

Chapter 29

TRAINING AND REFRESHER COURSES

"...What we need today most is an efficient administration which is alive to its social responsibilities and committed to values of democracy, secularism and social justice, to which the nation is committed.

We are living in a altogether changed circumstances after attainment of independence and unless our administrative machinery changes accordingly, we cannot live upto the expectations and aspirations of our people. Our administration must be in tune with the declared policy of democratic socialism and always in readiness to provide selfless service to the weaker sections of the society. Here lies the importance of training of our administrative personnel who can discharge their responsibilities in a better way, if properly trained in their job..."

Dr Y.S. Parmar,
Former Chief Minister,
Himachal Pradesh.

Introduction:

29.1. The role of the Govt. has recently undergone basic transformation. Form a tax collecting and law and order keeping agency, it has become an agency capable of regulating the entire economic and social process in the country. New functions of the Govt. call for increasing degree of specialisation, modern skills and techniques.

There is a need for a capable administration in the services to achieve the various functions of the modern Welfare State. The public services should have an adequate knowledge of the economic developments in the country and the State. These services should be equipped with modern changing technique and latest knowledge in public administration. Hence there is a dire necessity for training the public services in the latest modern management techniques, and tools from time to time. Training should receive considerable attention to make public services, both efficient and effective.

A public servant should change his outlook and adjust the methods of his working to the needs of new times. Therefore, training is not only necessary but is a continued process with a view to keep abreast with the changing techniques so as to ensure maximum efficiency in the public administration.

Besides, imparting pre-entry training to the various functionaries of the Revenue Administration, there is a great need to organise Refresher courses at District level on different subjects of Revenue matters right from patwari to District level officers. During the course of training and refresher courses, a climate for a free exchange of opinion and experience is created.

Hithertofore, no proper procedure was laid down for imparting pre-entry training and refresher courses to the various official/officers of the Revenue Department. To bring maximum efficiency in the Revenue Administration, it was felt necessary to lay down procedure to impart such training and to conduct refresher courses at District Headquarters.

Patwar Training of Patwari candidates

29.2. (a) Accepted patwari candidates shall undergo patwar training in the patwari school to be opened by the Collector (D.C.) or the Settlement Officer or Director, Consolidation of Holdings in accordance with the syllabus prescribed for patwaris in Himachal Pradesh Land Records Manual. The guide-lines and

curriculum of patwari schools prescribed therein shall be followed by the Head Instructor of the school. He shall impart Revenue Training to the trainees strictly in accordance with the instructions prescribed in Himachal Pradesh Land Records Manual and orders of the Govt. or Collector/Settlement Officer/Director, Consolidation of Holdings in this behalf from time to time.

The general control of Patwar school in Mohal lies with the District Collector and District Revenue Officer and in other cases with the respective Heads of the Departments.

(b) Notwithstanding anything contained in sub para 29 (a) above, if the State Govt. decides to open a Revenue Training Institute for the State, the Training programme and syllabus of Patwar Training as prescribed in Chapter No. 3 of H.P. Land Record Manual shall be followed in such Institute. The Deputy Director Training/Incharge of the Institute shall also follow the instructions of the Government issued in this behalf from time to time.

**Settlement
Training to Pat-
wari Mohal**

29.3. The Patwari Mohal shall be sent for one year Settlement Training immediately after appointment to the post of patwari as per instructions contained in H.P. Govt. letter No. Rev.I (A) 3-3/87, dated 21-7-89. The programme of settlement training shall be as follows:-

To Learn and prepare the following records:

1. Estate formation-one estate.
2. Preliminary attestation of an estate from previous records.
3. Use of previous records viz: Jamabandi, Shajra nasab and Khasra girdawari.
4. Preparation of Khatauni and Parcha Zimindari—100 each.
5. Entering of mutations = 50 of different types.

II. Survey Training:

1. Use of survey implements and demonstration of survey work.
2. Chandabandi, Hadbast and comprising of boundary line of one estate with all adjoining estates.
3. Survey of fields and use of ltha during measurement work of one estate of 1,000 Kh. Nos.
4. Inking of Mussavi, Ishtkharaj of an estate of 1000 Kh. Nos.
5. Takrao and preparation of record for final attestation—one estate of = 1000 Kh. Nos.

III. Preparation of following Settlement Records of an estate consisting of 100 Kh. Nos.

1. Shajra Nasab
2. Index Khasra Numbers
3. Writing of measurement jamabandi.
4. Naksha Kani Beshi

5. Fehrist Muafi and Pesnion
6. Naksha Riwayat Ab Pashi
7. Naksha Panchaki
8. Naksha Ban Sarkar
9. Khasra Girdawari
10. Wajib-ul-Arz
11. Fard Tafriq-Bach
12. Parcha Bahi
13. Aks Latha—1000 Kh. Nos.
14. Aks Momi—1000 KH. Nos.

**Settlement
Training to
Field Kanungo**

29.4. The field kanungos (Mohal) shall be given settlement training for a period of one year before getting Kanungo's Efficiency Certificate from the Director of Land Records. The programme of his training shall be the same as prescribed for mohal patwari but he will complete settlement training within a period of 9 months. Apart from this settlement training, he shall do final attestation of an estate as field kanungo for one month and work as settlement kanungo for 2 months.

**Training of 'A'
class Naib-Teh-
sildar Can-
didates**

29.5. Every class 'A' Naib-Tehsildar candidates shall be required to undergo training as prescribed under rule 12 (1) of H.P. Naib-Tehsildar Service Rules, 1973. Under this rule 'Every class 'A' candidate shall be required to undergo the following type of training before he is declared qualified:

- (a) undergo prescribed revenue training for one year as may be prescribed by the Divisional Commissioner and obtain a Kanungo's certificate of Efficiency from the Director of Land Records;
- (b) after receiving such training and obtaining such certificate, he shall discharge any other duties of the collectorate establishment which may be assigned to him by the Collector of the District or Settlement Collector. The discretion vested in such officers to assign these duties shall be so exercised as to give each candidate a training in those duties of Naib-Tehsildar of which he has no previous experience. During this period, he will also be given magisterial training for a period of two months;
- (c) to pass the prescribed Naib-Tehsildar's Departmental Examination within two years of his acceptance of the post;

"Provided that the Financial Commissioner may allow another chance to pass the Departmental Examination;

- (d) to satisfy the Collector that he can ride;"

**Training of 'B'
Class Naib-Teh-
sildar Can-
didates**

29.6. Under rule 12 (ii) of the *ibid* rules "Every class 'B' candidate is required to satisfy the requirement of clauses (C) and (d) of rule 12 (1) and in addition to undergo such revenue training as may be specially prescribed by the Divisional Commissioner in his case when he is accepted as such candidate under rule B".

