

## CHAPTER 2

# KANUNGOS

**Recruitment and Promotion Rules for the post of Kanungo Mohal, Kanungo Settlement, Kanungo Consolidation and Sadar Kanungo.**

**2.1.** The Recruitment and Promotion Rules for the post of Kanungo Mohal, Kanungo Settlement, Kanungo Consolidation and Sadar Kanungo are contained in Appendices II, IV, VI and VII respectively, which may be consulted.

**Seniority.**

**2.1.A.** The Seniority of the members of the services shall be determined by the Departmental Promotion Committees of the respective departments and shall be kept strictly in accordance with the placement assigned by the D.P.C.

**Monthly Diary of Kanungo under settlement training**

**2.2.** The monthly diary of Kanungo under going settlement training shall be submitted by Settlement Officer to the Director of Land Records. He shall pass remarks and convey them to the official through Settlement Officer.

**Checking of work of Kanungo during settlement training by DLR.**

**2.3.** Director of Land Records can check the work of Kanungo during settlement training. If he finds the work of the official is unsatisfactory, he may recommend to the concerned authority to enhance the period of settlement as he deems proper.

**Treatment of Consolidation Service as equivalent to Settlement field service.**

**2.4.** The consolidation service of an official shall be treated as being at par with settlement service for the following purposes:-

1. Settlement training to be given to Kanungo
2. Appointment as Sadar Kanungo.

### I. Kanungo Staff

**Field Kanungo for each circle.**

**2.5.** There shall be a Field Kanungo of each Kanungo circle. Ordinarily there shall be one Field Kanungo for about 10 Patwaris.

**Field Kanungo in Settlement.**

**2.6.** There shall be a Field Kanungo for each Kanungo circle in settlement who shall look after the work of 4 Patwaris.

**Field Kanungo in Consolidation.**

**2.7.** There shall be a Field Kanungo for each Kanungo circle in consolidation who shall supervise the work of 5 Patwaris.

- Office Kanungo.** 2.8. There shall be an Office Kanungo in Sub-Divisional Office, Tehsil/Sub Tehsil offices.
- Kanungos at District Head-quarter.** 2.9. There shall be Sadar Kanungo, Naib Sadar Kanungo and Patwari Moharrer (Kanungo) in the office of Deputy Commissioner. The Naib Sadar Kanungo/Patwari Moharrer shall help the Sadar Kanungo in his office.
- Peons to Kanungos.** 2.10. Peon is allowed to every Field Kanungo Mohal, Settlement Kanungo, Consolidation Kanungo and Sadar Kanungo.
- Kanungo's Service Book.** 2.11. A Service Book under S.R.-197 showing seniority, qualifications, details of service, punishment, praise, reward, etc. about each Kanungo in Mohal, Settlement and Consolidation must be maintained by the concerned D.D.O. in the form prescribed by Comptroller and Auditor General. The entries in this book should be kept up-to-date by the D.D.O.
- Annual Confidential Reports of Kanungos.** 2.12. The Annual Confidential Report of the Kanungos shall be kept in the form given in para 3.49 of 'Patwaris' Chapter. In writing ACR's the instructions of the Govt. issued from time to time in this behalf and contained in Chapter 12 of the Office Manual of H.P. Govt., shall be followed.
- Discipline, Punishment and Appeal.** 2.13. In matters relating to discipline, penalties, appeals and conduct of the Kanungo in Mohal, Settlement and Consolidation shall be governed by the Central Civil Services Classification, Control and Appeal Rules and Central Civil Services Conduct Rules as applied by the Himachal Pradesh Government. The Government may specify the nature of the penalties which may be inflicted, the authority empowered to impose such penalties and the appellate authority.
- LEAVE.** 2.14. For leave, the Kanungos shall be governed by Central Civil Services Leave Rules, 1972 as amended from time to time.
- GENERAL.** 2.15. For pension and other matters, the Kanungos shall be governed by the rules applied by the H.P. Govt. to other class III Govt. servants.
- Examination.** 2.16. The Director of Land Records shall hold Kanungo's Examination at suitable intervals as he deems proper. The following categories of employees are eligible to appear in the examination.
- (I) A Patwari of Mohal, Settlement, Consolidation, Colonisation, Rehabilitation, Land Acquisition, Forest Settlement, with at least four years temporary/permanent service who has qualified Patwari's Departmental Examination.
- (II) The following categories of employees of the Revenue Department are also eligible for appearing in the Kanungo Examination:-
- Substantive/Officiating Kanungos of Colonisation, Rehabilitation, Land Acquisition, Forest Settlement, Consolidation of Holdings, and have passed the Patwari's Examination.
- (III) Kanungo candidates who were accepted by the accepting authorities under old executive orders and are eligible to appear in the Examination under the rules.
- Application form for appearing in Departmental Kanungos Examination.** 2.17. The Patwaris and Kanungo candidates who are eligible to appear in the Kanungos Departmental Examination shall apply on the form given below.

