

Chapter 30

INSPECTION OF REVENUE RECORD

Part-A Touring generally and points to be noticed at rural inspections.

Necessity for the inspection of revenue records

30.1. Assistant Collectors or Collectors including Sub-Divisional Collectors should bear in mind the dependence of the revenue administration on the revenue records and should remember when testing the records that the purpose they are intended to serve is not merely statistical but is also subsidiary to a just and liberal revenue policy. Before an Assistant Collector or Collector/Sub-Divisional Collector go on tour he should enquire into the revenue history of the tract he is going to pass through. He should make a point of visiting villages whose circumstances are precarious, and villages in which suspensions or remissions of the land revenue demand have recently been made, and should forward to the Collector of District a note on the state of the crops and the resources of the revenue payers as far as he can gauge them from personal inspection. Such a note if carefully written will be of great assistance to the Collector in deciding what course to follow in the matter of recovering arrears or proposing remissions.

Chief Points to be noticed at the time of Village Inspection

30.2. In inspecting the condition of individual villages the chief points for notice are:-

- (1) The area cultivated at settlement and the present area, and the increase or decrease in the mortgaged or sold area, and the number of cattle. For this purpose statements I to IX of the village note-book should be examined.
- (2) The area which has borne a crop in the last three or four years. If recent crops have been bad, the results should be looked into holding by holding, so far as there is time. The result in four or five holdings carefully discussed with the Lambardar will give an insight into how things are going. It is not the land which pays the revenue but the crops; and the incidence of the revenue on the crops harvested should be considered and compared with the incidence of the revenue intended at the time of settlement.
- (3) Increase or decrease in canal or well irrigation.
- (4) Construction of taccavi works.
- (5) The introduction of improved seed and agricultural method, pitting and use of manure.

Responsibility for the maintenance of land records rests with the Collector and his Assistant

30.3. The responsibility for the maintenance of the land records rests with the Collector and under him with the District Revenue Officer or in a sub-division with the Sub-Divisional Officer but it is impossible for these officers by themselves to check the work of the subordinate staff adequately and the testing of the records should, therefore, be considered an essential part of the duties of every gazetted officer on the headquarters staff. Wherever possible, an Assistant Collector, 1st grade, should be placed in separate charge of a tehsil or part of a tehsil for the purpose of checking the land records particularly in districts where the records have fallen below the normal standard and the discipline of the staff has suffered. This should not affect the general responsibility of the District Revenue Officer or the Sub-Divisional Officer under the Collector, the object being to ensure a better checking of the records. Apart from this the

Tehsildar and the Naib-Tehsildar are required in the course of their cold weather touring to make a thorough inspection of the work of each Patwari and Kanungo in their respective circles (See Annexure-J). The primary duty of the superior officers deputed to supervise the land records is to test the supervision exercised by Tehsildar and Naib-Tehsildars over the work of Kanungos and Patwaris. The Tehsildar and Naib-Tehsildars will in their turn, test the supervision exercised by Field Kanungos over the work of Patwaris. Revenue Officers should check all the offices of Patwaris and Kanungos every year. Failure to comply these instructions shall be reported to the Commissioner and Financial Commissioner.

Tehsildars to keep Patwaris and Kanungos provided with Manuals.

30.4. Collectors must hold Tehsildars responsible that all Patwaris and Kanungos subordinate to them have in their possession complete editions of the Manuals which should be strongly bound together. Commissioner should notice any case in which a Tehsildar fails to keep his Patwaris and Kanungos supplied with these Manuals, or to see that they are properly preserved.

Part-B Testing the Work of Field Kanungos

Inspection of Field Kanungos

30.5. In addition to a careful inspection at each girdawari the work of each field Kanungo should be thoroughly tested at least once a year and if possible, more frequently. This test constitutes the principal duty connected with the land records which has to be performed during the touring season, as their accuracy depends ultimately upon the degree of efficiency attained by the Field Kanungo staff. If the number of circles for inspection in the jurisdiction of any inspecting officer is exceptionally large, he should, before the commencement of his tour, bring the matter to the notice of the Collector, who may be able to arrange for the inspection of some of the circles by another Assistant Collector, I grade.

Procedure for selecting Patwar circles to test the Kanungos Work

30.6. The inspection of a circle should always be preceded by a perusal of previous inspection report as well as of the latest report of the Sadar Kanungo, and the character-roll of the Field Kanungo should be consulted. This process may indicate the lines on which inspection is required, and will, in some cases, narrow the field of enquiry. The inspecting officer should then examine the register of patwari's work (para 2.42). The entries in columns 3-8 of this register give a fair idea, whether the patwaris are punctual or dilatory, and column 9 shows the value of their work as it appears to the Kanungo. From this register and from any other information at his disposal the inspecting officer should then select the Patwaris in whose circles he will test the Kanungo's work. The majority of the Patwaris chosen should be such whose work appears from the register to be fairly good, but at least one very good, and one very bad Patwari should be included. It is not advisable to tell the Kanungo long before hand of the Patwaris chosen, as this gives time for a second test of the papers, which may obscure the value of the original test. A convenient system is to tell the Kanungo in the afternoon what Patwaris will be seen on the following day.

It is not necessary as a rule to examine the papers in more than one village of a Patwari's circle. It may be desirable in some cases, where the first village chosen gives suspicious, but not definite results; but ordinarily it is better to make a thorough test of the work in one village, then to do a little in several villages.

How to Test Kanungos Supervision

30.7. The most effective way of testing the Kanungo's supervision is to do over again some of the work, which he claims to have done; officers should in addition check some untested work with a view to ascertaining the general standard of accuracy within the circle, and assuring themselves that the Kanungo's test has not been collusive, but representative as well as thorough. No fixed amount of test is prescribed. Sufficient entries must be checked in each principal record to enable a definite opinion to be formed of the value of the Kanungo's test of that record, and when a definite opinion has been formed on adequate grounds, it is useless to continue testing.

Drawing up of Report for submission to Collector.

30.8. As soon as the inspection is finished, the inspecting officer should draw up a report for submission to the Collector. A statement of some of the chief points to be considered at an inspection is contained in annexure-A to this Chapter. There is not usually time to examine all these points at one inspection, but the

report should invariably give figures showing exactly what work has been tested and what mistakes found and in any case it must contain a definite finding on each of the following questions:-

- (1) Is the Kanungo's touring systematic and adapted to the work to be supervised at different seasons? (para 2.40)
- (2) Has he done his best to prevent delay by patwaris in entering up mutations and has he reported any patwari who failed to carry out his instructions or to comply with these orders? (para 3.39 and para 2.32)
- (3) Has he checked the girdawari work of each patwari in his circle thoroughly and systematically?

(This will be ascertained at the girdawari inspections and the result noted there)

- (4) Has he complied with the instructions relating to the preparation or check by him, as the case may be, of-
 - (a) the genealogical tree; (para 8.92)
 - (b) the jamabandi; (para 8.86 (b) and 8.87)
 - (c) the amended field map (para 8.8 and part-D of chapter 6)
 - (d) the statements of the village note-book; (para 17.1)
- (5) Has he carefully supervised diluvion work in his circle (if any)?
- (6) Has he checked both copies of the fard bachh carefully? (para 3.32)
- (7) Has he a good knowledge of the agricultural and general conditions of his circle?

A printed form for the report has been prescribed and should invariably be used; the same is printed as Annexure-B to this Chapter.

Action to be taken on the reports drawn up by Inspecting Officers

30.9. The report should show clearly whether the kanungo has made honest efforts to bring bad work to light, and whether he has reported bad work, or neglect of duty, or misconduct on the part of the Patwari to the Revenue Officer to whom he is subordinate. If it is unfavourable to the Kanungo, it should be shown to him, and any explanation he may offer should be considered and tested before submission of the report to the Collector. When the Collector has passed orders on the report, a brief note of the result should be made in the Kanungo's character-roll. The report should be filed by circles in the Sadar Kanungo's office, so that it may be possible at any time to ascertain the history of the circle by referring to a single file of papers.

Inspection of Patwari's work by Assistant Collector 1st grade

30.10. An inspecting officer of the rank of 1st grade Assistant Collector is also required to inspect the Patwaris work if in inspecting a Kanungo he comes across bad work on the part of a patwari he should deal with him in accordance with the files. Similarly, if he comes across an exceptionally good patwari, he should mention his good qualities in the inspection note and send an extract of it to his personal file.

Part-C: Testing of the Land Records Work of Patwaris

Main Duties of Tehsildars and Naib-Tehsildars relating to Land Records Work

30.11. The main duties of Tehsildars and Naib-Tehsildars in connection with land records are detailed in L.A.M. During the touring season, he should make a thorough scrutiny of every Kanungo's and Patwari's work, but if the Collector have been able to arrange for the inspection of each Kanungo by an Assistant Collector, 1st grade, as proposed in paragraph 30.3 supra, it should not be necessary for the Tehsildar or Naib tehsildar to inspect their work in detail. They should confine themselves to making a thorough inspection of the work of each patwari's circle and of as many estates in the circle as possible. In the course of these inspections and of their other revenue duties they should be able to test fully the quality of the Kanungo's work. The points requiring attention at the inspection of a patwari's work are given in annexures C and D to this chapter. The answers to these points should be made into a file and sent to the Sadar Kanungo's office for necessary action.

Part-D Testing of the Land Records Work of Tehsildars and Naib-Tehsildars

30.12. Tehsildars and Naib-Tehsildars should keep diaries in the form given below:

Day and date	Detail of work done

The diary should be written up daily according to the instructions laid down for Kanungos but details need not be entered in red ink.

An abstract of the diary will be written up in a separate counterfoil book in the following form and the foil will be submitted to the Deputy Commissioner on the 1st of every month:-

Statement showing the work done by Tehsildar/Naib-Tehsildars during the month of19
Details of work and the number of days spent on each kind of work.

Name of Tehsil	Name of Office	No. of villages seen	Girdawari			Jamabandi			Tatima shajras	Fard Bachh	Survey marks
			No. of villages under quinquennial attestation in which girdawari was checked	No. of field entries checked	No. of mutation attested	No. of villages of which jamabandi is to be prepared	No. of such villages visited before 15th January	No. of such Jamabandies attested on the spot	No. of tatima shajras checked on the spot	No. of Fard Bachh checked on the spot	No. of villages in which survey marks were checked
1	2	3	4	5	6	7	8	9	10	11	12

Kissan Pass Books				Partition Cases									
			Target fixed for distribution										
			Previous Balance										
			Total (Cols. 13 + 14)										
			No. of Kissan Pass Books distributed										
			Instituted										
			Previous balance										
			Total (Cols. 17 + 18)										
			Decided										
			Decided after visit to the spot										
			No. of cases pending for less than six months										
			No. of cases pending for more than six months and less than one year										
			No. of cases pending for more than one year										

Encroachments cases under Section 163 of the H.P. Land Revenue Act, 1954										Execution of warrants of ejectment under Section 163 of the H.P. Land Revenue Act, 1954						
			Instituted													
			Previous Balance													
			Total No. of Cases (Col. 25 + 26)													
			Total No. of cases decided													
			No. of cases pending for less than six months													
			No. of cases pending for more than six months and less than one year													
			No. of cases pending for more than one year													
			No. of encroachment cases decided													
			Number of warrants of ejectment issued													
			No. of previous warrants of ejectment issued													
			Total (Cols. 32 + 33 + 34)													
			Number of warrants of ejectment executed													
			Number of pending warrants of ejectment for execution													

Applications in Form LR-V for resumption under rule 21 of H.P. Tenancy and Land Reforms Rules 1975.				Conferment of proprietary rights on occupancy and non-occupancy tenants u/s 94 or 104 of the H.P. Tenancy and Land Reforms Act, 1972						
Instituted										
38	39	40	41	42	43	44	45	46	47	48
Previous Balance										
Total Number of cases (Cols. 38 + 39)										
Total No. of cases decided										
No. of cases pending for less than six months										
No. of cases pending for more than six months and less than one year										
No. of cases pending for more than one year										
No. of mutations entered										
Previous Balance										
Total (Cols. 45 + 46)										
Decided										
Pending for less than six months										
Pending for more than six months and less than one year										
Pending for more than one year										

Decision on disputes regarding the entries of Land Records by Land Reforms Officer u/s 104 (4) read with Rule 29 of the H.P. Tenancy and Land Reforms Rules, 1975							Application/distribution of surplus land among eligible persons under the H.P. Ceiling on Land Holdings Act, 1972							
No. of cases instituted														
Previous Balance														
Total (Cols. 52 + 53)														
Decided														
No. of cases pending for less than six months														
No. of cases pending for more than six months and less than one year														
No. of cases pending for more than one year														
No. of cases Instituted														
Previous balance														
Total (Col. 59 + 60)														
Decided														
No. of cases pending for less than six months														
No. of cases pending for more than six months and less than one year														
No. of cases pending for more than one year														

Applications of Nautor under H.P. Nautor Land Rules, 1968 and other schemes							Alluvion and Dilluvion measurement (No. of fields measured)	No. of Patwaris inspected	No. of Field-Kanungos inspected	Patwar schools inspected (if applicable)	Days spent in charge of treasury (if any)	Total No. of days spent on tour	No. of nights spent away from the Tehsil	Remarks
No. of cases instituted	Previous balance	Total (Cols 66 + 67)	Decided	No. of cases pending for less than six months	No. of cases pending for more than six months and less than one year	No. of cases pending for more than one year								
66	67	68	69	70	71	72	73	74	75	76	77	78	79	80

30.13. While inspecting the Tehsil Office, the Inspecting officer shall check the following items of works of various branches of Tehsil as per standing order no. 5. The relevant Paras 10 to 31 are reproduced below

“10-A Peshi Branch

Registers for Revenue Courts prescribed under para-2

Standing Order No. 14

1. Revenue Court Cases.
2. Execution of decrees in revenue court cases.
3. Objections in executions.
4. Miscellaneous applications.
5. Witnesses.
6. Persons punished for contempt of Court.
7. Dates fixed for hearing of cases.

The above registers should be scrutinised to ascertain:-

- (i) that the work is disposed of punctually,
- (ii) that the files are consigned to the record room promptly,

- (iii) that the suit register properly indicates the relief decreed and the amount of the costs awarded so as to avoid the necessity of referring to the file at the time of application for execution,
- (iv) that the appellate orders are properly noted and also the relief and the costs awarded by the appellate court,
- (v) that the suit and the execution registers clearly show the extent to which the decree has been executed,
- (vi) that the entries in the two registers are properly linked.
- (vii) the pending files should be checked to see that witnesses present for more than one day are so noted in register-V,
- (viii) that the plaints document are properly stamped,
- (ix) that the names of the parties given in the plaint on comparison with the extract from the jamabandi show that all the necessary persons impleaded are parties to the case and no one has been impleaded who is neither a co-sharer nor a tenant in the holding and over whom the revenue court has no jurisdiction. If some person has been wrongly included as a party or has been omitted from the plaint, see that the court has taken action in striking out unnecessary party and adding the necessary party,
- (x) files of proceedings and suits between landowners and tenants should be scrutinised in the light of Standing Order No. 1,
- (xi) it should be noted if common proceedings have been taken in suits involving the same parties and the same points of law and facts.

Registers for Revenue Officers (Para 3) Standing Order No. 14

11. *Cases relating to Lambardars—Register 1 (for Lambardars)*—(i) Ascertain the number of cases instituted, the date of the oldest case and the number of the cases pending.

(ii) Pending files should be gone through to see if there are unnecessary adjournments and if cases are taken up on the spot.

(iii) Check a certain number of entries to see if the register of mutation of names is regularly written up.

(iv) Check that all files are entered in Register I as soon as instituted and not when reported to Sadar.

(v) Check whether patwaris report casualties promptly.

12. *Partition cases—Register IX (page 3 Standing order No. 14).*—Maintain separate Misalband for Tehsildar and Naib-Tehsildar:-

(i) This register should be examined in order to detect delays. Column Nos. 6 and 8 should be referred to and causes of delays should be carefully enquired into.

(ii) Pending files should be examined to see if all have been entered in the Register.