Under rule 12 (III) "the Divisional Commissioner will prescribe the Settlement and Revenue training for class 'B' Naib-Tehsildar candidates. The candidate will so far as possible receive training in districts under Settlement. Only those candidates for whom room cannot be found in settlement, preferably in the areas under consolidation of holdings operation."

Revenue Training of 'A' class Naib-Tehsildar candidates

29.7. Every 'A' class Naib-Tehsildar candidate shall be required to undergo Revenue training in a district for a period of 1 year which shall be bifurcated as under:-

- | | | |
|-------|---|-----------|
| (i) | Revenue training as per programme to be drawn by the Collector as prescribed below: | 4 months |
| (ii) | Independent charge of Patwar circle | 2 months |
| (iii) | Independent charge as field kanungo | 2 months |
| (iv) | Independent charge as office kanungo | 1 month |
| (v) | Independent charge as Naib-Tehsildar | 1 month |
| (vi) | Attachment for case work, executive duties and miscellaneous work with Tehsildar | 1-2 month |
| (vii) | Attachment for case work and executive duties with S.D.M. | 15 days. |

Revenue training Programme

29.8. The Collector concerned shall chalk out Revenue training programme, which will include the following items:-

Capacity	Period	Training Programme
1	2	3
As Patwari	6 months	<ul style="list-style-type: none"> i) Preparation of jamabandi—one estate; ii) Writing of khasra girdawari—one estate; iii) Inspection of Girdawari 5 estates in a Patwar circle.; iv) Preparation of jinswar—one estate; v) Preparation and Amendment of Fard Bachh—2 estates; vi) Entry of mutations—100 of different types; vii) Completion of Lal Kitab = one estate; viii) Preparation of Electoral-rolls; ix) Any other work assigned by the Deputy Commissioner. (4 months); x) Independent charge of Patwari circle (2 months).
As Field Kanungo	2 months	Candidates shall deal with the following work as Field Kanungo:

Capacity	Period	Training Programme
1	2	3
As Office Kanungo	one month	<ul style="list-style-type: none"> i) Partition, encroachment, demarcation cases; ii) Delivery of possession; iii) Checking of Girdawari work; iv) Attestation of jamabandies. <p>Candidate will attest 200 mutations of various types and decide 5 revenue cases relating to correction, demarcation, partition etc.</p>
Attachment with Tehsildar	1 $\frac{1}{2}$ months	<p>Candidate shall learn about:</p> <ul style="list-style-type: none"> i) All types of Revenue cases and Revenue Court cases; ii) Revenue Accounts; iii) Registration work; iv) Stamp law; v) Emergency Relief work; vi) Treasury work; vii) General Administration and study of various office branches of Tehsil; viii) Recovery work; ix) Mutation work; x) All other revenue matters not mentioned above.
Attachment with S.D.M.	1/2 month	<p>Candidate will acquaint himself with the duties and functions of an Executive Magistrate required to be discharged in the maintenance of law and order and other allied functions under Cr. P.C.</p>

Revenue Training of 'B' class N.T. Candidates 29.9. Every 'B' class Naib-Tehsildar candidate shall be required to undergo Revenue Training for a period of 6 months as per training programme to be chalked out by the concerned Collector which shall invariably be the same as prescribed for 'A' class Naib-Tehsildar candidate but for duration of 6 months.

**Settlement
Training of 'A'
and 'B' class
Naib-Tehsildar
candidates**

29.10. Every 'A' & 'B' class Naib-Tehsildar candidate shall undergo settlement training for a period of six months. The programme of Settlement Training shall be the same as prescribed for Mohal patwari but for duration which will be 6 months. They shall prepare record of an estate consisting of 500 Kh. Nos. instead of 1000 Kh. Nos. Apart from the settlement training prescribed for Mohal patwaris, every candidate shall learn the following work after the fag end of his settlement training for two weeks:-

- i) Final Attestation work of an estate with Settlement Field Kanungo.
- ii) Final attestation of an estate with Settlement Naib-Tehsildar.
- iii) Acquaintance and knowledge of Forecast Report.
- iv) Knowledge of Assessment of land revenue and writing of Assessment Report.
- v) Acquaintance and knowledge of writing of Settlement Report.

**Training of 'A'
class Tehsildar
Candidate**

29.11. Under Rule 14 (1) of the H.P. Tehsildari Service Rules, 1973, "Every 'A' class Tehsildar candidate shall be required, before he is declared qualified:-

- a) to undergo the prescribed training for one year and obtain a Kanungo's Certificate of efficiency from the Director of Land Records, H.P. within two years of his acceptance;
- b) to serve as a Naib-Tehsildar with the approval of the Financial Commissioner for one year in an officiating capacity against a vacancy, after receiving training and obtaining certificate under clause (a);
- (c) to pass the Tehsildar's Departmental Examination within two years of acceptance as class 'A' candidate in accordance with the prescribed rules; and
- (d) to satisfy the Collector that he can ride a horse."

**Training of 'B'
class Tehsildar
candidates**

29.12. Under rule 14 (ii) of the ibid rule, "Every class 'B' candidate is required to satisfy the requirements of clauses (c) and (d) of sub-rule (1) of this rule and in addition to undergo such training as may be specially prescribed by the Financial Commissioner in his case when he is accepted as such candidate.

**Settlement
Training of 'A'
and 'B' class
Tehsildar can-
didates**

29.13. Every 'A' and 'B' class Tehsildar candidates shall be required to undergo 6 months settlement training. The settlement training programme shall be the same as prescribed for 'A' and 'B' class Naib-Tehsildar candidates.

**Revenue Train-
ing of 'A' and
'B' class Tehsil-
dar Candidates**

29.14. Every 'A' and 'B' class Tehsildar candidates shall be required to undergo one year and 6 months Revenue Training respectively as per training programme to be chalked out by the Collector which shall be the same as prescribed for 'A' and 'B' class Naib-Tehsildar candidates respectively.

Settlement Training to the Staff of Department of Consolidation of Holdings

**Settlement
Training of Con-
solidation
Patwaris**

29.15. Every consolidation patwari shall be sent for settlement training after appointment as patwari for a period of 6 months. The contents of settlement training shall be the same as prescribed for patwaris of Revenue Department but for duration. He shall prepare the record of an estate consisting of 500 Kh. Nos. instead of 1000 Kh. Nos. prescribed for Mohal patwaris.