**FORM**

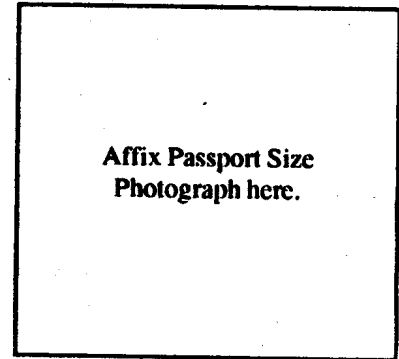
**Government of Himachal Pradesh Revenue Department  
(Directorate of Land Records, H.P.)**

**APPLICATION FORM FOR APPEARING IN THE DEPARTMENTAL EXAMINATION OF KANUNGOS.**

(Particulars to be filled by the Candidate in his/her own handwriting).

1. Name of the Examination
2. Name of the applicant  
(In Block Letters)
3. Father's Name
4. Date of Birth
5. Service/Cadre to which belongs.
6. Date of appointment to the service
7. Designation and place of posting
8. Address on which the Roll. No. is required to be sent.
9. Whether the appointment to the service is on probation or on officiating or substantive capacity.
10. No. of chances already availed with session (s) year(s) of examination and Roll. No.

Roll No.  
(to be issued by the Deptt.)



Affix Passport Size  
Photograph here.

- |   | Session | Year     | Roll. No.                  |
|---|---------|----------|----------------------------|
| 11. Papers already passed giving notification (s) paper(s) and date(s)  |         |          | Notification No. and date. |
| 12. Papers which are being offered for examination  |         |          |                            |
|   | Sr. No. | Paper(s) |                            |
|   | 1.      |          |                            |
|   | 2.      |          |                            |
|   | 3.      |          |                            |
|   | 4.      |          |                            |
| 4. Have you ever been disqualified? If yes, Roll. No., Session, Name of authority and nature of disqualification. |         |          | Yes/No.                    |

I solemnly declare that the information given by me in this application form is correct and true and nothing has been canceled or suppressed and that in the event of any of the statement being found incorrect or false, I shall be liable to punishment as envisaged under the Rules. I certify that I have read the Rules and the instructions very carefully before filling in the form.

Date:

Place

Signature of the Candidate.

**PART-II**

**Eligibility Certificate<sup>1</sup>**  
**(For use in the office to which the Official belongs)**

Certified that Shri/Miss/Mrs. \_\_\_\_\_ Patwari  
having \_\_\_\_\_ years service is eligible to appear in \_\_\_\_\_ examination under the Rules.  
and has availed \_\_\_\_\_ chances.

Place:

Date:

Signature:

Deputy Commissioner/  
Settlement Officer/  
DCH/Collector (Forest)/  
Head of the Department

<sup>1</sup>This certificate must be signed by Deputy Commissioner/Settlement Officer/DCH/Collector (Forest)/Head of the Department only, as the case may be.

**PART-III**

**Identity Certificate**

Roll No \_\_\_\_\_

Certified that Shri/Smt./Miss. \_\_\_\_\_ Son/daughter of Shri

\_\_\_\_\_ resident of \_\_\_\_\_

Post Office \_\_\_\_\_ Police Station \_\_\_\_\_ Tehsil

\_\_\_\_\_ District \_\_\_\_\_ Himachal

Pradesh is personally known to me for \_\_\_\_\_ years.

Affix Passport Size  
Photograph here.

Certified that a copy of the photograph affixed above in the right hand margin is that of the above named candidate and I have signed the same over the seal of the stamp of my office.

Signature and seal of the Office

**N.B.** This certificate may be issued by any Gazetted Officer of the concerned Department Viz. Tehsildar/Sub-Divisional Officer (Civil)/District Revenue Officer/Deputy Commissioner/Settlement Officer/D.C.H. etc.

**Instructions for  
Submission of  
Application.**

**2.18.** The following instructions shall be followed for submission of application:-

- i. The application for appearing in the Kanungo's Departmental Examination shall only be accepted on the above form duly filled in by the applicant in his own handwriting.
- ii. Only eligible Patwaris and Kanungos candidates shall apply for appearing in the Examination.
- iii. The eligibility certificate shall be signed by the concerned District Revenue Officer/Deputy

Commissioner/Settlement Officer/Director, Consolidation of Holdings only.

- iv. Identity certificate shall be signed by any concerned Gazetted Officer of the Department.
- v. No candidate shall be allowed to appear in the Examination unless he produces Identity certificate/Roll Number slip at the time of Examination.
- vi. If the applicant is on deputation/transfer with the other Departments like P.W.D./ Industries/Corporation/Board etc., the eligibility certificate shall be signed by the parent Head of Department of the applicant.
- vii. The eligibility certificate of the eligible Patwaris and Kanungos of Forest Settlement shall be signed by the Collector Forest.

**Chances.** 2.19. (i) A Patwari who is eligible to appear in the Examination can avail only 3 chances provided the state Government on the recommendations of Director of Land Records, in exceptional cases, may allow one more chance for reasons to be recorded in writing.  
(ii) The officials mentioned in Para 2.16 16(ii) and (iii) supra can avail only two chances to appear in the Examination.

