for the Tehsil show any deterioration which has not been noted upon by the Office Qanungo and whether this omission has been noted upon by the Office Qanungo and whether this omission has been brought to the notice of the Collector.

(vii) Whether villages are entered in the same order in all registers as in the register of villages, whether sufficient indices have been provided and whether statistics are sent to Sadar Qanungo punctually.

386. Registers of Nazool. - (a) The Land Records Department has nothing to do with property vested in the State and in the possession of the Central Government such as Military, Postal and Telegraph or the Forest and Irrigation Departments, which are all expected to keep their own record and their respective control. All Nazool lands or buildings situated with the limits of the municipality are also outside the jurisdiction of the Land Records Department. All other State land, whether administered as a State property under the control of the Board of Revenue or managed as Nazool by any of the Government Departments, other than the Forest and the Irrigation Departments or entrusted as Nazool to the statement of a local body, such as the District Board, is required to be recorded by the Land Records Department in the register known as Register of Nazool to be opened on Form O-15.

(b)(i) Detailed instructions for the preparation and maintenance of this register are given in paragraph 227. The columns of the regist register is prepared Tehsil-wise and

entries are ground by villages. Entries in this register are made only in respect of those villages where property vested in the State, of one description or the other exists. An alphabetical index of the villages contained in the register is given on the first page. Plans of plots are essentials and must be attached with the Nazool register. Mistakes are more common in this register than others and greater attention should, therefore, be paid in the course of inspection of this important record. While examining it the inspecting officers should see whether register is complete and up-to-date: whether acquisitions and alienations are promptly and correctly recorded, whether the index is complete and whether the properly entered in it, is of the description for the record of which this register is intended.

(ii) Whether encroachments on the property vested in State are promptly reported and duly removed and whether there are any plots or buildings which can be let out with advantage to the Government, but have not been let out.

387. Register of State Grants. - Instructions for its preparation are given in para 225. While looking to this register, the inspecting officer should see:-

(i) Whether the register is properly maintained:

(ii) Whether the entries contain all the revenue-free estates;

(iii) Whether estates assessed to revenue have been expunged from the register and whether the order of resumption has been correctly applied;

(iv) Whether existence of Muafidars is regularly certified and their death promptly reported by the Patwari; and

(v) Whether the verification of conditional Muafis is duly carried out by the Tehsildar. **388. List of Groves.** - (a) The Office Qanungo is required to maintain a list of all such groves as are exempted during the currency of Settlement from payment of revenue or rent under the Revenue and Tenancy Act.

(b) When revenue or rent is re-imposed on any grove entered in this list, the entry relating to it is struck off. An extract from this list is sent annually by 31st July, to each Inspector for inspection and report about the continued existence of each such grove in his circle. While looking to this list, the inspecting officer should see:-

(i) Whether the list is properly maintained and whether it is correct and up-to-date. Alterations in land revenue made on account of such groves in the revenue accounts should be traced in this list in order to check the accuracy of the accounts.

(ii) Whether entries in this list are confined only to such groves as are exempted or whether they relate also to such groves as were exempted from payment of revenue or rent by the Settlement Officer at the time of Settlement.

(iii) Whether orders of exemption from, or re-imposition of land revenue or rent, are promptly given effect to in this list.

(iv) Whether extracts are correctly prepared and punctually sent to the Inspectors and whether the Inspectors reports are thorough and careful.

(v) Whether prompt action is taken for getting revenue or rent reimposed when such a grove is cut down and the land is used for some other purpose.

The specimen of form on which the list is to be maintained is given below:-

List of Groves exempted from the payment of revenue.

Tehsil.....

District.....

Serial No.	Name of village	Name of Thok or Patti	Khasra No. of groves	Area	Date of application for exemption	Amount of revenue reduced	Year from which revenue reduced	No. and date of order for reduction	Remarks

1	2	3	4	5	6	7	8	9	10

389. Alluvion and Dilluvion Register. - In connection with the resettlement of alluvial estates. Patwaris are required to report variations in cultivation in the year preceding that from which the re-settlement will take effect. The Inspector is required to check these reports and to submit them to the Collector through the Tehsildar, the latter being responsible to see that they are correct and no estate requiring a re settlement has been omitted from it. While examining this register which shall be in form O- 33 and be maintained by the Office Qanungo the inspecting officer should see:-

(i) Whether the register is properly maintained and is up-to-date;

(ii) Whether reports for re-settlement of alluvial estates are regularly submitted; and

(iii) Whether the revised land revenue is promptly recorded in this register and in other relevant registers.

390. Register of Calamities. - The Office Qanungo is required to keep a register of all reports of calamities received from Patwaris. Instructions for its preparation are given in Part III. While examining this register, the inspecting officer has to see:-

(i) Whether the register is correct and up-to-date;

(ii) Whether reports of calamities are promptly made by Patwaris and entered in this register by the Office Qanungo without any delay;

(iii) Whether the original reports are promptly submitted to the Collector and whether copies of report of new outbreak of Rinderpest, Anthrax, Hemorrhagic, Septicemia and Blackquarter are expeditiously sent to the Veterinary Assistant concerned; and

(iv) Whether monthly returns of cattle diseases are punctually submitted to the Collector by the Office Qanungo.

391. Stock Book of Forms. - (a) The Office Qanungo is responsible for the custody and distribution of forms for the use of Inspectors and Patwaris. He keeps a stock book of forms which are received and issued by him. Indents for the supply of forms are sent to the Sadar Qanungo. In the interest of economy it is essential that the reasonableness of these indents be carefully checked before they are submitted to be Sadar Qanungo. For facilitating this check the Office Qanungo is required to prepare annually a standard of forms for each
Patwari Circle on the basis of the number of forms actually used by each Patwari in his various records in the preceding year.