Settlement Training of Kanungos of Consolidation Department

29.16. Every consolidation kanungo shall be imparted settlement training for a period of 6 months if he is not already settlement trained. The Director, Consolidation of Holdings shall chalk out the training programme every year in a phased manner and send kanungos according to seniority for settlement training in batches. The contents of the training shall be the same as prescribed for Kanungos of Revenue Department but for duration. He shall prepare record of an estate consisting of 500 Kh. Nos.

Settlement Training of Consolidation Officers and Assistant Consolidation Officers

29.17. The Consolidation Officers and Assistant Consolidation Officers who are promoted from amongst Assistants, Stenographers and Supdts., shall undergo settlement training, before posting for a period of 6 months. The contents of settlement training shall be the same as prescribed for 'B' class Tehsildar and Naib-Tehsildar candidates.

Issuance of Training Certificates

Settlement Training Certificate:

29.17 A The Settlement Officer shall issue certificate, after completion of the Settlement Training, to every trainee in the following form:-

1	2	3	4	5	6	7	8
Name of Candidate	Details of work done during training	Report of Patwari	Report of Settlement Kanungo	Report of Settlement Naib-Tehsildar	Report of Settlement Tehsildar	Remarks of Assistant Settlement Officer	Orders of Settlement Officer.

Revenue Training Certificate

29.17 B The Collector shall issue certificate, after completion of Revenue training to every trainee in the following form:-

1	2	3	4	5	6	7
Name of the Candidate	Details of work done during Training	Report of Patwari	Report of Field Kanungo	Report of Tehsildar	Remarks of District Revenue Officer/Sub-Divisional Officer (Civil)	Orders of Collector.

Training of HAS Officers in Himachal Pradesh Institute of Public Administration

29.18. The training to direct and promotee HAS Officer shall be imparted by H.P. Institute of Public Administration in accordance with the instructions issued by the Govt. from time to time. The training schedule of these officers shall be chalked out by the H.P. Institute of Public Administration as per Annexure 'A&B'. Apart from this, foundational course shall be conducted for HAS Officer with other gazetted officers.

Training of Direct IAS Officers

29.19. The direct IAS Officers who are allocated to the State, shall be given training by H.P. Institute of Public Administration as per training schedule at Annexure-C.

Refresher Course for Revenue Officer in H.P. Institute of Public Administration

29.20. The H.P. Institute of Public Administration will organise Refresher Courses for HAS, District Revenue Officers, Tehsildars, Naib-Tehsildars, Patwaris and Kanungos in accordance with the contents prescribed by the Institute at such intervals and for such duration as the Institute may prescribe from time to time.

Refresher Courses at District Headquarters

ADCs and ADMs to be the District Training Co-ordinators

29.21. All the ADMs in all the Districts (except L/Spiti and Kinnaur) and ADC Shimla and Kangra are the District Training Co-ordinators appointed by the H.P. Institute of Public Administration.

The Deputy Commissioner shall organise Refresher Courses after every quarter at District Headquarter to various revenue functionaries on various subjects mentioned below in consultation with the District Training Co-ordinators.

Refresher Courses for Patwaris and Kanungo

29.22. The contents of Refresher course for patwaris and Kanungos will be as follows:-

- i) Importance, up-dation and maintenance of Land Records;
- ii) Preparation of jamabandi, khasra Girdawari, Tatima Shajra, partition papers-
- iii) Agricultural, Cattle and Human Censuses.
- iv) All types of Agricultural Statistics and returns.
- v) Law of Mutations.
- vi) Various Acts relating to revenue matters like H.P. Land Revenue Act and Rules, H.P. Tenancy and Land Reforms Act and Rules; H.P. Village Common Lands Vesting and Utilization Act and rules, Ceiling on Land Holdings Act etc.
- vii) H.P. Land Laws.
- viii) Relevant chapters of H.P. Land Records Manual, Settlement Manual and Land Administration Manual.
- ix) Important standing orders of H.P. Financial Commissioner (Revenue)
- x) Leave Rules, Conduct Rules, TA Rules, LTC Rules, GPF Rules and Pension Rules etc.
- xi) Preparation of Electoral Rolls of Vidhan Sabha/Panchayat.
- xii) Public Dealing, motivation, courtesy and role of patwaris and Kanungos in maintenance of land Records.
- xiii) Any other Revenue matter which may be deemed necessary by the Deputy Commissioner or Training Co-ordinator.

Duration

29.23. The duration of course shall be one week/two weeks which will be decided by the Deputy Commissioner or by District Training Co-ordinator.

- Refresher Courses for HAS Officers, DROs, Tehsildars and Naib-Tehsildars** **29.24.** The course contents for HAS Officers, District Revenue Officers, Tehsildars and Naib-Tehsildars shall be as follows:-
- (i) Cr. P.C. CPC, IPC, Indian Evidence Act, H.P. Land Records Manual, Land Administration Manual, Settlement Manual, various Standing Orders of FC (Rev), H.P. Land Code and any other Revenue matter which may be deemed necessary by the Deputy commissioner/District Training Co-ordinator.
- (ii) Leave Rules, Conduct Rules, TA Rules, LTC Rules, GPF Rules, Pension Rules and Financial Rules etc.
- Duration** **29.25.** The duration shall be one week/two weeks, which will be decided by Deputy Commissioner/District Training Co-ordinator.
- Refresher Courses for Settlement and Consolidation of Holdings Department** **29.26.** The Director, Consolidation of Holdings, H.P. Land Settlement Officers shall arrange the Refresher courses through District Training Co-ordinators after every quarter for patwaris, Kanungos, Assistant Consolidation Officers, Consolidation Officers and Settlement Tehsildars and Settlement Naib-Tehsildars. The contents of the Refresher Courses will be the same as prescribed for Revenue Patwaris, Kanungos and other Revenue Officers of the District.
- Refresher Courses for Patwaris and Kanungos to be conducted by the Director of Land Records.** **29.27.** The Director Land Records shall organise Refresher courses through District Training Co-ordinators for Patwaris and Kanungos in each District at Distt. Headquarters after every 6 months. The courses contents for patwaris and Kanungos will be the same as prescribed for Refresher Course conducted by the Deputy Commissioners.
- Refresher courses for District Revenue Officers, Tehsildars and Naib-Tehsildars to be conducted by the Director of Land Records** **29.28.** The Director of Land Records shall organise Refresher Courses in any district for District Revenue Officers, Teshildars and Naib-Tehsildars of the District on Revenue matters through District Training Co-ordinators after every 6 months at District headquarters. The contents for Refresher Courses will be the same as prescribed for such courses by the Deputy Commissioner.
- Progress Reports of Refresher Courses to be sent to Director of Land Records and Financial Commissioner (Revenue) by the Deputy Commissioners** **29.29.** The Deputy Commissioners/District Training Co-ordinators shall submit the progress reports of all the Refresher Courses conducted by them in the District after every quarter to Director of Land Records and Financial Commissioner (Rev.) in the following proforma:-

Sr. No.	Name of Distt.	Name of course	Duration	Contents of course	Date of Commencement of the course	Date of completion of the course	Remarks
1	2	3	4	5	6	7	8

A copy of daily programme of the course shall be sent by the Deputy Commissioner/District Training Co-ordinators to Director of Land Records for record.