**Subjects for Examination.** 2.20. The subjects for Kanungo Examination shall be as under:-

Subject	Maximum Marks
Paper I	100
H.P. Land Records Manual (Revised edition)	
Paper-II	100
Settlement Manual & Patwari's Mensuration	
(i) Settlement Manual: Chapters: 10, 12, 13, 14, 15, 16. Appendices VII, IX, XIV, XXI	
(ii) Patwaris Mensuration:	
Paper - III	100
Arithmetic, upto Matric Standard	
Paper - IV	100
Report Writing, Caligraphy & Hindi Essay upto Matric Standard	
(i) Report Writing on: (50 Marks)	
1. Partition	
2. Nautor	
3. Demarcation	
4. Delivery of possession	
5. Checking/attestation of Jamabandi	
6. Any other revenue matter.	
(ii) Caligraphy and Hindi Essay upto Matric Standard. (50 Marks)	

**Percentage of marks necessary and Issuance of Certificates**

**2.21.** (a) Paper No. I (H.P. Land Records Manual) is compulsory to be passed and no candidate will be held to have passed the Kanungo Examination unless he has passed Paper No. I and has obtained 50 percent marks in each subject.

(b) Subject to provisions contained in sub Para 2.21 (a), Candidates failing in any subject may reappear in the subject at the next examination but he will not be entitled to avail more than 3 chances in all allowed to him.

(c) After declaration of the result of Examination, the Director of Land Records shall issue Detailed Marks certificate to the candidate in the form appended in Annexure-A of this chapter.

(d) As soon as the candidate passes the Departmental Examination of Kanungo, the Director of Land Records shall issue a certificate in the form appended in Annexure-B of this chapter.

(e) No grace marks for passing the Examination shall be given.

**Travelling Allowance for attending Examinations**

**2.22.** Kanungo candidates and Patwaris already in Government service, may draw travelling allowance for journeys to attend Kanungo examinations provided that in each case the candidate passes the examination in whole or in part, and that in no case can travelling allowance be drawn more than twice.

Travelling allowance bills should be supported by, and passed on the authority of a certificate to be given by the Deputy Commissioner and attached to the bill that the official has passed the Kanungos Examination in \_\_\_\_\_ 19 \_\_\_\_\_ vide Director of Land Records, letter No. \_\_\_\_\_ dated \_\_\_\_\_ was a Government official at the time of the examination and has not previously drawn travelling allowance more than twice for the examination.

**II. General**

**Residence within their charge.**

**2.23.** Every Field Kanungo shall, under major penalty reside with his family within the limits of his charge unless he shall receive the written permission of the Deputy Commissioner to reside or to locate his family elsewhere, and he shall not leave his charge except on duty or with sanction.

**Disabilities of Kanungos.**

**2.24.** (i) A Kanungo shall not engage in trade nor shall he lend money to agriculturists or have any interest direct or indirect in such transactions, either in his own charge or elsewhere; and he shall not acquire land within his own charge otherwise than by inheritance. Nor shall he purchase land at auction sales in colonies without the previous sanction of the Financial Commissioner. Such land shall be deemed to include agricultural land and land in town sites auctioned for building sites or other purposes. Sanction as required under the rules should also be previously obtained for the acquisition of any other kind of immovable property by a Kanungo.

(ii) The tenure of any land or of any interest in land by a Kanungo whether within his charge or elsewhere shall be notified by him to the Deputy Commissioner and may be made a reason for his dismissal, if not so notified, or if it appears that he is thereby prejudiced in the performance of his duties.

(iii) A Kanungo who borrows money from an agriculturist of his charge or is in a condition of serious pecuniary embarrassment, may be dismissed.

(iv) No Kanungo shall write, attest, or witness any deed or agreement except as required in these rules, unless he is personally or unavoidably interested therein.

- Kanungos to be employed only on their prior work.** 2.25. All Kanungos must be strictly confined to their own allotted work. It would for example be improper to allow the Sadar Kanungo to be used by the District Revenue Officer as a reader, nor should a Tehsil Office Kanungo be used for case work.
- Kanungos in district under settlement.** 2.26. When a district is being re-assessed, the Kanungo staff works under the orders of the Settlement Officer.
- Equipments.** 2.27. Each Field Kanungo is supplied, free of cost, with two steel rods adjusted to the length of the local kadam. These should be made locally according to the pattern supplied by the Director of Land Records. When not in use, these rods should be kept in hollow bamboos.
- Deputy Commissioner shall supply a steel measuring tape to each Sadar Kanungo. This should be used to check chains and 'addas'. Four sketching frames (tatis) will be supplied by Government to each Office Kanungo for the use of Patwaris when preparing the shajra kishtwar.
- Making over records on vacating.** 2.28. On dismissal, resignation or transfer, a Kanungo is legally bound to make over his papers, records and equipment to his successor in office, who shall give him a receipt for the same. But this receipt shall not be a valid discharge until endorsed by the Tehsildar, or, in the case of a Sadar Kanungo until endorsed by the District Revenue Officer.
- Pay and Allowances.** 2.29. The pay and allowance of Kanungo establishment including settlement shall be governed by the Rules framed and instructions issued by the Himachal Pradesh Government from time to time.
- Pay Bill Form.** 2.30. The pay and allowances shall be drawn on pay bill form No. STR-23/'R' 43 4 signed by Drawing and Disbursing Officer. The amount for contingent expenditure should be drawn on bill form T.R. 25 signed by Drawing and Disbursing Officer. Contingent expenses includes charges of commission on money orders, repairs office expenses etc. etc.
- Submission of pay by money order.** 2.31. In districts not under settlement, Deputy Commissioners are authorised to sanction the disbursement of Kanungos and their Peons pay, contingent charges and travelling allowance by money order, where the Kanungos' head quarters are over 16 Kms. from Tehsil headquarter also are at liberty to disburse by money order, the pay of Kanungo under their control who are at work at a distance over 16 Kms. from the Tehsil. The Commission on the money orders should be met from government funds.

