

CHAPTER 3

PATWARIS

I. General

Patwari Candidates

3.1 (a) The Patwari candidates shall be selected by the Deputy Commissioner, Settlement officer, and the Director, Consolidation of Holdings, H.P. for training as patwari from amongst candidates sponsored by Employment Exchanges within their respective jurisdictions on the basis of written test and viva voce test, in accordance with the reservation policy of the Govt. and according to Rules framed by the H.P. Govt from time to time in this behalf. Minimum educational qualification shall be Matriculation or Higher Secondary Part I or its equivalent from a recognised University or Board. Knowledge of customs manners and dialects of H.P. and suitability for appointment with peculiar conditions prevailing in the Pradesh shall be considered as desirable qualification.

(b) The maximum number of persons to be selected by the Deputy Commissioner as patwari candidates shall be 25% of the cadre strength or the vacancies likely to occur in the next 5 years within the district which ever is less.

(c) The maximum number of persons to be selected by each Settlement Officer and the Director, Consolidation of Holdings as patwari candidates will be 45% of the cadre strength or vacancies likely to occur in the next 5 years which ever is less.

(d) The Deputy Commissioner, Settlement Officer and the Director, Consolidation of Holdings will maintain a register of patwari candidates selected for training as prescribed under the rules in Form P1 in Appendix 'C' of this Chapter.

Selection of Patwari candidates.

3.2 (a) Selection of the patwari candidates shall be made on the basis of written test and viva voce test in accordance with the Secretary (CSB) to the Govt. of H.P. letter No. per (App-II) B (2)-5/78 dated 27.9.1980 and Dy. Secretary (Rev.) to the Govt of H.P. letter No. 2-39/62-Rev. A-dated 27.11.1980 and in accordance with the reservation policy of the Govt.

(b) The recruitment shall be made on the basis of an interview which will carry 30 marks as follows:-

(i) Minimum Educational Qualification = 10 Marks.

(ii) Written test consisting of Arithmetic, Hindi Essay & letter in Hindi upto Matric standard = 10 Marks.

(iii) Viva voce (General knowledge, experience and personality) = 10 Marks

(c) The allotted marks for minimum educational qualification will be in proportion to the percentage of marks obtained by the candidates in the examination concerned. The candidates who have obtained 28, 42, and 63% marks in the concerned examination will be given 2.8, 4.2 & 6.3 marks respectively.

(d) The qualifying marks in the written test will be 40%.

(e) Any change in the procedure of selection by the Govt. from time to time shall be followed by the Deputy Commissioner, Settlement officer and the Director, Consolidation of Holdings.

Constitution of Departmental Recruiting Committees for selection of patwari candidates.

3.3. The Financial Commissioner, Himachal Pradesh vide order No. Rev. A (B) 2-3/87, dated 3rd June, 1987 and in partial modification of order of even number dated 16th November, 1987 has ordered to constitute Departmental Recruitment Committees to streamline the selection of patwari candidates in three wings of Revenue Department viz. Mohal, Settlement and Consolidation of Holdings.

For Districts (Mohal)

- | | |
|---|----------|
| (i) Deputy Commissioner | Chairman |
| (ii) One District Revenue Officer and one Sub-Divisional Officer (Civil) of the two adjoining Districts | Member. |

For Settlement Department

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|---|----------|
| (i) The respective Settlement Officer. | Chairman |
| (ii) The Addl./Joint/Dy. Director of Land Records. | Member |
| (iii) The Additional Deputy Commissioner/Sub-Divisional Officer (C) as decided by the respective Commissioners. | Member |

For Consolidation of Holdings Department

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|---|----------|
| (i) The Director, Consolidation of Holdings, H.P. | Chairman |
| (ii) Addl. Director, Consolidation of Holdings/Senior Settlement Officer (CH) | Member |
| (iii) The Assistant Settlement Officer | Member |

Recruitment and Promotion Rules for the post of Patwaris in Mohal, Settlement and Consolidation Department.

3.4. Recruitment and Promotion of Patwaris in Mohal, Settlement and Consolidation Departments shall be governed by the Recruitment and Promotion Rules contained in Appendices I, III and V of this Manual.

Grounds for removing name of a candidate from register.

3.5. The name of a candidate from the register of Patwar candidate shall be struck off by the Director, Consolidation of Holdings/Settlement Officers/Deputy Commissioners, as the case may be, on the following grounds:-

- (1) If a candidate fails to qualify the Patwar Examination in the third attempt as prescribed under the rules.
- (2) If a qualified candidate does not accept the offer of the appointment excepting the cases where the reasons are given to the satisfaction of Appointing Authority.

Appointment of patwaris.	<p>3.6. The Deputy Commissioner, Settlement Officer and Director, Consolidation of Holdings, shall appoint patwaris from the accepted patwari candidates in accordance with the Rules contained in Appendices I, III and V of this Manual and instructions issued by H.P. Government in this behalf from time to time.</p> <p>A candidate should not be appointed patwari of a circle in which or near to which any relation of his is employed in money-lending or is an owner or mortgagee or occupancy tenant of land. Except with the Financial Commissioner's sanction no patwari should be so posted that he could spend his night at home. Candidates who have not passed the patwari examination must not be appointed.</p>
Settlement Training of Mohal Patwaris.	<p>3.7. As per H.P. Govt. order No. Rev-I (A) 3-3/87, dated 21.7.1989 the patwari mohal after he is appointed to regular post will be sent for one year settlement training in the Settlement Department immediately after his posting. In case of patwaris already in service who have not undergone settlement training of one year arrangements may be made in phases i.e. one patwari for their training from each Tehsil and Sub Tehsil at a time will be sent for training each year. During training the charge may be given to adjacent patwari.</p>
Patwari Staff in District under Settlement.	<p>3.8. When a district is being re-assessed, the patwari staff works under the orders of the Settlement Officer.</p>
One patwari in a patwar circle.	<p>3.9. Generally one patwari shall be appointed in every circle. Patwaris may be appointed in the offices of Deputy Commissioner, Sub-Division, Tehsil/Sub-Tehsil by the orders of the Government</p>
Additional Patwari.	<p>3.10. Additional patwari may be appointed by the Deputy Commissioner with the approval of the Financial Commission in heavy patwar circle. The additional patwari may be given an independent charge of some villages in the patwar circle. Only one Roznamcha Vakiyati shall be maintained for patwar circle. It will be maintained by the patwari who is senior.</p>
Filling up of the post of patwari from other Deptts.	<p>3.11. The post of patwari can be filled up by transfer from other departments like Settlement, Consolidation etc. with the approval of the State Government The official shall lose his seniority on transfer and his name will be entered in the register of patwari candidates at the end of names of the patwari candidates of the borrowing department.</p>
Leave.	<p>3.12. The leave of patwari shall be governed by the Central Civil Services Rules 1972 as amended from time to time.</p>
Discipline, punishment and appeals.	<p>3.13. The patwari shall be governed by Central Civil Services Classification Control and Appeal Rules, 1965 like any other class-III Government servants of Himachal Pradesh Government for matters relating to discipline, punishment and appeals etc.</p>
Conduct.	<p>3.14. Central Civil Services Conduct Rules 1964 are applicable to patwaris like any other class-III Government servants of HP Govt in the matter relating to conduct.</p>
Travelling Allowance.	<p>3. 15. Travelling allowance is admissible to patwaris at the rates prescribed for Government servants of Class-III under T.A. rules and Supplementary Rules as applied to H.P.</p> <p>The Patwari shall not be entitled to any T.A. in his patwar circle.</p>
Right to Appeal.	<p>3.16. A patwari shall be entitled to appeal against the penalty imposed upon him by a competent authority. He shall be governed by the orders issued by the State Government in respect of punishing authority and appellate authority for the penalty imposed upon him.</p>

IA. Patwari Circles

Patwari and Patwari circles.

3.17. The number of patwaris circles into which each tehsil shall be divided and the limits of each circle shall be regulated under the orders of the Financial Commissioner. A patwari shall be appointed to a circle, and for special reasons an additional patwari may be added with the consent of the Financial Commissioner.

Guiding Statistics.

3.18. In estimating the number of patwaris required, the following averages for the province may be taken into consideration:-

	Average per patwari
Total area	3200 Hectares
Cultivated area	1300 hectares
Assessment Mauzas	3,300 rupees
Khasra numbers	4,440 (This number can be reduced to 3000 if the Govt. thinks proper).
Khatauni holdings	1,200

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

Application for increase in staff.

3.19. Application should then be made after consulting the Deputy Commissioner through Director of Land Records to the Financial Commissioner for any increase necessary in the number of patwaris; and when the increase has been sanctioned the patwari circles should be re-arranged so as to give as nearly as possible the same amount of work to each patwari, and the man should be appointed to each circle who will carry on the work of settlement in it and stay on as patwari of the circle after settlement operations close. Some re-adjustment of circles will probably still be necessary towards the close of settlement operations, but the changes then required will be reduced to a minimum.

II. Alteration in the number and limits of Patwari's circle

Alteration in patwari's circle.

3.20 (1) Alteration in the number of limits of patwari's circle may be proposed when they appear to be necessary on administrative grounds.

(2) When an area is under settlement, the Settlement Officer shall exercise the same power to form and alter patwari's circle as is exercised by the Deputy Commissioner.

Procedure for submission of proposals.

3.21 Proposals should be submitted for the orders of the Financial Commissioner in the form given below, accompanied by a map showing clearly the reasons that render the change desirable

Supervision.

3.24. Beside District Revenue Officer, the school in Mohal should also be supervised and directed by the following officers:-

(a) Collector, (b) S.D.O. (C) or ADM (to be selected by the Collector) (c) the Tehsildar of the sadar tehsil. It should be visited every fortnight by one of these officers in turn, special attention being paid during these visits to the instruction in surveying. The visitor should be careful not to stop the school routine, and should record very briefly in an inspection book the results of his visit.

- (i) When a school is closed the inspection book should be put before the Collector to record remarks on the work done by the teachers in the character rolls and should be destroyed after three years.
- (ii) When it has been decided to open a patwari school, the Concerned Deptts. shortly after the first January, should examine the register of Patwari candidates and with reference i) to the number of passed candidates not yet employed, and ii) to the probable number of vacancies during the coming two years — the number of additional candidates who can conveniently be passed through the school and decide the future policy of recruitment of candidates
- (iii) Orders should be issued in January to every unpassed candidate whose name is retained on the register to report himself on or before the 24th February to the Tehsildar of his tehsil and a list of such candidates should be sent to each tehsildar with instructions to attach them to select patwaris during the Rabi Girdawari. They should be required to attend throughout the Girdawari and to present themselves at the school after its completion on the 15th April. No one should be admitted to the school who has not attended the Girdawari, but the Collector may admit to the final examination any accepted candidate who has already received a sufficient field training.
- (iv) The curriculum of the school will be as laid down in para 3.106 hours of attendance and all details not mentioned therein being at the Collector's discretion.
- (v) In the last week of September an examination will be held, of which the general conditions will be as stated in para 3. 107 & 3.108 minor details being for the collector's decision. The examiner will be appointed by the collector, care being taken to select for the duty officials who are themselves thoroughly acquainted with the subjects. The results of the examination should be announced within a month of its close.
- (vi) Candidates who pass successfully should then be required to attend the Kharif Girdawari of the patwari to whom they were attached during the Rabi Girdawari or some other patwari selected by the Collector. And the candidate will not receive his pass certificate unless the tehsildar reports that this order has been complied with. Duplicate copies of patwaris pass certificates alleged to have been lost will be supplied on payment of 5 rupees per copy, on application to the Collector of the district. They should be prepared in Vernacular in the office of the Sadar Kanungo and the copying fee realised credited to Government under proper receipt Head.
- (vii) The teacher (Kanungo) and assistant teacher (Patwari) while employed in the school should draw the salaries of their substantive posts plus a special pay of Rs 50 per mensem to Field Kanungos selected as teachers and of Rs. 20 per mensem to patwaris appointed to act as assistant teachers and at the end of September should return to the duties of those posts.

Contingent charges of the School including therein stationery, implements etc. and should be paid from the contingencies. The power to sanction temporary establishments for patwari schools rests with the Government.

- (viii) Field Kanungos should pay special attention to candidates sent for instruction in Girdawari work under clauses (iv) and (vii) Supra. And in districts where there is much diluvion work, or where

fluctuating. assessments are common, the candidates should be sent at the Rabi and Kharif Girdawaris to circle so circumstanced.