Progress Reports of Refresher Courses conducted by the Deputy Commissioners and Director of Land Records to the Financial Commissioner (Revenue)

29.30. The Director of Land Records shall submit the progress reports of all the Refresher Courses conducted by the Deputy commissioners and Director of Land Records to the Financial Commissioner (Rev.) after every quarter. He will also reflect the Refresher courses conducted in the Annual Administration Report and Annual Report of the Department of Land Records.

Settlement/Revenue Training to Technical Assistants and Statistical Assistants of Revenue Department

29.31. Technical Assistants/Statistical Assistants of Revenue Department may be imparted preliminary revenue and settlement training to acquaint themselves with revenue/settlement work for a period of two months in phased manner. The training programme shall be chalked out by the Director of Land Records.

**Training Schedule for Professional Course of Directly Recruited Officers to
Himachal Pradesh Administrative Service.**

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4
I.	Professional Training at HIPA.	9-Weeks	<p>I. Revenue Law and Procedure</p> <ol style="list-style-type: none"> 1. The Himachal Pradesh Land Revenue Act, 1954. 2. The Himachal Pradesh Tenancy and Land Reforms Act. 3. The Himachal Pradesh Consolidation of Holdings Act, 1971. 4. The Himachal Pradesh Court Fee Act, 1968. 5. The Indian Stamp Act, 1899. 6. The Himachal Pradesh Sales Tax Act, 1968. 7. The Himachal Pradesh Entertainment Tax, 1968. 8. The Indian Registration Himachal Pradesh (Amendment) Act, 1968. 9. The Redemption of Mortgages Act, 1971. 10. Revenue Cases. 11. Minor Revenue Acts and Manuals as applicable in Himachal Pradesh. 12. Survey and Settlement Operations. 13. Maintenance of Land Record. 14. Land Revenue. 15. Collection of Land Revenue. 16. Various recoveries—Role of Revenue Officials. 17. Supervision and Control Land Reforms. 18. H.P. Acquisition & Requisition Immovable

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Professional Training at HIPA Contd.

Property Ordinance Act, 1987.

19. Land Ceiling.
20. Consolidation of Holdings. A-Critical evaluation.
21. Land Acquisition Principles and Procedure.
22. Payment of Compensation.

II. Criminal Law and Procedure

1. Indian Penal Code.
2. Criminal Procedure Code.
3. Indian Evidence Act.
4. The Arms Act, 1959.
5. The Police Act, 1891.
6. The Indian Forest Act.
7. The Motor Vehicles Act.
8. The Punjab Excise Act.
9. The Prevention of Corruption Act, 1947.
10. The Probation of first Offenders Act, 1958.
11. The Indian Explosive substance Act, 1884.
12. The Arms Rules, 1962.
13. The Punjab Jail Manual.
14. The Punjab Police Rules.
15. The H.P. High Court Rules and Orders.
16. The H.P. Probation of Offenders Rules, 1961.
17. The Rules framed by the Himachal Pradesh Govt. under Indian Forests Act, 1927.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Professional Training at HIPA Contd.

18. The Punjab Excise Manual.

19. Criminal Cases.

III. General Administration

1. Working of different offices in the district including Treasury, Revenue and Development Organisations.

2. Role of Deputy Commissioner and Sub-Divisional Officers as Co-ordinator at District and Sub-Divisional Level.

3. Evolution Organisation Functions.

4. Control and Supervision of Urban Local Bodies.

5. Administrative Aspects of Procurement and Distribution of Food-Grains and other essential commodities.

6. Police Organisation in the district—Magistracy and the Police-Civil disturbance—Preventive measures, use of force, Causes of breach of peace, Control of Crowd, Group and mob.

7. Jail Administration.

8. Military aid to civil authority,

9. Armed forced Deployment of Civil Duties Act.

10. Election Laws—Election Machinery Process and Procedure, Role of District/Sub-Divisional Officers.

11. Nature and types of natural calamities with special reference to H.P. Preventive measures and standing arrangements, rescue, relief and rehabilitation operation role of district/Sub-Divisional Authorities.

12. Office Supervision.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Professional Training at HIPA Contd.

[Faint, illegible text describing training details, possibly including dates and locations.]

II. Settlement Training

13 Weeks

[Faint, illegible text describing the settlement training program.]

13. Handling of Court work.
14. Inspections, touring, meetings and Conferences.
15. Relation with subordinates, superiors, public and press.
16. Civil Defence/Disaster Mgt.

IV. Rural Development Panchayati Raj and Other Development Programmes

1. Organisational pattern of Rural Development, impact on the socio-Economic conditions of the people, problems, promise, performance.
2. Panchayati Raj Institutions at villages, Block and District level—Relationship, resources and functions.
3. Role of D.C., Sub-Divisional Officers under H.P. Panchayati Raj Act.
4. Schemes under Agriculture, Horticulture, Animal Husbandry, Cooperation, Public Health & Industries.

V. Motor Driving, Horse riding, Musketry and Target Shooting

I. To learn preparation of following Records

1. Estate information 1 village, 1 day.
2. Preliminary attestation from previous records—1 village.
3. Use of previous record Viz. Jamabandi, Shajra Nasab and Khasra Girdawari—2 days.
4. Preparation of Khatauni and parcha Zamin-dari—50 each—2 days.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Settlement Training Contd.

5. Entering of mutations = 20 of different types—2 days.

II. Survey Training

1. Use of Survey implements and demonstration of survey work.
2. Chandabandi, hadbast and comparison of boundary line of = 1 village with all adjoining village—6 days.
3. Survey of fields and use of Latha during measurement work 100 Kh. Nos.—30 days.
4. Inking of Mussavi, Istkharaj = 200 Kh. Nos.—4 days.
5. Takrao and preparation of record for final attestation = 1 village 200 Kh. Nos. 4 days.