(iii) Check a few files to see:-

- (a) that there have been no undue delays or adjournments,
 - (b) that the preliminary hearing was held on the spot [Chapter 18.6 (now Chapter 14) of the Land Records Manual],
 - (c) that the partition was properly carried out [Chapter 18.12 (now Chapter 14) of the Land Records Manual],
 - (d) that the mode of partition was clearly reported [Chapter 18.10 (now Chapter 14) of the Land Records Manual].
- (iv) Names of the parties given in the application for partition should be compared with those noted in the parcha jamabandi and it should be seen whether all the necessary co-shares have been made parties in the case and that all of them were duly served with notice. In cases of partition of land held by recorded tenants, both landowners and tenants should be parties.
- (v) See that ex-parte proceedings are not taken without showing sufficient cause,
- (vi) check that the provisions of chapter 18.10 (now Chapter 14) of the Land Records Manual are observed in determining the mode of partition, and that the mode is not vague.
- (vii) Ascertain whether there has been any undue delay in effecting the partition and, if so, why.
- (viii) Ascertain whether there has been any undue delay on the part of the field staff in effecting partition on the spot. If so, reasons for delay should be looked into. In case there are no sufficient reasons, responsibility for delay should be fixed on the concerned official.

13. *Coercive processes (Standing Order No. 8):*—The following registers should be inspected—
(Prescribed under para 3 of Standing Order No. 14):—

- (i) V-B—Cases under chapter VI of the H.P. Land Revenue Act.
V-I-B—Cases under section 103 of the H.P. Land Revenue Act.
V-II-B—Cases for which no other register is provided.
- (ii) The receipts for writs and warrants (Standing Order No. 8) and the monthly statement of writs and warrants (Standing Order No. 8 paragraph 11 should also be seen).
- (iii) Ascertain the number of writs and warrants of arrest and attachment and cases of actual arrest and attachment, and reasons for any remarkable figures.
- (iv) Check that a separate process is issued for each default.
- (v) Check balances of forms with numbers, sent and issued.
- (vi) Check talbana receipts with day-book or register of classified items and dakhilas.
- (vii) Ascertain the talbana balance as shown in the monthly tauzi with the above registers.
- (viii) A few pending and decided files of recovery of revenue should be checked and it should be observed whether there has been any unreasonable delay or irregularity of procedure.
- (ix) Ascertain that correct amount of talbana is being levied.

- (x) Ascertain whether the Ahmad understands what cases are to be entered in registers V, VI or VII and that the entries are correct.

14. *Registers for miscellaneous revenue work.*—The following registers (Standing Order No. 14) should be inspected:-

III-B— Register of cases relating to chapter V of H.P. Land Revenue Act other than assessment of resumed assignments.

XI— Register of cases relating to execution of orders of civil and criminal courts.

XI-A Register of cases relating to execution in revenue courts.

XII— Register of cases relating to division of produce under section 156 of H.P. Land Revenue Act.

XIII— Register of cases under the H.P. Land Revenue Act for which there is no other register.

XVI— Register of cases enumerated in section 57(1) of the H.P. Tenancy and Land Reforms Act, 1972.

Check whether any case of division or appraisal of produce under section 15 of the H.P. Tenancy and Land Reforms Act, 1972, which might be entered in Register XVI is entered in register XII above or vice versa and whether the muharrir understands what cases are to be entered in each register.

Ascertain whether the muharrir conveniently understands the entries in each register.

B—Land Records Branch

15. Office Kanungos are required to submit to the Tehsildar various periodical returns showing agricultural data and the progress of various branches of the work of the Kanungos and Patwaris. These returns are forwarded to the Deputy Commissioner by the Tehsildar.

- I. Check whether these returns are sent regularly, correctly and by due date to the Deputy Commissioner.
- II. Check whether the Office Kanungo has maintained the note books for each estate, for each assessment circle and for the tehsil.
- III. Ascertain whether:-
 - (a) the accounts of blank forms and their issue to Patwaris and Kanungos are kept properly,
 - (b) the accounts of the Patwari and Kanungo establishment are up to date,
 - (c) the accounts of mutation fees are properly maintained,
 - (d) information called for by the superior authorities is supplied timely,
 - (e) reports of natural calamities submitted by Patwaris and Kanungos are in accordance with the provisions of the Emergency Relief Manual and are brought immediately to the notice of the Tehsildar for onward transmission to the Deputy Commissioner through the Sub-Divisional Officer (Civil). In case of delay what action has been taken against the delinquent.

See that the following registers are maintained by the Office Kanungo and are uptodate—

1. Copy of register of accepted Patwari Candidates.
2. Stock register of Patwari forms.
3. Stock register of forms used by the Kanungos and Tehsildars.
4. Copy of register of Patwari Circles.
5. Register of rainfall
6. Register of prices current (Daily or Weekly).
7. Register of mutation of names of Lambardars.
8. Register of annual returns filed by Patwaris.
9. List of villages (if any) exposed to river action.
10. Register of contingent expenditure met from permanent advance.
11. Consolidated register of survey equipment and almirahs or boxes in charge of Patwaris.
12. Register (in several parts) of revenue free tenures.
13. Register of abstract of orders to which effect is to be given in Patwaris Salary Bills.
14. List of Civil Military Pensioners.
15. Register of interrogatories.
16. Register of survey marks.
17. Register of Patwar khanas.
18. Files regarding registration memoranda.
19. Lists of accepted and rejected mutations.
20. Register of resumption of muafis and pension.
21. Register of Patwaris and Kanungos.

16. *Maintenance of Reference Books and Circulars.*—The Tehsil Office Kanungo is required to keep complete set of revenue books [Para 2.57 (now 2.61) of the Land Records Manual) and the Standing Orders issued by the Financial Commissioner. He is also required to keep in separate files the instructions issued by the Financial Commissioner and the other local officers. It should be seen whether the reference books are kept uptodate amended and the files of circulars are properly maintained.

C—Revenue Accounts Branch

17. Standing Order No. 7 prescribed a detailed procedure of acquisition of land for public purposes. Pursue Register XIII-B which is misal land for the land acquisition cases:-

- (a) *Land Acquisition cases.*—Find out how many cases are pending at the tehsil. Satisfy yourself that the prescribed procedure is being followed and there is no avoidable delay.
- (b) See how much money is lying with the Tehsildar on account of compensation for land acquired and what steps are being taken to disburse it to the persons concerned.
- (c) Also see whether a tehsil officer goes to the spot or whether the persons are being called to tehsil for petty items.

18. *Suspensions and remissions.*—Register IV—Cases relating to suspensions or remissions (Paragraph 3 Standing Order No. 14)—

- (i) Inspect the orders for suspensions, remissions and collections in the last harvest.
- (ii) Check a few files to see whether the field staff sent up suspension and remission cases promptly to the Tehsildar and these were complete in all respects in accordance with the provisions of the H.P. Emergency Relief Manual.

19. *Land Revenue accounts.*—Ascertain amount under suspension on account of previous harvests and discuss prospects of collection. See that orders of suspension and collection of arrears are entered in the Khatauni.

20. The following registers should be inspected:-

- (a) Kistbandi of fixed land revenue (Paragraph 11, Standing Order No. 10).
- (b) Kistbandi of fluctuating land revenue (Paragraph 16, Standing Order No. 10).
- (c) Running register (Paragraph 28, Standing order No. 10).
- (d) Khatauni (Paragraphs 32-35, Standing Order No. 10).
- (e) The Tazis (Paragraphs 36-39, Standing Order No. 10).
- (f) The Tahrij kept by the Wasil Baqi Nawis.

21. It is the basis of revenue accounts that all items of receipts are entered separately on the revenue and treasury sides and it is important to ascertain that the two entries have been made independently and agree.

The entries may be checked for two purposes:-

- (a) to see that all items of demand appearing in the revenue accounts have been paid or are shown as due;
- (b) to see that all items which (from the treasury accounts) appear to have been collected were really due, and have been credited to the payer's account.

The chain through which every item of demand may be traced to see that it has been properly paid and accounted for is indicated below:-

- (1) *The demands statement or order.*—This may take the form of a Kistbandi (as in the case of fixed and fluctuating land revenue and some item of other land revenue) or the mutation fee

Check orders of suspension and remission from the files.

This register requires careful scrutiny as it is often carelessly kept up. It is most important that all appropriate items of the demand of "fluctuating" and "Other" land revenue should be brought on this register as soon as orders are passed. It should at the same time be seen that the register is not inflated by the entry of any but "Other" items in the case of fluctuating revenue permanently excluded from the fixed land revenue roll. A few items of demand may be picked out and the files sent for from the district record room. This will show whether they bear the necessary certificate of entry in this register.—

- (a) Find out whether the demand to the end of the last month under "other land revenue" agrees with that shown in the tauzi.
- (b) *The Tauzi*.—Look through the balances of revenue and ascertain reasons for delay in collection of recoverable balances. The monthly list of balances submitted in accordance with Standing Order No. 10, paragraph 37 should be consulted.
- (c) *Mutation fees*.—Compare statement of demand with Khataunis and check entries of payment, in the latter with the day-book.
- (d) See that the Patwaris receipt for his share is attached to the arz irsal.

27. The following registers should be inspected:—

- (a) Taccavi loans (Standing Order No. 11).
- (b) Misband register, (Standing Order No. 11, paragraph 45).
- (c) Kistbandi for loans under Act XIX of 1883 (Standing Order No. 11, paragraph 40).
- (d) Khatauni, for loans under Act XIX of 1883 (Standing Order No. 11, paragraph 39).
- (e) Ascertain the amounts granted in the past year and how the Tehsildar is spending his allotment for the current year.
- (f) See that wells for which loans have been granted are inspected.
- (h) Ascertain the amount of arrears under each Act.
- (i) Loans advanced under other enactments are also recovered as arrears of land revenue. Ascertain if the recovery in such cases is being effected regularly.
- (j) Check some entries of repayments with the arz irsal, dakhila, counterfoils, and cash book. See that separate arz irsals are made out by the Patwari for each debtor, and that the Lambardar does not credit the whole amount due from the village in a lump sum.
- (k) See that the entires of collections in the khataunis are initialled by the Tehsildar after comparison with the day-book.
- (l) See that penal interest is charged on instalments more than one month overdue. (Standing Order No. 11, paragraph 3).
- (m) See that the interest is charged with effect from the due harvest. (Standing order No. 11, paragraph 2).

list or the register of talbana or an order on a file. In certain cases detailed below, there must be an entry in the running register.

- (2) *The Khatauni*.—It shows how the account of each village stands.
- (3) The arz irsals.
- (4) The treasury accountant's day-book or register of classified items.
- (5) The Dakhila counter foils.

For fixed land revenue, take entries from Kist bandis and check arz irsals, day book or register of classified items and dakhila counterfoils as explained above.

22. *Day Book (Tehsil Register)*.—The inspecting officer should check up whether the Tehsildar/Naib-Tehsildar is giving the weekly certificate in consecutive order from 1st October to 30th September, next to the effect that entries have been checked by him from the original Treasury Challan and that the postings in the Khataunis have been initialled by him after comparison with the Day Book.

Fluctuating Land Revenue

23. (a) *Temporary excluded from rent roll*.—Orders for those items all appear on the file and should also be entered in the running register. Collect these files and see that entries of demand have been made in the running register and in the Khataunis, and that entries of payment appear in the running register, khataunis, day-book, arz irsals and dakhila counterfoils.

(b) *Permanently excluded from rent roll*.—In the case of collections from estates held under direct management and of fluctuating assessments, whether of canal or other lands, the demand order is contained in a Kistbandi and no entry need be made in the running register. It should be seen that this is understood properly as tehsil officials often unnecessarily enter these items in this register. In the case of other items of permanently excluded land revenue, an entry in the running register is necessary. Such items are rare and should be enquired for.

24. *Other land revenue*.—The demand order may be on a Kistbandi or a file, paragraph 29 of Standing Order No. 10 gives the cases in which they need not be entered in the running register, and in addition it may be stated that wherever an item of demand is important enough to require a Kistbandi, the Deputy Commissioner should seek permission to omit it from the running register. Items under this head are also entered either in the village Khatauni or a special Khatauni. Collect all these Kistbandis and check entries with the running register and Khata Khatauni as in the preceding paragraph and in the case of orders by the Tehsildar see that the files shows that they have been promptly reported to Sadar.

Check collections as explained above.

25. *The Khataunis*.—Ascertain that (i) the balances in the Khataunis have been correctly struck and correctly carried over from the Khataunis of last year, (ii) each entry of demand in the current Khataunis is supported by an order of the Deputy Commissioner in a Kistbandi in the case of fixed and fluctuating revenue and of most items of other revenue, and by an order on a file in other cases. If the order is passed by the Tehsildar, see that the file shows that he has at once reported it to Sadar, (iii) each entry of demand has been entered in the running register where this is necessary.

26. "See that the entries of collections in the Khatauni are initialled by the Tehsildar after comparisons with Day-Book".

Check orders of suspension and remission from the files.

This register requires careful scrutiny as it is often carelessly kept up. It is most important that all appropriate items of the demand of "fluctuating" and "Other" land revenue should be brought on this register as soon as orders are passed. It should at the same time be seen that the register is not inflated by the entry of any but "Other" items in the case of fluctuating revenue permanently excluded from the fixed land revenue roll. A few items of demand may be picked out and the files sent for from the district record room. This will show whether they bear the necessary certificate of entry in this register.—

- (a) Find out whether the demand to the end of the last month under "other land revenue" agrees with that shown in the tauzi.
- (b) *The Tauzi*.—Look through the balances of revenue and ascertain reasons for delay in collection of recoverable balances. The monthly list of balances submitted in accordance with Standing Order No. 10, paragraph 37 should be consulted.
- (c) *Mutation fees*.—Compare statement of demand with Khataunis and check entries of payment, in the latter with the day-book.
- (d) See that the Patwaris receipt for his share is attached to the arz irsal.

27. The following registers should be inspected:—

- (a) Taccavi loans (Standing Order No. 11).
- (b) Mislband register, (Standing Order No. 11, paragraph 45).
- (c) Kistbandi for loans under Act XIX of 1883 (Standing Order No. 11, paragraph 40).
- (d) Khatauni, for loans under Act XIX of 1883 (Standing Order No. 11, paragraph 39).
- (e) Ascertain the amounts granted in the past year and how the Tehsildar is spending his allotment for the current year.
- (f) See that wells for which loans have been granted are inspected.
- (h) Ascertain the amount of arrears under each Act.
- (i) Loans advanced under other enactments are also recovered as arrears of land revenue. Ascertain if the recovery in such cases is being effected regularly.
- (j) Check some entries of repayments with the arz irsal, dakhila, counterfoils, and cash book. See that separate arz irsals are made out by the Patwari for each debtor, and that the Lambardar does not credit the whole amount due from the village in a lump sum.
- (k) See that the entires of collections in the khataunis are initialled by the Tehsildar after comparison with the day-book.
- (l) See that penal interest is charged on instalments more than one month overdue. (Standing Order No. 11, paragraph 3).
- (m) See that the interest is charged with effect from the due harvest. (Standing order No. 11, paragraph 2).

- (n) Check the pending files to see that the grant of taccavi is not being delayed.
- (o) Check the files relating to the suspension of recovery of taccavi loans and other Government loans and see whether orders of the Government have been complied with.

28. *State lands given on sale, lease, etc.*—XV—Register of cases relating to sale, lease or grant of waste land (Standing order No. 14)—

- (a) Khataunis of single harvest leases.
- (b) Kistbandis of single harvest leases.
- (c) See if any files have been pending too long in the tehsil and whether the proper procedure is followed.
- (d) Compare Khatauni with the demand statement and with the arz irsals and dakhila counterfoils, and see that the entries agree.
- (e) Ascertain whether the demand for single harvest leases is brought on the running register or not. When there are many such leases and a regular kistbandi of demand is prepared, it is unnecessary to bring them on this register.

D—Registration Branch

- (1) See that the copy of the Indian Registration Act and Rules and Registration Manual are kept upto date.
- (2) See that the various books (Books I—VI) prescribed for different purposes are properly maintained and steel almirahs have been provided for their safe custody.

Check as Follows Book No. 1

I. Read over the endorsements of three deeds in each volume registered since the last inspection and note:—

- (i) Are the endorsements in the forms given in C(6), D(10) and E(18) (or as the case may be) of Appendix IV?
- (ii) Are they written by the Sub-Registrar with his own hand where this is obligatory? See paragraph 151.
- (iii) Are both the alienor and alienee identified in a proper manner? See paragraphs 126 and 127.
- (iv) Does the Registering Officer certify in the section 60 certificates that thumb-marks were taken in his presence? See paragraph 130.

II. Read over the important part of 15 deeds in each volume, electing at least 3 deeds of sale, 3 deeds of lease and see:—

- (i) Are (a) consideration for land (b) nature of the deed and (c) number of words and (d) copying fees correctly stated in column 2 of the register?