(b) Instructions in connection with the indenting, custody and supply of forms are given in para 239. While checking the stock of forms with the stock book the inspecting officer should see:-

(i) Whether the standard of forms prepared by the Office Qanungo has been prepared after getting counted the forms actually used by each Patwari in the preceding year and whether this standard is utilised by him in preparing and checking the indent of forms received from the Inspector:

If the record of the year for which the standard is prepared is available in the Tehsil record room, some of them may be taken out and the forms counted in order to check the accuracy of the standard. The extent to which the Office Qanungo has utilised the standard for preparing and checking the indents should also be ascertained by comparison of the standard with the indent.

(ii) Whether indents are scrutinized by the Tehsildar or Naib-Tehsildar before they are sent to the Sadar Qanungo.

(iii) Whether the stock book of forms is properly maintained and is correct and up- to-date;

Check the stock of some of the forms particularly those that are supplied in large quantities: (iv) Whether the stock of forms is sufficient and not excessive:

(v) Whether forms are distributed to Patwaris and Inspectors in time and in accordance with the indents: and

(vi) Whether records filed by Patwaris contain a large number of unused forms or whether forms are wasted in any other manner.

392. Stock of Survey Instruments. - (a) The Office Qanungo is required to maintain a stock book of all survey instruments belonging to Government which are kept at the Tehsil or by the Inspectors and Patwaris of the Tehsil. He is also required to prepare each year a list of the survey instruments in stock for submission to the Sadar Qanungo by 1st June. Before its submission the list is checked by the Tehsildar who gives a brief report about the condition of each kind of instrument and the repairs required.

(b) Necessary instruments for the maintenance of the Stock Book of Survey Instruments are given in para 241. While checking the stock of instruments with the stock book, the inspecting officer has to see:-

(i) Whether the stock book is properly maintained and whether receipts and issues are promptly and correctly noticed in it;

(ii) Whether the balances shown in the stock book agree with the stock of instruments;

(iii) Whether on transfers of Inspectors and Patwaris the signatures of incoming Inspectors and Patwaris are obtained in the stock book in token of their having received the instruments from their predecessors;

(iv) Whether the instruments in stock are annually inspected by the Tehsildar and a report submitted by him;

(v) Whether the stock of instruments is sufficient and whether the excess or shortage, if any, has been reported to the Collector; and

(vi) Whether the instruments in stock are well kept and are in good condition or whether any of them needs repairs or replacement, and if so, what?

393. Record Room. - (a) Closed records and registers are filed by the Inspector and Patwaris each year in July and statistical returns on the dates prescribed for each of them. The Office Qanungo enters them after satisfying himself that they are in order in a register known as the register of records annually filed at the Tehsil and places them in the Bastas concerned after making necessary entries in each Bastas list. Between 1st July and 31st October, he takes out from the Bastas, generally when he places in them the records and registers received in July, all records which are either to be sent to the Sadar Qanungo or to be destroyed during the year. Records taken out of Bastas for being sent to the Sadar Qanungo are despatched on the dates fixed while those for destruction are put aside until they have been inspected by the Sub-Divisional Officer or ordered to be destroyed. The period of retention and the method of disposal of each record, register or statement is given in paras 211(b) and (c).

(b) The closed registers, lists and paper of the Office Qanungo s office are also deposited in the record room and are retained and disposed of as directed in para 211(b).

(c) Detailed instructions for the receipt, preservation and disposal of records, registers etc. are given in para 211(b). While inspecting the record room, the inspecting officer should see:-

(i) whether the record room is commodious enough and whether rack accommodation is sufficient;

(ii) whether Bastas are in good condition and are properly coloured labelled and numbered and whether they are properly arranged and can be easily traced;

(iii) whether the contents of Bastas agree with the Basta list and whether all the records that should be in the Bastas are there; whether the record to be preserved permanently or for the period of Settlement or for a longer period are marked as such in red ink;

(iv) whether the records are filed punctually and whether cases of undue delay in filing are reported promptly; whether the records are registered as soon as they are filed and whether they are placed in Bastas without delay;

(v) whether all records required to be sent to the Sadar Qanungo are to be destroyed during the year are taken out of the Bastas in time and whether the former are despatched to the Sadar Qanungo on the dates fixed and the latter destroyed immediately after they have been inspected and ordered to be destroyed by the Sub-Divisional Officer;

(vi) Whether statistical returns are properly kept circle-wise (Inspector's circles) in Bastas and whether registers and other records filed by the Inspectors are retained or destroyed according to the Rules;

(vii) whether closed registers, lists and other papers of the Office Qanungo's office are duly filed and whether they are retained, destroyed or sent to the Sadar Qanungo as directed in para 211(b); mid

(viii) whether records sent out of the Record Room are duly entered, before they leave the Record Room, in the register maintained for this purpose and whether records not returned for more than three months after the date of issue are taken due notice of for securing their early return.

394. Rules and Circulars. - (a) Each Office Qanungo is supplied with one or more copies of the Land Records Rules. Amendment slips issued from time to time are sent to him by the Sadar Qanungo. It is important that his copy of the rules should have all up-to-date amend ment slips pasted in it.

(b) While inspecting the Office Qanungo's office the inspecting officer should see:-

(i) whether the Office Qanungo's copy or copies of the Land Records Rules are complete with up-to-date amendment slips and whether amendments to the rules are correctly understood by him and duly complied with; and

(ii) whether circular letters, if any, received since the last inspection have been properly pasted in the file kept for the purpose and whether the object of these circulars is correctly understood and duly carried out.

395. Miscellaneous. - The Inspecting officer should also see, at the time of his inspection, whether the Office Qanungo does any work not provided for in the rules and whether it is so heavy as to interfere with his regular duties and whether any unauthorised agents are employed by the Office Qanungo or his assistants to assist them in the disposal of their work. If the staff in the Office Qanungo's office is overworked, what relief is possible and how; and if it is under-worked, what reduction in the staff is necessary.

396. Maintenance of Boundary and Survey Marks. - It is the duty of the Sub-Divisional Officer to see that boundary and survey marks are properly maintained in his Sub-Division. The following instructions are laid down for his guidance to secure the proper maintenance of boundary and survey marks.

I. General Instructions

397. Instructions to S.D.O. - (a) The term "boundary mark" includes every permanent mark erected on the boundary of a village, estate or field, whether in connection with a survey or to define a boundary. The cost of maintaining boundary marks generally falls proportionately on the persons on the boundary of whose property is situated.