III. Preparation of Records

1. Shajra Nasab = 200 Ghuri—1 day.
2. Index Khasra Numbers 200 Kh. Nos—1 day.
3. Writing of Jamabandi 25 Khataunis of a village—4 days.
4. Naksha Kami Beshi.
5. Fehrist Muafi and Pesnion.
6. Naksha Riwayat Abpashi.
7. Naksha Panchaki—2 days.
8. Nakasha Ban Sarkar.
9. Khasra Girdawari = 200 Kh. Nos—4 days.
10. Wajib-ul-Arz = 1 village—1 day.
11. Fard Tafriq-Bach = 1 village—2 days.
12. Parcha bahi = 10 Nos.—1 day.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Settlement Training Contd.

III	Mountaineering Training	1 $\frac{1}{2}$ weeks
IV	District Attachment	7 Weeks

13. Aksh Latha and Momi = 200 Kh. Nos. each—4 days.

IV. Final Attestation Work of a Village with Field Kanungo—2 days

V. Final Attestation of a village with the Settlement Naib-Tehsildar-including attestation—3 days

VI. Assessment and writing of Assessment Report—5 days

VII. Acquaintance and Knowledge of writing of Settlement Report and Forecast Report 2 days

Mountaineering Training at Manali

I. Attachment of various branches of Deputy-Commissioner's Office-2 Weeks

1. ASR Branch-2 days.
2. WBN Branch-2 days.
3. Sadar Kanungo Branch-2 days.
4. Licensing & Registration Branch-1 day.
5. Record Rooms-1 day.
6. Copying Agency-1 day.
7. Nazarat Branch-1 day.
8. Development Branch-1 day.
9. Estt. Branch-1 day.

II. Study of the working of the SP's Office and one police Station-4 Week.

III. Study of the working of the Project Officer, DRDA Office-1 Week.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

District Attachment Contd.

IV. Distt. & Sessions Judge-1 Week.

V. Attachment with various Development Departments-2 Weeks.

1. Distt. Horticulture Officer-2 days.
2. Distt. Agriculture Officer-2 days.
3. Distt. Food & Supply Controller-1 day.
4. Distt. Industry Officer-1 day.
5. Distt. Coop. & Supplies Officer-1 day.
6. Divisional Forest Officer-2 days.
7. Public Work Deptt.-1 day.
8. Irrigation & Public Health Deptt.-1 day.
9. Land Acquisition Officer-1 day.

V. Block Attachment 3 Weeks

I. Attachment with Block Development Officer of any Block in the District

1. Execution of various schemes and projects under IRD & RD programmes.
2. Grant of Various Loans.
3. Inspection of Field Offices.
4. Touring with the BDO.

VI. Attachment with Patwaris of a Remote Village of the District $2\frac{1}{2}$ Weeks

1. Entering of mutations of various types.
2. Writing of Fard Bach and Dhal Bach of 1 village.
3. Preparation of encroachment files.
4. Preparation of Partition Papers 1 village.
5. Filling up of Lal Kitab 1 village.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Attachment with Patwaris Contd.

6. To carry of Girdawari of 200 Khasras.
7. Preparation of Jinswar 1 village.
8. Amendment of Latha 10 Khasra Numbers.
9. Preparation of Khaka Dasti of Patwar Circle.

VII. Attachment with Kanungo 1 Week

1. Comparison of Mutations—20 mutations.
2. Checking of a Patwaris work during routine visit to a Patwari circle.
3. Checking of Girdawari/Jinswar.
4. Checking of Tatima on the spot.
5. Checking of Amal Dramad Intkalat.
6. To learn and carry out demarcation with Kanungo.

VIII. Tehsil Training 3 Weeks

- I. Attachment with Tehsildar/Naib-Tehsildar**
1. To learn about duties of Tehsildar/Naib-Tehsildar.
2. Checking of Jamabandi.
3. Attestation of mutations.
4. Preliminary checking of Jamabandi.
5. Writing of Mock Order-Correction of Revenue entries Demarcation, Partition, Encroachment, Nautor/Allotment Registration work, Bank Recovery cases, under Land Reforms Act.

IX. Sub-Divisional Headquarters 4 Weeks

Attachment with Sub-Divisional Magistrate

1. To decide mock cases under section 107, 110, 144, 145, 147, 133 Cr. P.C. as Executive Magistrate-1 case each.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Sub-Divisional Headquarters Contd.

2. Cases under Redemption of Mortgages Act-1 case.
3. Case under Road side Land Control Act-1 case.
4. To decide Revenue Appeals under H.P. Land Revenue Act-5 cases.
5. To write an Award Land Acquisition Act-2 cases.
6. Ceiling case under H.P. Ceiling on land Holdings Act-1 case.
7. To learn handling of Law and Orders and Co-ordinaton work at Sub-Divisional Level.
8. To work as Registering and Licensing Authority.
9. To learn about Election work.

Annexure 'B' (See Para 29.18)

**Training Schedule for Condensed Professional Course of Promotee Officers to
Himachal Pradesh Administrative Service**

Duration—6 Months

Sl. No.	Name of Training	Duration	Course Contents
1.	2.	3.	4.
1.	Professional Training at HIPA.	3 Months	<p>I. Public Administration</p> <ol style="list-style-type: none"> 1. Principles of Public Administration. 2. Management in Admn. (Supervision, Communication, Co-ordination, Delegation & Decentralization). 3. Modern Aids to Admn. OCM, Work-Study, PERT/CPM. 4. Public Relations—Behavioural Skills & Organisational Behavioural Skills. 5. Staff Association—Staff Welfare. 6. Grievances-Management. 7. Human Factors in Admn. 8. Leadership Styles. 9. Transactional Analysis. <p>II. Constitution of India</p> <ol style="list-style-type: none"> 1. Basic features of Constitution of India. 2. Directive principles of State policy and concept of the Welfare State. 3. Fundamental Rights and Duties. 4. Centre-State Relations. 5. Position of President/Prime Minister under the Constitution. 6. Reservation in Services and Constitutional Safeguards for Services.

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Professional Training at HIPA Contd.

III. Management

1. General management Techniques.
2. Management Techniques.
3. Career Planning.
4. Performance Appraisal.
5. Human Resource Development.

IV. Financial Administration and Rules

1. Theory and Practice of Public Finance.
2. Financial System of the Union and the State Government.
3. Finance Commission and Grant-in-Aids.
4. Parliamentary Financial Control.
5. Budgetary System of India.
6. Pre-Budget Scrutiny and Budget preparation.
7. Performance Budgeting & Zero based Budgeting.
8. Pay Fixation and Pension Rules.
9. TA/GPF and Leave Rules.
10. Conduct Rules, Civil Service Conduct Rules (CCA) Rules

V. Planning and Rural Development

1. Planning process in developing countries, Centre, State, District and Microlevel Machinery for Planning.
2. Five-Year Plans, Approach, Basic Minimum Needs.