- (ii) Are stamps shown in column-I correct?
- (iii) Have registration fees been correctly assessed?
- (iv) Are interlineations, and c, in the original deeds copied exactly and noted in the register by the Sub-Registrar in accordance with section 20 of the Indian Registration Act, 1908.
- (v) Are references under paragraph 65 duly noted?
- (vi) Are corrections made in red ink and attested by the registering officer? See paragraph 103.
- (vii) Are deeds of mortgage being registered as leases? See paragraph 80.
- (viii) If the property is not wholly situated in his jurisdiction did the registering officer send a memorandum of copy of the document to the Sub-Registrar or Registrar concerned and was a fee realized for preparing the copy to be sent to the Registrar? See sections 64 and 65 of the Indian Registration Act, 1908 and paragraph 156.
- (ix) Had the Sub-Registrar jurisdiction to register, see section 29 of the Indian Registration Act, 1908 and paragraph 116, and where the documents presented within time? See sections 23, 25 and 34 of the Indian Registration Act, 1908. Question for Inspection concluded.

III. Are documents consecutively numbered by the calendar year (Section 53), and are the provisions of paragraph 103 observed?

IV. Are certificates at the end of a year and of a volume in the proper form, and are lists of errors attached to them in a tabular form? See paragraphs 60 and 61.

V. Has the registering officer examined each volume on receiving it from the office of Registrar? See paragraph 58.

VI. See that only vernacular figures are used in the registers? See para 98.

VII. Is the cancellation or amendment of deeds by the civil courts or by the Deputy Commissioner noted in red ink? See para 99 to 101.

Supplementary Book 1

I. Are heading of the butts properly filled up? See para 66.

II. Are endorsements on memos, and copies, and c, properly made? See para 66.

III. Are the documents indexed in indexes Nos. I, II.

Book 2

I. Are the grounds for refusal sufficient? See section 35 of the Indian Registration Act, 1908 and paras 71 and 137.

II. Are they in the handwriting of the registering officer?

Book 3

I. Read over a few documents and see that only wills and deeds of adoption which are also wills are registered in this book. See paras 72, 73, and 80.

Book No. 4

(i) See that the points noted under Book-I, are, so far as applicable correct in book 4 too.

(ii) Read over two or three documents of each kind and see—

- (1) that none of the documents registered in this book relates to immovable property;
- (2) that the nature of the documents is properly described;
- (3) that powers of attorney are classified into special and general and that general powers have not been stamped as special powers;
- (4) that powers of attorney for conducting cases within the Punjab have been stamped with court-fee stamps in accordance with article 10, schedule 2 of the Court Fees Act, 1870.

Book 6

See that the substance of those powers of attorney only is entered in this book which authorize an agent to present a document for registration and nothing more. See para 79.

Indexes

- (1) Are they up-to-date?
- (2) Are entries correctly made? Compare some entries with the books.
- (3) Are the indexes of the past years bound up? See paras 88 and 90.

Subsidiary Books

Fees Book

- (1) Check some entries for consecutive days with the registers, receipt books A and B, statement III and siaha.
- (2) Are fees promptly paid into the treasury?
- (3) Are monthly totals made in red ink and signed by the registering office?
- (4) Are the entries signed daily by the registering officer and by the treasurer when he receives money?

Receipt Book 'A'

Note.— This book will show whether there are any documents which have not yet been copied in the registers or not returned to the persons entitled to get them.

- (1) Are documents copied and returned the same day?
- (2) Is the date of the returns of documents noted on the reverse?
- (3) Are numbers of documents, book and volume noted on the reverse?
- (4) Is the signature or the thumb-impression of the person if illiterate with his name written in vernacular to whom the document is returned taken on the reverse?
- (5) Are receipts numbered consecutively in annual series?
- (6) What documents are lying unreturned and what are the reasons?
- (7) Does the number of unreturned documents present in the office correspond with the number of absent counterfoils?

E—Miscellaneous Branch

29. The following registers should be inspected:-

Chaukidars:

- (1) Chaukidars pay in Districts where the Chaukidars are under the Revenue Department (Standing Order No. 6, paragraph-9).

(2) Misband:

- (a) See whether register (1) has been opened and whether the entries are properly made. (Standing Order No. 6, paragraph-9).
- (b) See whether any action has been taken against Lambardars who have not presented the chaukidars receipt for pay.
- (c) See whether all pending files are entered in register (2), and that they were entered when instituted and not when reports were submitted to the Sadar.

30. Check the following registers:-

Office routine:-

- (1) Register of parwanas from Sadar. (Standing order No. 14).
- (2) Dak register.
- (3) Register of service stamps.

See if there are any old references pending.

If a monthly list of old pending reference is submitted to Sadar, compare the last list with the register of parwanas.

31. The following registers should be inspected:-

Chaprasis:

- (1) Diary of watch and ward and roster of duties (Standing order No. 14, paragraph 11).
- (2) Register of service or process from other Districts.

- (3) Register of service or process from other Districts. See that (i) the work is properly distributed among the chaprasis, and that they are not allowed to spend unnecessary time over their work.
- (ii) There is sufficient number of them and that they are available for duty.

Inspection of work shown in statement under part-D of the Manual

30.14. Apart from inspecting the above revenue work, the Inspecting Officers shall check and scrutinise every work done/shown by the Tehsildars/Naib-Tehsildars during each month in the statement prescribed under Part-D.

Separate test of the revenue work performed by Tehsildars and Naib-Tehsildars while on tour

30.15. It should not generally be necessary for inspecting officers to make a separate test of the revenue work performed while on tour by the Tehsildar and Naib-Tehsildar. The quality of their work will inevitably come to light during the inspections of the Kanungo's work referred to in part-B. After all the Kanungos of a tehsil have been inspected, the inspecting officer should submit to the Collector a report on the work of the Tehsildar and Naib-Tehsildar similar to that prescribed for Field Kanungos in paragraph 30.8 supra.

The revenue work of Tehsildars and Naib-Tehsildars (including the quality of their mutation work) will be further tested at the half-yearly inspection of tehsil offices prescribed in standing order No. 5. The report can be deferred till the completion of inspection of the tehsil office if it is found convenient.

A list of the chief points to be considered in an inspection is given in Annexure-E to this Chapter. The inspecting officer should examine as many of these points as he can in the time at his disposal, and note the result, and in particular give definite answers to the following questions:-

- (1) Has the revenue officer spent the prescribed period in each month between the beginning of October and the end of April, on tour? If not, what is the reason?
- (2) Has he arranged his tours systematically so as to inspect the work of every patwari thoroughly and to visit as many estates as possible?
- (3) Has he employed Patwaris or Kanungos on duties not prescribed by the rules, or collected them at the tehsil or other central place for the preparation of jamabandis or other returns? Does he keep the Field Kanungo with him on tour?
- (4) Has he attested pending mutations promptly and in sufficient numbers?

In villages under quinquennial attestations has he attested all mutation on the spot and disposed of all pending cases on or before 15th June? Is the quality of his mutation work good?

- (5) Has he adequately supervised the girdawari work of his circle?

(This will be ascertained at the inspection of girdawari work).

- (6) Has he carried out properly and within the time prescribed the instructions for checking the periodical record? (Para 7.88 Part-D Chapter-6)
- (7) Has he carefully supervised diluvion work, if any?
- (8) Is his partition work satisfactory?

A report of this nature for each Tehsildar and Naib-Tehsildar in the district should be submitted each year by the Sub-Divisional officer (Civil) unless the work has already been tested and reported on by another head-quarters officer. It should show clearly whether the revenue officer has adequately super-

vised the work of the Patwaris and Kanungos of his circle, and whether he has brought bad work on their part to the notice of his superiors. When the Collector has passed orders on the report, it should be filed in the Sadar Kanungo's office for reference when the annual report on the work of revenue officers is being written.

Part-E Inspection of Revenue Records at the Tehsil Office

Thorough test of the work of the Land Records Agency at Tehsils

30.16. The work of the land records agency should be thoroughly tested at the half yearly inspection of the tehsil offices prescribed in standing order No. 5. A statement of the chief points requiring attention at the inspection of the tehsil Office Kanungo's work is given in Annexure 'F' to this chapter. The inspecting officer should thoroughly scrutinise the mutation work of the Tehsildar, Naib-Tehsildar and any extra Naib-Tehsildar who has been employed in the Tehsil.

Part-F:- Inspection of District Revenue Record Rooms and Sadar Kanungo's Office

Quarterly Inspections of District Revenue Record Room

30.17. In all districts a separate record rooms called the Land Record Office has been provided to keep the revenue records proper. This office is in charge of the Sadar Kanungo, the Naib Sadar Kanungo performing the duties of record keeper. The exercise of constant supervision over this office will be performed by the District Revenue Officer. The Officer-in-charge must inspect the revenue record room at least once in a quarter and the result of all inspections whether occasional ones or those made regularly should be entered in a minute book which is to be kept up in each record room for this purpose and should be sent to the Deputy Commissioner for information. On return from the Deputy Commissioner the inspection note should be kept by the record keeper.

In order to guide the inspecting officer in this inspection a questionnaire has been drawn up and added as Annexure-G to this chapter. The inspecting officer is at liberty to direct his attention to such questions only as he may desire or to go beyond the questionnaire if he wishes.

Inspection of Sadar Kanungo's Office

30.18. The Sadar Kanungo's office should be inspected twice a year by the Deputy Commissioner or the District Revenue Officer, at least one of the two inspections must be carried out by the Deputy Commissioner himself as required by paragraph 1.1 of the District Office Manual. A note on the points to be attended to by inspecting officers will be found in Annexure-H to this chapter. In the first fortnight of April and October each Deputy Commissioner should report to the Financial Commissioner through the Director of Land Records whether the required inspection has been carried out in the previous half-year and stating reasons in the case of failure. Before the end of April and October, the Director of Land Record should report to the Financial Commissioner's office giving a list of districts in which the required inspection has not been carried out and stating reasons.

Part-G Inspection of Land Records by Sadar Kanungo

Touring of Sadar Kanungo and Inspection of Patwari's and Field Kanungo's work by him.

30.19. The Sadar Kanungo is responsible for the efficiency of both the office and Field Kanungos and should be in camp inspecting their work for at least 15 days in each month from 1st October to 30th April. His inspections of patwari's papers while on tour should mainly be directed to testing the work which the Field Kanungos have tested. He should see that their check is systematic and comprehensive and that they understand the procedure prescribed for Patwaris and insist upon its observance by them. It is no part of his work to attest jamabandis except in so far as this may be necessary to enable him to check the work of Field Kanungos and in the course of his girdawari inspections he should confine himself as far as possible to checking the entries which the field Kanungos have already checked so as to be able to judge how far this check is reliable. *The checking of crop inspection by Sadar Kanungo shall be restricted to the crops only. He shall not change entries regarding possession and rent etc; though undisputed, as such*

entries can only be effected under the orders of a Revenue Officer under para 9.8 of Land Records Manual. It should be clearly understood that it is not intended that on his tours the Sadar Kanungo should do the work of an extra Field Kanungo. His proper function on tour is the supervision and instruction of field Kanungo and the checking of their work with a view to correcting and removing errors and defects of procedure, etc. So far as it may be necessary for him in pursuance of the above objects personally to check the work of individual patwaris the relevant instructions contained in annexures C and D to this chapter should be borne in mind. When inspecting a Field Kanungo's work the Kanungo will pay attention to the instructions contained in Annexure-A. His tours should be so arranged that he shall test the work of each Field Kanungo at least once in the year and for this purpose he must spend not less than 3 days in each Kanungo's charge. It is the duty of the Field Kanungo to accompany the Sadar Kanungo during the inspection of a circle except when harvest inspection work is in progress.

Result of Inspection to be recorded in Field Kanungo's Diary and in his own Diary.

30.20. The result of each day's inspection shall be written by the Sadar Kanungo in red ink in the diary of the Field Kanungo whose charge is under inspection, and the entries shall be copied by the field Kanungo in the diary of the Sadar Kanungo. Such entries shall always show the number of fields inspected, date of testing by field Kanungo, in the diary of the Sadar Kanungo. Such entries shall always show the number of fields inspected, date of testing by Field Kanungo, the number of those fields of which the entries were found right and the number of fields of which the entries were found wrong and the general character of the work. The Sadar Kanungo will also notice the general state of the work of the Kanungo's charge in progress at the time of his inspection in respect of its forwardness or backwardness. The Sadar Kanungo should show in his inspection notes the date of the previous inspection of each Field Kanungo's circle visited so that inspecting officers may be able to see at a glance whether any circle is not being neglected.

Inspection of Office Kanungo's work

30.21. Results of the Sadar Kanungo's inspection of the records of an office Kanungo shall be reported to the Deputy Commissioner not later than the day following the report being submitted through the Tehsildar, who will forward it to the Sub-Divisional Officer if it is a sub-division, or to the District Revenue Officer. Each tehsil office shall be inspected by the Sadar Kanungo not less than once in the half year ending September and once in the half year ending March. A note on points specially to be attended to by the officers inspecting the tehsil will be found in Annexure-F to this Chapter. It does not, however, embrace all the points to be noticed by the Sadar Kanungo whose inspection should be still more searching. The inspection note shall be recorded in the minute book separately maintained in each tehsil for the inspection notes of the Sadar Kanungo.

Part-H Inspection Notes

Maintenance of Inspection Note Books

30.22. At each district office and each tehsil there should be an inspection note-book in which inspecting officers should note the results of their inspections. It will be the duty of controlling officers on every subsequent inspection to see that defects previously noted have been corrected. The results of these inspections should be borne in mind by the Deputy Commissioner and Financial Commissioner when they write their yearly notice of officers. The minute book should contain butts and be bound in boards or leather. A separate minute book shall be kept in each tehsil office for the inspection note of Director of Land Records and Addl. Joint/Deputy-Director of Land Records. Copies of all minutes recorded by the Financial Commissioners on their inspection of district or tehsil office should be forwarded to the Financial Commissioner's Office for record. When a Deputy Commissioner inspects a district or tehsil office he should forward a copy of his note in the minute book to the Financial Commissioner for information. For inspection notes recorded by Director of Land Records and Additional/Joint/Deputy-Director of Land Records (Para 1.5 and Annexure-I) at the end of this chapter may be consulted.

Inspecting Officers should have the required number of spare copies of inspection notes prepared simultaneously with the fair copy prepared for signature. These notes should be sent out without delay and in any case should reach the tehsil concerned within a fortnight of the inspection.

**Inspection
Notes to be
properly at-
tended to by the
Officer for
whose benefit
they are
recorded**

30.23. It has been found that the inspection notes recorded by inspecting officers do not receive proper attention of the officers for whose benefit they are recorded. In some cases they are not even pasted into the file book maintained for the purpose. In others no action is taken to rectify the defects pointed out therein for months, and thus they lose their value. Deputy Commissioner and District Revenue Officer should see that the defects brought out in the inspection notes are promptly set right. The compliance of inspection note should be done within a period not exceeding three months from the receipt of inspection note and persons failing in this duty should be severely dealt with.

Annexure-A

Point requiring attention at the inspection of Field Kanungo's work

I-General

(1) (a) Does the Field Kanungo at every visit read the entries in the diary of Patwari and report to the Tehsildar any matter which is important and requires his orders? (Para 2.33)

(b) Does the Field Kanungo reside with his family within his circle at the head-quarters nominated by the Collector; if not, has he got the written permission of the Collector to reside or to locate his family elsewhere? (Para 2.23)

(c) Has the Field Kanungo been visiting the Patwari's circle at least once a month and what work he inspected each time? (Para 2.35)

2. Has he got a complete edition of the following:

- (1) H.P. Land Records Manual,
- (2) Hand book of Himachal Pradesh Land Laws.
- (3) Mensuration Manual

II-Equipment.

1. Has he in his possession two steel rods adjusted to the length of the local kadam or a metre and kept in hollow bamboos?

2. Does he periodically examine and test the patwari's adda?

III-Register of Patwari's work

Is the register kept in the prescribed form and upto date?

IV-Statement of Tours

Ascertain from Field Kanungo's statement of tour whether touring is properly distributed? (Para 2.40)

2. Ascertain that when girdawari, bachh and diluvion work are going on, his whole time is given to supervising this work, and that at other times he inspects each patwari's work at least once a month. (Para 2.34)

V-Girdawari

1. Does the Field Kanungo check the patwari's work systematically and carefully field by field?

2. Does the Field Kanungo check the girdawari of all villages in the circle of each patwari? (Para 2.34)
3. Does he at each visit check the list of changes with details placed before him by the Patwari? (Para 9.9)(b).
4. Did the Field Kanungo promptly check the jinswar statement to see that crops have been entered under their proper heads, that areas are correct and that they have been correctly converted into hectares from the local standard? (Para 9.11)
5. Does he check carefully and atleast all alterations of entries once made in the Khasra Girdawari? Para 9.9(b).
6. Did the Field Kanungo check the Patwari's diary and satisfy himself that no alteration has been made in the Khasra girdawari without the orders of Revenue Officer (Para 9.9(b)).
7. Does he inspect and note the condition of every pakka survey mark and trijunction pillar? (Para 6. 11)

In the Districts to which Paragraphs 6.24 to 6.32 are applicable.