(b) Survey marks are those permanent marks erected in connection with a survey which

are not situated on the boundary of a village, estate or field. The cost of maintaining

survey marks is borne by the Government.

(c) Permanent boundary marks may be of the following classes:-

(i) Trijunction marks of masonry or stone;

(ii) Other boundary marks of masonry or stone; and

(iii) Other boundary marks consisting of a mound of earth or loose stone enclosing a permanent mark.

(d) Trijunction marks which require renewal must be replaced by stone pillars. Marks requiring repairs should be carefully repaired in such a manner as may be required.

(e) Other boundary marks for stone or masonry which require renewal should be replaced by stone pillars. No standard pattern for such marks is being prescribed, but the stone used must be of a height of about four feet.

(f) The third class of boundary marks should be maintained by keeping the heap of earth or stones to its original size, the mound should not be opened to ascertain whether the enclosed permanent mark is still in existence. When a mark of this class has altogether disappeared no steps should be taken to renew it.

(g) Survey marks are either stone or masonry pillars or mounds enclosing permanent marks as prescribed above. They should be maintained in the manner prescribed for boundary marks of the same type. Application for funds to meet the cost of maintaining survey marks, should be made to the Board of Revenue.

(h) Every station of the Trigonometrical Survey shall be inspected annually by the Sub-Divisional Officer in person: Provided that, if in any year the Sub-Divisional Officer is unable to visit the station, the inspection shall be made by the Tehsildar, in such cases the station must invariably be inspected by the Sub-Divisional Officer in the following year.

II. Procedure in cases of Boundary Marks

398. Instructions for Boundary marks. - (a) On receipt of a report for renewal or repair of a boundary mark submitted by the Inspector, the Office Qanungo shall note on it the names and description of the persons and Patwari responsible for the maintenance of the mark and shall enter the report under a separate number in the Misalband register and shall then put up the report before the Tehsildar for orders. The Tehsildar shall forthwith transmit the report to the Sub-Divisional Officer.

(b) The Sub-Divisional Officer on receiving a report shall consider whether the marks should be renewed or repaired and shall issue an order accordingly. It should be remembered that to order repairs to a mark which must in any case soon be renewed, causes needless trouble and expenses to the person concerned.

(c) On receipt of the Sub-Divisional Officer's order, the Tehsildar shall direct the Inspector to report by a date to be fixed in his order, whether the order of the Sub-Divisional Officer has been complied with.

(d) If the Inspector reports that the order has been complied with, the Tehsildars shall transmit the papers to the Sub-Divisional Officer for orders to file the case. The papers shall then be returned to the Tehsildar for consignment to the Record Room.

(e) If the Inspector reports that an order for repairs has not been carried out, the Tehsildar shall report the matter to the Sub-Divisional Officer for orders. On receipt of the Sub- Divisional Officer's order directing that the repairs shall be carried out by the Government, the Tehsildar shall have the necessary repairs executed after satisfying himself that the work has been properly done, shall report the amount spent to the Sub- Divisional Officer for order of payment.

(f) If the Inspector reports that an order for renewal has been complied with the Tehsildar shall report the matter to the Sub-Divisional Officer for orders. On receipt of the Sub-Divisional Officer's orders directing the renewal of th , the Tehsildar shall order any

contractor to renew the marks within such period as may be fixed by him. He shall at the same time arrange to have the marks inspected by the Inspector on the completion of the period allowed.

(g) When the Tehsildar is satisfied that the mark has been duly renewed he shall report the fact to the Sub-Divisional Officer and solicit orders of payment to the contractor.

(h) On receipt of a report for payment the Sub-Divisional Officer shall forthwith order payment of the sum which he considers to be due. All payments shall be charged to the head "7-Land Records-Cost of erecting boundary pillars."

(i) when the payment has been made, the Sub-Divisional Officer shall direct the Tehsildar to recover the amount paid from the persons responsible for the maintenance of the marks and when more than one person are responsible, he shall apportion the cost as he deems fit.

(j) The Tehsildar shall send to each person a demand slip for the amount due from him in the ordinary form for which no charge shall be made. Further process shall be resorted to only when the person concerned does not comply with the first demand slip. The amount on recovery shall be credited to the head "Land Revenue- Miscellaneous-recovery of cost of erecting boundary pillars." He shall then forward the papers to the Sub-Divisional Officer.

(k) After the Sub-Divisional Officer has perused the file, it, shall be returned to the Tehsil with order to consign the papers to the Record Room. It should be examined from time to time by the Sub-Divisional Officer that all payments and recoveries are made in time and are not delayed.

Any objections raised by persons concerned regarding any report by an Inspector shall be investigated by the Tehsildar and the result submitted for orders of the Sub-Divisional Officer before further proceedings are taken.

Appendix I to Chapter II Part VI

Yearly programme of the work of Sub-Divisional Officer

Month	Work to be done	Remarks
1	2	3
October	1. Will check Kharif Girdawari work and will visit specially the villages whose circumstances are precarious and in which suspensions or remissions are to be made or been made. About such villages he will submit a note to the Collector which will be of great assistance to him in deciding what course to follow in the matter of recovering	
	2. Will specially visit the villages in which there is fluctuating assessment.	
November to the end of February	1. Will test the work of Inspector of Land Records in detail.	
	2. Will test the land records work of the Tehsildar and the Naib-Tehsildar in detail.	
	3. Will attest Jamabandis on spot and note the result on the Jamabandis to be filed in the district office.	
	4. Will visit Burdi Baramadi villages in which revenue is affected.	
	5. Will ascertain in the cold whether, in a number of cases, by personal inspection at or near the village in which the revenue- free plots are situated that the estate-holders	
	(revenue-free), not included in the lists received from the Tehsildars are in existence and that the lists and reports furnished by the Tehsildars are correct. The number of cases so tested should be mentioned in the annual revenue report for the district.	
	6. Recording of notes in the abstract village note books.	
March	1. Will check Rabi Girdawari and act as detailed under October.	
April to the end of September	1. Will make one inspection of the office of the Tehsil Office Qanungo in any a year and should overhaul the mutation work of Tehsil Officers. The Sub-Divisional Officer of the headquarters should also inspect the Sadar Qanungo's office, if he is in charge of the Land Records section. At these inspections	
	2. Will supervise and check some work of Jamabandis which are being prepared and see that they are filed in Tehsil in time.	