### III. Duties Of Field Kanungos

- Responsibility of Field Kanungos for the work and conduct of Patwaris.** 2.32. A Field Kanungo is responsible for the conduct and the work of Patwaris in his charge and it is his duty to report bad work, or neglect of duty, or misconduct on the part of any Patwari for the orders of the Revenue Officer to whom he is subordinate.
- He will be held personally responsible if the mutation work of any Patwari's circle is in arrears, unless he is able to show that he has taken all measures in his own power to prevent it and has reported any Patwari who has failed to carry out his instructions. In particular, he will be called to account if the procedure, laid down in relevant paragraphs of Chapter 8 on Record-of-Rights is not properly carried out. Instructions for the systematic inspection of the work of Field Kanungos are contained in Chapter 30 on Inspections, which may be consulted.



**Field Kanungos go to report certain matters to Tehsildar.**

**2.33.** Whenever a Field Kanungo visits a Patwari's circle he shall carefully read the entries in the Patwari's diary made since his last visit; and make enquiries on the matters and he shall report to the Tehsildar any of these matters which are important or require his orders.

**Supervision of the work of Patwaris during the time of their inspections of crops and preparation of bachh and mutation and alluvion or diluvion papers.**

**2.34.** During the time the Patwaris of his charge are inspecting the crops, and preparing the bachh and mutation and alluvion papers of their villages, the Field Kanungo's whole attention shall be given to the supervision of their work.

**Field Kanungos to visit each Patwari's circle monthly.**

**2.35.** At other times of the year he will visit each Patwaris' circle once in the month and supervise the timely and accurate completion of the jamabandis and the statements.

#### **IV. Supervision of Village Maps by Field Kanungo**

**Maintenance of serviceable maps.**

**2.36.** The Field Kanungo shall see that all the village maps with the Patwaris are in good conditions. When the map of an estate becomes un-serviceable, he shall ensure that the fair copy is prepared in time. He shall make a report after every six months to the Tehsildar in this behalf and get the copies prepared.

**Entry of changes in plot boundaries in Patwari's copies of maps.**

**2.37.** The Field Kanungo must see that all changes in Patwaris copies (Latha) in plot boundaries made during the last 5 years through tatima shajras in the case of those maps of estates of which quinquennial jamabandis have been prepared are carried out in accordance with the instructions.

**Incorporation of amendments in the part Tehsil Maps.**

**2.38.** It shall be the duty of Field Kanungo to see that all the effect of tatima shajras prepared under Chapter 6 'Surveys' have been given in the fair copies of maps kept in the Tehsil (Momi). The new lines of amended fields in the first instance be shown in pencil by the Patwari and then inked by the Field Kanungo in 'Sangraf' after comparison with the tatimas concerned. He shall ensure that instructions in this behalf prescribed in the Chapter ibid have been followed strictly in letter and spirit.

**Duties of Kanungos regarding demarcation of boundaries.**

**2.39.** *The Kanungos posted in Consolidation, Settlement and Mohal shall define the limits of any estate or any holding, field or other portion of an estate strictly in accordance with the instructions issued by the Financial Commissioner (Rev.) at repartition, or partition or on the orders passed by any Officer of these Departments competent to pass orders or on the application of any person interested.*

*The Kanungo shall follow the procedure prescribed for demarcation under Chapter 10 "Demarcation of Boundaries" of Himachal Pradesh Land Records Manual.*

*In case, the Kanungo intentionally or knowingly gives wrong demarcation so as to affect the rights and interests of the interested parties adversely, he shall be liable for disciplinary action under the rules.*

**Kanungo's statement of tours.** **2.40.** To ensure that the touring of Field Kanungos is properly distributed, each Field Kanungo should forward a statement in the form annexed for each quarter to the Sadar Kanungo, who should send it to the District Revenue Officer.

This form shows the Partwari's circle visited in each month, and dates of the Field Kanungo's inspections, and a glance at it will enable the supervising officer to see whether all circles are duly visited, or whether some circles are being neglected, and also if the touring is being systematically and properly carried out.

Printed Forms will be supplied by the Director of Land Records on indent. The Sadar Kanungo should submit a similar statement of his own touring to the District Revenue Officer for submission to the Deputy Commissioner. These statements should be sent on the 10th of the month succeeding the conclusion of each quarter.