- (ix) The results of the teaching given in these schools during the year should be noticed in the Departmental Report of the Director of Land Records.
- (x) *For improving the quality of training, the Government may post Tehsildar and Naib-Tehsildar as Head-Teacher and Teacher respectively in addition to the staff already employed for imparting training in clause (viii) above. They should be entitled for special pay at the rate at which the Settlement Tehsildar and Settlement Naib-Tehsildar are entitled.*

3.24 (A). *Notwithstanding anything contained in paras 3.22, 3.24 and 3.108 of this Manual, if the State Government decides to open a Revenue Training Institute for the State, the control and supervision of the Institute shall vest with the Dy. Director, Training in charge of the Institute but he shall follow the general principles of control and supervision as prescribed in the paras supra, The Deputy Director in charge shall be competent to issue Detailed Marks certificates and Patwar Certificates as prescribed in Appendix 'E' and 'F' of this chapter. He shall also be governed by the instructions issued by the Government from time to time in this behalf.*

IV. General Duties

Duties of Patwari.

3.25. The patwari must make any survey, field inspection, record of crops, revision of maps, or reports relating to mutations, partitions, revenue or rent, Takavi, or other circumstances of his circle that he may be ordered to make by the Revenue Officers. He must also give such assistance as may be required to him by the Government rules for the relief of agricultural distress. Such orders shall ordinarily be issued through the kanungo to whom he is subordinate. The orders relating to the report by patwaris of deaths of pensioners are to be found in p-6 Pb Standing order No. 7 (Land Revenue Assignments and Pensions.). The patwan shall also be responsible for the collection of all necessary statistical data relating to Agricultural and Horticultural Crops and to carry out the Agricultural Census, Minor Irrigation Census and Livestock Census.

Any other duty assigned by the superior officers & the Govt. from time to time.

Report of calamity or disease • .

3.26 (1) It is the duty of every patwari to submit at once a report in writing regarding :-

- (a) the outbreak of plague, cholera, small pox or any other epidemic disease among human beings to the District Medical Officer of Health;
- (b) calamities affecting crops, including crop pests, to the nearest officer of the Agricultural Department; and
- (c) the outbreak of any epidemic disease among livestock to the Veterinary Assistant of the Ilaka in form PV in Appendix at the end of this chapter.

In addition, information regarding livestock mortality should be sent to the Veterinary Assistant of the Ilaka fortnightly on the 1st and 15th day of every month. Lambardars are required to report to the patwari any outbreak of epidemic diseases among livestock and also to furnish him with information regarding deaths amongst livestock whenever required.

(2) The patwari should also report in writing both to the Tehsildar and to the Field Kanungo the occurrence within his circle of any calamity involving serious injury to land, the crop and the livestock of

the agriculturists. These reports will of course give the gist of those mentioned in sub-paragraph (I) supra.

(3) The patwari should also submit to the Sadar Kanungo punctually on the 1st day of every month a report in form PVI given in Appendix 'B' at the end of this chapter regarding epidemic diseases among cattle that may have prevailed during the preceding month.

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

Visits of higher officials.

3.27 When the circle of a patwari is visited by the kanungo, naib-tehsildar, tehsildar or other revenue officer, the patwari shall obtain the visiting officer's signature to his diary; and shall give these officers all the assistance to the proper discharge of their duties.

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

- (1) all the matters of recent occurrence entered in Roznamcha Wakiyati;
- (2) any alluvion or diluvion that may have occurred with approximate areas thereof;
- (3) cases in which the government is specially concerned such as encroachment on Government lands, deceased pensioners or revenue assignees marriage or re-marriage of females drawing family pensions and residing in the estate, and progress of takavi works.
- (4) emigration or immigration of cultivators.

Visit of patwaris outside his office.

3.28 When the patwari is away from his office for any official purpose such as inspection of girdawari, preparation of tatimas, visit to Tehsil Office and to attend Revenue, Civil or Criminal Courts or otherwise, he shall display out side the office, an intimation of such visits/absence, on the 'Notice Board' in his handwriting, for the information of general public.

V. Police Duties

Patwari's obligation to report crime.

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

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

Maps illustrating police enquiries.

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

- i) In ordinary cases no demands for such maps will be made upon patwaris.
- ii) In the case of heinous crime, especially in cases of murder or riots connected with land disputes, the Police Officer investigating the case (not being below the rank of a Sub-Inspector) will, if he considers an accurate map is required, summon to the scene of the crime the patwari of the circle

in which it concerned, and causes him to prepare such a map as may be needed to illustrate the statements of the witnesses. He will be careful not to detain the patwari longer than is necessary for the preparation of the map.

- iii) The Police Officer will indicate to the patwari a map and the topographical items to be shown therein. The patwari will then be responsible for drawing the map correctly, for marking accurately on the map all these items and for entering on the map true distances. He will not write on the map any explanation.
- iv) It is for the Police Officer himself to add to the map such remarks as may be necessary to explain the connection of the map with the case under enquiry. He is also responsible equally with the Patwari for correctness of all distances.
- v) It will be convenient if all the entries made by the patwari are made in black and those added by the Police Officer in red ink.
- vi) Patwaris will not in any case be required by Police Officer to make a map of an inhabited enclosure or of village site.

VI. Revenue Collections

Assistance to be given in revenue collections.

3.31 When revenue collections are in progress, the Patwari must furnish any information or explanation of accounts that may be required to facilitate the collection. But he must not himself receive payment or take any part in collection of the revenue. He should, if so required, assist the headman in giving acknowledgements for payments, and furnish them with a proper memorandum (arzisal) when they proceed to the tehsil to pay the revenue. He is forbidden to take any fees for the performance of the duties stated in the paragraph. When the demand is remitted by money order it is duty of the patwari to complete the coupon by entering the amounts to be paid under each head of demand and by signing.

Annual bachh paper

3.32 The patwari prepares each year a bachh paper showing the demands due from each contributor to the village by the patwari for every village immediately after the kharif girdawari. And the patwari must, if necessary, correct the bachh paper at the second harvest of the year, so far as may be necessary, to make it agree with the events that have occurred since its preparation.

In the case of villages for which a quinquennial jamabandi has not been prepared it is necessary to take special precautions to ensure the correctness of the bachh paper. It should be prepared in duplicate, one copy being intended for the use of the lambardars and the other for that of the patwari. The Field Kanungo should carefully check the Patwari's copy with the last jamabandi and mutation register, and sign it after having satisfied himself for its correctness. He should then compare this with the copy intended for the use of the lambardars, and if that is correct, he should sign it also and should initial all erasures and corrections in both copies. The superior revenue officers should also be required to check some of the entries and sign them. The detail or dakbilas of the sums paid after the due date; which is prescribed by the foot-note to column-II of the jamabandi form, should, in cases where no jamabandi is prepared, be added at the end of the Patwari's copy of the bachh statement. The form of fard bachh should be as brief and simple as is practicable with reference to the circumstances of each village. The copy intended for the use of the lambardars should be retained by them. The patwari's copy should be kept by him in a register till the next detailed jamabandi is filed and should then be sent with the jamabandi to the tehsil Office where it should be kept until the next jamabandi is filed with its fards.

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- * 1. Village
 - 2. Amount.
 - 3. On what account.
 - 4. By whom tendered and by whom conveyed to the tahsil.

VII. Redressal of Public Grievances

Duty of the patwari to redress public grievances

3.33 The patwari is the functionary of the Government at the cutting edge level. The public often has to approach him for various executive matters and problems relating to land.

The public looks the image of the Government through the conduct and behaviour of the official who is working at grass root level. We know that we are living in a democratic set-up and it is the duty of every public servant to extend courtesy to the public and redress their genuine grievances within his orbit, on the spot without any delay. It is expected from every patwari that he should give due courtesy to the public and redress their grievances to the best possible satisfaction without any delay and harassment.

Devotion to duty

3.34 The patwari shall discharge his duties faithfully and honestly and maintain absolute integrity.

Kisan Pass Books

3.35 The patwari shall supply to every Kisan, a Kisan Pass Book in his patwar circle after the commencement of Kisan Pass Book Rules, 1982. In a patwar circle where settlement or consolidation of holdings are being conducted, Pass Books will be issued only in respect of estates where such operations are not being conducted and in respect of the estates where settlement or consolidation of Holdings operations are being conducted, it should be issued as soon as such operations are concluded and record-of-rights is prepared.

VIII. The Himachal Pradesh Kisan Pass Book Rules, 1982

Kisan Pass Book Rules, 1982

3.36 The Kisan Pass Book Rules, 1982, are reproduced below:-

(1). Short title and commencement (1) These rules may be called the Himachal Pradesh Kisan Pass Book Rules, 1982.

(2) They shall come into force at once.

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

(a) 'Act' means the Himachal Pradesh Land Revenue Act, 1953 (6 of 1954).

(b) 'Form' means a form attached to these rules:

(c) 'Kisan' means a person having any interest in a holding whether as a landowner, tenant, mortgagee or a pattadar:

(d) 'Kisan Pass Book', 'Pass Book' or a 'book' means a book containing certified extracts from record of rights (Jamabandi), maintained under section 32 (2) (a) of the Act showing the nature and extent of interest of a Kisan in his holding/holdings in a Patwar Circle and other particulars as prescribed in these rules;

(e) 'Section' means a section of the Act;

(f) All other words used in these rules but not defined herein shall have the meaning respectively assigned to them in the Act.

3. Issue of Kisan Pass Book. — There shall be issued by a Patwari a Kisan Pass Book to every Kisan in his Patwar Circle in the presence of the Tehsildar/Naib Tehsildar concerned as soon as may be after the commencement of these rules;

Provided that in a Patwar Circle where Settlement or Consolidation of Holdings Operations are being conducted, the pass book shall be issued only in respect of the estates where such operations are not being conducted and in respect of the estates where Settlement or consolidation of holdings operations are being conducted, it shall be issued as soon as such operations are concluded and record of rights is prepared.

4. Contents of Kisan Pass Book (1) The Kisan Pass Book shall contain the following parts in a composite book form duly stitched, bound and numbered:-

- I Name and address of the Kisan;**
- II Details of land in the Patwar Circle showing the nature of interest of the Kisan as landowner, tenant, mortgagee or pattadar in form 'A';**
- III Details of the changes occurring in the interest in the land holding, of the kisan due to order of Revenue Officer/official, decree of a Civil Court or otherwise, if any, in form 'B';**
- IV Details of transactions affecting the land holding mentioned in Part II, in form 'C';**
- V Details of loans, if any, taken by a Kisan from a Government Agency, or from a Bank or any other Institution and their effect on the nature and extent of interest in the land mentioned in Part II, in form 'D';**

(2) The pass book shall be completed by the persons or agencies in the manner indicated hereinafter:-

- (a) Parts I and II by the Patwari concerned at the time of issue of the pass book;**
- (b) Part III by the Revenue Officer/official, at the time of making the change in the records of rights or annual record;**
- (c) Part IV by the Registrar or the Sub-Registrar, as the case may be, at the time of registration of the document affecting the land-holdings;**
- (d) Part V by an authorised representative of the agency/institution advancing the loan at the time of advancement of such loan.**

(3) After completing Parts I and II of the Book, the patwari shall record the following certificate duly signed and dated by him at the end of the entries in part II:-

"Certified that the entries in this part are true extracts from the original records of right covering the total holding of the Kisan in Patwar Circle: _____".

5. To make the pass book up-to-date.—(1) A Kisan may present his pass book at any time to the Patwari for making the entries up-to-date in Part-II by effecting the operative changes therein that may have been recorded in Parts III, IV and V of the pass book or any other changes in the records, and the Patwari shall complete the book on such presentation.

(2) After making the book up-to-date under sub-rule (1), the Patwari shall record the following certificate with dated signature at the end of the entries so completed:-

"Certified that the entries in this part have been made up-to-date after comparison with the original record".

6. Cost of Kisan Pass Book—(1) The Pass Book shall be issued to a Kisan:

(a) free of cost, for the first time or if it is exhausted and a Kisan demands a new book;

(b) against a fee of rupees five, if the original is misplaced, lost, defaced or torn in such a way as to make the contents in it illegible.

(2) where a fresh pass book is issued under sub-rule (1) (b) the Patwari shall record the following certificate in red ink with dated signature on the title page of the book:

"Certified that this book has been issued in lieu of the original book issued on _____ which is reported to have been lost/defaced/torn, against payment of a fee of Rs. 5/- received vide receipt No. _____ dated _____".

7. Periodicity of Kisan Pass Book.— A book once issued and made up-to-date from time to time, shall remain in force until revision of record of rights.