	3. The Sub-Divisional Officer should also make quarterly inspection of the Revenue Record Room.	
Note.-	1. The foregoing programme is only meant as a guide and the Collector can alter it to suit local conditions.	
	2. The Sub-Divisional Officers will submit their diaries to the Collector on the 1st of each month.	

CHAPTER III

I. Duties of the Collector

399. Duties of the Collector. - (a) In laying down the duties of the Collector, it has to be emphasized that he is the Land Records Officer of his district and the statutory obligation of maintaining the record of right and rental as well as agricultural statistics lies on him. In order to discharge this obligation, he has to keep himself in constant touch with the land records of his district and to see that the staff responsible for the preparation and supervision does its duty and makes a united effort to make them as accurate a record of rights and statistical data as possible.

(b) Broadly speaking the main duties of the Collector in connection with land records fall under the following heads:-

(i) General supervision and control;

(ii) Disposal of Inspection notes and other reports;

(iii) Enforcement of obligation of residence of Patwaris;

(iv) Investigation and record of fluctuations in agricultural prosperity;

(v) Alterations in the number and limits of Patwaris' and Inspectors' circles; and

(vi) Submission of periodical reports.

400. General Supervision and Control. - The Collector is responsible for the proper supervision and control of the land records staff in the district and should take steps to ensure that all officers of the district staff, charged with the supervision of village maps and records as an integral and essential part of their duties, carry out faithfully and conscientously the rules laid down for them in these Rules; for example, he should see that in inspecting the work of Inspectors his Sub-Divisional Officers or Tehsildars do not confine their inspections to villages near the main line of communications and camping places but pay greater attention to remote circles in the interior the super vision of which is generally neglected by the subordinate staff.

401. Instructions for Sadar Qanungo. - In order to keep the Collector in close touch with the land records work in the district, the Government has created the post of Sadar Qanungo, who as already stated in Part V, is intended to be his executive and advisory officer in all matters pertaining to land records. One of the principal duties of the Sadar Qanungo is to watch the monthly progress of work done by the Inspectors and Office Qanungos and submit a monthly report to the Collector as directed in Paragraph 318. Much good will be achieved if the Collector lends the Sadar Qanungo the necessary support and insists on the proper discharge of his duties.

402. Assistance of Sub-Divisional Officer. - In order to assist him in the effective supervision of the Sadar Qanungo's work, the Collector may place the Sub-Divisional Officer of the headquarter in charge of the land records of the district. In that case his main duties will be:-

(i) to inspect periodically the office of the Sadar Qanungo;

(ii) to dispose of all matters of a routine nature in connection with the land records work, and to forward to the Collector with his own comments, such papers as require the Collector's personal attention;

(iii) to verify the stock of survey ins

(iv) to scrutinize before submission to the Collector, the Sadar Qanungo's proposals regarding appointment, transfer, promotion etc. of Patwaris, Office Qanungo's and the Inspectors of Land Records;

(v) to see to the prompt and proper compliance of the Collector's orders passed on defects in the record and in the work of the land records staff pointed out by the Sadar Qanungo and other inspecting officers;

(vi) to ensure proper compliance with the instructions issued from the Land Records section of Collector's office from time to time for the removal of defects or for effecting improvement in the records.

403. Assistance of Inspector Land Records. - Serious injury to the land records may result from the employment of the Staff on work which is not covered by the rules and attention in this connection is invited to the provisions of paragraphs 22, 178 and 210. Inspectors and Patwaris may, however, occasionally be so employed but what is required is constant vigilance on the part of the Collector that the land records work, which is their primary concern; is not allowed to suffer by their employment on extraneous duties. Hard and fast rules in a matter like this cannot be laid down, but generally it is the duty of the Collector to see that the time necessary for the performance of the duties laid down by the rules is not seriously curtailed; that the Inspectors spend as much time as possible in their circle and are not kept in attendance at the Tehsil or officer's camps: that the Office Qanungos and their assistants at the Tehsil and are not taken out in camp or called to headquarters; and that Patwaris are not unnecessarily kept away from their circles by Inspectors or Office Qanungos.

404. Avoiding of un-necessary attendance. - (i) Unnecessary attendance of Inspectors and Patwaris on superior officers and in courts must be discouraged. In circles where litigation is frequent, the Patwari spends so much time in going to and from the courts that his ordinary work suffers. The amount of such attendance can be materially reduced by care in avoiding the issue of unnecessary summons and in fixing for the same day groups of cases in which the evidence of one Patwari is required.

(ii) Unnecessary attendance on officers should be severely discouraged and whenever an officer calls an Inspector of Land Records to attend on him the object of such attendance should be noted in the Inspector's diary under the officer's signature.

405. Checking of mutation work. - (i) Erroneous mutation orders and mistakes in partition records are a great danger to the accuracy of records. Errors that originate therefrom are perpetuated, as an entry based on an order that has become final has little or no chance or correction. The Collector should, therefore, pay particular attention to mutation work when he inspects the Tehsil and should from time to time call for and inspect partition records prepared by the Subordinate staff.

(ii) Sub-Divisional Officers and the Sadar Qanungo should also be required to make frequent inspections of the mutation work and partition records.