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Professional Training at HIPA Contd.

- 3. Plan Implementation and Evaluation Resource for Plan priorities.
 - 4. Critical Appraisal of Plans.
 - 5. Plans of Himachal Pradesh.
 - 6. Industrialization in H.P.
 - 7. Organisational pattern of rural Development, Impact on the Socio-Economic conditions of the people, problems, promise, performance.
 - 8. Panchayati Raj Institutions at Villages, Block and District Level—Relationship, resources and functions.
 - 9. Role of Deputy Commissioner, Sub-Divisional Officer under Himachal Pradesh Panchayati Raj Act.
 - 10. Schemes under Agriculture, Horticulture, Animal Husbandry, Co-operation, Public Health.
 - 11. 20-point Economic Programme (old and new).
 - 12. Family Planning and Health Promotion Schemes in Himachal Pradesh.
 - 13. Dynamics of Rural Development.
 - 14. Extension Approach.
- VI. General Administration**
- 1. Administrative Aspects of Procurement and Distribution of Food Grains and other Essential Commodities.
 - 2. Police organisation in the District Magistracy and the police-civil disturbance—preventive measures, Use of forces, Causes of breach of peace, Control of crowd, Group and Mob, Control of Terrorist Activities.

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Professional Training at HIPA Contd.

3. Jail Administration.
4. Military Aid to Civil Authority and Armed forced development of Civil Duties Act.
5. Nature and types of Natural calamities with special reference to Himachal Pradesh—preventive measures and standing arrangements, rescue, relief and rehabilitation Operation—Role of District/Sub-Divisional Authorities.
6. Inspections, touring, meetings and conferences.
7. Relation with subordinates, superiors, Public and Press.
8. Civil Defence and disaster management.
9. Control and supervision of Urban Local bodies.
10. Office management (Noting and drafting and record management).

VII. Revenue Law and Procedure

1. The Himachal Pradesh Land Revenue Act, 1954.
2. The Himachal Pradesh Tenancy and Land Reforms Act.
3. The H.P. Consolidation of Holdings Act, 1971.
4. The Land Acquisition Act, 1894.
5. The Court Fee Act, 1894.
6. The Indian Stamp Act, 1899.
7. The Indian Registration Act, 1968 as applicable in Himachal Pradesh.
8. Redemption of Mortgages Act, 1971.

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Professional Training at HIPA Contd.

9. Minor Revenue Acts and Manual as applicable in Himachal Pradesh.
10. Survey and Settlement Operations.
11. Maintenance of Land Record.
12. Collection of Land Revenue.
13. Various Recoveries—Role of Revenue Officials.
14. Supervision and Control—Land Reforms.
15. Abolition of Intermediaries.
16. Land Ceiling.
17. Consolidation of Holdings—A critical evaluation.
18. Payment of Compensation.
19. Revenue Cases—Exercises.
20. Requisition of Immovable Property Ordinance.

VIII. Criminal Law and Procedure

1. Indian Penal Code.
2. Criminal Procedure Code.
3. Indian Evidence Act.
4. The Arms Act, 1959.
5. The Police Act, 1891.
6. The Indian Forest Act.
7. The Motor Vehicles Act.
8. The Probation of Offenders Act, 1958.
9. The Indian Explosive Substance Act, 1884.

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Professional Training at HIPA Contd.

			<ul style="list-style-type: none"> 10. The Arms Rules, 1962. 11. The Punjab jail Manual. 12. The Punjab Police Rules. 13. The H.P. High Court Rules and Orders. 14. The H.P. Probation of Offenders Rules, 1961. 15. The Rules framed by Himachal Pradesh Government under Indian Forest Act, 1927. 16. Election Laws for holdings elections—Election Machinery process and procedure, Role of District/Sub-Divisional Officers. 17. Offences against Public Tranquility. 18. Contempt of Lawful Authority of Public Servants—False evidence and offences relating thereto. 19. General Clauses Act. 20. Indian Contract Act. 21. Administrative Law. 22. Writs. 23. Village Petroling Act. IX. Motor Driving, Horse Riding & Target shooting
1.	Settlement Training	3 Months	<ul style="list-style-type: none"> I. To learn Preparation of following Record 1. Estate formation—1 village-1 day. 2. Preliminary attestation from various records—1 village-2 days. 3. Use of previous record viz. Jamabandi, Shajra nasab and Khasra Girdawari-2 days. 4. Preparation of Khatauni and Parcha

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Settlement Training. Contd.

Jamabandi—50 each-2 days.

5. Entering of Mutations—29 of different types-2 days.

II. Survey Training

1. Use of Survey implements and demonstration of survey work-6 days.
2. Chandabandi, hadbast and comparison of boundary line of 1 village with all adjoining village-6 days.
3. Survey of fields and use of Latha during measurement work—100 Khasra Nos.-30 days
4. Inking of Mussavi, Ishtkharg = 200 Khasra Numbers-4 days.
5. Takrao and preparation of record for final attestation = 1 village 200 khasra Numbers-4 days.

III. Preparation of Records

1. Shajra Nasab = 200 Ghuri-1 day.
2. Index Khasra Numbers—200 Khasra Numbers-1 day.
3. Writing of Jamabandi—25 Khataunis of a village-4 days.
4. Naksha Kami Beshi.
5. Fehrist Muafi and Pension-2 days.
6. Naksha Panchaki.
7. Naksha abpashi Riwayat.
8. Naksha ban Sarkar.
9. Khasra Girdawari—200 Khasra Numbers-4 days.

Sr. No.	Name of Training	Duration	Course Contents
1	2	3	4

Settlement Training Contd.