**Statement showing touring of Field Kanungos \_\_\_\_\_  
for the quarter ending \_\_\_\_\_ tehsil \_\_\_\_\_ district \_\_\_\_\_**

Month	Patwaris	Days spent in the tehsil	Holidays sick and leave	Days spent with officers	Miscellaneous	Remarks

A table for each circle in his charge should be given to each Field Kanungo, showing the arrangements approved for the division of circles for the purpose of preparation of detailed jamabandis, etc. this table being so arranged that the work of each year shall cover about a fifth of the Kanungo's whole circle

**Field Kanungo to check jamabandis.** **2.41.** The jamabandis having been filed at the end of August, the Field Kanungos will spend September at Tehsil headquarters checking them in the manner prescribed in chapter "Record-of-Rights"

Patwaris shall not be detained at the Tehsil while this check work is going on. Any inquiries that are necessary should also, as far as may be convenient, be reserved for the same occasion, or be made by the Field Kanungo in his return to the circle.

If errors are numerous and important, they should be brought before the Tehsildar for his order.

Field Kanungo shall not be detained at the Tehsil for office checking later than the end of September; and if the state of the harvest so requires, they should be released sooner.

**Register of work of patwari.** **2.42.** There shall be kept up by the Field Kanungo, a register, in form annexed, showing the character of each Patwari's work. The Field Kanungo will send this register to every Tehsildar or other Revenue Officer who enters his circle for inspection duty, and that officer will, before leaving the Kanungo's circle enter briefly the result of his inspection against each Patwari inspected, and return the register to the Field Kanungo. The attendance of the Field Kanungo is not necessary.

#### V. REGISTER OF PATWARIS TO BE KEPT BY FIELD KANUNGOS

(N.B.- There will be 6 pages for each Patwari's circle. On pages 1 and 2 of each circle will be entered by the Field Kanungo data of each year's ordinary work and on pages 3 and 4 will be shown the quinquennial return work of the years, on pages 5 and

6 will be entered remarks by superior officers. Six pages are required instead of 3 in order that the register may last about 12 or 15 years. A Patwari may be allowed to take copies of the entires relating to his own work, if he so desires.)

### Form of Pages 1 and 2

Agricultural year	Patwari's name and date of appointment, with name of circle	Date by which kharif crop statements were filed	Date of completion of annual bachh papers	Date of completion of alluvion and diluvion papers	Date by which Rabi crop statements were filed	Date by which extra Rabi statement was filed	Date of filing jamabandis	Reports or complaints against Patwari during the year	Result and final order by whom given
1	2	3	4	5	6	7	8	9	10

rtj

### Form of pages 3 and 4

#### quinquennial attestation and petty survey works

#### Village attested

Agricultural year	Name	Holdings	Feilds	Area	Date of attestation of old jamabandis (Paragraph 8.81)	Date of completion of measurement work (Paragraph 6.25)	Date of commencement by patwari	Date of completion by pawtari	Date of completion of kanungos final attestation	Date of attestation by Tehsildar or Naib-Tehsildar	Remarks stating particulars and area of any other petty survey work necessitated by alluvion or diluvion or other special cause
1	2	3	4	5	6	7	8	9	10	11	12

### FORM OF PAGES 5 AND 6

Dates of visits of superior officers, including Sadar Kanungo	Brief remarks of superior officers showing character of Patwaris work in each year. (N.B. Entries should be very brief.)
1	2

1

2

### VI. OTHER REGISTERS

**2.43.** The Field Kanungo shall maintain the following registers in the form prescribed in various Chapters of the Manual.

1. Register of Demarcation Applications (chapter-on 'Demarcation of Boundaries'.)
2. Register of Warrants of Ejectment (Chapter on 'Prevention of Encroachments on Government Land').
3. Register of Mode of partition (Chapter on 'Partition'.)

4. Register of Delivery of possession of property allotted in partition (Chapter on 'Partition'.)

5. Register of Nautor Applications, in the following form:

Sr. No.	Name of applicant	Village	Details of Land	Date of Receipt	Brief Report by F.K.	Date of despatch to Tehsil office	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

6. Register of Crop Cutting Experiments by Random Sampling Method in the following form:-

Sr. No.	Name of Tehsil	Name of Village	Kind of crop	No. of experiments allotted	No. of experiments done
1.	2.	3.	4.	5.	6.
Date of experiments done	Result of crop-cutting experiments	Date of despatch	Remarks		
7.	8.	9.	10.		

7. Register of Warrants of possession

from civil courts.

The form meant for Register of Warrant of ejectment shall be used for the Register also.

8. Misalband Register: In this Register miscellaneous applications/Execution of decrees from civil courts/orders from higher authorities etc. shall be entered. The form of the register shall be as under:-

Sr. No.	Village	Name of applicant with address	Contents of application	Date of receipt	Brief report	Date of Despatch	Remarks
1.	2.	3.	4.	5.	6.	7.	8.

#### Diary of Field Kanungo

**2.44.** Every Field Kanungo shall keep a diary, in which he will state day by day the manner in which he has been employed. The entry for each day shall be made not later than the following morning. A copy of the diary for the previous month shall be posted by the Field Kanungo to the Tehsildar on the 1st of each month; and will be forwarded by the Tehsildar to the Sadar Kanungo. Each month's diary will close with an abstract of the month's work in such form as may be prescribed from time to time.