8. Account of Pass Books.— An account of pass books shall be maintained by the Patwari in form 'E'.

PART II
FORM 'A'

See Rule 4 (1)

Name of village	Year of Jamabandi	Khata No.	Khatauni No.	Name of owner/ mortgagee with parentage etc. according to Jamabandi	Name of cultivator or person in possession	Means of irrigation
1	2	3	4	5	6	7
Khasra No.	Area with classification	Rent	Demand, with land revenue	details of cesses	Remarks	
8	9	10	11	12		

PART III
FORM 'B'

See Rule 4(1)

Name of village	Harvest in which a change has been effected	Khasra number with area	Nature of change	Signature with designation of the officer/official effecting the change with dated change
1	2	3	4	5

PART IV
FORM 'C'
See Rule 4(1)

Sr. No.	Name of village	Khata No.	Khatauni No.	Nature and date of transaction	Khasra No. with area involved	Remarks	Signature of Registrar/Sub-Registrar
1	2	3	4	5	6	7	8

PART V
FORM 'D'
See Rule 4(1)

Sl. No.	Name of the agency granting loan	Amount of loan granted with date	Nature of effect on the holding of the Kisan	Area involved with Khata/Khatauni/Khasra No.	Remarks	Signature of the authorised authority of the agency granting loan
1	2	3	4	5	6	7

FORM 'E'
See Rule 8

Sl. No.	Name of village	Name and parentage of the Kisan	Sl. No. of Kisan Pass Book	Date of preparation of the book	Date of delivery of the book	Signature of Kisan receiving the Pass book	Remarks
1	2	3	4	5	6	7	8

VIII. Miscellaneous

Parcha Books

3.37 The orders of Government also require the issue of parcha books at the close of Settlement operations to all land owners and tenants free of charge, and in exception cases the Collector may see reasons to follow the same course at other times also. Patwari is bound to supply parcha books to interested persons on demand. Parcha books can be obtained from DLR. These books are priced and cash will be charged as prescribed under the rules.

Annual entries in parcha books to be made free of charge

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

Disabilities of Patwaris

3.39 Patwaris shall be governed by the Central Civil Service Conduct Rules, as amended from time to time, so far as his conduct is concerned. Unless the Collector for reasons to be recorded in writing considers

imposition of a punishment lesser than dismissal, the patwari shall be liable to dismissal for the following disabilities:-

(1) A patwari shall not engage in trade; nor shall he lend money to agriculturist or have any interest, direct or indirect in such transactions either in his own circle or in any other circles. And he shall not acquire land within his own circles otherwise than by inheritance without prior permission of the competent authority. Nor shall he purchase land at auction sales in colonies without the previous sanction of the competent authority. Such land shall be deemed to include agricultural land and in town sites auctioned for building sites or other purposes. Sanction of the competent authority should also be previously obtained for the acquisition of any other kind of immovable property by a patwari.

The tenure of any land or of any interest in land by a patwari, whether within or out of his circle, shall be certified by him to the Deputy Commissioner/competent authority and may be made a reason for his dismissal, if it is not so notified, or if it appears that he is thereby prejudiced in the performance of his duties.

(2) No patwari or additional patwari shall write, attest or witness any deed or agreement except as required in these rules unless he is personally and unavoidably interested therein. A patwari who borrows money from an agriculturist in his circle, or who is in a condition of serious pecuniary embarrassment, may be dismissed.

(3) No patwari shall except in accordance with any special or general order of the collector, communicate directly or indirectly, any official document or information to a Government Servant or a patwari unauthorised to receive the same, to a non-official person or to the press.

(4) No patwari shall in any document which he publishes anonymously or in any anonymous communication to the Press criticise the policy or action of Government. A patwari shall in respect of any such publication or communication be subject to the provisions of clause 2 above.

(5) Any patwari who receives any fee not recognised by government instructions for the performance of any of his duties shall be liable to dismissal.

(6) Any patwari who without sufficient excuse has failed to enter in the register of mutations (a) any case of inheritance within three months, the death of the right holder (b) any transfer by registered memorandum from the field Kanungo; and (c) any case of Consolidation of Holdings within three months from the date of receipt of orders from the officers-in-charge of Consolidation, shall be dismissed.

(7) The patwari shall be liable to the same punishment for failing to enter in the mutation register any transfer by unregistered deed or by verbal transfer within six months of the date of the transaction, unless he can prove that he has no means of discovering the transfer at the first harvest inspection which was made after the said date.

(8) If the patwari fails to produce the records when called upon to the consolidation or settlement staff he shall be liable for dismissal unless he can give cogent reasons for not producing them.

(9) Any patwari who introduces a client to a legal practitioner or in any way acts as intermediary between inhabitants of his circle and legal practitioner is guilty of misconduct and renders himself liable to dismissal whether or it is proved that he requested or accepted any remuneration.

(10) The patwari shall not define the limits of any field, estate or holding of any tenure holder except with the prior orders of competent Revenue Officer. For violation of these instructions, the patwari shall be liable for dismissal under the rules.

(11) Save as otherwise ordered by the Revenue Officer, the patwari shall prepare and update various revenue records which are required to be prepared and maintained by him, in his own handwriting, e.g.

writing of Jamabandi, Khasra girdawari, Mutation, Fard Bachh, Dhal Bachh and other revenue records. He shall be liable for dismissal in case he causes any revenue record to be prepared by any other person not competent to do so.

(12) *If a patwari tampers, mutilates, destroys or misplaces any revenue record in his charge and custody or causes to do so, he shall be liable for dismissal.*

(13) The patwari who submits wrong report for issuing certificates of SC/ST, Backward class, Income and Bonafide Himachali in contravention of the instructions contained in Chapter 28 "Procedure for Issuing Various Certificates" of this Manual, will be liable for dismissal.

(14) The patwari shall be liable for dismissal in case he does not conduct the girdawari in the concerned village on the spot and conducts the girdawari in contravention of the provisions contained in Chapter 9 on 'Harvest Inspections' of this Manual.

**Alterations in
the record: date
of patwari's
birth**

3.40 The State Govt. is empowered to sanction an alteration in the declared date of birth of patwaris. Only on the basis of clerical error and no other grounds. The Deputy Commissioner shall move the case to the Govt through Director of Land Records within 2 years from the date of his entry into Govt. service. The financial Commission, however, reserves the right to make a correction in the recorded age of a patwari at any time against the interest of that patwari, when they are satisfied that the age recorded in his service Book is incorrect and has been incorrectly recorded with the object that he may derive some unfair advantage therefrom.

When a patwari, within the period allowed, makes an application for the correction of his date of birth as recorded, a special enquiry should be held to ascertain his correct age and reference should be made to all available sources of information such as certified copies of entires in the municipal birth registers, university or school age certificates. It should, however, be remembered that it is entirely discretionary on the part of the sanctioning authority to refuse or grant such applications and no alteration should be allowed unless it has satisfactorily been proved that the date of birth as originally given by the applicant was a bonafide mistake and that he has derived no unfair advantage therefrom.

Pay

3.41 The pay of the Patwari is regulated under the orders of the Govt. issued from time to time in this behalf.

**Preparation of
salary bills**

3.42 The pay of patwari shall be drawn in Form TR2 by the D.D.Os i.e., S.DO (C) or D.R.O. as the case may be.

**Office Kanungo
salary register.**

3.43 To help him in the preparation of detailed salary bills the Office Kanungo should keep a register in the form given in paragraph-8 of standing order-14 and from time to time briefly note in it all orders relating to the leave and officiating appointments of patwaris and additional patwaris.

**Disbursement
of pay**

3.44 The pay, travelling allowance and contingent charges of all patwaris who are not at headquarters of the tehsil or district may be remitted by money order, the postal commission being charged in the contingent bills to the head "other charges". It has been ruled that the postal receipts will be a sufficient acquittance in cases where the pay is remitted by money order, whether the amount involved exceeds Rs. 20 or not, provided that the words 'as salary for the month of 19__' are always entered in the acknowledgment portion of money-order form by the remitting officials. The payees are simply required to put down their signatures and date on the space provided for the purpose. In such cases, no separate receipts need be obtained from the patwaris, and no stamp is required to be affixed to the postal receipt for amounts exceeding Rs. 20.

**Points to be ob-
served by in-
specting officer**

3.45 The following instructions are framed with a view to enable inspecting officers to ascertain whether disbursements are promptly effected or not:-

- (1) A salary register, the headings in which should correspond with those in the detailed salary bill, form should be maintained at each tehsil.
- (2) When the detailed salary bill, with the letter of credit, is received back from the Collector it should be copied into the register in detail. At the foot of the salary bill thus copied into the register a note of the date of the letter of credit and of its receipt in the tehsil should be recorded, and a note should be made in the register of the daily disbursements against this account.
- (3) When payments are made to patwaris attending the tehsil they should be required to sign both the original bill and the register, the signature in the latter, which need not be stamped, being merely a certificate of the date of payment.
- (4) In the case of payments made by money-order, the number and date of the money-order should be noted in the column "date of payment" in the register, the money-order receipts being attached to the original bill.
- (5) These registers are to be retained at tehsils for a period of two years, and must be produced at inspections by inspecting officers.

Transit pay and joining time. 3.46 Patwaris on transfer whether within one district or not, are allowed transit pay during joining time under Fundamental Rules, the grant of joining time and journey days being regulated by the same rules.

Liability to Transfer 3.47 Every patwari shall be liable to transfer under the orders of (i) Collector anywhere within the District or Settlement Officer within his jurisdiction or (ii) Government anywhere within the State or India under the administrative control of the Himachal Pradesh Government.

Subscription to the General Provident Fund 3.48 All patwaris shall subscribe to the G.P. Fund under G.P. Fund (Central Services) Rules, 1960.

Annual Confidential Reports of Patwaris and Kanungos 3.49 The Annual Confidential Reports of Patwaris and Kanungos shall be kept in the form given below:- Instructions regarding writing of Annual Confidential Reports etc. are contained in Chapter-12 of Office Manual of H.P. Govt. which may be consulted. The instructions of H.P. Govt. issued in this behalf by the Govt. from time to time shall also be followed:

**FORM 3.50. FORM OF CONFIDENTIAL REPORT OF KANUNGOS/PATWARIS
MINISTRY/DEPARTMENT/OFFICE**

Report for the year/period ending:

1. Name of official : _____
2. Designation : _____
3. Date of Birth : _____
4. Date of continuous appointment to the present grade : _____
5. Whether permanent, quasi-permanent Temporary : _____
6. Period of absence from duty on leave training during the year : _____

PART- II (A brief statement of the work handled by the official during the year/period under report)
(To be filled by the Reporting Officer).

PART III: Assessment by the Reporting Officer.

- 7 State of Health :
- 8 General intelligence and
keenness to learn.

Note Assessment under Columns 9 to 10 below should not be indicated by tick marking but should be expressed clearly in suitable words.

- 9 Proficiency in office/field work.
 - a) Excellent
 - b) Very Good
 - c) Good
 - d) Average
 - e) Poor.
- 10 Industry and keenness:-
 - (a) Puts in hardwork and is keen to do his job, thoroughly.
 - (b) Is indifferent and required prompting and constant supervision to ensure completion of his work?
- 11 Has he ever been entrusted with work other than routine? If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts :-
- 12 Amenability to discipline :
- 13 Punctuality in attendance :
- 14 Relations with fellow employees :
- 15 Dealing with the public :
- 16 Integrity :
(This column should be filled as per instructions issued under ministry of Home affairs O.M. No. 51/4/64 Estt. (a) dated 21.6.1965.)
- 17 Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief mention of them.

Signature of Reporting Officer _____
Name in block letters _____

Designation: _____

PART IV: Remarks by Reviewing Officer:

- 19 Length of service under Reviewing Officer.
- 20 Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement if you wish

to add any thing specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer please mention them. You may also sum up your view here.

- 21 Has the officer any special characteristics and any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.

Signature of Reviewing Officer _____
Name in block letters _____

Date:

Designation _____

PART-V: Counter signature by the next higher authority with remarks, if any.

Signature of Countersigning Officer _____
Name in Block letters _____

Designation _____

Patwaris Service Book

3.51 A Service book under S.R.-197 showing a seniority, qualifications, details of service, punishment, praise, reward, etc; about patwaris must be maintained by the concerned Drawing and Disbursing Officer in the form prescribed by Comptroller and Auditor General. The entries in this book should be kept up-to-date.

IX. Fees

Inspection of records of Patwari's and grant of certified extracts therefrom under section 168 (I) (d) of the H.P. Land Revenue Act 1954

3.52 (i) The patwari shall allow any one interested to inspect his records and to take notes therefrom in pencil in his presence. He shall give to applicants certified extracts and enter in his diary a note of the inspection allowed and extracts given. The charges shall be made according to H.P. Land Revenue (Fees for Inspection and Copies or Extracts from Patwari's Records) Rules, as amended in 1992 which are reproduced below:

(1) These rules may be called the H.P. Land Revenue (Fees for Inspection and Copies or Extracts from Patwaris Records) Rules, 1980.

(2) They shall come into force with effect from 18.4.1980.