406. Correction of land Records.- Slip shod or fictitious work on the part of the most frequent cause of incorrect records. The Collector should, therefore, take serious notice whenever it is brought to his notice. Accumulation of arrears is a fruitful cause of such work. There is a large mass of work to get through in the year and unless the programme laid down in the rules is strictly adhered to it is not possible to finish it in time without sacrifice of efficiency. Great care should therefore, be taken to see that Patwaris and Inspectors start each work punctually, distribute it evently over the period prescribed for it and avoid irregularity in its performance. The tendency among them to do little or no work in the beginning and to rush through it towards the end or to work by fits and starts, should be severely discouraged. The practice of neglecting one work and overdoing another, whenever there is more than one work prescribed for the same period, should also be discouraged

407. Correction of land records during Special Inspection.- Inspectors, who return unusually large quantities of work as done or who omit to give in their diaries the number and nature of mistakes detected or steps taken for their correction or for bringing the defaulters to book, should be picked out for special

inspections. Special inspections are also called for in the case of Inspectors whose diaries do not disclose their land records work, the presumption being that they are either wasting their time or are deliberately omitting, for some reason, to show in their diaries the extraneous work done by them.

408. Accuracy in work. - If inspite of necessary precautions, arrears accumulate in any Inspector's circle, care should be taken to see that efficiency is not sacrificed in speeding up the clearance of the arrears. It must be remembered that conscientious and accurate work is more important than punctuality in finishing it, and that lack of thoroughness in finishing the Inspector's test is sometimes more dangerous to the accuracy of records than no test all all. Whenever, therefore, the Collector finds that arrears are much to heavy to be cleared of within the prescribed period without sacrificing efficiency, he may either grant, an extension of time, provided that such extension does not delay the submission of necessary statements and returns to the Board of Revenue, or do away with any portion of the Inspector's test. In the latter case, he should briefly state the reasons in support of his order and send a copy thereof for the information of the Commissioner. Any records that remain untested under this order shall be marked as such on the title page.

409. Action for neglect of duty. - Inspectors who, inspite of repeated instructions issued by the Sadar Qanungo, persist in the neglect of duty or deliberately shield defaulting Patwaris, should be noted by the Collector for suitable action.

410. Disciplinary Action. - The question of disciplinary action against the staff is also important. Indiscriminate punishment is as prejudicial as failure of punish defaulter. It is important to adjust the punishment not only to the particular offence but also to the past record of the official concerned. When a Patwari has accumulated a long list of minor punishments, it is necessary to consider whether it is no time to reduce, remove or dismiss him. Similarly when a defaulting Inspector has accumulated a number of adverse entries in the list of delinquencies it becomes necessary to see whether his conduct has reached the stage of misconduct or neglect of duty warranting the institution of formal proceedings against him for the infliction of punishment. Experience has shown that constant ineffective punishment have, on the whole, an injurious effect on discipline For first and petty offences a warning is usually sufficient, while for serious and repeated offences punishments such as reduction, removal or dismissal are likely to produce better results.

411. Promotion of Inspector of land Records. - Promotions of Inspectors and Patwaris also need the attention of the Collector. Arrangement for promotion should be made expeditiously, and in giving promotions subordinate officials should be allowed as little hand as possible. The selection of Patwaris for rewards is also important. The field of selection should usually be confined to those Patwaris whose work is inspected during the year by officials other than Inspectors. The principles to be followed in granting rewards are that they should be given for steady good work, and that they should be sufficient in amount to act as a stimulus to the rest of the staff. Before a reward is sanctioned, the Patwari's past record should always be considered and preference given to those who have worked diligently and accurately for the longest period. The practice of distributing the grant in trifling sums over a large number of Patwaris produces no result on the quality of the work: in ordinary circumstances half a month's pay is the lowest reward that should be given.

412. Administrative matters pertaining to Patwaris. - The Col lectors are solely responsible for the appointment, transfer and discipline of Patwaris. Transfer of Patwaris are ordinarily undesirable mid should on no account be made to suit the convenience of individuals They can only be made under the conditions given in paragraph 9 and these conditions should be strictly observed. In order to avoid unnecessary transfers. Patwaris picked out for transfer, should, so far as possible be exchanged with one another rather than with other Patwaris. Transfers by way of punishment are not contemplated by law. Moreover, a transfer is hardly a substitute for punishment.

413. Leave to Patwari. - In granting leave to Patwaris the provisions of paragraph 10 should be kept in view Care should be taken to see that Patwaris do not unnecessarily remain on long leave as work done by their substitutes is generally of inferior quality.

II. Disposal of Inspection Notes and other Reports

414. Inspection Reports. - (i) Inspection reports of officers require personal attention of the Collector. Prompt and careful disposal of these reports is of considerable importance.

(ii) In addition to the inspections made by the Sub-Divisional Officers Tehsildars, Naib Tehsildars and the Sadar Qanungo, inspections are also made from time to time by officers of the Land Records Department designated as Assistant Director of Land Records. Notes recorded by these officers, particularly by Assistant Directors, should be treated as opinions of specialists and given due weight in the districts. Suggestions made by them for removing the defects brought to light in the course of their inspections, should form the basis of general instructions to be issued for the guidance of the land records staff in the district.

(iii) During the limited time at their disposal, department officers can see only specimens of work done in the district They art not therefore, expected to trace out individual errors in the records, which is exclusively the work of the district staff. Moreover, they can hardly afford the burden their inspection notes with what are known as defects in detail" The main object of their inspections is to find out defects in procedure, non observance of rules, general condition of land records in the district and suggest ways and means for effecting an improvement in them. Prompt and adequate action on these notes is, therefore, of the utmost importance, and the Collector should see that the officials concerned have in due course fully complied with the orders and instructions issued by him on the basis of these notes.

415. Care in Inspection Reports. - In dealing with inspection reports of Sub Divisional Officers, Tehsildars, Naib Tehsildars and the Sadar Qanungo, it should be seen whether Sub-Divisional Officers have concerned their attention on the work of Tehsildars, Naib Tehsildars and the Sadar Qanungos rather than on that of Inspectors and Patwaris; whether Tehsildars, Naib-Tehsildars and the Sadar Qanungo have in their turn, tested the quality of the Inspector s work rather than that of Patwaris and whether each inspecting officer has made genuine efforts to ascertain the main defects in the records and has given a clear finding, supported by facts and figures, on each point required to be examined by him in the course of his inspection, and has drawn correct conclusions about the quality of each branch of work of the official whose work he has inspected. The note books and maps, if any, attached to these reports should also be looked into by the Collector in order to verify the facts given in the reports.