8. Does he at the Kharif girdawari draw up a list of all new fields which have come into existence since the last quinquennial jamabandi was drawn up owing to changes which ought to be incorporated in the map under chapter 6 Surveys?

VI-Mutation Work

1. Have all entries in the mutation register been attested by the Field Kanungo after examining the papers concerned? (Para 8.4(b) (ii))
2. Does he attest carefully the entries made by the Patwari in the foil and counterfoil of the mutation register? (Para 8.4(b) (ii))
3. Where map of new field numbers is entered on the back of a mutation sheet, does he (a) check the dimensions and areas on the spot, and sign his name with a note "attested on the spot". (b) see that the measurements correspond with the area actually transferred in the case of mutations due to sales, etc.? (Part-D of Chapter 6 and para 8.8)

VII-The Periodical Record

1. Ascertain whether the Field Kanungo brings the genealogical tree up to date (Para 8.92)
2. Was the previous jamabandi of the village under quinquennial attestation read out to the zamindars in the cold weather by the Field Kanungo, the shajra nassab brought up to date, mutations entered and a list prepared showing the fields requiring amendment? (Para 8.80)
3. In June, July and August, while new jamabandis are under preparation, does the Field Kanungo visit each Patwari's circle at least once a month and supervise the timely and accurate preparation of the Jamabandis and statements which accompany them? (Para 2.41)
4. Was the jamabandi under preparation attested by the field Kanungo on the spot holding by holding in the presence of the zamindars during July or August, and were mistakes detected, corrected by him in red ink? (Para 8.86(b))

5. Does he see that all mutations attested by 15th June have been correctly incorporated in the jamabandi? (Para 8.79)

6. Ascertain that:-

- (a) he makes all alternations in red ink himself as far as possible and gives a copy of the list of errors and alterations to the patwari to be stitched into his copy of the jamabandi;
- (b) he signs the alternations made by the patwari in his copy at his next inspection of the village; (Para 8.87)
- (c) after the revenue officer's attestations the alterations made by him are entered by the patwari in his copy and signed by the field Kanungo.

7. Were the statistical statements checked by the Field Kanungo in the tehsil during the month of September? Were the mistakes corrected by the Field Kanungo himself and a copy of the list of errors given to the Patwari to correct his copy of the jamabandi?

8. Has the Field Kanungo signed the alterations made by the patwari in his copy of the jamabandi due to the mistakes detected at the checking done in the month of September in the tehsil? (para 8.87)

9. Has the Field Kanungo checked on the spot tatima shajras prepared to show the changes referred to in chapter-6 on 'Survey'. (Para 6.24)

In the Distts. to which paragraphs 6.29 to 6.32 are applicable.

10. Has he supervised the transfer of the corrections shown in the tatima shajras to the Patwari's copy of the field map, and to the fair copy kept in the tehsil, and noted that he has done so in his note of the result of checking the jamabandi?

11. Did the Field Kanungo compare the list of pensioners in the patwari's copy of jamabandi with the extract supplied to him by the Tehsildar and make the necessary alterations in red ink?

VIII-Fard Bachh

1. In villages for which a jamabandi is not being prepared does the Field Kanungo compare the patwari's copy of the fard bachh with the last jamabandi and the mutation register, and sign it after satisfying himself of its correctness.

IX-Alluvion and Diluvion

Is the Field Kanungo's supervision through and accurate?

X-Partition

Does the Field Kanungo carefully check and sign the map and khatauni after comparing them with each other and with the village map and last jamabandi, and after satisfying himself that no numbers have been omitted or entered twice? (Para 14.18)

XI-Maintenance of Registers

The Inspecting Officer should ascertain that the various registers prescribed under Chapter 2 are maintained properly and filled-in regularly.

Annexure-B

Inspection note on the work of _____ Field Kanungo of _____
Circle of Tehsil of _____ District _____

Instructions.

- I. Add as many blank sheets to the form as may be found to be necessary to add.
- II. Total the statistics given in the statement of summary of inspection for Kanungo's circle at page infra
- III. On the subsequent pages:-

A: Discuss the Kanungo's work as under:

- (1) Is the Kanungo's touring systematic and adapted to the work to be supervised at different seasons? (Para 2.40)
- (2) Has he done his best to prevent delay by Patwari in entering up mutations and has he reported any Patwari who failed to carry out his instructions or to comply with the order? (Para 3.39 and para 2.32)
- (3) Has he checked the girdawari of each patwari in his circle thoroughly and systematically? This will be ascertained at the girdawari inspections and the result noted here.
- (4) Has he complied with the instructions relating to the preparation of the check by him, as the case may be of:
 - (a) the genealogical tree (Para 8.92)
 - (b) Jamabandi (Para 8.86 (b) and 8.87)
 - (c) the supplementary maps prepared under part-D of Chapter-6 'Survey' and para 8.8)
 - (d) The statement of the village note book (Para (17.1))
- (5) Has he carefully supervised diluvion work in his circle, (if any)?
- (6) Has he checked both copies of the fard bachh carefully? (Para 3.32)
- (7) Has he a good knowledge of the agricultural and general conditions of his circle?

B. State whether the Kanungo attested mutation entries with sufficient care and without unreasonable delay. (Para 8.4 (b) (ii))

C. Discussion on any other points that have been examined.

D. Give definite finding on all the questions that have been examined. Reasons for the findings, if such reasons have been already given under A, B and C, need not be repeated.

E. Give a general estimate of the value of the Kanungo's work based on your findings.

- IV. Avoid discussing the work of individual Patwaris. In their case a note in the Patwari register or a separate proceeding is required.

Summary of Inspections

Denominators Denote errors which should be entered in red ink. Re-tested in column-4 refers to numbers inspected by the Field Kanungo, and tested in column 5 to numbers not inspected by him.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Name Patwari's circle	Name of village	arvest inspection register			Annual Record							Dilluvion assesment		Annual bachh papers		Vill- age note books	Muta- tions	Explanatory remarks, if necessary	
		Total number of fields	Number of re-tested	Number tested	enealogical tree		Jamabandi		Supplementary maps			Total area affected	Area tested	Total number	Number tested with Jamabandi and mutations	Number of statement tested	Total number entered since last inspection	Number tested	
					Total number of owners	Number tested	Total number of khataunis	Number tested	Total number of new fields	On the spot	Number tested Otherwise								

Annexure-C

The following memorandum shows the main points which call for the attention of officers inspecting the work of patwaris. The memorandum is not intended to be exhaustive. Some of the points that can be made use of at the time of inspection, have been given in Annexure-D.

1. The inspecting officer should take into camp with him a sketch map with the limits of Patwari circles, and assessment circles marked on it.
2. He should every evening spread out this map and settle with the field Kanungo what he will do on the following day, asking him particulars concerning the village and patwaris which lie in his route, discussing the agricultural circumstances of his circle, and then giving distinct orders as to the next day's work.
3. It should be the rule to give notice of a coming inspection and to avoid taking village officers, either lambardars or patwaris, by surprise, if it can be avoided. Similarly there should be a fixed method of inspecting; that method being shaped to the matters which need most attention in each locality.

4. If crops girdawaris are going on, the inspecting officers should try to see two or three patwaris each day, but they should be seen at their work, and not called away from it. On approaching a patwari during crop inspection, he should be made to go on just as if the inspecting officer were not there. After the patwari has done 20 or 30 fields, enough will have been seen to judge roughly what kind of workman he is. The inspecting officer should then discuss with him the entries he has made in his presence, and after that, turning back in the Khasra girdawari to some previous work two or three days old, he should walk over 20 or 30 of those fields and discuss the entries. If an entry appears to be wrong, the patwaris should be encouraged to explain his entry, and, if his explanation shows that he is overlooking any rule or order, pains should be taken to refer him to the instruction which he has overlooked and to explain it to him.

5. If crops girdawari is not going on, the inspecting officer should not try to see more than one Patwari in a day. Word should be sent on to the Patwari the previous evening that he is to get out all his papers, arranging those of each village in a separate bundle; and the lambardars should also be made to attend, if possible.

6. The inspecting officer on arrival should first examine the patwaris work book and see:

- (a) Whether the entries in the work book are upto date; (Para 3.81)
- (b) whether the patwari's outturn of work is sufficient;
- (c) whether all the points mentioned by previous inspecting officers have been attended to;
- (d) whether the patwari having been summoned to produce documents, attended the Court in person;

Whether he was ever summoned during the currency of girdawari;

- (e) when the circle was last visited by the Tehsildar or Naib Tehsildar, what kind of inspection was made by him and what instructions were given to the patwari.

7. He should also examine the village diary and see:

- (a) that the leaves are numbered and stamped with the tehsil seal and that the Office Kanungo has certified in his own handwriting and under his signature the total number of leaves; (para 3.76)
- (b) that all fields in which changes in rent or cultivating occupancy were discovered during girdawari by the Patwari have been entered by him in his diary and verified and totalled by the Kanungo, but not the field numbers in which the charge is such as to necessitate an entry in the register of mutations; (para 9.9. (b))
- (c) that the Patwari has promptly reported to the Veterinary Assistant and the Tehsildar any outbreak of cattle disease; (para 3.26))
- (d) that all important occurrences in the Patwari's circle have been noted in the diary on the day on which they came to the Patwari's notice and that the general condition of crops, cattle and husbandry is noted at the end of each month; (Para 3.80)
- (e) that the Patwari has entered in his diary the deaths of pensioners residing in his circle and the marriage or re-marriage of females in receipt of family pensions;
- (f) that the Patwari has entered in his diary extracts from the annual list of changes by lapses and charges by occupancy by inheritance which have occurred during the year and from that of assignees of land revenue who have neither attended nor furnished a life certificate;

- (g) that the Patwari has entered in his village diary (roznamcha) all cases in which there has been an increase of the mortgage money, an existing mortgages and has included the increased amounts in statements Nos. 5 and 5-A of the village note book. (Para 17.1)

8. He should examine the patwarkhana and see that in case where there are no patwarkhanas the Patwari had made satisfactory arrangements for his office.

- (a) Has the Patwari got a box or almirah for his papers? (Para 3.59)
- (b) Has he got a plotting scale, chain, cross staff and a sufficient number of flag staves, a wooden board or in hill districts a plain table and sighting rod in place of the board? (Para 3.65)
- (c) Is his adda correct? (Para 3.67)

9. The bundle of each village should then be looked through with the object of ascertaining whether the patwari has all the papers which the rules require and if he keeps them in order. These papers should be:-

- (a) the Patwari's copy of the current settlement record of rights and map, (Para 3.98)
- (b) the annual papers of the expired settlement so far as they are left with the Patwari, (Para 3.99)
- (c) Khasra girdawari,
- (d) Jamabandi with appendices, (Para 6.28 to 6.33 and 8.93)
- (e) Register of mutation,
- (f) Field maps,
- (g) Genealogical tree,
- (h) Diary,
- (i) Village note books, (Para 17.1)
- (j) Alluvion and diluvion papers, if any,
- (k) Work book, (Para 3.81)
- (l) Register of Survey equipments, (Para 3.85)
- (m) Fard bachh, (3.32)
- (n) Books of reference and file of instructions. (Para 3.74 and para 3.76)

10. Having thus gone through preliminaries the papers of any village can be taken up for detailed examination. There are two main points to consider:-

- (1) the accurate record of agricultural statistics;
- (2) whether the mutations and partition have been recorded and given effect to in the jamabandi.

11. As regards agricultural statistics, statements I to IX of the village note book should be examined with special reference to the following points:-

Statement No. 1

- (1) Column 2 should equal columns 3 to 11.
- (2) Columns 13 should agree with columns of total area sown of statement II and III.
- (3) Column 12 should equal column 13 minus 11 of statement I.

Statement No. II and III

- (4) Is there a separate heading for each crop shown separately in statement No. IV-A and B of the Season and Crop Report, and are the crops correctly grouped?
- (5) Area Kharif/Rabi area figures and extra Kharif/Rabi area figures are entered in the proper columns?

Statement No. IV

- (6) See that the entries in column-3-16 tally with the kistbandi, and, if not, ascertain the reasons.

Statement No. V

- (7) Shamilat land transferred should be included in this statement.
- (8) Column 14, 19 and 24 should show details of land irrigated.

Statement No. VI

- (9) In column-3 separate details should be given for agriculturist and non-agriculturist 'shamilat', 'abadi', and 'Sarkar'.
- (10) In village note books columns 6 and 7 should agree with columns 2 and 9+11 of statement No. 1 and column 8 with column 5 of statement No. IV.
- (11) Columns 17 and 18 should agree with columns-7 and 8 of groups A and B of the list of assignments, and columns 19 and 20 with columns 9 and 10 of group C. Column 2 should contain particulars of the assignees where the assignments are large.

Statement No. VII

- (12) In the village note-books column-3 should agree with column 9+11 of statement No. 1 and column 7 of statement No. VI.
- (13) Column 6 to 8 should equal column 9.
- (14) Column 8 should equal column 14.
- (15) Column 16 should show any special rates of batai for special crops, and if the tenant pays a share of the land revenue or cash in addition to kind rents, this should be stated. Where

irrigation is done from a Government canal, it should be noted how the landlord and tenant share the liability for the canal charges in the case of (a) cash, (b) kind rents.

Statement No. VIII

- (16) Column-7 No entry should be made against total.
- (17) Columns-10 and 11: No entries should be made against separate classes of land, but only against total.
- (18) Columns 5 and 9—The entries against total should agree with column 7 of statement No. VII.

Statement No. IX

- (19) Ascertain that this statement is prepared according to instructions issued by the Government.

12. The register of mutations should then be looked at. If the village under consideration is a fairly large one and the register is nearly blank, it is an almost certain indication that the mutations are not receiving proper attention. This point should be talked out with the Patwari and lambardar. It is a good plan to send for the chaukidar's register of deaths and see if it contains the name of any holder of land whose holdings have not been entered in the mutation register. The following points should also be borne in mind:-

- (a) Have all cases which were detected at the time of attestation of the jamabandi on the spot by the Field Kanungo and at harvest inspections, or about which entries were made in the diary, been entered up in the mutation register? (Para 9.14 and 8.61)
- (b) Were all cases of inheritance entered in the mutation register within three months of the entry of the death of rightholders in the chaukidar's register? (Para 3.39(6))
- (c) Have mutations been promptly entered up from registration memoranda supplied to the patwari by the Field Kanungo and those memos returned by the field Kanungo? (Para 8.56 (iii))
- (d) Are interrogatories issued in accordance with the instructions in this behalf? (Para 8.55).
- (e) Do entries in columns 9 to 12 of the register correspond in every case with the order passed by the Revenue Officer? (Para 8.5).

13. The genealogical tree should also be examined and the owners asked after name by name, the replies being compared with the entries noted therein.