2.¹ (1) The Patwari shall allow any person interested to inspect his records and to take notes therefrom in pencil in his presence. He shall give to applicants certified extracts and enter in his diary a note of the inspections allowed and extracts given. The following fee shall be charged in each case namely:-

I-Substituted by the H.P. Land Revenue (Fees for Inspection and Copies or Extracts from Patwaris Records) Amendment Rules, 1992)

A—Copies or Extracts From

1. Jamabandi including extracts called for by courts or officers in connection with the preparation of abstracts of yields, One rupee per Khatauni holdings.
2. Inspection notes attached to Jamabandis;
3. Fard Badar;
4. Copy of pending mutation;
5. Interrogatories in pending mutations;
6. Counterfoil of mutation sheets;
7. List of phats and Ghasnis (grazing plots) attached to the settlement records of rights of each estate in the Kulu district; and
8. Misal Haquiat.
9. Fard Haqiat consisting of names of proprietors (or occupancy/tenants), total number of fields, area, land revenue, and rates and cesses
10. List of co-shares of proprietary or occupancy holdings;
11. Geneological trees of land holding, occupancy tenants or muquarridars,
12. Statement of wells and other sources of irrigation.
13. List of pensions and assignments.
14. *Wajib-ul-arz*:
 - (a) Naqsha haqua Jandrat wa Panchakki
 - (b) Fard bachh or Dhal Bachh (Asamiwar).
- (c) Demand statement (Canal).
15. Tariqua bachh
16. Orders of Settlement Officers
17. Khasra Girdawari including extracts from Khasra Girdawari called for by courts or officers in connection with the preparation of 5 yearly abstracts of yields
18. Diaries.
19. Field Books.
20. Statement of grazing dues; and
21. Extracts form Chaukidar's assessment list.
22. Statement contained in village note book.

(a) For the first 200 words or under, Rupees two;
(b) For every additional 100 words or fraction thereof Rupee 1.00.

Rupee one.

A fixed charge of one rupee irrespective of the number of Khewats.

Rupees two for each application.

(a) For the first 200 words or under, Rupees two;
(b) For every additional 100 words or fraction thereof Rupee 1.00.

Rupees two for each application; provided that each application shall be limited to not more than two harvests. No fees being charged if copies are required for recovery of arrears of land revenue.

Rupees two for each application.

(a) For the first 200 words or under, Rupees two;
(b) For every additional 100 words or fraction thereof Rupee 1.00.

Rupee 1.00 for entries in a single volume relating to each Khasra No. and thereafter Rupee 1.00 for every 4 Khasra Nos. or friction thereof.

Rupee 1.00 for each entry made on one subject on any one date.

Rupee 1.00 for first ten fields or under and Rupee 1.00 for every additional 4 fields or part thereof.

Rupees 2.00 for each application, no fees being charged if copies are required by Lambardars for recovery of arrears of grazing dues and chaukidara tax.

Rupee 1.00 per statement irrespective of years.

23. Abstract of quinquennial average of mutations.	Rupees 3.00 per statement.
24. Parcha Books.	Cost price of the book plus Rupee 1.00 per khatauni holding.
B—Inspections	
25. Inspection of papers relating to one quinquennial including relevant entries of the mutation registers.	Fixed charge of Rupees 2.00 for each inspection.
C—Preparation of Plans & Tracings	
26. Tracing of field map.	Rupee 1.00 upto 10 Khasra numbers and thereafter rupee one for every Khasra number.
27. Tracing of Tatima Shajra.	
28. Preparation of plans called for by courts or officers in connection with civil and revenue suits	
29. Tatima of the spot.	Rupees 5.00 per tatima.

(2) For the purpose of fee for copies or extracts from Jamabandi in rent cases, the total number of Khatauni holdings should be taken into account irrespective of the fact whether they are cultivated by the owner himself or by tenant or sub-tenant, and in calculating the fee the number of khewats of which the extracts are given may be ignored.

Provided that the fee in respect of extracts under serial No. 17 and plans under S. No. 28 prepared in connection with the temporary alienation of land in satisfaction of a decree of a civil court shall not exceed Rs. 10/- in a single case irrespective of the fact whether the extracts are prepared from a Jamabandi or register of Khasra Girdawari or both and whether or not they involve the preparation of a plan.

Provided further that a list of co-sharers shall not be prepared and supplied without the previous sanction of the Collector unless required in connection with a revenue, civil or criminal case.

(3) In the case of inspection of Patwaris' record by the Sub-Inspectors or Inspectors of the cooperative societies under S. No. 25, the fee shall be Rupee 1.00 only.

Fraction of a rupee less than 50 paise shall be rounded off to fifty paise while fractions in excess of 50 paise shall be rounded off to one rupee.

3. The fee realised shall be credited into Govt. treasury half yearly under the Head "029-Land Revenue Misc. Copying and Inspection Fee of Patwaris Records."

4. Patwaris shall not prepare and supply copies or extracts of papers not shown in the above table.

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

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

(3) The Patwari is forbidden to give copies except on lithographic forms which are supplied to him. On the top of each of these forms the words "Receipt No." shall be printed. The number of the receipt handed over by the Patwari to the applicant shall invariably be entered by the Patwari. Where the entry receipt number is not printed on the form, the patwari shall record this entry in his own hand and insert therein relevant

receipt number. He shall note in red ink in the copy of the Jamabandi entry required by rule 115 of the rules under the H.P. Tenancy and Land Reforms Act, all mutations affecting the Khatauni holding which have been attested subsequent of the preparation of the Jamabandi.

(4) The accounts of fee realised by patwaris shall be kept in the register in form P-XII given in appendix-A, which will be supplied to them. The Field Kanungo shall check the register every month when he goes to the Patwaris circle and shall sign it in token of his having done so. The Tehsildar or the Naib-Tehsildar shall also check it when inspecting the Patwari's work. During September, when the Patwari comes to the tehsil, he shall bring register with him for check by the Tehsil Wasil-baqi-Nawis.

(5) The Patwari shall be supplied with a printed receipt book in triplicate in which every amount realised by him shall be recorded. One foil shall be handed over to the payee and the second sent to the tehsil Wasil-baqi-Nawis through the Field Kanungo with the half-yearly demands statements. As soon as the receipt book is exhausted, the patwari shall return the counterfoil to the Office Kanungo and obtain from him a new receipt book in exchange.

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

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

(2) The charges mentioned in clause (i) to (iv) of sub-rule (1) of this rule shall be deemed as "other charges" under section 103 of the I.P. Land Revenue Act, 1954 and, as such, shall be recoverable as arrear of Land Revenue when the packet containing copies of revenue records sent by value payable post, is refused by an applicant.

7 (1) Each patwari shall have at a time only one receipt book bearing printed book and receipt number and only one copying fee register.

(2) A requisition form, as in the case of cheque books shall be pasted in the printed receipt book, to enable the Patwari to communicate his demand to the Office Kanungo, well in time, so that as soon as the receipt book is exhausted, the former shall return the counterfoils to the latter and obtain from him a new receipt book in exchange which shall contain a certificate from the Tehsildar that the receipt book contains so many certified number of pages, which are numbered in proper consecutive order.

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

(4) In case the Patwari sends the exhausted register to tehsil Office Kanungo earlier than September

before it is checked by the Wasil-baqi-Nawis, the tehsil Office Kanungo shall hand over the said register to the patwari concerned in the month of September, when he (Patwari) comes to the Tehsil for filing the annual and quinquennial statements and Jamabandis in the tehsil land records office, and the latter shall then get it checked by the Wasil-baqi-Nawis and return the same to the Office Kanungo.

(5) The Patwari shall also retain a copy of the entries of the Register, made after the despatch of the last half-yearly demand on account of copying and inspection fee, to the Tehsildar, to enable him to prepare the demand for the next half year.

(6) A Copying fee register shall be issued only after a certificate has been recorded on it by a Revenue Officer to the effect that it contains so many pages and has been issued under his signatures with the seal of the court.

(7) The Office Kanungo shall keep a clear record of "Book Numbers" of the receipt books issued to each Patwari.

(8) The tehsil Office Kanungo shall maintain a ledger account for each patwari in which shall be recorded the number of receipt books issued to the Patwari and the number of receipts issued by the Patwari every half year. The latter information can be had from the second foil of receipts received by the Wasil-Baqi-Nawis through the Field Kanungo with the half-yearly demand statements. While pasting receipt numbers in the ledger, and gap in numbers shall be investigated immediately.

8. (1) The Patwari shall enter in his diary (a) the field numbers and Khatas of which an extract applied for relates, (b) the fees charged for the extract, and (c) the names of person from whom charged. Inspecting officers shall verify from time to time by enquiry from the parties concerned whether the sums entered in the diary were actually paid.

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

(3) A printed copy of the schedule shall also be exhibited at Patwarkhanas, tehsils, panchayat-ghars, village schools and other places of public resort.

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

9 (1) Each Patwari shall prepare a statement showing the fees realised from first April to 30th September and submit it to the Field Kanungo of his circle by the 10th of October. He shall prepare a similar statement for the period first October to 31st March and send it on to the Field Kanungo by the 10th April. These statements shall show the name of the village and the amount of fee recoverable during each month of the two periods noted above together with the total of the circle. When submitting these statements, the Patwari shall note in the register maintained by him under the rules, the dates of their submission together with the period to which they relate. The Field kanungo shall prepare a consolidated statement by villages giving the total of his circle and submit it to the tehsil Wasil-baqi-Nawis by the end of October and April each year. The tehsil Wasil-baqi-nawis shall see that the amount deposited by the Patwari at the end of each month tallies with these statements.

(2) On receipt of these statements the tehsil Wasil-baqi-nawis shall prepare, in duplicate, a consolidated statement of the whole tehsil and submit it through the Sadar-wasil-baqi-nawis to the collector for sanction so as to reach his office on the 15th November and 15th May, at the latest. After obtaining the necessary sanction, the Sadar Wasil-baqi-nawis shall note the demand in his register and return the duplicate copy of the statement to the Tehsildar by the end of November and May, at the latest. These statements shall be

attached to the kistbandi as demand statements of copying and inspection fees of Patwaris records.

(3) The half-yearly demand statements together with the receipt referred to in rule 7 (1) shall be destroyed after three years, while the books of counter foils referred to in the same rule shall be destroyed after one year in the presence of the Tehsildar. The consolidated demand statement for the whole tehsil that forms a part of the kistbandi, will be destroyed alongwith the latter i.e. when the new settlement is sanctioned.

10. Repeal and Savings. (1) Rule 71 of the Punjab Land Revenue Rules as applied to Himachal Pradesh vide notification No. R. 81-18/49/7 dated the 9th February, 1949, and as in force in the areas added to Himachal Pradesh vide Section-5 of the Punjab Re-organisation Act, 1966 shall stand repealed.

(2) Notwithstanding the repeal of rule 71 aforesaid, anything done or any action taken or any fee charged under the said rule shall be deemed to have been done, taken or charged under these rules

Appendix A

Form P-XII (Rule 5(4))

Register showing the amount of fee realised for inspection of records and grant of certified extracts thereof.

Serial No. as given in the village diary	Name of Village	Date	Name of Applicant	Whether the application was presented by the applicant personally or received by post	Nature of paper of which copy or inspection is desired
1.	2.	3.	4.	5.	6.

Details of work					Amount of fee realised by the applicant personally
Khatauni No. (Sr. No. 1 & 2)	No. of works (S.No. 3)	Field Nos. (S. Nos. 4, 6, 8, 9, 10)	Date of entry (S.No. 5)	No. of Inspection (S. No. 7)	
7.	8.	9.	10.	11.	12.

Amount of fee of extracts, by V.P.P. supplied						No. & date of V.P. letter
Fee	Postage charges	V.P.P. charges	Registration Fee	Remuneration for inconvenience and extra work to the Patwari at 0.50 paise	Total of Columns 13 to 17	
13.	14.	15.	16.	17.	18.	19.

No. of receipt given by the patwari to the applicant in acknowledgement of amount of fee	Signature of Patwari	Signature of Kanungo	Date of receipt of amount of V.P.P. entered in column 20.	Amount credited to Govt. with date and dakhila No.	Remarks and attestation of W.B.N. and other officers
20.	21.	22.	23.	24.	25.

N.B. The serial Nos. referred to in columns 7-11 refer to the serial Nos. in the table given in paragraph 3.48 of H.P. Land Records Manual.

Permission to receive honorarium from sources other than General Revenues.

3.53 Financial Commissioner/Collectors may also permit patwaris receive an honorarium from sources other than the pay rendering assistance to local bodies and co-operatives or any other government agency in connection with election work and similar duties. Before granting such permission, Collectors should fully satisfy themselves that the work can be undertaken without detriment to the Patwaris' ordinary duties.