416. Comment by S.D.O. on Inspection Report. - (i) In this inspection report, the Sub-Divisional Officer is require to comment on the condition of maps and records of his Sub-Division and to make suggestions for their improvement after consulting, if necessary, the Tehsildar and the Sadar Qanungo. These suggestions should be carefully examined by the Collector who should see that such of them as are approved by him are duly carried out by those concerned.

(ii) Important points in the report should be marked out for being utilised in the annual administration report and for making entries in the character rolls of the officials concerned.

III. Enforcement of Obligation of Residence of Patwari

417. Residence. - (i) That non-residence of Patwaris in their circles is a great danger to the correct maintenance of records hardly requires emphasis. It is, therefore, an important duty of the Collector to see that the rules regarding residence are strictly enforced in the district.

(ii) It rests with the Collector to decide whether a Patwari is really resident or non-resident in his circle. A Patwari who has a house in his circle may not reside in it although he may occasionally spend a night or two in it. On the other hand a Patwari may be resident even though his family lives in his father's house or in the houses of relations.

418. Responsibility of Inspector. - (i) The Inspector is responsible for reporting all instances of non-residence of Patwaris and should be taken to account if he neglects to dos o.

(ii) A Patwari who has not, within a reasonable time, become resident in his circle should ordinarily be removed; and a Patwari, who having become resident ceases without permission to reside in it should ordinarily be dismissed. Existing exemptions from the obligation of residence may be continued to the Patwaris who at present enjoy them so long as their work and conduct remain satisfactory. An exemption should be promptly withdrawn if a Patwari is

habitually absent from his circle or if he delays the submission of his papers and returns beyond the dates fixed.

419. (i) Collectors should arrange to have the case of every exempted Patwari examined periodically by the Sub-Divisional Officer, who should satisfy himself by local inquiry, by inspection of his work and by examination of the register of Patwaris, that his work and conduct are satisfactory.

(ii) New exemptions may be granted to Patwaris only on one or more of the following grounds and no others:-

(a) that no site exists within the circle habitable throughout the year without risk of serious injury to health;

(b) that the circle contains no inhabited site suitable for the Patwari's residence:

(c) that a site outside the circle is as convenient of access to all the villages of his circle as any site within it; and

(d) that the district officer considers exemption to be justified by particular circumstances affecting the circle.

(iii) No exemption should, however, be given merely on the ground that the former Patwari of the circle had been exempted. Fresh sanction is necessary.

(iv) Exemptions should be sanctioned only, by the Collector, and only on a report made after a local inquiry by an officer not below the rank of an Assistant Collector.

IV. Investigation of Record of Fluctuation in Agricultural Prosperity

420. Watching on Agricultural Prosperity. - The importance of maintaining a careful watch over the agricultural prosperity of the district cannot be over emphasized, and it is one of the principal duties of the Collector to see that in accordance with the instructions given below, genuine efforts are made to ascertain causes of material fluctuations in any village and the result of the investigation is duly placed on record.

421. Investigation by Tehsildar. - The Tehsildar is required to investigate when he inspects a village, as also Inspectors, all circumstances in regard to:-

(i) rental demand;

(ii) state of collections;

(iii) variation in cultivated area;

(iv) damage to cultivated land or crop;

(v) condition of tenants;

(vi) Management of the area surrendered or abandoned by tenants and the Siwai Chack (unoccupied) area; and

(vii) Any other matter of importance affecting agricultural conditions; and to report promptly to the Sub-Divisional Officer such of them as appear to demand the attention of superior officer. He is also required to forward promptly to the Sub-Divisional

Officer similar reports received from the Inspector with such remarks of his own as he considers necessary.

422. Action by S.D.O. on Receipt of Report. - When such reports are received by the Sub-Divisional Officer he will, after passing necessary orders on any points requiring immediate attention, make them over the Office Qanungo for being placed before him along with the Register Health Mauza in the first fortnight of October.

423. Checking of Registers. - (i) Before the commencement of his tour the Sub Divisional Officer should carefully study these reports along with a view to detect any deterioration or inefficiency affecting the whole or any considerable portion of the Tehsil or individual village or villages. The Tehsil register will show the tendencies at work during recent years, in the Tehsil as a whole, as also those at work in individual villages. The chief points to be looked for are:-

(a) a progressive decline in the cultivated area;

(b) a decrease in the facilities of irrigation such as complete or partial failure of the existing wells;

(c) the gradual abandonment

(d) sudden fluctuations in the area cultivated by the estate holder or tenants of different classes and In rents paid by them;

(e) a low proportion of collections to the demand;

(f) difficulty in collecting the revenue or rent;

(g) increasing frequency of sales and mortgages of land; and

(h) a progressive rise in the area surrendered or abandoned by the tenants.

(ii) in some cases adequate explanations of variations in figures will be found in the notes recorded in the registers concerned, while in other cases the registers will show only that some unfavourable tendency is at work, the causes to which have to be ascertained and remedial measures taken where possible.

424. Drawing of memorandum. - (i) The Sub-Divisional Officer should then draw up a memorandum on the Sub Division, indicating the points requiring local investigation, whether they affect the whole Tehsil or circle or appear only in a particular village.

(ii) If on account of presence of work or for any other reason the Sub-Divisional Officer is unable to find sufficient time for study of reports and registers referred to above, the Collector may entrust the work to any officer on the headquarter staff who will draw up the memorandum for the use of the Sub-Divisional Officer.

(iii) The memorandum, whether it is drawn up by the Sub Divisional Officer himself or by the other officer, will be submitted as early as possible to the Collector f or approval. After it has been approved, it will be returned to the Sub Divisional Officer concerned who will so arrange his tour as to enquire into all the points noted in the memorandum.

425. Submission of Report by S.D.O. - On the conclusion of his tour, the Sub Divisional Officer will submit to the Collector a report dealing with the points selected for inquiry, giving the causes ascertained for tendencies at work and the remedial measures which he has taken or which he proposes should be taken.