- 10. **Wajib-ul-Arz = 1 village-1 day.**
- 11. **Fard-Tafriq-Bach = 1 village-2 days.**
- 12. **Parcha Bahi = 10 Nos.-1 day.**
- 13. **Aksh Latha and Morni = 200 Khasra Number each-4 days.**
- IV. Final Attestation Work of a Village with Field Kanungo-2 days.**
- V. Final Attestation of a Village with the Settlement-Naib-Tehsildar including Attestation-3 days.**
- VI. Assessment and Writing of Assessment Report-5 days.**
- VII. Acquaintance and Knowledge of Writing of Settlement Report and Forecast Report.2 days.**

Annexure 'C' (See Para 29.19)

Training Schedule of IAS Officers

Sl. No.	Name of Training/Attachment	Duration	Assignments
1.	2.	3.	4.
1.	Institutional Training at HIPA.	4 Weeks	<p>I. Historical Background of H.P.</p> <p>II. Revenue Law and Procedure</p> <ol style="list-style-type: none"> 1. The H.P. Land Revenue Act, 1954 and Rules framed there-under. 2. The Himachal Pradesh Tenancy and Land Reforms Act, 1972 and Rules framed there-under. 3. The Himachal Pradesh Ceiling on Land Holdings Act, 1972 and Rules framed there-under. <p>III. Minor Revenue Acts and Manuals</p> <p>A. Acts</p> <ol style="list-style-type: none"> 1. The Himachal Pradesh Consolidation of Holdings Act, 1971. 2. The Himachal Pradesh Requisitioning and Acquisition of Immovable Property Act. 3. The Land Acquisition Act. 4. The H.P. Court Fees Act, 1968. 5. The Indian Stamp Tax Act, 1968. 6. The H.P. Sales Tax Act, 1968. 7. The H.P. Entertainment Tax Act, 1968. 8. The Indian Registration Act, 1968. 9. The Redemption of Mortgage Act, 1974. 10. The H.P. Village Common Land Vestings and Utilization Act, 1974. 11. The H.P. Land Revenue (Surcharge) Act, 1974.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Institutional Training at HIPA Contd.

12. The H.P. Urban Immovable Property Tax Act, 1968.
 13. The H.P. Holdings (Consolidation and Prevention of Fragmentation) Act, 1971.
 14. The H.P. Agriculture Credit Operations and Miscellaneous Provisions (Banks) Act, 1972.
 15. The H.P. Land Holdings Tax Act, 1972.
 16. The H.P. Utilisation of Surplus Area Scheme, 1972.
 17. The H.P. Public Premises and Land (Eviction and Rent Recovery) Act, 1971.
 18. Grant of Nautor to Landless and Eligible Persons Scheme, 1975.
 19. The H.P. Village Common Land (Vesting and Utilisation) Scheme, 1975.
- B. Manuals and Rules**
1. The H.P. Nautor Land Rules, 1968.
 2. The Punjab Settlement Manual.
 3. The H.P. Land Records Manual.
 4. Land Administration Manual.
 5. H.P. Court Fee Rules.
 6. H.P. Consolidation of Holdings Rules.
 7. The H.P. Village Common Lands Vesting and Utilisation Rules, 1974.
 8. Standing orders of Financial Commissioner.
- IV. Criminal Law and Procedure**
1. Criminal Procedure Code & Case Law.
 2. Minor Criminal Acts.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Institutional Training at HIPA Contd.

II.	District Attachment	19 Weeks	<p>3. Police Acts and Rules.</p> <p>4. Excise Acts and Manuals.</p> <p>V. Financial and Service Rules</p> <p>1. Fundamental/Supplementary Rules.</p> <p>2. TA/LTC Rules.</p> <p>3. G.P.F. Rules.</p> <p>4. Conduct Rules.</p> <p>VI. Development Administration</p> <p>1. Rural Development Programme.</p> <p>2. Social Forestry and Forest Acts/Rules.</p> <p>3. Himachal Pradesh Statistical Background.</p> <p>VII. Motor Mechanism (Theory)</p> <p>VIII. Calling upon senior Officer of the State Government</p> <p>I. Attachment with branches of Deputy Commissioner Office-4 Weeks</p> <p>1. Establishment/Accounts Branch-1 day.</p> <p>i) Posting and Transfers of NGO's.</p> <p>ii) Pension/Increment/E. Bar/GPF Rules.</p> <p>iii) Recruitment of class-III and IV.</p> <p>iv) Pay/TA/Contg/LTC Claims.</p> <p>v) Income tax.</p> <p>vi) Budget Preparation.</p> <p>2. Head Clerk Branch.</p> <p>i) All matters pertaining to the Branch-1 day.</p> <p>3. Sadar Kanungo Branch-4 days.</p> <p>i) Land Records.</p> <p>ii) Recruitment of Patwaris/Kanungos.</p> <p>iii) Mutation cases.</p>
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Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

District Attachment Contd.

- iv) Current prices, crop-report and rainfall reports.
- v) Assessment-Settlement cases.

4. District Revenue Accounts Branch 4 days

- i) Revenue Accounts.
- ii) Acquisition and Requisition of Land.
- iii) Recovery of Land Revenue etc.
- iv) Reconciliation of Accounts, and submission of Returns.
- v) General Supervision over the accounts of Tehsil.
- vi) Budget preparation.

5. Peshi Branch-2 days.

To know the function of Peshi Branch and to handle case file.

6. Nazarat Branch-2 days.

- i) Powers of D.C. being the Head of Office and duties of DDO.
- ii) Purchases of Store/Stationery articles-write off etc.
- iii) Maintenance of various Accounts.
- iv) Upkeep of Malkhanas.

7. Election Branch

- i) To study the working of the Distt. Election Office and to further study the functions of RO/ERO-1 day.

8. Development Branch

- i) Study of various schemes including 20-point programme-4 days.
- ii) Loans and Advances under LIGH/MIGH and under other Development Schemes.

9. Arms/Motor Licence Branch

- i) To Study the Working of the branch and issue of Arms/Motor vehicles licences including registration of vehicles-2 days.
- ii) Grant of Licence to Petrol Pumps/Arms

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

District Attachment Contd.

dealers Procedure.

10. Record Rooms

To Study the working of General/Revenue Record Rooms-1 day.

11. Copying Agency-1 day.

To study the working of the Agency—preparation of documents, checking, supplying of copies and levy of copying fee.

12. Confidential & Complaint Branch.

To study the working of Confidential/Complain Branch.

II. Attachment with Various District level Officers-3 Weeks.

1. Superintendent of Police-2 days.

2. Distt. Food Supplies Controller-2 days.

3. Distt Agriculture Officer-1 day.

4. Distt. Horticulture Officer-2 days.

5. Divisional Forest Officer-1 day.

6. Executive Engineer H.P. PWD-1 day.

7. Treasury Officer-1 day.

8. Distt. Panchayat Officer-1 day.

9. Municipal Committee/NAC-1 day.

10. Lead Bank of the Distt.-1 day.

11. Distt. Rural Dev. Agency-3 days.

12. Distt. Animal Husbandry Officer-1 day.

13. Distt. Industries Officer/General Managers-1 day.

Sr. No.	Name of Training/Attachment	Duration	Assignmets
1	2	3	4

District Attachment Contd.