X. Retirements and Retiring Gratuities

Retirement of patwaris

3.54 Members of the cadre shall be governed by the rules framed or adopted by the H.P. Govt. in respect of their retirement, Gratuity like any other class-III employees of the govt.

XI. Patwar Khanas

Rules as to Patwarkhanas

3.55 The following are the orders regarding patwarkhanas.

- i) No demands of any kind are to be made on Lambardar, landowners land orders or on the village Malba for the construction or repairs of patwarkhanas;
- ii) Govt. has now accepted a policy of adding slowly year by year to the number of patwar khanas, preference being given to those cases where it is difficult or expensive for a patwari to get a residence and office in his own circle. Where, in the opinion of the Collector, the repairs to be carried out to a patwarkhana are of a special nature and their execution is beyond the patwari's capacity he will apply to the Director of Land Records for funds. The Director has been conferred full powers to sanction expenditure on repairs of patwarkhanas under Rule 19.13 of H.P. F.R. Vol. I. A rough plan and specification with an estimate of cost should be submitted with every such application, and a completion report, if the expenditure is sanctioned, must be submitted to the Director. It is for the Deputy Commissioner to decide as to the agency to be employed for the repair of patwarkhanas.
- (iii) Where a patwarkhana exists, the patwari shall live in it and keep it in repair provided that if any such patwarkhana is, in the Collector's opinion, for any reason unsuitable for this purpose, he may, with the previous sanction of the Director, make over the building to the Lambardars of the village to be used for their own purposes and call upon the patwari to make his own arrangements for a residence and office.
- (iv) When a patwari retires or is transferred he will hand over the patwar khana to his successor, who will sign a certificate to the effect that he had received it in good condition. This certificate will

be endorsed by the field kanungo of the circle and sent to the tehsil office for record. But patwaris should sign the entry to be made in the village diary that the building has been made over in good condition. Should the patwar khana be in need of repair, the outgoing patwari will be responsible for having such repairs executed, unless they come under the category of special repairs as defined in clause (iii) Supra.

- (v) No expenditure for repairs of patwar khanas will be sanctioned except in case of special repairs due to serious damage from floods or other circumstances beyond the control of the patwari. Application for sanction to such expenditure must be submitted to the Director. In making recommendations for grant of funds for repairing patwar khanas in need of special repairs, facts should be reported in detail and it should be expressly stated:-
 - (a) That suitable action has been taken against any Patwari who has been responsible for the special repairs having become necessary through neglect of ordinary repairs, or
 - (b) That the special repairs have not become necessary owing to the neglect of ordinary repairs.
- (vi) To prevent irregularities in carrying out repairs to patwarkhanas and in disbursing money allotted for the purpose, a set of instructions has been given in Appendix B, and the Collector shall see that these are strictly followed and defaulters suitably dealt with.
- (vii) Field Kanungos shall be required to report to the Tehsildar by the 1st January every year.
 - (1) In regard to Patwarkhanas:-
 - (a) Their condition;
 - (b) Whether the Patwaris live in them;
 - (2) In regard to Patwaris' circles where there are no patwarkhanas:-
 - (a) Whether the Patwari is living in his circle;
 - (b) Whether he has made proper arrangements for his office.

The Tehsildar will submit the reports to the District Revenue Officer who will bring to the notice of Collector any cases in which the orders contained in this chapter are not observed.

XII. Leave

Leave admissible to Patwaris.

3.56 Patwaris will be entitled to leave under rules framed or adopted by the Himachal Pradesh Government. The Collector may grant casual leave for a few days at a time and he should ordinarily delegate this authority to the Tehsildar. This implies delegation to District Revenue Officer also. The total period of casual leave should, however, be limited to a maximum of 12 working days in one year. Similarly, in addition to 2 restricted holidays allowed by the Government in a year, Collectors may, and ordinarily should delegate to Kanungos authority to allow Patwaris to leave their circle on gazetted holidays, provided that the Patwaris' presence is not required or likely to be required by a superior officer, and also in cases of great emergency give casual leave in anticipation of sanction, when the case does not admit of a reply being received within time from the tehsil.

- Handing over charge on Transfer of patwari** **3.57** On resignation or transfer a patwari is bound to make over his papers, records, and equipment and the patwarkhana, if there is one in his circle, to his successor who will forward to Deputy commissioner through his superiors a charge report showing the details of all papers, record and equipment received, the condition of the patwarkhana, if there is one, and also the date and place on which he received charge; but in case of dismissal or suspension a patwari must make over charge to the Field Kanungo.
- Promotions** **3.58** A patwari if selected to a post on the district establishment, will be appointed after undergoing the usual period of candidature. Promotions will be done in accordance with the rules framed by the Government in this behalf from time to time.

XIII. Patwari's Papers

- Records to be maintained by a patwari.** **3.59** The patwari keeps up in Hindi the following records for each estate in his circle:-
- Khasra girdawari and jamabandi each with abstract appendices and registers relating thereto, as prescribed in chapters Record of Rights and fresh inspection registers of mutations, field map, genealogical tree of land owners, and other papers detailed in chapter Harvest Inspections, annual record of rights, and agricultural statistics and in appendices VII, VIII and IX to the Settlement manual, and a diary of his whole circle.
- A tin cased strong box or almirah will be supplied to each patwari for his records. The charge in connection with these items will be included in the ordinary patwari contingent bills.
- Records for grant of Government land.** **3.60** The papers for lands leased or sold or granted free by Government with the object of their being cultivated should be prepared and filed in the same manner as for all other agricultural estates.
- Era to be used.** **3.61** The year begins with the 1st September (16th Bhadon). The year should be described in the terms of the Christian era and Shaka Sambat.
- English numerals to be used in patwari papers.** **3.62** All registers or documents kept up by patwaris as such, i.e., jamabandis, village note-books, mutation registers, etc are to be kept in English numerals.
- Responsibility of patwari for custody of maps, etc.** **3.63** The Patwari is responsible for the safe custody and good condition of all the records, maps and equipment of his circle that are in his charge. When the original field maps in the possession of a Patwari are worn out, new copies should be made by the Patwari himself. The copy should be made on ruled English mapping sheets which will be supplied by the Director, if available, and if not, on ruled country-made mapping sheets and not on one continuous sheet.
- Copies not required by rules not to be called for.** **3.64** A Patwari must not in any circumstances, be called on for copies of his annual papers over and above those required of him by the instructions on the subject; copies must be prepared only on the lithographed forms supplied to him.

Survey

XIV. Equipments etc.

Survey equipments.

3.65 The following survey equipments will be supplied to each patwari, the cost thereof being met from the contingencies:-

- 1 Chain with 10 iron pins;
1 Cross staff;
12 or 15 Bamboo flag staves;
1 Plotting scale;
1 Board $2\frac{1}{2} \times 2$ feet. (75 × 60 centimeters)

Notes.—(1) In hill circles a plane-table and sighting rod will be supplied in place of the board.

(2) Each patwari engaged in breaking up rectangles into killas in colony tracts should be supplied with 20 flag-staves so that all four sides of the rectangles may be plotted out in between the four corner stones and four staves may be left over to plot out the internal intersections of the killa boundaries, as shown in the diagram below:-

	40	0	40	0	40	0	40	0	40	
36										
0		0								0
36										
0		0								0
36										
0		0								0
36										
0		0								0
36										
		0		0		0		0		

200 M

180 M

+ Corner of rectangle
O Staves for corners of killas.

Iron rods/ Metric rods

3.66 The patwari's iron rods/metric rods should not be of wood, but of bar iron (about eight milli-meter square). Two should be supplied to each patwari. The Field Kanungo is responsible for their agreement with his own rods.

Adda

3.67 At every village where a patwari resides, there should be marked out on a level piece of uncultivated land a standard length (adda) exactly corresponding with the patwaris' 10-karama/meters chain. The extreme ends should be marked by two pegs driven deep (60 centimeter, if possible) into the ground. The measurement of the adda should be reckoned from the outside edge of the peg to the inside edge of the other; that is to say, when the handle of one end of the chain is placed over one peg, the other end should touch the inside of the other peg. If the adda itself needs correction, it can be shortened by cutting from the outside of the pegs, or lengthened by cutting from the inside.

Importance is attached to the correct maintenance of these addas, and revenue officers in their visits of patwaris' offices should see that the orders for their maintenance are duly observed, and that the length of the adda is strictly accurate. Field Kanungos should be held responsible for any inaccuracies in the addas and for any neglect of the orders relating to them. Full instructions for preparation of these addas will be found in the Mensuration Manual.

Patwari's chains.

3.68 The patwari's chain should be made of soft iron and constructed exactly as directed in the Mensuration Manual. Variations of patterns are forbidden. Chains should always be made up locally. In testing the length of a chain, see that it is shaken out and stretched only to the tension at which it is used. Test either on the adda or by rods as may be convenient. In the latter case use two rods placing them on the ground alternatively and see that they touch truly.

Patwari's cross staves

3.69 A pattern will be supplied to each district by the Director of Land Records. It should be made up locally, strictly in accordance with this pattern. Elaborations and additions to the pattern are forbidden.

Measuring flags for Patwari

3.70 Bamboo flag staves.—A patwari cannot survey on the square system with less than 12 or 15 flags. Of these 4 or 5 should be fifteen feet (450 cms) high, and the rest ten feet. Each bamboo should have a pointed iron ferrule at foot, and completed in this way.

Plane tables sometimes required

3.71 Plane-tables are necessary for surveying purpose. A pattern should be obtained from the Director of Land Records and they should be made up locally according to the baton so supplied. Patwaris of plain villages require only a board, in size $2\frac{1}{2} \times 2$ feet (75×60 centimeters), strengthened on the underside with patterns. Care should be taken to employ brass, not iron, in repairing the sockets, etc., of plane-tables.

Sighting rods

3.72 A pattern of sighting rods should be obtained from the Director of Land Records and the sighting rods should be made up locally according to the pattern.

Plotting scales.

3.73 (i) The Director will send to each Deputy Commissioner and Settlement Officer a pattern of each scale to be kept in his office and used for comparison with scales made up locally. Any scales which are not made according to the pattern should be rejected.

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

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

Books of reference

3.74 The following books of reference should be supplied to the Patwaris, the correction slips being issued to them from time to time through the tehsil Office Kanungo. The Field Kanungo and higher inspecting officer should see that these books are kept up-to-date:-

1. H.P. Land Records Manual (Revised Edition).

2. Financial Commissioners' Standing Orders
3. A set of H.P. Land Laws (Appended as appendices in this Manual)
4. Mensuration Manual.

XV. Diary & Work Book Etc.

Diary

3.75 The patwari is required to keep both a diary (Roznamcha) and a work book.

Village diary and file of instructions.

3.76 The Roznamcha is the book in which occurrence relating to the Patwari's duty and his circle are to be entered day by day. Ordinarily there shall be one diary for each circle. But if a patwari has one or more assistant, each will keep a separate diary under such instructions for the division of business as the Collector may issue in each case.

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

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

Occurrences to be noted in diary

3.77 (a) 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 came to his knowledge being stated and the signature or seal of one of the village headmen concerned being added at the time of any entry, if possible:-

- (1) Any calamity which he reports to the Tehsildar and Field Kanungo as mentioned in paragraph 3.15 Supra.
- (2) All alluvion, or diluvion, with approximate areas and details so far as known at time.
- (3) Falls of rain and their duration, and whether slight, medium or heavy.
- (4) The dates on which Canals or Rajbahas began or ceased to run, and on which there was any marked change in the supply of canal water.
- (5) Deaths of owners, village officers, pensioners or revenue assignees, and the marriage or remarriage of females drawing family pensions and residing in the estate.
- (6) The ejectment, absconding, or settling of cultivators or right holders, and the relinquishment, change or renewal of any tenure.
- (7) Such changes of cultivating occupancy and rent as have to be noted under Chapter 9 Harvest Inspections.
- (8) The execution of any decree of court affecting the land, its rent, or its produce.
- (9) Takavi advances made by Government and re-payments of the same; as also notes of the progress or completion of works for which takavi has been granted.

- (10) Orders of Revenue Officers or Kanungos received by the patwari or executed in the circle.
- (11) Attachment proceedings affecting the land its cultivation, or its produce or cattle.
- (12) Any encroachment on or damage to nazul or government property or roads.
- (13) Any alienation or resumption of revenue by Government; and suspensions or remissions of revenue, and any alteration of the rate of cesses.
- (14) The cultivation of land occupied by groves held free of revenue.
- (15) Infringement or neglect or conditions attached to grants of land revenue made by Government.
- (16) The erection, destruction or decay of survey marks or village boundary marks and the alteration of village boundaries.
- (17) Payments of revenue to Government or to Government assignees, and payments of chowkidars' wages.
- (18) The visit of any Government officials to the circle.
- (19) Any facts relating to the land or its a revenue or rent specially 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.
- (20) Any alteration in the cultivating occupancy or rent of land which may have been recorded in the crop-inspection register in accordance with chapter 9 (Harvest Inspections).
- (21) Any case of rick-burning, and when it is suspected that the crime is due to incendiarism this should be specified.
- (22) Any cases of increase of mortgage money, with details of the amount, parties and village.