426. Arrangement of Reports. - (i) It will be convenient, lo arrange this report in sections according to the causes of the depression. The arrangement given below should ordinarily be followed, only those headings being noticed where there is anything so say:-

(a) Draught;

(b) Spread of Katra in cultivated land;

(c) Floods and water logging;

(d) Spread of weeds (e.g. Kans);

(e) Cutting back of ravines (Erosion);

(f) Ravages of wild animals;

(g) Disease and insect pests of crops;

(h) Serious epidemic cattle disease;

(i) Want of communications and markets for sale of produce; and

(j) Other causes.

(ii) The names of the Tehsil effected should be given with the number of villages affected in each and the approximate area and population concerned

427. Recording in notes in Tehsil Register. - After this report is approved by the Collector necessary notes will be recorded by the Sub-Divisional Officer in the Tehsil registers and the books at the headquarter as may be appropriate.

428. Recording facts of famine. - When a district has come under the operations of the Famine Code, brief notes will be entered in the district books as possible after the termination of relief operations showing for each village the village relief works executed, the gratituous relief and the Taccavi distributed, together with the objects for which it was given.

V. Alterations in the Number & Limits of Patwaris Circles and Grant to Local Allowances Patwaris

429. Alteration in Patwar Circle. - Alterations in the number and limit of Patwari's circles may be proposed when they appear to be necessary on administrative grounds.

430. Proposal for Alterations. - Proposal shall lie submitted for the order of the Board of Revenue and when the district is under settlement it shall be submitted through Settlement Commissioner in the form given below accompanied by map showing the limits of present and proposed patwar circle and a letter explaining the reasons that render the change desirable.

Statement showing the present and proposed formation of Patwari circles in the district.....
Tehsil.....

S. No.	Name of Tehsil	Details of present circles										
		No. of Patwari Circles	No. of Patwari	No. of Inspectors	No. of villages	Total area in acres	Total cultivated area in acres	Land Revenue	No. of Khatas	No. of Khasra	No. of Khewats	No. of Patwar Circles
1	2	3	4	5	6	7	8	9	10	11	12	13

No. of Patwaris	No. of Inspectors	No. of villages	Total area in acres	Total cultivated area in acres	Land revenue	No. of Khatas	No. of Khasra	No. of Khewats	Remarks
14	15	16	17	18	19	20	21	22	23

431. Proposal for Assistance to Patwari. - When the work of any circle is considered to be heavy for the Patwari to perform efficiently, the Collector may propose the appointment of one or more Additional Patwaris as the case may require.

432. [Deleted]

433. Alterations when to be affected. - In ordinary cases alterations in the limits or circles should be given effect to form the end of year for which the Patwari's papers are prepared, the new arrangements coining into force as soon as the papers for the year have been filed with the Office Qanungo.

434. Local allowances. - When difficulty is found in appointing Patwaris to any particular circle owing to the intricacy of the work or to the unhealthiness of the situation or to some similar cause, the Collector, may propose the grant of a local allowance, of such sum as in his opinion is required in the circumstances. Local allowance will not be granted on the ground that the work of the Patwari is too heavy to be performed efficiently. In such cases either the circle should be divided into two or an Additional Patwari

may be appointed. No local allowance should be granted without the previous sanction of the Government.

VI. Submission of Periodical Reports

435. Submission of periodical Reports. - An annual report on the working of the Land Records Department shall be submitted by the Commissioner, so as to reach the Board of Revenue by the 31st October. The report should deal with the subjects noted below. It would be copied on half margin so as to provide space for any remarks the Commissioner may desire to make:-

(a) Punctuality in filing Patwari's records.

(b) Testing of Patwari's records by Inspectors,

(c) Testing of Patwari's records by Tehsildars, Naib-Tehsildars and Sadar Qanungos.

(d) Testing of Patwari's records by superior officers.

(e) Education of Patwaris,

(f) Residence of Patwaris,

(g) Promotions of Inspectors and Patwaris,

(h) Boundary marks,

(i) Map correction,

(j) Concealment or inflation of rents,

(k) Unrecorded collection of rents and

(l) Statistical registers.

(ii) The information required under the first six heads should be given in tabular statement. Any explanation of the figures that may be considered desirable should be given in the report but it is not necessary to repeat and discuss the figures when they show no note worthy features. In connection with heads (c) and (d) the cases in which the officers concerned have been unable to complete the amount of testing prescribed for them should be mentioned and the cause of failure explained. When fresh exemptions from residence have been allowed during the year, the reason should be briefly stated. The information required under the other heads is as follows:-

1. Promotions of Inspectors and Patwaris

Number of Inspectors and Patwaris permanently promoted to higher posts during the year with description of the posts and salaries should be stated.

2. Boundary marks

The general condition of boundary marks and the action taken during the year for their maintenance and restoration should be given.

3. Map correction

The general condition of the village maps and difficulties if any experienced in keeping them corrected to date and measures adopted for overcoming such difficulties, should be stated.

4. Concealment and inflation of Rents

Any serious instances of concealment or inflation of rents that have become to light during the year, with a brief account of the methods adopted for concealment or inflation may be stated. Such instances are to be found in the Jagirdari. Biswedari and Zamindari villages.

5. Unrecorded collection of Rents

Percentage of unrecorded rents and the extent to which it is attributable to the negligence on the part of the Patwari and the failure on the part of the Jagirdars or estate holders to submit their record and measures adopted for securing the record of collection should also be stated.

6. Statistical Registers

Whether the various registers have been accurately written up and examined by officers and notes have been recorded in them.

436. Report on agricultural conditions. - (i) A brief monthly report on the agricultural condition of the district shall be sent by the Collector to the Director of Agriculture not later than the 4th day of each month. The Government has directed that the report should present a complete and accurate picture of the position at the end of the month to enable the Government to form a true opinion of the agricultural situation and prospects of the State.

(ii) The material for drawing up of this report shall be collected from all the Tehsils of the district. The report, shall contain a statement of rainfall and another of prices. Tehsil rates shall be the rates of the principal market towns in the Tehsil and the district prices shall be the average of those reported from the Tehsils and not those prevailing at the headquarters of the district.