Diary books for Field Kanungo will be obtained from the Director of Land Records on indent. They are in the following form:

Date and day of week and name of village visited and work in hand	Date of previous visit to circle	Abstract of entry in 'partal' diary and other work of the day
---	----------------------------------	---

If the work in hand, consists of the checking of girdawari, bachh or mutation entries, column I should show against each village the number of fields, holdings and mutations checked, respectively. If riverain measurements or supplementary maps are being tested the number of fields inspected should be entered. Similarly, the preliminary attestation of the old, and the local attestation of the new jamabandi and shajra nasab (Paragraph 8.81 and 8.87) the Tehsil check of the new jamabandi (Paragraph 8.88) and the check of annual and quinquennial statements should be noted. The above details should be given in red ink.

**Sketch Maps.**

**2.45.** Every Field Kanungo should keep with his diary or note-book a sketch map of his charge on small scale (1 cms to a 2.5 kms/1 or 2 inches to a mile as the measure system may be.) The map should show village sites and boundaries, main roads, canals and limits of Patwari's circles. It should be drawn on paper of A quality.

**VII. Duties Of Tehsil Office Kanungos**

**Returns showing progress of Patwaris work to be prepared by Office Kanungos.**

**2.46.** The Office Kanungos shall submit to the Tehsildar, in such forms and on such dates as may be prescribed, periodical returns showing agricultural data and the progress of the various branches of the work of the Kanungos and Patwaris and the Tehsildar shall be responsible that such returns are forwarded to the Deputy Commissioner in due order, correctly and by due date.

Office Kanungos have charge of the rain-gauge at the Tehsil

**Registers maintained by Office Kanungo.**

**2.47.** The Office Kanungo of each Tehsil shall maintain: (a) note book for each estate for each assessment circle, and for the Tehsil.

b) any other registers especially prescribed or made over to him by the order of the Financial Commissioner. The office Kanungo is also responsible for:

- (i) the custody of all Patwari and assessment records filed in the Tehsil:
- (ii) the custody of blank forms and their issue to the Patwaris and Kanungos:
- (iii) the accounts of the Patwari and Kanungo establishment of the tehsil:
- (iv) the accounts of mutation fees;
- (v) the supply of any information required by the Deputy Commissioner or Tehsildar respecting entries in records in his charge;
- (vi) bringing to the immediate notice of the Tehsildar reports of calamities submitted by Patwari in order that they may be forwarded to the Deputy Commissioner.

**Tehsil Registers.**

**2.48.** In addition to village, Tehsil and circle Note-Books, the maintenance of the following registers by tehsil Office Kanungo is obligatory:-

1. Copy of register of accepted Patwari candidates.
2. Stock register of Patwari Forms.
3. Stock register of forms used by 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 village (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 books.
14. List of Civil and Military Pensioners.
15. Register of Kissan Pass Books.
16. Register of Natural Calamities in form R-1 reproduced in succeeding para.

#### Register and reports of Calamities

**Form of Register.** 2.49. The Office Kanungo shall keep a register in Form R-1 of all reports of Calamities made to him by Patwaris.

#### Form R-1 Register of all reports of Calamities

Sr. No.	Date of report	Date of occurrence of the calamity	Name of village, number of hadbast and Assessment Circle	Nature of calamity	Remarks as to extent of calamity etc.	Date of forwarding report to headquarters etc.	Note by the Tehsildar showing the action taken on the report	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.

**Instructions for preparation.** 2.50. (1) The serial number will run by months. If an epidemic disease is reported, the name of the disease should be given in column 5. In column 6 any information should be entered that may be available on such points as the areas affected by floods or hail, etc., the amount of damage done, the number of deaths amongst men and cattle, and so on.

(2) The entries should be as brief as possible. The register will be placed before the Tehsildar for record of his remarks in column 8.

**Submission of reports.** 2.51. The original reports must be transmitted without delay through the Tehsildar to the Deputy Commissioner.

**Copy of report to the Veterinary Assistant.** 2.52. When a report discloses an outbreak of reinderpest anthrax, haemorrhagic septicaemia, or black wuarter in an area recently affected, the Office Kanungo shall, under the orders of the Tehsildar, send a copy of it direct to the Veterinary Assistant by the most expeditious method that may be available.

**Monthly return.** 2.53. (1) On the 25th of each month the Office Kanungo shall forward to the Sadar Kanungo a statement summarising all the monthly reports of cattle disease received from Patwaris.

**Printing of Form.** 2.54. The printing of Kanungo registers and forms will continue to be done alongwith Patwari forms by Director of Land Records through Controller, Printing and Stationery, Himachal Pradesh.

### VIII. Custody and Supply of Forms

**Responsibility of Office Kanungo.** 2.55. The Office Kanungo is responsible for the custody and supply of forms for the use of Field Kanungos and Patwaris as well as for his own office. He is required to see that a sufficient stock of forms is kept in hand; that the stocks are not un-necessarily large; and that forms are not wasted or allowed to be injured by careless storage.

**Stock books.** 2.56. Stock books of all forms received and issued shall be maintained separately for Patwaris and Kanungos.

**Receipt of forms and entry in stock books.** 2.57. Forms received in the office shall be counted by the office Kanungo under the supervision of the Tehsildar; if the amount supplied differs from the amount shown in the invoice; he shall at once report to the Tehsildar, who should forward the report direct to the Deputy Commission's office. The number of forms received shall be entered in the stock book and the total of receipts and stock entered. The total issues shall be added up and the balance stock for each day on which forms have been issued.