(b) For entry in the diary of alterations of entries in the khasra Girdawari, see Chapter 9.

(c) The occurrences noted in the diary in para 3.77 (a) relating to:-

- (i) The execution of any decree of court effecting the land, its rent or its produce in item No. 8.
- (ii) Attachment proceedings effecting the land, its cultivation, or its produce in item No. 11.
- (iii) Any alienation or resumption or revenue by Govt; and suspensions or remissions of revenue, and any alteration of the rate of cesses in item No. 13.
- (iv) Any case of increase of mortgaged money, with details of the amount, parties and village in item No. 22 shall be recorded in the remarks column of jamabandi by the patwari and attested by the Field Kanungo at the time of recording in Roznamcha Wakyati

(d) For entry of registration memos to be entered in the diary see chapter on Record of Rights and for entry of the first four columns of lists of mutations see chapter *ibid*.

Note—It has been noticed that in some districts Patwaris take undue advantage of the instructions in this paragraph and record detailed reports about transfers of land and getting the parties concerned to affix their signatures to the entries made by them. This practice is irregular and must result in greater opportunities for illegitimate income to the Patwari. The only person whose signature can be affixed to the entry made in the diary is the village lambardar, and the reports made should be brief.

Number and dating of entries.	3.78 The Patwari must prefix to every entry a separate serial number in large and clear figures. Every entry should be closed by an asterisk, and no blank line should be left between two consecutive entries. Such orders and instructions as relate to rules of practice must be entered in red ink. The date of each day's entries will be given according to the Sambat (solar) calendar, the English date being added.
Orders to be entered	3.79 The Patwari must enter in his diary all orders and instructions communicated to him by the Kanungo and must obtain the Kanungo's signature to the entries. He must also obtain the Kanungo's signature to all entries relating to facts reported to the Kanungo.
Condition of crops, etc., to be entered.	3.80 The Patwari must, at the end of each sambat month, enter in his diary the general condition of the crops, husbandry and cattle of his circle, noticing specially all facts which have affected them favourably or unfavourably. This entry must be made with special care and after sufficient inquiry and inspection of the crops.
Work book for patwaris	3.81 In the work-book the Patwari will enter from day to day the work done by him. Detailed instructions will be printed at the beginning of the work-book. New books, for each year, should be distributed to each Patwari at the same time as he receives his stationery supply, new book should be opened by each Patwari on 16th of Bhadon (beginning of September) in each year.
Movement diary	3.82 In addition to the existing Roznamcha Waqati and Roznamcha Karguzari, maintained by each Patwari, he should maintain a diary of his movement called Roznamcha harkat (movement diary). Like Roznamacha Waqati, this Roznamacha should contain serially numbered pages, with the stamp of Tehsil Revenue Officer on them. Whenever the Patwari may have to leave his headquarters for any purpose, he should make an entry with his own hand in the Roznamcha at proper serial number and date clearly stating therein, the days of his absence, the purpose of his visit, to the village/place he is visiting and whether he is proceeding on leave or on duty. The movement diary should remain with the patwari as long as he is at his headquarters but before he leaves his headquarter he should after making necessary entry in it, leave it at the residence of senior most Lambardar, i.e., Lambardar of longest standing of his headquarter village.
Partial book prescribed during measurements.	3.83 When measurements are commenced in any village, the Patwari will be furnished with an inspection-book (partial ki kitab) for that village, and all entries made by inspecting officers of the result of their inspections in that village will be made, not on the Patwari's work-book, but in this inspection book for the village, which should be of the same size as the khataunis and be filed with them when the measurement of the village is complete. This inspection-book will contain only entries relating to the village for which it is drawn up, including lists of mistakes, and reports as to their corrections. Any entries an inspecting officer may have to make about other villages, e.g., at girdawari time, he should make on the Patwari's work book.
Reports to superiors	3.84 The communications of patwaris with their superior officers should, as a rule be sent by hand, but where they have to submit reports or papers direct to the tehsil or sadar or to officers of or above the rank of a Tehsildar they may, should no other more convenient means of communication be available forward the necessary documents by post "bearing." For the purposes of paragraph 353.2 of the Post and Telegraph Guide, Patwaris have been recognised as Government officials and the "bearing" postage payable on official postal articles sent by them is the prepaid rate.
Maintenance of the registers of survey equipments furniture and records in patwaris' custody.	3.85 (a) A register of the survey equipments and furniture supplied to Patwaris at Government expense and remaining in their custody should be maintained in form P II given in Appendix C by each Patwari and a consolidated copy of the same with the omission of columns 4 and 5 should be kept by each tehsil Office Kanungo. When the Patwaris come to the tehsil in September, they should bring their registers with them and the tehsil Office Kanungo should compare them with his copy, note the result of the comparison in the last column of the latter, and make any corrections that may be necessary.

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

(b) A register in form P III given in Appendix 'C' should also be maintained by each Patwari showing the records in his custody. It should be in the same volume as the register in form P II, but no consolidated copy of it need be kept at the tehsil nor need it be checked by the tehsil Office Kanungo except under special orders of the Collector.

Maintenance of other registers by the patwaris

3.86 The Patwari shall prepare and maintain the additional registers in the forms prescribed in Appendix 'D' appended to this Chapter.

XVI. Stationery for Patwaris etc.

Covers for Jamabandi etc.

3.87 Every Patwari will provide at his own expense a leather outside cover (patta) for his diary, and for the harvest inspection statement of each village; for the Jamabandi of each village he provides paper bindings covered with chintz or thin cloth. These covers will be used to protect the papers actually in use by the Patwari, and will never be sent to the tehsil office.

Petty items of stationery

3.88 All Patwaris (temporary or permanent) will receive from Government a stationery allowance of Rs. 20/- per mensem including in districts under settlement, to enable them to provide themselves with pens, pencils, shingraf, and red black ink and such like petty items. This allowance should be drawn and paid to Patwaris monthly along with their pay. In districts under settlement, Patwaris should be given the stationery they require by the Settlement Officers.

Patwaris' Official Diary

3.89 Arrangements should be made for the annual issue of a Patwaris' official diary and the issue should be ready two months before each year commences. A copy of the diary should be supplied to every patwari and to every Kanungo.

Forms and blank papers

3.90 Collectors should indent for forms and blank papers for Patwaris and Kanungos in the manner prescribed. The Director of Land Records should be specially authorised, where necessary, to make local purchases of paper and cloth for the use of Patwaris and Kanungos, and also to have Patwari and Kanungo forms lithographed at private presses.

Standard and special forms

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

Preparation of indent for forms and blank papers

3.92 (1) A quinquennial list of all Kanungo and Patwari forms supplied to each Patwari and each field, tehsil and Sadar Kanungo during the 5 years to which the last quinquennial jamabandi relates has been prepared and kept in tehsil and Sadar Kanungo's offices. With the aid of this list and supplemented by information supplied by Patwaris when they come to the tehsil office, during September as to their requirement in the following year, the tehsil Kanungo should prepare in duplicate three indents for (1) standard forms, (2) special forms and (3) blank paper. He will send one copy of each indent to the sadar office by the 1st October, keeping the other copies in his own office. The next indent for 1995-96 will be for the same forms as were supplied during 1991-92 with such deductions as may be found possible; and similarly

the indent for 1996-97 should be for the same forms as supplied during 1992-93, and so on in rotation as jamabandis are prepared. Mapping sheets, abstract village note-books, mutation registers and lal kitabs when required in the standard forms should be included in the indent for those forms. Whenever additions to the quinquennial list appear needed approval of the Director of Land Records should be previously obtained.

(2) Blank paper to be used by Patwaris and Kanungos should be indented according to the need.

Submission of Indent

3.93 The Sadar Kanungo should check tehsil indent very carefully with the quinquennial list kept in his office, and the scale of blank paper laid down above and then prepare three consolidated indents for (1) standard forms, (2) Special forms and (3) blank paper for district by tehsil and his own office. The consolidated indent should be thoroughly checked in detail by the District Revenue Officer so that wastage of forms and the submission of supplementary indents may be avoided. On the back of the indents should be entered the full address of the officers to whom the forms and paper ought to be sent. The name of the railway station to which consignments are to be booked must always be mentioned in the address.

The district indents for standard and special forms should be sent in duplicate to the Director of Land Records so as to reach his office on the 2nd November each year at the latest. A consolidated indent for the Province will be prepared in the office of the Director of Land Records and forwarded to the Controller of Printing and Stationery of H.P. Shimla on the first December each year along with one copy of the district indent.

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

Supply of stationery

3.94 Supplies from the Controller of Printing and Stationery Govt. of HP should reach district offices not later than the end of July. Distribution to Patwaris will be made in September when jamabandis are filed in the tehsil.

As soon as supplies are received both forms and blank papers should be examined to see that the paper is of the requisite quality and that the number is complete. Should there be any deficiency or other cause for complaint the D.C.s should address the H.P. Govt. Press, Shimla, with a copy to Director of Land Records. One copy of the invoice received or amended should be sent within a week to the authority from whom the consignment is received and the second copy of the invoice relating to forms should remain at the tehsil, while that relating to blank paper should be signed by the Tehsildar and sent to the Sadar Kanungo after entry in the stock register kept in the tehsil.

Stock Register

3.95 The tehsil Kanungo shall keep up a stock register of forms used by Patwaris, Kanungos and Tehsildars.

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

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

Indents for forms, and stationery

3.96 Indents for Patwari and Kanungo forms (standard and non-standard) and other forms, registers and stationery should be sent to the Controller of Printing and Stationery, Government of H.P., Shimla, through the Director of Land Records by the Deputy Commissioners. The Settlement Officers and Director Consolidation of Holdings should send indents direct to the controller.

XVIII. Custody and Destruction of Patwaris' Records

Period for which khasra girdawaris, etc. should be preserved and destroyed

3.97 When the Patwari brings the jamabandis to the tehsil at the beginning of September, he should bring with him all khasra girdawaris, work books consisting of counterfoils and notes of inspection and abbreviated jamabandis in his possession that are more than 15 years. These papers should be at once destroyed by the Office Kanungo. He should also bring all fards bachh in his possession prepared for villages, the jamabandis of which are being filed and complete registers relating to the realization of copying and inspection fee of Patwaris' records, the fard bachh asamiwar or dhal bachh which are prepared from year to year for the purpose of showing the sums recoverable from different individuals or groups of individuals on account of land revenue, cesses, occupier's rate, etc. Fard bachh khatewar, which are prepared at settlement for the purpose of calculating the sums chargeable on different holdings on account of land revenue and cesses, are settlement records and should remain with Patwari till next settlement.

Period for which settlement records etc., remain with the patwari.

3.98 The remainder of the records with the Patwari, viz:-

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

Papers relating to expired settlements to be withdrawn from Patwaris.

3.99 All the papers referred to in the last two paragraphs which relate to the expired settlements, also fard bachh of the last years of expired settlements not filed with a jamabandi, should be withdrawn from the Patwari on the introduction of a new settlement, except

- (1) the khasra girdawari until the new settlement has been in force for three years, or until fifteen years have elapsed since khasra girdawari was written, whichever period is longer;
- (2) current mutation registers;
- (3) village note-books until the new settlement has been in force for five years;
- (4) field books in villages not subjected to remeasurement at settlement.

Disposal of papers so withdrawn

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

1. (a) khasra girdawaris,
(b) diaries,
(c) abbreviated jamabandis,
(d) village note-books,
(e) mutation registers with duplicate orders only in them,
(f) fards bachh not filed with a jamabandi,
(g) fard bachh khatewar,
(h) old shajra parcha which has been replaced by a new one,

Shall be destroyed at once.

2. (a) field-books (when not bound up with the records of rights.)

shall be destroyed at once if fifteen years old. Otherwise shall be kept in the tahsil till they are 15 years old and then destroyed.

- (b) detailed jamabandis and connected statements,

3. (a) records of rights and all papers bound up with them,

shall be kept in the tahsil for ever

- (b) field maps (part tehsil)

- (c) mutation registers containing original orders (if not required in the sadar),

The Deputy Commissioner may preserve any of the records in the tehsil for a longer period if he thinks fit.