III. Misc. Attachment-11 Weeks.

- i) Carrying out physical verification of Double lock of Distt./Sub. Treasury-2 days.
- ii) Inspections of Arms/Dealers/Fair Prices/Cinemas/Petrol Pumps/Magazines-3 days.
- iii) Carrying out internal/vertical inspections of subordinate offices/Branches of the D.C. Of- fice-3 days.
- iv) Conducting inquiries into major com- plaints/grievences/departmental in- quires/fact-finding inquiries-1 week.
- v) Working as Sector Magistrate for Control- ling Law and Order situations and for relief operations in case of natural calamities-3 days.
- vi) Magistrate on duty in Public meetings, processions and Melas/fairs-3 days.
- vii) Active involvement in various stages of Elections of Assembly/Parliament/Municipal Committee/Panchayats-2 days.
- viii) Independent formulation of one or more small projects for evaluation of ongoing/just concluded programmes/projects scheme-1 week.
- ix) Independently conducting simple inquests magisterial inquiries and fact-finding in- quires-3 days.
- x) Handling of selected cases of section 107, 133 and 145 Cr. P.C.-2 Weeks.
- xi) Handling Selected contested mutation/decla- ratory arrear of land Revenue-2 Weeks.
- xii) Participation in various important Commit- tees, Conferences/Meetings held at Distt./Sub-Divisional Headquarter, recording of minutes and follow up action, tour with

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

District Attachment Contd.

DC/ADM/ADC-1 Week.

- xiii) Handling of arrangements of VIP's-2 days.
- xiv) Attending special camps, drives and campaigns in a group of villages in the Block(s)-3 days.
- xv) Attachment with District and Session Judge/Senior Sub-Judge-1 Week.

III. Block Attachment 5 Weeks

1. Attachment with Block Development Officer of any Block in the Distt.

- 1. Execution of various schemes and Project under IRD&RD Programmes.
- 2. Grant of Various Loans.
- 3. Inspection of Field Officer.
- 4. Touring with the BDO.

IV. Attachment with Patwari of a Remote Village of the District 1 Week

- 1. Entering of Mutations of various types.
- 2. Writing of Fard Bach and Dhal Bach of 1 village.
- 3. Preparation of encroachment files.
- 4. Preparation of Partition Papers 1 village.
- 5. Filling up of Lal Kitab 1 village.
- 6. To carry out Girdawari of 200 Khasras.
- 7. Preparation of Jinswar 1 village.
- 8. Amendment of Latha 10 Khasra Nos.
- 9. Preparation of Khaka Dasti of Patwar Circle.

V. Attachment with Kanungo 1 Week

- 1. Comparison of Mutations 20 Mutations.
- 2. Checking of a Patwaris work during routine visit to a Patwar circle.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4
	Attachment with Kanungo Contd.		
			<ol style="list-style-type: none"> 3. Checking of Girdawari/Jinswar. 4. Checking of Tatima on the spot. 5. Checking of Amal Dramad Intkalat. 6. To learn and carry out demarcation with Kanungo.
VI.	Mountaineering Training	1½ Weeks	Mountaineering Training at Manali.
VII.	Tehsil Attachment	2 Weeks	<ol style="list-style-type: none"> 1. To learn about duties of Tehsildar/Naib Tehsildar. 2. Checking of Jamabandi.
			Attestation of Mutations
			<ol style="list-style-type: none"> 1. Preliminary checking of Jamabandi. 2. Writing of Mock Order—Correction partition.
			Encroachment, Nautor/Allotment, Registration work, Bank Record cases, under Land Reforms Act.
VIII.	Sub-Divisional Headquarters	4 Weeks	<ol style="list-style-type: none"> 1. To decide mock cases under section 107/150, 144, 145, 147, 133 Cr. P.C. as Executive Magistrate-1 case each. 2. Cases under Redemption of Mortgage Act-1 case. 3. Case under Road side Land Control Act 1 case. 4. To decide Revenue Appeals under H.P. Land Revenue Act 5 cases. 5. To write an Award Land Acquisition Act 2 cases. 6. Ceiling case under H.P. Ceiling on Land Holdings Act 1 case.

Sr. No.	Name of Training/Attachment	Duration	Assignments
1	2	3	4

Sub-Divisional Headquarters Contd.

IX. Settlement Training in Settlement Operation Area 13 Weeks

7. Allotment of Land to eligible and landless persons 1 case.
8. To learn handling of land and orders and coordination work at Sub-Divisional Level.
9. To work as Registering and Licensing Authority.
10. To learn about Election work.

I. Settlement Training

1. To learn preparation of following:-
 1. Estate formation—1 village 1-day.
 2. Preliminary attestation from previous record 1 village.
 3. use of previous record viz Jamabandi, Shajra Nasab and Khasra Girdawari-2 days.
 4. Preparation of Khatauni and Parcha Zamabandi—50 each-2 days.
 5. Entering of mutations—20 of different types-2 days.

II. Survey Training

1. Use of Survey implements and demonstration of survey work-6 days.
2. Chanda-bandi, Hadbast and comparison of boundary-line of—1 village with all adjoining village-6 days.
3. Survey of fields and use of Latha during measurement work 100 Kh. Nos.-30 days.
4. Inking of Mussavi, Istkharaj—200 Kh. Nos.-4 days.
5. Takrao and preparation of record for final attestation—1 village 200 Kh. Nos.-4 days.

Sr. No.	Name of Training/Attachment	Duration	Assignments	
1	2	3	4	
Settlement Training in Settlement Operation Area Contd.	III. Preparation of Records	1. Shajra nasab—200 Ghuri.	2. Index Khasra Numbers—200 Kh. Nos.-1 day.	
		3. Writing of Jamabandi—25 Khataunis of a village-4 days.	4. Naksha Kami Beshi.	
		5. Fehrist Muafi and Pesnion-2 days.	6. Naksha Riwayat Abpashi.	
		7. Naksha Panchaki.	8. Naksha Ban Sarkar.	
		9. Khasra Girdawari—200 Kh. Nos.-4 days.	10. Wajib-ul-Arz—1 village-1 day.	
		11. Fard Tafriq-Bachh—1 village-2 days.	12. Parcha Bahi—10 Nos.-1 day.	
		13. Aksh Latha and Momi—200 Kh. Nos. each-4 days.	IV. Final Attestation Work of a Village with Field Kanungo-3 days.	
		V. Final Attestation of a Village with the Settlement Naib-Tehsildar including Attestation-3 days.	VI. Assessment and Writing of Assessment Report-5 days.	
		VII. Acquaintance and Knowledge of writing of Settlement Report and Forecast Report-2 days.	Attachment with various branches of H.P. Secretariat/Directorates/Major Corporations.	
		X. Secretariat Attachment	1 week	
		XI. Report Writing at HIPA	1/2 week	