14. The jamabandi should be examined with a view to see:-

- (a) that owners' holdings are arranged in the order in which their names are given in the shajra nasab; (Para 8.65 (1))
- (b) that the Khatauni holdings under one proprietary holding are arranged in the following order: (Para 8.65(2))

First, the holding cultivated by the owner himself, then the holdings of tenants-at-will,

- (c) That in cases where there are several tenancy holding under one proprietor, the tenants are entered in alphabetical order (Para 8.65 (2))

- (d) That each patti or taraf is entered in the order in which it appears in the shajra nasab, (Para 8.65 (3))
- (e) That the shamlat land belonging to each patti or taraf is entered after the holdings of the owners of that patti or taraf with a separate khewat number, (Para 8.65 (3))
- (f) That the name, father's name, grand father's name and residences of owner is given in column 4 and in the case of officers of the Indian Army their rank also. (Para 8.65 (4))
- (g) That the status of the tenants is given in column-5. (Para 8.65 (5))
- (h) Whether the following facts are noted in the column of remarks of the Jamabandi:

Commissioning of a new source of irrigation and bringing into use of a deserted source of irrigation, desertion of a source of irrigation, hypothecation of land to Government as security for a Taccabi loan, terms of collateral mortgages, the names, description and shares of assignees of land revenue (in red ink), and the nature of the registered deed and its date, if the mutation relating to the deed was rejected? (Para 8.65 (10))

- (i) If changes of ownership and hereditary of non-occupancy have not been made in the jamabandi unless supported by a mutation order. For this purpose a few entries may be checked with Khasra girdawari, mutation register and the fard bachh;
 - (j) Whether after comparing the list of revenue assignments with the muafi register and the list of pensioners with the annual list of pensioners received from the Sadar Kanungo's office the entries are up-to-date;
 - (k) Whether the patwari report promptly to the Kanungos the death of muafidars and pensioners and the marriage or re-marriage of females in receipt of family pension?
15. The Khasra girdawari should be examined and the following points should be borne in mind:-
- (a) Are the page totals given at the end of the day on which girdawari was done? (Para 9.10)
 - (b) Was the rabi girdawari of the villages under quinquennial attestation commenced first and were its mutations entered up before another village was taken up? (Para 8.85)
 - (c) Was the jinswar statement prepared at the completion of the field inspection of a village and before commencing girdawari in a second village? (Para 9.11)
 - (d) Has the jinswar statement been copied in the village note book immediately after the field Kanungo has checked it and before its submission to the tehsil office Kanungo?
 - (e) Check of few entries made in the Khasra girdawari in the presence of the owners and tenant concerned to see that:-
 - (i) The names of land and the areas under crops have been correctly entered. (Para 9.3)
 - (ii) Kharaba has been correctly entered. (Para 9.3)
 - (iii) in the case of mixed crops for which there is no separate column in the Jinswar statement the area of each crops is given separately; and (Para 9.3 (X))

- (iv) Changes in cultivating occupancy, possession and rent have been correctly noted (Para 9.3 (X)(i))
- (v) Has the Halat Dehi statement been copied in the Halat Dehi Register after the Field Kanungo has checked it and before its submission to the Tehsil Office Kanungo?

16. As certain from the Patwari and the Zamindars if there is any partition case pending in the village and the cause of delay in its disposal. There is an old tradition among revenue officials that no partition should be recognised unless partition file has been made for it in the tehsil. The consequence is that brothers and relations divide their lands, and hold separately for years without the partition being shown in the village papers. It is not always easy to trace out these cases, but usually the cultivating arrangements are correctly recorded under the column for cultivation, and a comparison of the cultivating entry with the ownership entry will show how the facts stand.

17. If unrecorded mutations and partitions are discovered, it is a good plan for the inspecting officer to have one or two cases written up before him and to attest them himself.

18. The bachh and malba papers should be examined with a view to see.

- (a) that the fard bachh contains columns to provide for the entry of all demands to be collected through lambardars, (e.g., mutation fees, timi, special surcharge, local rate etc.),
- (b) that the fard bachh was promptly prepared after the completion of kharif girdawari, (Para 9.14)
- (c) that the patwari furnishes any information or explanation of accounts that may be required to facilitate collection; but does not himself receive payment or take any part in the collection of the revenue; (Para 3.31)
- (d) if the lambardars understand bachh and malba and if they themselves collect the revenue or leave the patwari to do so; also whether the khewatdars have paid no more than the accounts show.

19. Ascertain whether there are in the village any permanent survey marks erected by the Survey Department (Chapter-6) and if so whether these are correctly entered in the map and in the Khasra girdawari and are actually in position and in good order. See from diary when they were last inspected by the Tehsildar and Naib tehsildar.

20. In villages where a fixed boundary has been laid down by the Survey Department it is a good thing to inspect some of the permanent base line marks and make sure that the patwari can lay down the boundary from them.

21. A careful inspection often lasts three hours or more especially if the people have much to say. Brief notes should be made steadily all through the inspection, and where shortcomings are found, an attempt should be made to teach from the manuals, and blame should be reserved for only the more serious error and shortcomings.

22. It should be ascertained whether the Patwari or any of his relatives own land in the circle or is he related to any money lender; how far is his home from his circle; and does he introduce any zamindar to any legal practitioner or take an undue interest in any civil or criminal cases? (Para 3.39)

23. The result of the inspection should be finally recorded in the Patwari's work book and in the Field Kanungo's register in the former in detail, in the latter very briefly. (Para 2.42)

Annexure-D
Questions to be used as a guide by Revenue Officers when Inspecting Patwari's work
I-MAP

1. What is the condition of the cloth field map?
2. Is it renewed at the time of filing every jamabandi of the village? (Para 6.31)
3. Have all the new fields shown in the tatima shajras been transferred to the patwari's copy of the map? (Para 6.32)
4. Have the new fields which are very small been drawn on a larger scale in the margin of the map? (Para 6.32)
5. Have the new fields been numbered correctly? (para 6.27)
6. Does the map show the date on which it was renewed last? (Para 6.31)

II-Work Book

1. Does the work book begin from 16 of Bhadon, i.e., beginning of September? (Para 3.81)
2. Are the entries in the work book up to date? (Para 3.81)

III-Diary

1. Is there a leather outer-cover for the diary? (Para 3.87)
2. Has the patwari entered the condition of crops, etc., at the end of each Sambat month? (Para 3.80)
3. Has the Patwari affixed to every entry a separate serial number in large and clear figures? Is each entry closed by an asterisk and is no blank line left between two consecutive entries? Are orders and instructions relating to rules of practice entered in red ink? Are the dates entered according to both saka and English calendars? (Para 3.78)
4. Has the Kanungo's signature been affixed to all orders and instructions given by him and to all facts reported to him? (Para 3.78)
5. Has the manner in which important occurrences came to the patwari's knowledge been stated and the signature or seal of one of the lambardar concerned added to the entry? (Para 3.77 (a))
6. Has the fact of the receipt of registration memoranda been noted by the Patwari in the diary, recording the serial number of the sheet received by him? (Para 8.56 (iii))
7. Does the Patwari enter in his diary a copy of entries in the first four columns of the lists of accepted and rejected mutations? (Para 8.62)

IV-Register of Mutations

1. Has a map been drawn on the back of the foil and the counterfoil when a part or a share of a field has been transferred and separate possession has been taken? (Para 8.8)

2. In entering mutations by order of Court, does the patwari note in red ink in column-15 of the counterfoil (a) the name of Court, (b) name of parties and (c) abstract of decree? (Para 8.12)

3. Does the patwari's report in column-15 of the register bear the signature or thumb impression of the Lambardar concerned? {Para 8.4 (b) (i)}

V-Khasra Girdawari

1. Is the name of the taraf or patti entered across the page above the entry of the first field included in that taraf or patti where there are tarafs, or pattis and are all fields included in each taraf or patti in one series? [Para 9.3 (ii)]

2. Are the new numbers of sub-divided fields shown in the same place as the old number of the undivided fields and not at the end of the Khasra? [Para 9.3 (vii)]

3. Is a circle in the red ink drawn round the number of every field of which the revenue is assigned? [Para 9.3 (vii)]

4. Is a red ink entry without number made for every survey mark or trijunction pillar following the field in which the mark is placed and which it adjoins? [Para 9.3 (vii)]

5. Are the areas in column-4 and crop columns given in figures and not in rakams? [Para 9.3 (ix)]

6. In the case of irrigated or sailabi crop, is the class of irrigation or the word sailabi given alongwith the name of the crop in the column for crops. [Para 9.3 (x) (a)]

7. Are entries about khali, banjar jadid, banjar kadim and gair mumkin areas correct? [Para 9.3 (x) (d) (c) (e)]

8. Is the condition of irrigation source noted at the time of harvest inspection correct? [Para 9.3 (x) (h)]

9. Is a note given against a field in which a new source of irrigation has been commissioned. [Para 9.3 (x) (g)]

10. Is the fact that no change in cultivating occupancy has occurred in the kharif indicated by a stroke of pen in the column for 'changes of rights possession and rent' from the left hand top corner to the right hand bottom corner and is there another diagonal line, from the right hand top corner to the left hand bottom corner, if no change has occurred in rabi? [Para 9.3 (x) (j)]

11. Is a red cross given in the column for 'changes of rights possession and rent' against fields whose areas or boundaries have changed in such a manner as to necessitate a correction of the field map? [Para 9.3 (x)(j)]

12. Is the date on which girdawari was done given on every page? (Para 9.10)

VI-Jamabandis

1. Is the name of the rabi cultivator given in red ink under the kharif tenant without a separate khatauni number in column-5 where a field is cultivated by different persons in the kharif and rabi harvests? [Para 8.64 (5)]

2. Is the amount entered in red ink in the column for 'demand' where the revenue of a holding is assigned? [Para 8.64 (9)]

3. Is a reason for non-payment of rent given in the column for rent where no rent is paid by the person in possession who is not the owner? [Para 8.65 (8)]

4. In the totals of revenue of pattis or tarafs and of the whole village, is the whole revenue given in black ink with a detail of khalsa in black and muafi or jagir in red ink? [Para 8.65 (9)]

5. Is the serial number and nature of a mutation given in pencil in the column of remarks as soon as a mutation is entered and is a similar note given in red ink if and when the mutation is sanctioned? Is the serial number of fard badar entries similarly noted with the addition of word 'badar'? [Para 8.2]

6. Does the Patwari note in pencil in the shajra nasab against the entry affected the number of the mutation entered affecting the shajra nasab?

Is it amended in red ink in accordance with the mutation order? (Para 8.1)

7. Is all land owned by Government entered at one place after the village common land, the word 'Central or State' being entered in the column of ownership, the name of the department concerned in the column of cultivation, and the purpose for which the land is used in lieu of soil entries? (Para 8.67)(1)

8. Does the Patwari's copy of the jamabandi contain a fard badar? (Para 8.53)

9. Does the Patwari's copy of the jamabandi contain a list of revenue assignments and pension and was every entry in the list attested by the Tehsildar or Naib-Tehsildar? (Para 8.90)

VII-Fard Bachh

1. Has the Kharif copy of the fard bachh been promptly given to the Lambardar? (Para 3.32)

2. Has the Kharif copy of the fard bachh been corrected after the rabi girdawari? (Para 9.14)

VIII-Register of Fees relating to copying and Inspection of Patwaris' records

1. Does the Patwari maintain a register in prescribed form, and has the amount of fee realised from each applicant been duly noted therein? (Para 3.52)

2. Does the Patwari enter in his diary (a) the field Nos., and Khatas to which an extract applied for relates, (b) the fee charged for the extracts, and (c) the name of person from whom charged? (Para 3.52)

3. If possible, make enquiries from the parties concerned whether the amounts entered in the diary and the register were actually paid. Check the entries in the diary with the register? [Para 3.52-8(1)]

4. Does the Field Kanungo check the register every month when he goes to the Patwari's circle and does he sign when he has done so? (Para 3.52)

5. Has the register been duly checked by the Tehsildar or Naib Tehsildar? (Para 3.52)

6. Has the Government's share of the fee been duly paid into the treasury half-yearly along with land revenue through the Lambardar of the village—the headquarter of the Patwari? (Para 3.52)

7. Does the Patwari prepare a statement showing the Government's share of fees realized from 1st April to 30th September and another for the period 1st October to 31st March and does he submit it to the Field Kanungo by the 10th of October and 10th of April, respectively, and is their despatch noted in the register? (Para 3.52)

IX-Village Note Book

Revenue Officers should examine Statements I to IX of the village Note Book with special reference to the points as mentioned in Annexure 'C' of this Chapter

X-Registers

The inspecting officers should ascertain that various registers prescribed under Chapter 3 are maintained properly and filled up regularly. (Para 3.85 and 3.86)

Annexure-E

Points for enquiry at the inspection for the land record work of Tehsildars and Naib Tehsildars

I-Diaries

1. Do the Tehsildar and Naib Tehsildar maintain diaries in the prescribed form? (Para 30.12)
2. Ascertain from the diary that they:-
 - (a) spend alternate fortnights in camp between the beginning of October and the end of April, and
 - (b) arrange their tours systematically so as to make a thorough inspection of the work of each Patwaris' circle and of as many estates as possible.

II-Proper Employment of Patwaris and Kanungos

1. Are Patwaris and Kanungos employed on duties other than those laid down in the rules, or are they collected at the tehsil or other central place for the more convenient preparation of jamabandis and other returns.
2. Are the Patwaris detained at the tehsil in September when the jamabandis are being checked?

III-Crop Inspection

1. General duties:- Do the Tehsildar and Naib Tehsildar:—
 - (a) so lay out their work that no part of their charge remains unvisited,
 - (b) inspect a few villages thoroughly rather than a great number nominally;
 - (c) pay special attention to villages in which suspensions are likely to be required?
2. Do they test carefully the entries of Kharaba?

IV-Crop Experiments

1. Do they conduct crop cutting experiments by traditional method during each crop season as per norm fixed for them? [Para 22.3 (b)]
2. Do they check the crop cutting experiments by Random Sampling Method conducted by the Field Kanungos during each crop season adequately? (Para 22.17)

V-Mutation Work

1. (i) General:- Do the Tehsildar and Naib Tehsildar-

- (a) see that the Patwari enters mutations within six months in respect of unregistered deeds or by verbal transfer and reports of out break of any epidemic disease and occurrence of natural calamities and report offending Patwaris and Kanungos to the Collector, (Para 3.39 and 2.33)
- (b) report for action by the Collector neglect by right holders of section-40 of the HP Land Revenue Act;
- (c) dispose of pending mutations promptly;
- (d) visit the estates for which jamabandis are to be prepared before the middle of January and as far as possible attest all the then pending mutations; and dispose finally all pending mutations by June, 15th;
- (e) dispose of mutations in estates referred to in (d) only on the spot and of other mutations at some place in the Patwari's circle or adjacent to it? [Para 8.82 and 8.83]
- (f) dispose of mutations of consolidation of holding promptly and on the spot.

2. (a) What was the total number of pending mutations in the Patwari's circle at the time of the last visit by the revenue officer concerned? Were all the mutations then pending disposed of; were there any mutations pending for over two years; if so, why? Where were the mutations attested each time by the revenue officer and how far from the Patwari's circle.

- (b) Has special attention been paid by the tehsil revenue officer to the disposal of the mutations of estates under quinquennial attestations before 15th June and have all mutation of such village been decided in the village themselves. [Para 8.82 and 8.83]

3. Do they dispose of promptly all interrogatories sent to them? (Para 8.55)

4. Mutation orders:

- (a) Are the contents of mutation orders in accordance with the instructions.
- (b) Are they and the mutation entries neatly and legibly written? [Para 8.4 (b) (iii)]
- (c) Are the revenue officer's order on the Patwari's copy neatly and legibly written and are they in his own handwriting? [Para 8.4 (b) (iv)]
- (d) Does the order specify the numbers of the fields affected and their total area except where an entire holding is affected and in cases of undisputed inheritance. [Para 8.4 (b) (iii)]
- (e) In cases of transfer by sale, mortgage or gift does the mutation order always show whether a share of the shamlat was included in the transfer or not? [Para 8.38 (b)(1)]
- (f) In cases of transfer by sale, mortgage, lease or gift involving of consideration value of Rs 100/- and above does the mutation order always show whether transition is registered.
- (g) Are the instructions relating to absentees in paragraph 281 of the Settlement Manual carefully complied with?

V-Mutation Work

1. (i) General:- Do the Tehsildar and Naib Tehsildar-

- (a) see that the Patwari enters mutations within six months in respect of unregistered deeds or by verbal transfer and reports of out break of any epidemic disease and occurrence of natural calamities and report offending Patwaris and Kanungos to the Collector, (Para 3.39 and 2.33)
- (b) report for action by the Collector neglect by right holders of section-40 of the HP Land Revenue Act;
- (c) dispose of pending mutations promptly;
- (d) visit the estates for which jamabandis are to be prepared before the middle of January and as far as possible attest all the then pending mutations; and dispose finally all pending mutations by June, 15th;
- (e) dispose of mutations in estates referred to in (d) only on the spot and of other mutations at some place in the Patwari's circle or adjacent to it? [Para 8.82 and 8.83]
- (f) dispose of mutations of consolidation of holding promptly and on the spot.

2. (a) What was the total number of pending mutations in the Patwari's circle at the time of the last visit by the revenue officer concerned? Were all the mutations then pending disposed of; were there any mutations pending for over two years; if so, why? Where were the mutations attested each time by the revenue officer and how far from the Patwari's circle.