What records should be bound

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

Treatment of records filed by Patwaris in Tehsil

3.102 The records filed by the Patwari in the tehsil from year to year shall be treated in the following way:-

- (1) Abstract statements—The abstract statements from which the entries in the Office Kanungo's copy of the village note-book are obtained shall be destroyed one year after date.
- (2) All jamabandis filed in the tehsil shall be sent to the district office in the month of April following along with all the maps and papers attached thereto except to the fards bachh.
- (3) Fards bachh filed with a jamabandi shall be kept at the tehsil until the next jamabandi is filed along with its fards and shall be then destroyed.
- (4) Completed registers relating to realization of copying and inspection fee of Patwari records shall be kept by the tehsil office kanungo for a period of 3 years and then destroyed.

Period for which Consolidation record shall remain with the Patwari

3.103 The following revenue records prepared during consolidation operations of an estate, shall remain with the Patwari after completion of consolidation operations in an estate:-

- i. Misal Hakiyat (Part Patwar)
- ii. Field Book.

iii. Shajra Parcha.

iv. Khasra Girdawari Register.

The above record shall remain with the Patwari till denotification of an estate under section 15 (1) of H.P. Holdings (Consolidation and Prevention of Fragmentation) Act, 1971 or till the next settlement, whichever is later. Thereafter the record shall be consigned to the Tehsil Office and destroyed after 15 years of consignment.

**Permanent
preservation of
records**

3.104 The following records shall be permanently preserved in the district office:-

1. Records of expired settlements.
2. Mutation registers containing original orders which have not been bound with the jamabandi.
3. Detailed jamabandis and all the maps and papers attached thereto (excluding the fards bachh).

The Office Kanungo's copies of the village, assessment circle and tehsil note books shall be permanently preserved in the tehsil.

**Destruction of
khatauni and
abbreviated
jamabandi filed
in district office.**

3.105 Khataunis and abbreviated jamabandis filed by Patwaris shall be transferred to the District Land Records Office, where the former will be preserved for the term of settlement to which they relate and destroyed after the Khataunis for the next settlement have been prepared and filed, and the latter shall be destroyed 15 years after the date of receipt.

XVIII. Curriculum of Patwari School

3.106 The subjects of tuition in schools are given in para below. Eight hours daily should usually be spent in tuition. The teaching of the books can be organised as in other schools; but at least half of each day should be given to practical work, and the practical work of two out of every three days should consist of field survey. Each pupil should be required to copy, clearly and accurately, settlement records, jamabandis, mutation, partition and diluvion papers and other specimen of the current work of the Patwaris of the district, being taught at the same time the chief rules applicable to the work and the meaning of the papers.

Each pupil should be made to draw up milan rakbas and other statements from existing jamabandi and jinswar abstracts from khasra girdawaris. He should also be taught to write up mutation entries from the remarks of changes in the khasra girdawari and to make new entries in the Jamabandi in accordance with the changes sanctioned in the mutation register. To practise him in area calculations he should be given a field map without its khasra and be required to write up the areas in field book forms. For field surveying the school should work in squads of four and five, one pupil directing the squad and the others working the chain and flags. The District Revenue Officer will select villages to work in. Different villages will be selected for practice in field survey on the square system and in map correction. Land free of crops should be chosen for the survey work, and no marks other than flag bamboos should be put into the group. The Field Kanungo of the circle will start each squad working for one day with them. Afterwards he should inspect the squad once a week. He should not remain with the squad as they must work out their difficulties for themselves. Each squad should be inspected at least once by the Tehsildar or Naib-Tehsildar.

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

In field survey, on the square system each candidate must measure two squares of land with his own hand, and prepare the field book and khataunis of the fields measured by him. He must also map 50 fields by the tarmim system and prepare the connected measurement papers. When each squad has finished field work, the candidates should be collected at the tehsil or any other central place which may be convenient, and prepare the jamabandi of the areas mapped by them.

Each candidate should also be given practical instruction in the procedure for correcting field maps in the interval between two settlements (Part-D of Chapter 6 Surveys).

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

XIX. Examination

Examination of Patwaris

3.107. In the last week of September, an examination will be held on the following subjects by Director of Consolidation/Deputy Commissioners Settlement Officers as the case may be.

	Subjects	Marks
1.	Mensuration & Settlement Manual Chapter 12,14 and Appendices VII, VIII, XIV & XXI of Settlement Manual	100
2.	Consolidation of Holdings (i) H.P. Holdings (Consolidation and Prevention of Fragmentation) Act, 1971. (ii) H.P. Holdings (Consolidation and Prevention of Fragmentation) Rule, 1973 and (iii) Consolidation Hidayat issued by DCH (HP)	100
3.	Arithmetic upto Matric standard	100
4.	Viva voce Examination in Patwari's Mensuration, Settlement and Consolidation of Holdings Operations	100
5.	HP Land Records Manual	100

Syllabus :-

Chapters

Section—I

Revenue Functionaries

1. Director of Land Records.
2. Kanungos.
3. Patwaris.
4. Village Headmen.
5. Village Chowkidars

Section—II

Maintenance and Updating of Land Records

6. Surveys.
7. Consolidation of Holdings.
8. Records of Rights.
9. Harvest Inspections.
10. Demarcation of Boundaries.
11. Alluvion and Diluvion.
12. Land Revenue Assignments.
13. Prevention of Encroachments on Govt. Lands.
14. Procedure in Partition cases.
15. Land Records Offices.
16. Computerization of land Records.

Section—III

Revenue Statistics

17. Agricultural Statistics.
22. Crop Experiments.

Section—IV

Censuses

24. Agricultural Census.
25. Live stock Census.

Section—V

Miscellaneous

28. Procedure for Issuing Various Certificates.
29. Training and Refresher Courses.
30. Inspections of Revenue Records.
31. Yearly Programmes of the work of Revenue Functionaries and their other duties.

Subjects	Marks
6. H.P. Land Laws (with the aid of books)	100

SYLLABUS

1. The H.P. Land Revenue Act 1954.
2. The Punjab Land Revenue Rules (As applicable to H.P.).
3. The H.P. Land Revenue (Surcharge) Act, 1974.
4. The H.P. Land Revenue (Surcharge) Rules, 1974.
5. The H.P. Cancellation of Remission and Assignment of Land Revenue Rules, 1966.
6. The H.P. Fees for Inspection and Copies or Extracts from Patwaris, Record Rules, 1980.
7. The H.P. Govt Notification No. 10-9/69 Rev. A dated 7th May, 1980 regarding Mutation Fees in H.P.
8. The H.P. Kisan Pass Book Rules, 1982.
9. The H.P. Land Revenue (General) Assessment Rules, 1984.
10. The H.P. Land Revenue (Special Assessment) Rules, 1986
11. The H.P. Abolition of Land Revenue on Uneconomic Holdings, Act, 1977.
12. The Punjab Chaukidara Rules as applicable to H.P. .
13. The H.P. Nautor Land Rules, 1968.
14. Special Scheme for the grant of Nautor land 1975.
15. The H.P. Emergency Relief Manual.
16. The H.P. Tenancy and Land Reforms Act, 1972.
17. The H.P. Tenancy and Land Reforms Rules, 1975.
18. The H.P. Ceiling on Land Holdings Act, 1972.
19. The H.P. Ceiling on Land Holdings Rules, 1973.
20. The H.P. Utilization of Surplus Area Scheme, 1974.
21. The H.P. Holdings (Consolidation and Prevention of Fragmentation) Act, 1971.
22. The H.P. Holdings (Consolidation and Prevention of Fragmentation) Rules, 1973.
23. The H.P. Village Common Lands (Vesting and Utilization) Act, 1974.
24. The H.P. Village Common Lands (Vesting and Utilization) Rules, 1975.
25. The H.P. Village Common Lands (Vesting and Utilization) Area Scheme, 1975.
26. The H.P. Transfer of Land (Regulation) Act, 1968.
27. The H.P. Transfer of Land (Regulation) Rules, 1968.
28. The H.P. Agricultural Credit Operations and Miscellaneous Provisions (Banks) Act, 1972.
29. The H.P. Agricultural Credit Operations and Miscellaneous Provisions (Banks) Rules, 1972.
30. The H.P. Utilization of Lands Act, 1973.
31. H.P. Utilization of Lands Rules, 1973.
32. The H.P. Public Moneys (Recovery of Dues) Act, 1973.
33. The H.P. Distressed Persons (Facilities for Loans) Act, 1976.
34. The H.P. Distressed Persons (Facilities for Loans) Rules, 1984.
35. The Hindu Succession Act, 1956.
36. Definitions of Reserved Forests, Village Forests, and Protected Forests under the Indian Forest Act, 1927.
37. The Forest (Conservation) Act, 1980, as amended by the Forest (Conservation) Amendment Act, 1988.

Subjects	Marks
7. Copying of Records (Copying of Settlement and periodical Record, Mode of Partition, Mutation, Diluvion and fluctuating Assessment Papers and copying of maps).	100
8. Election: 1. Preparation of Electoral Rolls of H.P. Vidhan Sabha, Lok Sabha, Municipal Committees, Municipal Corporations and Panchayats. 2. Instructions issued by the H.P. Government from time to time regarding revision of Electoral Rolls. 3. H.P. Gram Panchayat Election Rules, 1991. 4. H.P. Municipal Election Rules, 1970.	100
9. Survey Work (i) Field survey on Triangulation system, Square system, map correction as defined in Appendix XXI of Settlement Manual and Part D of Chapter 6 of H.P. Land Records Manual. (ii) Preparation of various measurement papers connected with (i) above.	100

Miscellaneous

(i) Visit to Tehsil offices from the school to show the working of different sections of the Tehsil offices and particularly of the Office Kanungo and Wasil Waqi Nawis.

(ii) Visit to typical villages.

(iii) Visit to Block Office.

Practice

(i) Field survey by the triangulation, square system and map correction

(ii) Preparation of various measurement papers connected with it.

(iii) Copying of Settlement & periodical records,

(iv) Copying of maps.

There will be written papers in subjects 1, 2, 3, 5, 6, 8 each containing ten questions. The viva voce of 4th subject will be of ten questions each. Under/subject-7 the examinees will produce the whole work done by them during the term and will be examined on the contents of the papers in order to ascertain whether they understand them. Marks will be given with reference to the excellence of the writing and to the intelligence shown by the replies.

Under Subject-9 each examinee will produce a map copied by himself and a map surveyed by himself, both being certified by the teacher and Sadar Kanungo to be the pupil's work. Survey squads will then be taken out by the examiners and be required to work on new ground in their presence. Marks will be awarded

according to the merits of each pupil's map-copy and original map-end according to the working of his squad in the examiner's presence.

To pass a candidate, half marks must be obtained in each of the subjects Nos. I to 8. If a Patwari candidate, after regularly attending the patwari schools fails to pass in any one of the subjects 1 to 7, he may be allowed to pass the examination and on a subsequent occasion to sit for re-examination in these subjects alone.

If a candidate fails in Paper-8 (survey work) he will have to sit in re-examination in all the subjects and he must attend the patwaris school (to be allowed by Director of Land Records) for tuition before re-appearing in the examination. The candidate shall be entitled to avail only 3 chances in all to appear in the examination.

It is suggested that the services of the experienced Revenue Officers must be used in the examination.

Procedure for appearance in Examination and Issuance of Certificates etc.

3. 108 (a) The Director, Consolidation of Holdings/Deputy Commissioners/Settlement Officers shall circulate the date-sheet of the examination of Patwaris to be conducted by them to the Director of Land Records, all the Divisional Commissioners, all the Settlement Officers/Land Acquisition Officers, Collectors Forest and all other departments where the Patwaris are posted, at least one month earlier to the commencement of the examination. who will further circulate the date-sheet to all the concerned officials enabling them to appear in the examination.

(b) Any accepted Patwari candidate of Himachal Pradesh can sit in the Patwaris examination at any centre, which is conducted by the Director, Consolidation of Holdings/Deputy Commissioners/Settlement Officers provided he fulfils all the conditions to appear in the examination.

(c) After declaration of the result of the examination, the Director, Consolidation of Holdings/Deputy Commissioners/Settlement Officers shall issue detailed marks certificate to the candidate in the form appended in Appendix 'E' of this chapter.

(d) As soon as the candidate passes the Departmental Examination of patwaris, the Director, Consolidation of Holdings/Deputy Commissioner/Settlement Officer shall issue certificate in the form appended in Appendix 'F' of this chapter.

(e) If a candidate passes the examination from different centres in instalments, the certificate in the form prescribed in Appendix 'F' will be issued by the Director of Land Records on the basis of the detailed marks certificates issued to the candidate by the Director, Consolidation of Holdings /Deputy Commissioners/Settlement Officers at different times, as the case may be.

Eligibility of Patwaris to appear in the Departmental Examination of Naib-Tehsildars.