(iii) The reports should be divided into paragraphs and should deal with the following subjects:-

(a) Character of rainfall.

(b) The progress of agricultural operations.

(c) The state of standing crops.

(d) The prospects and probable outturn of the harvest.

(e) Serious damage, if any, done to crops by insects, blight, hail, storms. Hoods and other natural calamities.

(f) The condition of agricultural stock.

(g) Marked fluctuations in prices of food grains or in the course of trade in agricultural staples.

(h) The failure of pasturage and fodder.

(i) The condition of labour and agricultural population, and

(j) General remarks.

(iv) The reports for the months given below should also give additional information on the points noted against each:-

December-Outturn of the cane crop

February-A general estimate of the Rabi yield.

April-Outturn of all important Rabi crops.

September-A general estimate of Kharif crop.

October An estimate of the yield of cotton crop.

November Outturn of all important Kharif crops.

Alluvion and Diluvian Rules

437. Laws and rules governing the subject. - When estates affected by rivers or torrents have assessments of land revenue which are fixed for terms of year, it is a condition of the Settlements, in default of a special agreement to the contrary, that such assessments are liable to revision when the lands of the estate are injured or improved by the action of water or sand. Such revisions are governed by the following rules:-

(i) Where land of an estate paying land revenue is injured or improved by the action of water or sand, the land revenue on the estate under the current action shall be reduced or increased in conformity with the instructions issued from time to time in this behalf by the Government.

(ii) In every such case the distribution of the land revenue over the holding of the estate shall be revised, so as. similarly, to reduce or increase the sum payable 111 respect of the holding in which the land that has been injured or improved is situated.

438. New estates formed by diluvian action. - When lands are thrown up. that by law or custom, having the force of law. do not belong to any particular estate, they may be constituted into a new estate and settled, application being made to the Government for permission to bring such estates upon the district revenue roll, or they may be reckoned as Government waste lands.

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

440. Village lists. - The Office Qanungo should be required to maintain a simple list of villages liable to increase or decrease of area by the action of river, hill-torrent or swamps to enable him to satisfy himself that Diluvian files of such villages are prepared in due course. **441. Submission of Annual Statement.** - The Collector should submit for continuation of the assessments by the Government, a statement in the form before, showing the net changes caused by alluvion and diluvian. Such statements should be forwarded by the 1st May. On receipt of such confirmation t he new assessments will take effect.

Statement of financial results of diluvian and alluvion assessments for the..... district made in 19, for the agricultural year (Kharif 19), and Rabi 19. the proposed remission in the revenue roll and amount to be collected as fluctuating revenue.

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

Note-Columns 6, 7 and 8. - The amount shown in column 8 will be the difference between columns 6 & 7 expressed in even rupees, fractions of a rupee not exceeding eight annas being neglected and should be preceded by a plus or minus sign, as the case may be.

Column 9. - In this column the name of the officer by whom the assessments were made and tested, and the method adopted in assessing should be noted. Reference should be made to Settlement reports prescribing such method or to correspondence conveying special sanction.

Dated:

The.....19.....

Collector

442. Distribution of reduction or remission on account of diluvian. - When special rules have been framed, they provide for the preparation of a statement showing the distribution of the new assessment over holdings. Where no special rules have been framed a statement should always be filed by the Patwari, showing how the reduction or remission has been distributed among the several holdings which have suffered loss.

443. Assignments of land revenue how affected by alluvion and Diluvian. - When the land revenue of the estate has been assigned, the assignee will benefit from any increase of revenue and will suffer from any loss. If he pays commutation for service in a fixed proportion upon his revenue, the commutation will fluctuate with the amount of the revenue. **444. Effect of removal of the land assigned by diluvian.** - If an estate o was assigned, once swept away, has

ceased up exist, the assignee has no claim to the revenue of alluvial deposits afterwards formed upon the same site, unless when the original owners are be entitled to recover possession of the newly formed land on the ground of their previous ownership.

445. Forms of alteration of revenue roll. - Enhancement of revenue on account or alluvion or reductions on account of diluvian must be sanctioned by the Government before alteration of the revenue roll. Reductions generally involve the remission of the current demand of land revenue which has to be written off under the authority of the Government as an irrecoverable balance. No difficulty in preparing the revenue roll arises in the case of alluvial sub-divisions, the settlement of which is annual; persons continuing to occupy after expiration of the term of settlement hold under the condition of the expiring settlement. until a new settlement, is made. The revenue demand of the previous year will, therefore, continue to be shown in the revenue roll until an alteration is sanctioned.

446. Alterations to take effect from the Kharif. - Except where the orders passed at settlement and still in force require the observance of a different practice, increases due to alluvion and decreases due to diluvian should take effect from the Kharif season in which they occurred: but while increases due to alluvion, or to excess of alluvion, over diluvian, in any village will be collected as fluctuating revenue due on account of the Kharif harvest in which the alluvion and diluvian occurred, the decreases on account of losses due to diluvian,

or to excess of diluvian over alluvion, in any village will ordinarily be refunded by means of reductions from the collections of the fixed revenue due on account of the following Rabi. In cases, however, in which no such revenue is recoverable from an individual to whom a refund has to be made the usual refund procedure will be adopted. In all other cases a reduction will be made by the Patwari in the demand recoverable for the following Rabi from the individuals to whom refund is due. the reduction being duly incorporated in the Dhal Banchh. The increase or decrease for the district, as the case may be, will appear as an addition or deduction in the rent roll submitted for the ensuing agricultural year in the following October.

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

448. Remission how shown in balance statements. - The amount remitted on account of diluvian will be shown in the balance statement under the head 'Irrecoverable', and the authority for remission will be the orders of the Government upon the annual statement of changes in which the rent roll of the succeeding year is to be altered.

449. Remissions for destruction of crops. - Remission for the destruction of crops should not be dealt with in diluvian work, but should be separately reported for sanction in the same way as remissions for crop failures of land other than rivera in lands are reported.