- (b) Has special attention been paid by the tehsil revenue officer to the disposal of the mutations of estates under quinquennial attestations before 15th June and have all mutation of such village been decided in the village themselves. [Para 8.82 and 8.83]

3. Do they dispose of promptly all interrogatories sent to them? (Para 8.55)

4. Mutation orders:

- (a) Are the contents of mutation orders in accordance with the instructions.
- (b) Are they and the mutation entries neatly and legibly written? [Para 8.4 (b) (iii)]
- (c) Are the revenue officer's order on the Patwari's copy neatly and legibly written and are they in his own handwriting? [Para 8.4 (b) (iv)]
- (d) Does the order specify the numbers of the fields affected and their total area except where an entire holding is affected and in cases of undisputed inheritance. [Para 8.4 (b) (iii)]
- (e) In cases of transfer by sale, mortgage or gift does the mutation order always show whether a share of the shamlat was included in the transfer or not? [Para 8.38 (b)(1)]
- (f) In cases of transfer by sale, mortgage, lease or gift involving of consideration value of Rs 100/- and above does the mutation order always show whether transition is registered.
- (g) Are the instructions relating to absentees in paragraph 281 of the Settlement Manual carefully complied with?

- (h) Before sanctioning a mutation due to partition, does the attesting officer satisfy himself that possession has been obtained.

5. Mutation fees

- (a) has the mutation fee been correctly levied and is it entered in the handwriting of the attesting officer? (Para 8.57)
- (b) In the case of rejected mutations does the attesting officer pass a definite order as to whether a fee is chargeable or not, and if so, from whom? (Para 8.57)
- (c) Are the fees correctly assessed? (Para 8.57)
- (d) Is the amount due on account of fees, less the Patwari's share if paid to him, paid into the treasury by the date on which the first kharif instalment is due? (Para 8.57)

VI-The Periodical Record

Jamabandis

- (a) See whether the Tehsildar or Naib Tehsildar has been paying timely visits to those villages which are to be brought under quinquennial attestation. (Para 8.79)
- (b) See whether the right holders have not been collected at a central place for the purpose of attestation.
- (c) See whether the Tehsildar or Naib Tehsildar before signing the certificate of a attestation has done the following:
- (i) Read out at least 25 per cent of the Khatauni holdings in the presence of the assembled right holders.
 - (ii) Compared 25 per cent of the mutations with the khewats concerned.
 - (iii) Compared 25 per cent of the khewat holdings with the old jamabandi.
 - (iv) Compared 25 per cent of the khewat entries in the original copy with the corresponding entries in the patwari's copy of the jamabandi.
 - (v) Specified the number of fields, the tatima shajras of which have been attested as also that of the unattested mutations entered before the 16th June.
 - (vi) Attested and checked hundred percent entries of all the Govt. and Shamlat holdings in an estate. (Para 8.88)
- (d) Did the Tehsildar or the Naib Tehsildar correct and initial the mistakes detected at the time of his attestation both in the Government and the Patwari's copy of the jamabandi? (Para 8.88)
- (e) Does the Patwari's copy of the jamabandi bear the Tehsildar's or Naib Tehsildar's certificate that it is correct and upto date with the exception of unattested mutations relating to facts which had occurred before the 16th June? (Para 8.88)
- (f) Has the Tehsildar or Naib Tehsildar filled in two copies of the prescribed final attestation slip and attached one to each of the two copies of the jamabandi? (Para 8.88)

VII-Tatima Shajras

In districts to which the rules in paragraph 6.29 to 6.32 are applicable, do the Tehsildar and Naib-Tehsildar when on tour check on the spot the tatima shajras and field book (Para 6.29)

VIII-Fard Bachh

1. Do the Tehsildar and Naib-Tehsildar of the circle check some of the entries and sign the Patwari's copy? (Para 3.32)
2. Are Government dues collected and credited into the treasury promptly?

IX-Note Books (Para 17.4)

1. In statement No. 10 of the tehsil copy does the Tehsildar in the year in which a new jamabandi is drawn up, enter a brief history of the village since the last jamabandi was prepared or at other times whenever any event of serious importance occurs? Does he always make such a note when suspensions, recoveries, or remissions are ordered?
2. Does he record remarks when necessary in the circle and tehsil note-books? Are such remarks recorded annually for tracts where there are fluctuating assessments?

X-Alluvion and Diluvion

Do the Tehsildar and Naib Tehsildar carefully supervise the work of the patwari and Kanungos in alluvion record and assessment work?

XI-Partitions

1. Does the Tehsildar or Naib Tehsildar hold the first hearing in or near the village? Have the parties been properly summoned, and have all objectors had a reasonable opportunity of appearing? (Para 14.8)
2. In his report does he state clearly what are the points remaining for decision, and deal fully with them.
3. If the partition is to be made by the Patwari does the Tehsildar or Naib Tehsildar give him, on the spot, if possible, detailed instructions? Does he leave disputed points to the Patwari's discretion or does he decide them himself? (Para 14-16)
4. Does he attest the partition in or near the village? After attestation does he correct the Khataunis, and communicate the corrections to the Kanungo and Patwari? (Para 14.7)
5. Does he dispose of partition work without unnecessary delay and within six/nine months? (Para 14.25)

XII-Assignments and Pensions

1. Does the Tehsildar supply the Patwaris with extracts from the lists of
 - (a) changes by lapses or changes of occupancy by inheritance which have occurred during the year, and
 - (b) assignees who have neither attended before him nor furnished a life certificate?

2. Dose the Tehsildar and Naib-Tehsildar satisfy themselves during their tours that assignees and pensioners entered in the registers are living, and report their deaths promptly?

3. Do they inspect all muafi institutions regularly, and see that the conditions of the grants are fulfilled and the assignees are alive?

XIII-Survey Marks

1. Do the Tehsildar and Naib Tehsildar verify the condition of permanent survey marks as required in chapter 6?

2. Do the Tehsildars and Naib Tehsildars conduct crop cutting experiments regularly?

Annexure-F

Points requiring attention at the inspection of the work of the tehsil Office Kanungo

Before making the inspection the Office Kanungo should be asked to prepare the statements referred to in sections X, XI, XII, XVI, XXIX AND XXXIII of this Annexure.

I-Staff.

1. See that no Patwarī is made to work with the Office Kanungo.

2. See that the Office Kanungo is not made to keep any registers which are not prescribed in HP Standing order-8 and should be kept by other tehsil officials. (Para 30.15)

II-Previous Inspections.

1. Give dates of previous inspections and see that the work has been inspected twice a year by the Deputy commissioner or the District Revenue Officer and twice a year by the Sadar Kanungo. (Para 30.15)

2. Ascertain that the defects pointed out in previous inspections have been promptly remedied.

3. See that a separate minute book is maintained for the inspections of Director of Land Records and Addl/Joint/Deputy Director of Land Records. (Para 30.22)

III-Accommodation.

1. See that the accommodation is sufficient and suitable both for records and for the office Kanungo, if not, what proposals have been made and what action has been taken on these proposals.

IV-Records.

1. Ascertain that the papers withdrawn from Patwaris are kept in bastas with goshwaras. [Para 15.45 (ii)]

2. Check a few bastas and see that their contents agree with the entries made in the goshwaras, and the papers ripe for destruction have been destroyed as required under the Rules. (Para 3.100)

V. Files of Instructions, Standing orders, etc.

1. See that the Office Kanungo has got one copy each of the Settlement Manual, Land Administration Manual, H.P. Land Code, Land Records Manual, Financial Commissioner's Standing orders, H.P. Land Laws. and Director of Land Records Circulars (Para 2.61)

2. See that these books are complete with correction slips up to date and the latest published indices are pasted in them.

3. See that there are separate files for Financial Commissioner's and Director of Land Record's circulars and that these are up to date.

4. See that a separate file is maintained for the instructions issued by local officers.

5. See that a check list of periodical reports and returns is maintained.

6. See that the Office Kanungo has got a table of villages under quinquennial attestation duly approved by the Collector, (Para 8.77)

VI-List of Pensioners.

1. See that the Sadar Kanungo sends to the Tehsildar a copy of the additions and corrections communicated to him by the Postmaster and the Treasury Officer. Also see that the Sadar Kanungo compares his list with those of tehsils at his periodical inspections on 1st February each year.

2. See that extracts from this list are duly supplied to Field Kanungo who compares the extracts with the lists of pensioners in the Patwari's copies of jamabandis and make such alterations in red ink in the lists, as are found to be necessary.

3. See that the deaths of pensioners are duly reported by Patwaris and on the occasion of the death of a military pensioner the pension certificate is recovered by the Patwari from the person in whose custody it is and forwarded through the Field Kanungo to the Tehsildar for transmission to the Deputy Commissioner.

VII-Survey Marks (Para 6.6 and 6. 11).

1. See that the Office Kanungo maintains a list of villages which contain base line marks or trigonometrical survey stations.

2. See that all sorts of survey marks are inspected by Tehsildars, Naib Tehsildars and Field Kanungos when they visit a village containing such marks and note in their diaries the state in which they find the marks.

3. Ascertain that on the completion of Kharif girdawari Patwaris send a note in the prescribed form as regards the condition of survey pillars in their circles.

VIII-Patwarkhanas

1. See that a list of patwarkhanas, in good condition, is maintained.

2. Ascertain that Annual report on the condition of patwarkhanas is sent by Field Kanungos on 1st January each year. [Para 3.55 (vii) (i)]

3. Ascertain that the Field Kanungo's reports are punctually forwarded to the District Revenue Officer. [Para 3.55 (vii)]

IX-Indents.

1. Ascertain that a quinquennial list of Patwari and Kanungo forms is maintained [Para 3.92 (i)]
2. Ascertain that the forms indented for do not exceed the number given in the quinquennial list and in the case of blank paper the prescribed scale. (Para 3.92)
3. See that the indents are despatched from tehsils by 1st October. [Para 3.92 (i)]
4. See that balances are correctly shown in the indent.
5. Ascertain that the forms and blank papers are received in tehsil before the end of July and distributed among Patwaris in September. (Para 3.94)
6. Ascertain that the duplicate copies of invoices received from the press are returned from tehsils within one week of the receipt of forms.

X-Pay of Patwaris.

1. Have the following statement prepared for the last six months:

Tehsil	Month	Date of submission of bill to Sadar	Date of receipt of letter of credit	Date of disbursement at Tehsil	Date of return to Sadar

2. Ascertain from acquittance rolls that the amount drawn each day is disbursed the same day. (Para 3.44)
3. Ascertain that the purpose for which remittance is made is written by the Office Kanungo on the acknowledgement portion of the money order form. (Para 3.44)
4. Ascertain that the salary register is properly maintained, being signed by payees paid personally and showing the numbers and dates of money orders issued. [Para 3.45 (3)/(4)]
5. See that the dates of letters of credit and of their receipt and a note of daily disbursement are recorded in the salary register. [Para 3.45 (2)]
6. Ascertain that a register of abstracts of orders to which effect is to be given in Patwari's salary bills is maintained and is kept up to date. (Para 3.43)

XI-Pay of Kanungos.

1. Have the following statement prepared for the pay of the last six months:

Tehsil	Month	Date of submission of bill to Sadar	Date of receipt of letter of credit	Date of disbursement at Tehsil	Date of return to Sadar

2. Ascertain that the pay of only those Field Kanungos is remitted by money order whose headquarters are at a distance of more than 16 kilometres from the tehsil headquarters and for whom Commissioner's sanction has been obtained. (Para 2.31)

3. Ascertain that all sums drawn are disbursed the same day.

XII-Registration Memoranda

1. Have the following statement prepared:

Year	Month	Date of receipt from registration office	Number pending

2. Ascertain that registration memos are promptly sent by registrars and sub-registrars each month.

3. Ascertain that the registration memos are promptly sent to the Field Kanungos and promptly distributed by them to the various patwaris.

4. Ascertain that mutations are entered by patwaris immediately on receipt of memos.

5. See that the files of registration memos are properly arranged by the office kanungo and the date on which the last memorandum is received, is noted on the fly index.

6. Ascertain that files of registration memos are destroyed a year after the date of the receipt of the last memorandum.

XIII-Arrangement of Mutation Sheets.

1. See that mutations are arranged by Field Kanungo circle, Patwari's circles and by village. [Para 8.62 (iv)]

2. See that accepted and rejected mutations in each Field Kanungo's circle are kept distinct and on separate shelves. [Para 8.62 (iv)]

3. See that miscellaneous papers detached from sanctioned mutations are kept in bundles by Field Kanungo's circles and destroyed after five years. (Para 8.63)

XIV-Fees.

1. See that the fee is entered in red ink on each mutation against its number in the annual list and that the fee entries are checked at the tehsil by the Field Kanungo. (Para 8.60)

2. Check the entries of a few villages with the sheets of accepted and rejected mutations and see that the entries made in the annual list are correct.

3. Give the demand for the tehsil for the latest complete year, and note the dates of realization by months if all was not realized by the date of the first kharif instalment.

4. See that the office Kanungo prepares in duplicate, statement of fees, one copy for the tehsil and the other for Sadar Wasil Baki Nawis.

5. Ascertain that Patwari's receipt for his share is attached to the arz arsal.

XV-Interrogatories.

1. See that a separate despatch book is maintained for showing the receipt and despatch of interrogatories. (Para 8.55)
2. Ascertain that interrogatories are not issued for the examination of the persons residing within the limits of the Tehsil unless such persons reside at a distance of more than 40 K.M. from the village to which the mutations relate. (Para 8.55)

XVI-Stock Register of Patwari and Kanungo Forms.

1. See that the register is in the prescribed form. (Para 3.95)
2. See that receipts are entered promptly and a monthly balance is struck. (Para 3.95)
3. Ascertain that the supplies in hand agree with the entries made in the register.
4. See that a memo is kept with each kind of form and a balance struck and dated when forms are received or issued. (Para 3.95)
5. See that issues are made generally once a year in September when Patwaris come to tehsil to file their jamabandis. (Para 3.94)

XVII-Check of Fees Relating to Copying and Inspection of Patwari Records.

1. Ascertain from the Tehsil Wasil Baqi Nawis that the Patwaris bring their register for his check during September, what action, if any, is taken against the defaulters? (Para 3.52)
2. Ascertain that the discrepancies noticed by the Tehsil Wasil Baqi Nawis are brought promptly to the notice of Tehsildar.
3. Ascertain that half yearly statements of demand are received from the Field Kanungos on due date and that the Tehsil Wasil Baqi Nawis submits a consolidated statement of the whole Tehsil to sadar on the prescribed dates? (Para 3.52)
4. See that the fees shown in the demand statements are duly credited into the treasury. Is any action taken against the Lambardars or the Patwaris who fail in this respect (Para 3.52)

XVIII-Register of Mutation of the Names of Lambardars (Paragraph 8 of Standing order No. 14.)

1. See that there is a space for the entries of several years.
2. See that column I shows the serial number of Lambardars.
3. See that in column 2 the names of village are given in topographical order with the topographical number in red ink below the name of the village.
4. Check the register with a few jamabandis and the misalband register and see that it is up to date.

XIX-Muafi Register.

1. See that the general register of muafis is maintained in three parts and separate registers are maintained for inams and roadside grove and wells.

2. Check this register with the mislband register and see that it is up to date.
3. Ascertain from column-14 and 15 of the register that there is no delay in reporting change.
4. Ascertain that a list of changes by lapses and changes of occupancy by inheritance is sent by the end of April each year.
5. Ascertain that these inspection registers are prepared and the existence of assignees and the proper maintenance of grants is attested on the spot by Tehsildar in March and a list of assignees who have neither attended nor furnished a life certificate sent to Sadar as well as report on the condition of grants.

XX-Register of Permanent Advance.

1. See that the application for recoupment are made regularly and noted in the margin of the register and dealt with promptly at Sadar..
2. See that no irregular payments are made and that every entry in the register is initialled by the Tehsildar.
3. Check the balance in hand and voucher, if any:

XXI-Register of Patwari Equipments.

See that the register is compared with the Patwaris registers in September and the discrepancies detected are duly reported to the Sadar.

XXII-Village exposed to River Action.

See that a list is maintained.

XXIII-Patwari Circle.

1. See that the register begins with an alphabetical index which is followed by a page for each Field Kanungos circle. (Para 2.66)
2. Ascertain that the totals of the Field Kanungos circles are amended quinquennially and in the case of Patwaris circle entries are made annually and below the last village of the circle.
3. See that the old entries are scored out when new entries are made.
4. Check column-3 of the register with the misalband register of Patwari cases, and the Patwari's pay bill and columns 5 to 10 with the last quinquennial jamabandi.