3.109 According to the H.P. Govt letter No. 1-16/72-Rev. A dated 20th June, 1989, a Patwari who has passed Departmental Examination of Kanungos and has put in 5 years service can appear in Departmental Examination of Naib-Tehsildar without even first being promoted as Kanungo. If such Patwari has qualified in the Departmental Examination of Naib-Tehsildar by virtue of such qualifications, he would be promoted as Naib-Tehsildar only in his normal turn and according to seniority, provided he had, in the meanwhile, completed 3 years qualifying service as Kanungo.

XX. Duties and Functions of Patwaris in Settlement and Consolidation Departments

3.110 The Patwaris posted in Settlement and Consolidation Departments shall perform the duties and functions as prescribed from time to time by the Settlement Officer and the Director, Consolidation of Holdings in the instruction books of respective Departments.

APPENDIX B

Instructions regarding the repairs of Patwarkhanas

1. The Tehsildar or Naib-Tehsildar should invariably be required to inspect the patwarkhanas requiring repairs before an application for funds is made to the Director of Land Records.

2. The estimate of cost when prepared should be checked by the Tehsildar or Naib-Tehsildar who inspected the patwarkhana or patwarkhana to be repaired with a view to see that the estimate does not contain any items for which the Government is not responsible.

3. The funds placed by the Director of Land Records at the disposal of the Deputy Commissioner for this purpose should not be drawn from the treasury unless the repairs are actually taken in hand and the money allocated for the repairs of one patwarkhana shouldn't be utilized for the repairs of another patwarkhana without the Director of Land Records' sanction.

4. The work of repairs should not be left entirely in the hands of a contractor or Lambardar; Revenue officers should inspect it from time to time. Payments should not be made by the Tehsildar or if this be not possible by the Kanungo of the circle in his own presence and proper receipts taken from the payee.

5. The account should not be finally settled till the Tehsildar or Naib-Tehsildar has seen the building and signed the completion certificate which should form part of the file relating to those repairs. The file should not be consigned to the record room till the prescribed certificates and receipts have been attached to it and for this the Sadar Kanungo should be held responsible.

6. A register should be kept for each tehsil in the Sadar Kanungo's office showing:-

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

Appendix-C — (Forms)
Form p.1 [See Para 3.1 (d)]

Register of Accepted candidates for the post of Patwari in _____ District _____
(N.B. — This register will be kept in the Collector's office and should not be sent to the tehsil)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Serial No. of entry	Date of entry	Name, father's name, caste and residence of candidate	Date of birth	Where educated, what examination passed and date of passing; also copy of any details given in the certificate	Profession of candidate's father; particulars of land owned by his family, and of offices held by them under Government	Physical efficiency of candidate, especially as regards eye-sight	Whether candidate is related to any Patwari or Kanungo holding office at date of entry	Detail of any offices held by candidate at or before date of entry	signature of officer directing entry to be made	Date of passing Patwari examination, with copy of details entered in pass certificate	Note of officiating or other appointments held by candidate from time to time after date of entry of his name	Final result, i.e., substantive appointment or cancellation of entry with dates thereof	Signature of officer by whose order the previous column is finally filled up
										subsequent entries			

Form P-II

A—Register showing survey equipment and Almirahs or Boxes in charge of Patwari of Circle, Tehsil

1	2	3	4	5	6	7
No.	Article	Date of supply	Condition in April 19 _____ 19 _____ 19 _____ 19 _____ 19 _____ 19 _____ 19 _____ 19 _____	Signature of Patwari responsible for its custody	Orders for removal of item from the register, with date	Remarks

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

Form P—III

**B — Register of records in the custody of Patwari of _____ Circle, _____
Tahsil, _____ District.**

1	2	3	4	5	6	7
Name of village	Serial No.	Year in which the record was prepared	Description of record	Date of filing in the tahsil office for destruction or otherwise and the Office Kanungo's signature	Signature of Patwari responsible for the custody of the records	Remarks

- Note: 1. In column 4 the documents of the standing record should be entered first and afterwards the annual records in the order in which they are prepared during a year. Where any record consists of more than one volume this should be stated.
2. When any record is filed in the tahsil the entries relating to it in columns 2 to 4 should be scored through.
3. Four blank sheets should be allotted for each village and four sheets should be left at the end of the register for the entries of papers which relate to the whole circle, such as diary of occurrences, diary of instructions, work-book, jantries, manuals etc.
4. The Patwari should sign his name (with date) in column 6 in April of each year, as evidence that the records entered in the register and not scored through are in his possession. The Field Kanungo should check the entries in the same month and sign in column 7 as proof that he has done so.
5. On transfer of charge, both the patwaris concerned should sign in column 6 in attestation of the fact that the one has handed over, and the other has received, all the records entered in the register and should date the entry.

Form P. V

Form of Postcard showing disease among livestock

The Veterinary Assistant of _____, tahsil _____, is hereby informed that contagious disease among _____ exists in village _____, tahsil _____, Disstt. _____. The name of the disease is _____ and upto the present _____, animals have died, and _____ animals are now affected.

Dated _____ 199

_____ Patwari,

Post Office _____,

_____ Circle

To

The Veterinary Assistant,
Incharge Veterinary Hospital _____
tahsil _____, district _____

Form P VI

**Report regarding epidemic disease among Livestock in the Villages in Circle _____
for the Fortnight ending _____ 19__.**

Name of district	Name of tahsil	Name of village	Name of disease	Number attacked in the fortnight, under report			Number died in the fortnight under Report			Remarks
				Horses	Cattle	Others	Horses	Cattle	Others	

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

Dated _____ 19

_____ Patwari

_____ Circle

To

The Veterinary Assistant,
Incharge Veterinary Hospital _____
Tahsil _____, District _____

Note: This form should also be submitted on the 1st day of every month to the Sardar Kunungo of the district after filling in figure for the proceeding month.

APPENDIX-D

(See para 3.86)

Additional Registers to be maintained by the Patwaris

The following additional registers shall be maintained by the patwaris:-

1. Register of tatimas of Govt. Land issued to various Govt./Semi-Govt. Departments and right holders for nautor etc. (Form P. VII)
2. Register of Nautor (sanctioned under H.P. Nautor Rules, 1968) and various schemes (Form P-VIII)
3. Register of Military and Civil pensioners (to be updated after one year)(Form P-IX)
4. Register of Serving Military Personnel (to be updated after one year) (Form P-X)
5. Register of Kisan Pass Books (Form P-XI)
6. Register of Registration Memorandum (Form P-XII)
7. Register of Partition (Form P-XIII)
8. Register of Ejectment (Form P-XIV)
9. Register of Houseless persons (Form P-XV)
10. Register of landless persons (Form P-XVI)
11. Register of Eligible persons (Form P-XVII)
12. Register of land vested in Govt. under the H.P. village Common Land Vesting and Utilization Act, 1974. (Form P XV)

13. Register of Surplus land vested in Govt, by the H.P. Ceiling on Land Holdings Act, 1972 (Form P-XIX)
14. Register of Transfer of land to non-agriculturist under section 118 of the H.P. Tenancy and Land Reforms Act, 1972 (Form P-XX)

Form of Registers The following forms are prescribed for each register.

Form P-VII

1. Register of Tatimas of Govt. land issued to various Govt/Semi Govt. Departments and Right holders for Nautor etc.

Sr. NO.	Name of the Department/ person to whom Tatima issued	Khasra No. with Area and date of issue with number of report of Roznamcha	Purpose for which Tatima was issued	Remarks
1.	2.	3.	4.	5.

Form P-VIII

2. Register of Nautor (Sanctioned under H.P. Nautor Land Rules 1968) and under Various Schemes)

Sr. No.	Name of the person with parentage	Khasra No. with Khata No.	Name of Estate.	Area	Tatima of the sanctioned land	Date of sanction	Purpose for which sanctioned	Report of Patwari about use of land	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Form P-IX

3. Register of Military and Civil Pensioners (to be updated after one year)

Sr. No.	Name of the Village	Name of Pensioner with parentage	Civil or Military	Pension received per month	Remarks
1.	2.	3.	4.	5.	6.

Form P-X

4. Register of Serving Military Personnels (to be updated after one year)

Sr. No.	Name of Estate	Name of the person serving in the Army	Designation	Khata Number	Land held by tenants of military personnels	Remarks
1.	2.	3.	4.	5.	6.	1.

Form P-XI**5. Register of Kisan Pass Books**

S. No.	Name of village	Name and parentage of the Kisan	Sl. No. of Kisan Pass Book	Date of preparation of the book	Date of delivery of the book	Signature of Kisan receiving the Pass Book	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

Form P-XII**6. Register of Registration Memorandum**

Sr. No.	Number of Deed.	Name of Village	Date of receipt of memorandum by the Field Kanungo from Tehsil Office	Date of despatch of memorandum to the Patwari	Date of entry in mutation register by the Patwari	Date of Field Kanungo's report returning the registration memorandum to the Tehsil Office	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

Form P-XIII**7. Register of Partition**

Sr. No.	Name of Estate	Name of Parties	Date of receipt of mode of partition	Date of completion of partition paper	Remarks
1.	2.	3.	4.	5.	6.

Form P-XIV**8. Register of Ejectment**

Sr. No.	Detail of warrant of ejectment	Date of issue from Tehsil Office	Date of receipt by F.K.	Date of Ejectment	Date of return of warrant by F.K. to Tehsil Office	In case of subsequent encroachment date of report by Patwari	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

Form P-XV

9. Register of Houseless persons

Sr. No.	Name of the Village	Name of person with parentage	Remarks
1.	2.	3.	4.

Form P-XVI

10. Register of Landless persons

Sr. No.	Name of the Village	Name of person with parentage	Remarks
1.	2.	3.	4.

Form P-XVII

11. Register of Eligible persons

Sr. No.	Name of the Village	Name of person with parentage	Land already held	Remarks
1.	2.	3.	4.	5.

Form P-XVIII

12. Register of land vested in the Govt. under the H.P. Village common land Vesting and Utilization, Act 1974

Sr. No.	Name of the Village	Total common land in the Estate	Land vested in the Govt.		Culturable land with area	Unculturable land with area	Allotment to landless		Allotment to eligible person		Remarks
			Kh. No.	Area			Kh. No.	Area	Kh. No.	Area	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

Form P-XIX

13. Register of Surplus land vested in the Govt. under the H.P. Ceiling on land Holding Act. 1972

Sr. No.	Name of the Village	Khasra No. vested in the Govt.	Area	Culturable land with area	Unculturable land with area	Khasra No. of allotable pool	Khasra No. of reserve pool	Allotment with area		Remarks
								To Landless	To Eligible person	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

79.

Appendix — E
(See Para 3.108)

Director Consolidation of Holdings, Himachal Pradesh/Deputy Commissioner/Settlement Officer
Detailed Marks Certificate

Departmental Examination of Patwaris, 19 ____

Name of Candidate _____

Father's Name _____

Detail of Marks

Sr. No.	Subject	Maximum Marks	Minimum Marks	Marks Obtained
1.	Mensuration & Settlement Manual	100	50	
2.	Consolidation of Holdings	100	50	
3.	Arithmetic	100	50	
4.	Viva Voce Examination in Patwari's Mensuration etc.	100	50	
5.	H.P Land Records Manual	100	50	
6.	H.P. Land Laws (with the aid of books)	100	50	
7.	Copying of Records	100	50	
8.	Election	100	50	
9.	Survey Work	100	50	
Total		900	450	

Note: 1. Failed in Subject(S) _____ and is required to reappear in subject(s) _____

2. Failed _____

3. Passed _____

Dated: _____

Prepared by _____

Checked by _____

Director,
Consolidation of Holdings, H.P./
Deputy Commissioner/Settlement Officer

Appendix — F
(See Para 3.108)

**Director Consolidation of Holdings, Himachal Pradesh/
Deputy Commissioner/Settlement Officer.**

CERTIFICATE

Certified that Shri _____ son/daughter of _____ has
passed the Patwari Examination held in _____ 19 .

The detail of marks obtained by him/her are as under:-

Sr. No.	Subject	Maximum Marks	Minimum Marks	Marks Obtained
1.	Mensuration & Settlement Manual	100	50	
2.	Consolidation of Holdings	100	50	
3.	Arithmetic	100	50	
4.	Viva Voce Examination in Patwari's Mensuration etc.	100	50	
5.	H.P Land Records Manual	100	50	
6.	H.P. Land Laws (with the aid of books)	100	50	
7.	Copying of Records	100	50	
8.	Election	100	50	
9.	Survey Work	100	50	
Total		900	450	

Dated: _____

Prepared by _____

Checked by _____

Director
Consolidation of Holdings, H.P./
Deputy Commissioner/Settlement Officer