**Issue of forms.** 2.58. (1) The issue of forms to Patwaris shall begin as soon as the forms have been received from the press, and shall be completed by 31st July. Field Kanungo may obtain forms as they require them. The signature of the official to whom forms are issued shall be taken in the last column of stock-book. The official shall also be required to initial each cutting of overwriting in respect of the number of forms issued to him.

(2) The Office Kanungo shall require the Patwari to bind in paper covers the forms of the Khasra and Khatauni and shall stamp and page each volume as soon as bound. He shall also paste a piece of paper over the stitches in the middle of each volume so bound and the piece of paper should then be duly stamped and signed by the Office Kanungo.

**Preparation of indent.** 2.59. Early in November the Office Kanungo shall call on the Field Kanungos to report by the end of December the number of forms required for each halka in which any variation from the previous year's indent is proposed, stating the circumstances which render the change desirable. Such circumstances would be extensive alluvion or diluvion. At the same time he should request the Field Kanungos to report their own needs, and should consider what forms are required for his own office. From the facts so ascertained, the indent for the current year, and the stock as shown by the register, he must calculate the number of each form to be supplied for the next year.

**Arrangement and submission of indent.** 2.60. The rough indent for Patwari forms in prescribed Form must show separately the number of forms required for each Patwari's halka. This will remain with the office Kanungo for use in distributing the forms. From this rough indent he will prepare an abstract indent showing only the total number of forms of each kind required for the whole Tahsil, explaining in a foot note the reasons for any considerable increase over the number supplied in the current year. This abstract shall be laid before the Tahsildar or the Naib-Tahsildar, who will be responsible for the general reasonableness of the estimates and, after such changes as may be ordered by the latter have been made over his signature, shall be forwarded to the Sadar Kanungo, so as to reach him not later than 15th January. The indent for Office Kanungo's and Field Kanungo's forms shall be submitted to the Sadar Kanungo by the same date.

For checking the reasonableness of the estimates of forms, there will be prepared quinquennially, in the

month of July, when Patwaris attend the Tehsil for filing their annual records, a standard of forms for each Patwari halka after getting the forms counted which have actually been used by each Patwari in his various records in the last year of the quinquennium.

**Supply of books of reference and Director of Land Records, circulars etc.**

**2.61.** Sadar Kanungos, Tehsil Office Kanungo and sub-divisional Office Kanungo should be in possession of a complete set of the revenue books of reference detailed below.

1. Himachal Pradesh Land Records Manual (Revised Edition).
2. Settlement Manual.
3. Land Administration Manual.
4. H.P. Land Code.
5. Financial Commissioner's Standing Orders.
6. Director of Land Records, Circulars.
7. Mensuration Manual.
8. Central Civil Services classification, control and Appeal Rules.
9. Central Civil Services Conduct Rule, 1964.
10. Central Civil Services Leave Rules, 1972.
11. H.P. Financial Hand Book I and II.
12. Fundamental Rules.
13. Supplementary Rules.

These officials are responsible for keeping up-to-date of all the books of references and Standing Orders. They are also personally responsible for the loss of these publications. The Sadar and Office Kanungos should also keep separate files of instructions issued by the local officers and the Financial Commissioners.

**Duties of Office Kanungo in the sub-divisional Office:**

**2.62.**

- (1). He shall maintain a Lal Kitab (Note Book) for each tehsil in the sub-division.
- (2). He shall maintain Lal Kitab (Note Book) for the sub-division.
- (3). He shall deal with all cases of revenue matters, like transfer of land, permission under section 118 of the H.P. Tenancy and Land Reforms Act, 1972, mutation, partition, demarcation, preparation of tatima, nautor, allotment of land, muafi etc.
- (4). He shall aid and help the District/Assistant District Attorney in preparing replies of cases in which government is a party, concerning revenue matters, within the jurisdiction of a sub-division.
- (5). He shall bring to the immediate notice of the Sub-Divisional Officer (Civil) reports of natural calamities submitted by Tahsildar/Naib-Tahsildar or any other government official. He shall also maintain Register on natural calamities and submit report of calamities in form R-1 as prescribed to O.K. of Tehsil as mentioned in Para 2.55.
- (6). Any other revenue work assigned by the Deputy Commissioner or Sub-Divisional Officers from time to time.

**Maintenance of Misalband register at sub-divisional office:**

**2.63.** The Office Kanungo shall maintain a Misalband Register in the following form in which all miscellaneous revenue matters, applications etc. shall be entered :-

Sr. No.	Name of the applicant with address	Contents of application	Date of receipt	Date of disposal	Brief order report	Remarks
1.	2.	3.	4.	5.	6.	7.



## IX. Duties of the Sadar Kanungo

### Duties of Sadar Kanungo.

**2.64.** The Sadar Kanungo will receive in the Deputy Commissioner's office all returns due from Tehsil offices relating to the work of Kanungos and Patwaris submitting them to the Deputy Commissioner for his orders. And he shall issue all orders passed in connection with this work. He shall prepare in vernacular all statistical statements connected with his department that may be required by the Deputy Commissioner.