XXIV. Rainfall.

1. See that the register is in the prescribed form. (Para 19.16)
2. See that rainfall is reported on each day on which the rain falls. (Para 19.17)
3. See that a slight fall is denoted by the letter R. (Para 19.16)
4. Ascertain that the raingauge is suitably placed and that the distance between the gauge and the nearest object is at least twice the height of that object. (Para 19.5)

5. Ascertain that the raingauge is firmly fixed in the ground, that the mouth of the funnel is one foot above ordinary level of ground and is approximately level and that the rim of the funnel is circular. (Para 19.6)

6. Ascertain that the raingauge has been inspected twice in the year by an officer of rank not below that of District Revenue Officer. (Para 19.20)

7. Ascertain that the Office Kanungo has got a spare measuring glass. (Para 19.10)

8. See that the weekly weather, health and crop reports are clearly worded and are in the hand-writing of tehsildar or Naib Tehsildar.

9. See that the monthly rainfall reports are properly prepared. (Para 19.18)

10. Ascertain whether rainfall returns have been sent to the Director Land Records and F.C. (Rev) in time at the time of occurrence of natural calamities (Para 19.19)

XXV-Farms Prices.

1. See that sufficient number of villages for collection of those prices have been selected in each tehsil. (Para 21.1 (B) (2))

2. See that the prices are being collected in respect of all important crops. (Para 21.1 (B) VII)

3. See that Farm prices returns are despatched immediately after completion of harvest season. (Para 21.1 (B) VII)

XXVI-Annual Returns Paragraph's of Standing Order No. 14.

1. See that the quinquennial jamabandis and annual statements are filed by due dates.

2. See that the crop abstracts of more than one village of a Patwaris' circle are not filed on the same day, and if so whether the Patwari or the Kanungo is to blame and whether suitable action has been taken against the defaulters.

3. See that suitable action has been taken against those patwaris who have failed to file their returns by the date.

XXVII-Note Books (Chapter-17).

1. Are there blank pages at the end of books?

2. Areas in whole hectares, gross amounts in whole rupees, and rates in rupees?

3. Are the quinquennial statements sent in by the patwaris signed by the Kanungos?

4. Are the books kept in almirahs or boxes, and permanently preserved?

5. When there is fluctuating assessment are the note-books suitably amplified?

6. Are large variations explained?

7. Statement-I.

- (a) Col. 2 should be equal to columns 3 to 11.
- (b) Col. 13 should agree with total area sown of statements II and III.
- (c) Col. No. 12 should equal Col. 13 minus 11 of statement I.

8. Statements II and III:

Is there a separate heading for each crop shown separately in statement IV A and B of the Season and Crop Report, and are the crops correctly grouped?

Are kharif/Rabi area figures and extra Kharif/Rabi area figures entered in the proper columns?

Are harvest prices entered in the circle note-books after approval by the Collector?

Has the Office Kanungo a list of centres, and do the field Kanungos report prices punctually?

Does the tehsildar send a copy of the prices to Revenue Courts every six months?

9. Statement IV:

See that the entries in columns 3-16 tally with the kistbandi, and if not, ascertain the reasons.

10. Statement V—

Shamlat land transferred should be included in the statement.

Columns 14, 19 and 24 should show details of land irrigated.

11. Statement VI—

In column-3 separate details should be given for agriculturist and non-agriculturist 'Shamlat', 'Abadi', and 'Sarkar'.

In village note-books columns 6 and 7 should agree with columns 2 and 9+11 of statement I and column 8 with column 5 of statement IV.

Columns 17 and 18 should agree with columns 7 and 8 of groups A and B of the list of assignments and columns 19 and 20 with columns 9 and 10 of group C. Column 2 should contain particulars of the assignees where the assignments are large.

See that the totals in circle and tehsil note-books are obtained by adding to the previous totals the new totals of villages under quinquennial attestation and deducting the old totals of these villages.

12. Statement VII—

In the village note books column 3 should agree with column 9+11 of statement 1 and column 7 of statement VI, but in the others with column-7 of statement VI only.

Column 6 to 8 should equal column 9,

Column 8 should equal column 14.

Column 16 should show any special rates of batai for special crops, and if the tenant pays a share of the land revenue or cash in addition to kind rents, this should be stated. Where there is irrigation from a State canal, it should be noted how the landlord and tenant share the liability for the canal charges in the case of (a) cash, (b) kind rents.

13. Statement VIII—

Column 7: No entry should be made against total.

Column 10 and 11: No entries should be made against separate classes of land, but only against total.

Columns 5 + 9: the total should agree with column 10 of Statement VII.

14. Statement IX—

Ascertain that this statement has been prepared according to instructions issued by the Govt.

XXVIII-Partitons.

Has the following statements prepeared:-

Pending from previous year	New institutions	Total	Disposal	Pending	Year of pending cases	
					Year	No. of pending cases

2. Examine the mislband register and see if there have been delays in:

- (a) referring (column 6).
- (b) carrying out orders (column-8).

Examine some pending files to see if:

- (a) there have been undue delays of adjournments;
- (b) the preliminary hearing has been held on the spot in important cases;
- (c) the mode of partition has been clearly reported;
- (d) the partition has been properly carried out and without delay.

3. Compare the parties in the application with the parcha jamabandi, and see if all necessary persons are parties and that all have been duly notified.

4. See that the patwari is not allowed to point out the land to the share holders except in petty cases and these only under the order of the Tehsildar or Naib Tehsildar.

5. See that he enters up mutations as soon as the partitions is due to take effect.

6. Does the Kanungo check and sign the map and khatauni? (Para 14.18)

7. Does he personally point out the land to the parties and give them copies of the khataunis noting that he has done so in his report to the Tehsildar?

8. Does he communicate all alterations to the parties and correct their khataunis, and order the Patwari to correct this?

Note: In case the partition cases are dealt by the official other than the Office Kanungo, the Inspecting Officer shall inspect his work relating to partition cases on the above points.

XXIX-Abstract Village Notebooks (Chapter-17).

1. Are annual entries prefaced by a settlement entry in red ink?

2. See that there is one volume for each assessment circle, or for a suitable number of villages where the circle is large.

3. Is an index of villages kept at the beginning of each volume?

4. Is a map of the circle kept with the volume?

5. Are total figures for the whole circle entered at the end of volume or volumes of that circle?

6. Are remarks recorded on blank pages by Deputy Commissioner or any of his Assistants?

7. Compare the entries of a few villages in each assessment circle with the village note books and the totals of the assessment circle with the circle note-books, and state the result.

8. Are quinquennial totals made?

XXX-Correction of Field Maps between two Settlements (Para 6.30 and 6.32).

1. Are the maps amended in September in the Tehsil office by Patwaris under the supervision of Field Kanungos, and do the latter make a note of this in the jamabandis?

2. Are amendments correctly and neatly made with proper red ink and pen?

3. Compare the tatima shajras of a few villages with the settlement maps, and state the result.

4. Are the patwaris copies of the map also amended?

XXXI-Periodical Records.

1. Ascertain that all jamabandis are sent to the record room in April. [Para 3.102 (2)]

2. Examine some jamabandis and ascertain if:

(a) they contain an amended genealogical tree, and amended field map and sanctioned mutations;

(b) the attestation notice of Field Kanungos and revenue officers are in accordance with the instructions; [Para 8.86 (b) and 8.88]

(c) a reference to a mutation order is given in the column of remarks in cases of alteration of names: [Para 8.65 (10)]

3. See that the Patwaris copies of the fard bachh for the five preceding years are filed with the jamabandis.

4. See that they have been checked and signed by Field Kanungos and by the Tehsildars or Naib Tehsildars of the circles, and that the kharif copy has been corrected after the rabi girdawari.

5. See that the form of the fard bachh provided for the entry of all Government demands to be collected through the Lambardars (e.g. mutation fees timni etc.).

6. Check some of the entries with the jamabandis.

XXXII-Touring of Revenue Officers.

Ascertain with reference to the diaries of Tehsildars and Naib-tehsildars that they are in camp for at least 12 days a month, that during their cold weather touring they make a thorough inspection of each Patwaris work in their circles, that they check sufficient number of tatima shajras, that they inspect survey marks and note the fact of their having done so in their diaries, that they visit the villages in which jamabandi is to be prepared before the 15th January and also at the time of harvest inspections or before 15th June, and that they check a sufficient number of dhal bachhes.

XXXIII-Mutations.

Having the following statement prepared for the last four quarters and examine entries and orders:

Quarter	Decided	Pending

XXXIV-Registers.

The inspecting Officers should ascertain that the various registers prescribed under Chapter 2 'Kanungos' are maintained properly and filled-in regularly.

Annexure-G

Points requiring attention at the quarterly inspection of

District Land Record Office

I-Previous Inspection.

1. See that a separate minute book is maintained. (Para 30.17).

2. See that the record room is inspected once a quarter and the result of the inspection recorded in the minute book. (Para 30.17).

3. Ascertain that all the defects pointed out at previous inspections have been duly attended to.

II-Accommodation.

1. See that the accommodation is sufficient and suitable for records and the staff; if insufficient what proposals have been made by the Deputy Commissioner and what action has been taken on those proposals.
2. What precautions have been taken against white ants, rats and damp?
3. What arrangements have been made to save the old settlement records from decay?
4. What precautions have been taken against fire. Is a Minimax Fire Extinguisher kept and does the Sadar Kanungo and his assistants know how to use it?

III-Records.

1. See that records of rights are kept in shelves. (Para 15.18)
2. See that goshwaras are divided into two sections and see that records have been entered in the goshwara in order of their receipt. (Para 15.9)
3. Examine a few Bastas and see that their contents agree with the entries made in the Goshwaras, that all the necessary records have been filed and that destruction is up to date.
4. See that all the files and registers excluded from the record room are promptly destroyed when the period for their preservation has elapsed. (Para 15.17)
5. See that only those registers, books, files and records etc., which have been shown in Chapter-15 have been kept in this record room.
6. See that the current registers, and books have been kept separately from old ones. (Para 15.39)
7. Are all newly received files duly entered in the register and goshwaras and placed in the village or other bundles to which they properly belong, and is the village Goshwara number given on the index?
9. See that files are being kept in annual kuliat bundles and current files kept in separate bastas. (Para 15.19 and 15.39)

IV-Inspection of Records.

1. See that applications for inspection of records are properly stamped, and that time taken up in inspecting records is noted on them. (Para 15.30)
2. Are paragraphs 15.29, 15.30 and 15.31 regarding the inspection of records carefully observed by the inspection muharir:
 - (a) In this connection examine a few files to see if fresh applications with a new stamp are invariably put in when the records are not inspected on due date.
 - (b) Examine the accounts of the inspection muharir and see if the inspection branch of the record room is self supporting; if not suggest reduction?
3. Is the person desiring to inspect a certain record or case required to submit an application in writing and to affix there to proper court fee stamps to cover the search and inspection fees prescribed in rules 4

and 5 of Chapter 16 C of High Court Rules and Orders, Volume IV contained in paragraph 15.30 and 15.31

4. (a) Are all the applications referred to in the preceding question, entered by the inspection moharrirs in the register maintained for the purpose and are the court fee stamps cancelled by such moharrirs immediately on receipt of application in the manner laid down in the Court Fees Act?

(b) Is the time spent on the inspection of a record noted in the register maintained by the inspection muharrir?

(c) Are the applications for inspection preserved till the audit inspection for the period is over?

V-Issues.

1. See that the issue registers are maintained in Form-R-9 separately for each court, for copyists and for the special Kanungo or Patwari Muharrir. (Para 15.24)

2. See that on the second day of the first month of each quarter, a list in Form R-10 of all the files which have not been returned is sent to all courts below that of the Financial Commissioners and the High Court. Para 15.24 (ii)]

3. See that an official letter is sent to the office of the Financial Commissioner and the High Court when files sent to these offices are not returned within 6 months. [Para 15.24 (iii)]

4. See that requisition for files are sent by courts in Form R-8 and in duplicate in outlying courts. (Para 15.23)

5. See that requisitions are placed in bastas in place of the files taken out. (Para 15.23)

6. See that a "Number Books" in Form R-11 is maintained and shows the number of bastas actually handled each day. [Para 15.24 (vi)].

7. See that the recently returned records have been placed in the relevant bastas.

VI-Production of Records before Courts.

1. Ascertain from the summons issued by courts that the points on which information is required to be supplied by the special kanungo or patwari muharrir are stated succinctly.

2. Ascertain that the special Kanungo or patwari muharrir is not required to give opinion, is not used as a local commissioner or asked to provide instances in support of or to refute an alleged custom.

3. Ascertain that the special Kanungo or patwari muharrir is not required to supply copies of records which should be obtained through the Copying Agency.

VII-Mussavis.

1. See that mussavis are kept in a flat condition in iron or wooden almirahs.

2. Are they in good condition, if not what measures, if any, are being adopted to set them right?

3. Enquire as to whether any of the musavis were sent to other departments, if so whether they were properly packed and despatched under the custody of a responsible official.

4. Ascertain that musavis were not spoiled or destroyed by the departments to which these were sent on loan.

VIII-Jamabandis.

1. See that all jamabandis were received in the record room by the date on which the rabi girdawari ended. (Para 8.94)

2. See that these were checked by the Sadar Kanungo according to the instructions. (Para 8.94)

3. See that the jamabandis which were found incomplete in any respect were returned to tehsil for completion. (Para 8.94)

4. See that jamabandi have been properly bound and entered in the respective village goswaras.

5. See that rejected mutations with lists are entered in the village goshwaras and destroyed after 15 years from the date of filing in the record room.

IX-Revenue Copyists.

1. See that as far as possible separate copyists have been employed for making copies of papers kept in the Land Records Office, so that there may be no occasion for removing the papers elsewhere for copying purposes.

2. See that separate registers have been kept for copying transactions of the Land Record Office.

Annexure-H

Points requiring attention at the inspection of the work of the Sadar Kanungo.

Before making the inspection the Sadar Kanungo should be asked to prepare the statements relating to sections, V, VII, VIII, XII, XIII, XIV, XV, XVI, XXII and XXIII of this Annexure.

I-Staff.

1. See that there is sanctioned distribution of work between the Sadar Kanungo and his assistants and that it is adhered to.

2. See that no field patwari is allowed to work with the Sadar Kanungo.

3. See that the Sadar Kanungo is not used as reader by the Distt. Revenue Officer. (Para 2.25)

II-Standing Orders Etc.

1. See that the Sadar Kanungo has got one copy each of the Settlement Manual, Land Administration Manual, A Set of H.P. Land Laws, H.P. Land Records Manual and Financial Commissioner's standing order. (Para 2.61)

2. See that these books are complete with correction slips up to date and the latest published indices are pasted in them.

3. See that there are separate files for Financial Commissioner and Director of Land Records circulars and one up to date.

4. See that a check list of periodical reports and returns is kept.

5. See that the Sadar Kanungo has got a table of villages to be quinquennially attested, approved by the Collector.

6. See that the Sadar Kanungo has got a steel measuring tape. (Para 2.27)

III-Files of Transfers of Patwaris and Kanungos.

1. Ascertain from the relevant files that on resignation or transfer, Patwaris make over their papers, records and equipment to their successors and in case of dismissal or suspension to the Field Kanungos. (Para 3.57)

2. Ascertain that mention is made in the Patwari's charge reports of patwarkhanas.

3. Ascertain that Kanungo's charge reports are endorsed by Tehsildars and those of the Sadar Kanungo and his assistants by the Distt. Revenue Officer. (Para 2.28)

IV-Patwarkhanas.

1. Ascertain that a list of patwarkhanas in good condition is maintained.

2. Ascertain that annual reports on the condition of patwarkhanas are sent by Field Kanungos by the 1st January every year. [Para 3.55 (vii) (i)]

3. Ascertain that the Field Kanungos report are punctually forwarded by the tehsildars to the Dist. Revenue Officer and action taken promptly. [Para 3.55 (vii)]

V-Indents.

1. Have the following statement prepared?

Tehsil

Date of receipt of indents at
head quarter

Date of despatch to Director of
Land Records and the Govt.
Press.

2. See that indents are despatched from tehsil offices so as to reach Sadar Kanungo Office on 1st October at latest and despatched by sadar Kanungo's so as to reach office of Director of Land Records on 2nd November, and the Government Press on 1st December at the latest. [Para 3.92 (i) and 3.93]

3. Ascertain that a quinquennial list of Patwari and Kanungo form is maintained. [Para 3.92 (i)]

4. Ascertain that the form indented for do not exceed the number given in the quinquennial list and in the case of blank paper, the prescribed scale. (Para 3.92)

5. Ascertain that tehsil indents are carefully checked by the Sadar Kanungo and the Distt. Revenue Officer. (Para 3.93)

6. Ascertain that forms and blank papers are received promptly and the duplicate copy of the invoice despatched from the tehsil within one week of the receipt of the supplies. (Para 3.94)

VI-Patwar School/Revenue Training Institute

1. Ascertain that the school/institute was opened on 16th April and closed on 31st August. (Para 3.22)
2. Ascertain that Director of Land Record's, previous sanction was obtained to the entertainment of the temporary establishment, payment of stipends and contingent expenditure.
3. Ascertain that candidates are not admitted to school/institute without having attended the rabi girdawari.
4. Ascertain from the minute book that school/institute is visited every fortnight by one of the supervising officers.
5. Ascertain that pass certificates are not given to candidates who have not attended the Kharif girdawari.
6. See that the number of candidates have been recruited according to rules.
7. Ascertain that no person other than the accepted candidates has been admitted in the school/Institute.

VII-Pay of Sadar Kanungo's Branch

Ascertain that the pay of staff is promptly disbursed and the acquittance rolls are properly checked by the Sadar Kanungo to see that sums drawn are disbursed the same day and that proper receipts are affixed.

VIII-Budget.

1. Ascertain that the budget under head 2029-Land Revenue-Land Records is prepared by the Sadar Kanungo checked by the District Revenue Officer and despatched in time so as to reach Director of Land Record's Office on 5th October at the latest.
2. Ascertain that allotments are not exceeded without sufficient reasons and that applications for additional grants are made in good time.
3. Ascertain that accurate budget provision has been made for all heads of expenditure.

IX-Patwari's Character Rolls.

1. Ascertain that the instructions of the Govt. for writing-up Annual Confidential Reports, issued from time to time, are followed.
2. Ascertain that the provision contained under Chapter-12 of the Office Manual for writing-up Annual Confidential Reports are followed and 'Adverse Remarks' conveyed in time.

X-Kanungo's Service Books.

1. See that entries on the first page of service books are attested every five years.
2. See that leave accounts are attached to service books and are up-to date.
3. See that all the entries made in the service books are attested by gazetted officers.
4. Compare the service books with the misalband register, original files and acquittance rolls and see that they are up-to date.

XI-Kanungo's Character Rolls.

1. Ascertain that the instructions of the Govt. for writing-up Annual Confidential Reports, issued from time to time, are followed.

2. Ascertain that the provision contained under Chapter-12 of the Office Manual for writing-up Annual Confidential reports are followed and 'Adverse Remarks' conveyed in time.

XII-Diaries of Patwaris and Field Kanungos (Para 2.44).

1. Have the following statement prepared from the diaries of the last six months:

Date of diary	Date of receipt	Date of Sadar Kanungo's report	Date on which orders were passed by Distt. Revenue Officer or Deputy Commissioner	Date of issue of orders to Tehsildars	Date of receipt of Tehsildar's replies

2. Ascertain that diaries are sent by Field Kanungos immediately on the close of the month to which they relate and are promptly forwarded by the Tehsildar to the Sadar Kanungo.

3. Ascertain that the diaries are carefully scrutinized by the Sadar kanungo and the District Revenue Officer and bad work detected and punished.

4. Ascertain that orders issued on the diaries are promptly attended to by tehsildars.

5. Ascertain that diaries of Patwaris and Kanungos are closed with an abstract of the work done.

XIII-Tour Statements of Field Kanungos.

1. Ascertain that tour statements are submitted by the 10th of the month succeeding the conclusion of each quarter. (Para 2.40)

2. Ascertain that the touring is systematic and that each patwari's circle is visited once in the month. (Para 2.35)

3. Ascertain that the Sadar Kanungo attached a similar statement of his own touring with the statements of the Field Kanungo. (Para 2.40)

4. Ascertain that these statements are carefully checked by the Sadar Kanungo and the District Revenue Officer.

XIV-Diary and Touring of the Sadar Kanungo.

1. Have the following statement prepared:-

Tehsil					Tehsil				Miscellaneous total number of touring days	Remarks
Month	Field Kanungo circle	Field Kanungo circle	Field Kanungo circle	Tehsil Office	Field Kanungo circle	Field Kanungo circle	Field Kanungo circle	Tehsil Office		

2. Ascertain that the Sadar Kanungo is in camp inspecting the work of office and Field Kanungos for at least 15 days each month from 1st October to 30th April. (Para 30.19)

3. Ascertain that the work of every tehsil office Kanungo is inspected by the Sadar Kanungo twice a year. (Para 30.21)

4. Ascertain that the Sadar Kanungo tests the work of each Field Kanungo at least once in the year and comes to a definite finding on his work. (Para 30.19)

5. Ascertain that on return from tour the Sadar Kanungo submits his diary to the District Revenue officer or the Deputy Commissioner and the diary is carefully scrutinized by them and orders passed on the points requiring attention. (Para 2.67)

6. Check the Sadar Kanungo's basta of pending papers and ascertain that he has no old papers on which no action has been taken.

XV-Registers of Patwari Candidates.

1. Have the following statements prepared for each Tehsil:-

No. of patwaris	No. of candidates	Qualification	Patwari Pass (Qualified or not)	Number of candidates since last inspection who have failed to pass the patwari examination within three years of acceptance.	Number of posts filled in during the year	Remarks

2. Ascertain that the total number of patwari candidates does not exceed the maximum limits as prescribed under the Recruitment and Promotion Rules for the post of patwaris.

3. See that the register of patwari candidate is revised from time to time and kept up to date.

XVI-Kanungo Candidates, if any (under the old Rules)

1. Have the following statement prepared:

Total number of Kanungo establishment	Number of caandidates	Appointment given during the year

2. Ascertain that the register of Kanungo candidate is revised from time to time and kept up to date.
3. Ascertain that the total number of Kanungo candidates does not exceed maximum limit prescribed under the R&P Rules for the post of Kanungo.

XVII-Patwari Circles.

1. See that the register begins with an alphabetical index which is followed by a page for each Field Kanungo circle. (Para 2.66)
2. Ascertain that the totals of the Field Kanungos' circles are amended quinquennially and in the case of patwari circles, entries are made annually and below the last villages of the circle.
3. Ascertain that the old entries are scored out when new entries are made.
4. Check column-3 of the register with the misal band register of Patwari cases and the Patwari's pay bills and column 5 to 10 with the last quinquennial jamabandi.

XVIII-Rainfall.

1. See that the register is in the prescribed form. (Para 19.17)
2. Ascertain that rainfall is reported from outstation on each day on which the rain falls. (Para 19.17)
3. See that the remarks in the monthly whether reports are copied into the register. (Para 19.18)
4. Ascertain that the raingauge is suitably placed and that distance between the gauge and the nearest object is at least twice the height of that object. (Para 19.5)
5. Ascertain that the raingauge is firmly fixed in the ground, the mouth of the funnel is one foot above ordinary level of ground and is approximately level and that the rim of the funnel is circular. (Para 19.6)
6. Ascertain that the raingauge has been inspected twice in the year by an officer of rank not below that of District Revenue Officer. (Para 19.20)
7. Ascertain that every raingauge station has got a spare measuring glass. (Para 19.10)

XIX-Muafis.

1. See that the general register of muafis is maintained in three parts and separate registers are maintained for inams.
2. Check the general register of muafis with the misalband register and see that it is up-to-date.
3. Ascertain from columns 14 and 15 of the register that there is no delay in reporting changes.

4. Ascertain that a list of changes by lapses and other change is sent by the end of April each year.
5. Ascertain that the existence of assignees and the proper maintenance of grants is attested on the spot by tehsildars in March and a list of assignees who have neither attended nor furnished a life certificate sent to Sadar as well as a report on the condition of grants.
6. Ascertain that the provisions of Rules 6&7 of the H.P. Cancellation or Remission of Assignment of Land Revenue Rules are adhered to as and when the assignments are liable to be resumed.

XX-List of Pensioners.

1. See that a complete list of pensioners, civil and military, is maintained by the Sadar Kanungo, which is kept up to date from the lists received from the Treasury and the Head Postmaster of the district.
2. See that a copy of the additions and corrections communicated to the Sadar Kanungo by the Postmaster and the Treasury Officers is supplied to all tehsils on 1st February each year.
3. Check the list of pensioners with a few jamabandis recently filed in the Land Records Room.

XXI-Register of Waste Land in Charge of the Deputy Commissioner.

See that the register is maintained in the prescribed form and that land acquired for public purposes, nazul lands and encamping groups are excluded from it as prescribed in Land Administration Manual.

XXII-Contingent Register.

1. See that allotments are entered in red ink at the beginning of each year and are not exceeded.
2. See that each entry in the register has been checked by a gazetted officer and is initialled by him.
3. See that expenditure is charged to the appropriate heads, and no expenditure chargeable to district contingencies is entered in this register.

XXIII-Survey Marks.

1. See that a list of the Great Trigonometrical Survey Station is maintained. (Para 6.6)
2. Ascertain that on the completion of Kharif girdawari patwaris send a note in the prescribed form as regards the condition of survey pillars in their circles. (Para 6.63)
3. Ascertain that an annual return as regards survey pillars is submitted to the Director Geodetic branch Survey of India Dehradun in the 1st December of each year. [Para 6.6 (5)]
4. Ascertain that there exists the index showing reverain base line marks laid down by the Survey of India.

XXIV-Note Books (Chapter-17).

1. Are they bilingual, and do they contain blank pages at the end?
2. Are areas in whole hectares, gross amounts in whole rupees, and rates in rupees/paise?
3. Are the books kept in almirahs or boxes, and permanently preserved?

4. When there is fluctuating assessment are the note books suitably amplified?

5. Are large variations explained?

6. Statement-I

(a) Col. 2 should be equal to cols 3 to 11.

(b) Col. 13 should agree with total area sown of statements II and III.

(c) Col. No. 12 should equal col. 13 minus 11 of statement I.

7. Statements II and III

Are Kharif/Rabi area figures and extra Kharif/Rabi area figures entered in the proper columns?

Are harvest prices entered in the circle note-books after approval by the Collector?

Has the Office Kanungo a list of centres, and do the Field Kanungos report prices punctually?

Does the Tehsildar send a copy of the prices to Revenue Courts every six months?

8. Statement IV

See that the entries in columns 3-16 tally with the kistbandi, and if not, ascertain the reasons.

9. Statement V

Shamlat land transferred should be included in this statement.

(Columns 14, 19 and 24 should show details of land irrigated).

10. Statement VI

In column 3 separate details should be given for agriculturist and non-agriculturist "Shamlat", "Abadi", and "Sarkar".

11. Statement VII

In the village note book column-3 should agree with column 9 + 11 of the statement No. I and column 7 of statement VI, but in the others with column 7 of Statement VI only.

Columns 6 to 8 should equal column 9.

Column 8 should equal column 14.

12. Statement VIII

Column 7—No entry should be made against separate classes of land, but only against total. Columns—5 and 9. The entries against total should agree with column 7 of statement VII.

XXV-Abstract Village Note Books (Para 17.7).

1. Are annual entries prefaced by a settlement entry in red ink?

2. See that there is one volume for each assessment circle or for a suitable number of villages where the circle is large.
3. Is an index of village kept at the beginning of each volume?
- ~~4.~~ Is a map of the circle kept with the volume?
5. Are total figures for the whole circle entered at the end of volume or volumes of that circle?
6. Are remarks recorded on blank pages by Deputy Commissioner or any of his assistants?
7. Compare the entries of a few villages in each assessment circle with the village note-books and the total of the assessment circle with the circle note books, and state the result.
8. Are quinquennial totals made?

**XXVI-Further Points to be Noticed at the Time of the
Inspection of Sadar Kanungos' Office.**

1. Whether settlement correspondence is kept in office in a separate almirah in the same order as it is entered in the catalogue.
2. Whether a register showing the distribution of books of references and their correction slip is maintained.
3. Whether regular inspection are made of the Field Kanungos' work by District Revenue Officer and of the Patwaris' work by Tehsildars and Naib-Tehsildars. (30.4, 30 & Appendix J of this Chapter)
4. Whether the mutation work of the District is up to date and arrears are not being allowed to accumulate.
5. Whether the partition work of district is up to date.
6. Whether orders regarding the preparation of crop forecasts and weekly whether and crop reports are properly carried out (Chapter XVIII & XX) and whether Tehsildars and Naib-Tehsildars make the reports in their own hand.
7. Whether Tehsildars and Naib Tehsildars check a sufficient number of tatima shajras and dhal bachhes. (Para 6.29)
8. Whether the tehsildars and naib-tehsildars submit their diaries punctually and whether their touring is adequate
9. What is the Government demand on account of mutation fees for the last year how much of it was paid by the date of the first kharif instalment and how much was paid subsequently and on what dates?
10. Whether the annual demand statements on account of mutation fees are sent to the Director of Land Records by 10th October, each year.

XXVII-Provident Fund of Patwaris & Kanungos.

1. See that a register for G.P.F. is maintained on prescribed form.
2. Ascertain that the entries in this register tally with G.P.F. pass book and Annual G.P.F. statements.

3. See that the G.P. fund of the newly recruited employee is deducted after completion of one year's service.

4. Has the office incharge verified the entries in G.P.F. account register with the office copies of the bills or the acquittance rolls?

5. See that each subscriber has been allotted G.P.F. Account number.

6. See that minimum deduction on account of subscription required under the rules has been correctly made by each subscriber.

7. Ascertain that the Annual G.P.F. statements issued by AG. HP has been delivered to the subscribers under receipt with in a period of one month.

Note: The above memorandum is not intended to be exhaustive. The inspecting officer is at liberty to go beyond these questions to satisfy himself into the correctness of the accounts.

XXVIII-Register.

The Inspection Officers should ascertain that the various registers prescribed under paragraphs 2.65 and 2.66 of Chapter 2 are maintained properly and filed in regularly.

Annexure I

Inspections by Director of Land Records and Addl/Joint/Deputy Director of Land Records, Himachal Pradesh.

Inspection of Patwari's and Kanungos

1. The Director of Land Records and Addl/Joint/Deputy Director of Land Records may inspect the work of any patwari and Kanungo in the Pradesh at any time.

Inspection of Tehsildars and Naib-Tehsildar's and office Kanungo's Work

2. The Director of Land Records Addl/Joint/Deputy Director of Land Record shall inspect the land records work of Tehsildar and Naib-Tehsildars including the work of tehsil Office Kanungos.

Inspection of District Land Records Office

3. The Director of Land Records and Addl/Joint/Deputy Director of Land Records shall endeavour to inspect the District Land Records Offices once in a year.

Roaster of Inspections

4. The Director of Land Records and Addl/Joint/Deputy Director of Land Records shall prepare a roaster of inspections in the beginning of the year and shall conduct inspections according to roaster. They shall observe besides others points, the various points for inspections of the above offices as mentioned in Annexures 'A to H' of this Chapter.

Annexure-J Inspection of Revenue Work.

Inspection of Mutation work of Naib-Tehsil- dars/Tehsildars by SDO (C)

1. The SDO (C) shall inspect the mutation work done by Naib-Tehsildars/Tehsildars under his control after every quarter and shall inspect at least 25 per cent of each accepted and rejected mutations and note down defect found in the orders in the inspection note.

As copy of the inspection note shall be sent to the Collector of the District and DLR.

The Assessment of mutation work of every Naib-Tehsildar/Tehsildar will be taken into account while writing their ACRs.

Inspection of Patwari's and Kanungo's work by Revenue Of- ficers

2. The Naib-Tehsildar/Tehsildar/SDO (C) shall inspect the work of at least four Patwaris and one Kanungo under their control in every month.

The District Revenue Officer shall inspect at least the work of six Patwaris and two Kanungos in every month in the District

Inspection of Tehsil/Sub-Teh- sil Offices and Sub-divisional offices/Courts

3. The Deputy Commissioner and SDO (C) shall inspect every Tehsil/Sub-Tehsil office under their jurisdiction once in a year. The Deputy Commissioner will also inspect at least half of the Sub-Divisional offices/courts in a year as prescribed in Standing order No. 5.

The District Revenue Officer shall inspect the work of Tehsil/Sub-Tehsil Offices on behalf of Deputy Commissioner twice in a year on the points prescribed in this chapter.

Norm for in- spection by the Divisional Com- missioner

4. The norm for inspection by the Divisional Commissioner will be as under:-

Name of office	Period
1. Deputy Commissioner's office/Court.	Once after a lapse of two years subject to the condition that all offices/courts are inspected during the period of three years.
2. S.D.O. (C)'s office/Court	—do—
3. Tehsils/sub Treasury	Once in three years (S.O. No. 5)

Compliance Reports

5. The Patwaris, Kanungos and Head of offices shall submit compliance reports of the inspections to the concerned inspecting officers within a period of one month with a copy to District Collector and Director of Land Records for information.

Note:— Though every care has been taken to indicate correct paragraphs and references yet correctness may be ascertained from the original references.