As regards his touring and duties relating to the inspection of Patwaris; Field Kanungos and office Kanungo's work, consult Chapter 30.

### Registers maintained by the Sadar Kanungo.

**2.65.** A certain number of the registers maintained in district offices are under the charge of the Sadar Kanungo. The following registers must be kept by the Sadar Kanungo:-

List of register to be maintained by the Sadar Kanungos.

No.	Description
1.	Register of accepted Patwari candidates.
2.	Register of accepted Kanungo candidates.
3.	Register of Patwari circles.
4.	Rainfall register.
5.	Register of retail prices current.
6.	Patwari's Character books.
7.	Register of Revenue-free tenures.
8.	Register of estates, the property of Government.
9.	Contingent register.
10.	Register of permanent advance account.

Register of Revenue cases kept in Form XIII of paragraph 3 of Standing Order No. 14 should not be kept by the Sadar Kanungo or his assistant, but by a muharrir in the court of the officer deciding such cases.

The registers of the revenue free tenures (Muafi and Jagir registers) should be maintained by the Sadar Kanungo, but in districts where owing to the fact that number of Muafis and Jagirs is large, these registers are in the charge of a muafi or jagir moharrir, who should work under the supervision of the Sadar Kanungo and not under that of any other official.

He shall keep for each assessment circle, for each Tehsil and for the total district a note-book in the same forms as those prescribed for Office Kanungo at Tehsils, any other registers specially prescribed or made over to him by orders of the Financial Commissioner and also all statistical returns furnished to the Deputy Commissioner by the Kanungo and Patwari agency.

### Register of Patwari circle.

**2.66.** He shall also keep up a register of the Patwari circle, of each Tehsil in form annexed.

## X. Sadar Kanungo's Register Of Patwari Circles Of Tehsil

Note: (1) The register will open with an index of the circles in alphabetical order giving the page at which each will be found.

- (2) The index will be followed by a page for each Field Kanungo's charge in the same form as the rest of the register, except that column 2 will be left blank and in columns 3 to 9 will be entered the total figures of the charge, instead of the details of each Patwari's circle.
- (3) Then will follow the entries for each Patwari circle, a page for each circle, the circles being arranged in their serial order.
- (4) A copy of the register, the last column excepted, will be kept by the office Kanungo at the Tehsil.
- (5) The entries in column 3 will be kept up-to-date, those in columns 4-9, will be corrected for each village whenever its quinquennial returns are received by drawing a line through the previous data, of the village and entering its new data below the last village of the circle.
- (6) Entries regarding the circle of a Field Kanungo will be amended quinquennially when jamabandis of all the villages in that circle have been prepared and not annually.

#### Detail of Villages included in Circle

Name of the Field Kanungo's circle	Number and name of Patwari's circle	Name of Patwari, father's name and caste, native village, date of appointment and date of birth	Mauza	Total Area	Cultivated Area	Total Land Revenue Assessment	Number of Khasra entries	Number of jamabandi entries	Year	Special remarks on the character of the work
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

**Sadar Kanungo's diary to be submitted to Collector.**

**2.67.** On the day following the returns from tour of the Sadar Kanungo, he shall submit his diary to the Collector, through the Sub-Divisional Officer, if his inspections relate to the work of Patwaris and Kanungos in a Sub-Division: otherwise through the District Revenue Officer. His diary should be in the same form as that of a Field Kanungo.

**Duties with regard to the Patwari school.**

**2.68.** The Sadar Kanungo is held responsible for the efficiency and good results of the Patwari school.

**Arrears of Mutations.**

**2.69.** In order to keep the Deputy Commissioner informed of the state of mutation arrears, the Sadar Kanungo will be responsible for the preparation of an abstract showing the mutation pending in the circle of each revenue officer and laying it before the District Revenue Officer and the Deputy Commissioner along with the diaries. To enable the Sadar Kanungo to get hold of this information the Patwaris will note in their monthly diaries, the number of mutations pending in their circles. When forwarding these diaries to the Sadar Kanungo's office, the Office Kanungo will attach a statement showing the number of mutations pending in each revenue officer's circle. Where arrears in any circle are heavy, the Deputy Commissioner should ascertain to which Patwaris, circle they relate and the reasons why the revenue officer concerned has not visited that circle recently.

**With regard to contingent expenditure.**

**2.70.** The Sadar Kanungo will keep a register in form T.R. 29 given in the Central Government Treasury Rules Volume II in which he will enter all contingent expenditure under its proper heads. It is the duty of the

Sadar Kanungo to see that the budget allotments are not exceeded and if necessary, extra allotments are applied for in good time.

**Advances for contingent expenditure.**

**2.71.** The Deputy Commissioner apportions permanent advances to each Tehsildar and to the Sadar Kanungo from which petty expenses can be met. The accounts of these advances should be kept by the Sadar and Office Kanungos quite apart from the accounts of any other permanent advance. Both Sadar and Office Kanungos should from time to time report to the Deputy Commissioner all items paid from their permanent advances and obtain recoupment of the amount expended. The accounts are kept in the following form:

**Form**

Register of contingent expenditure met from the office Kanungo's permanent advance of Rs. \_\_\_\_\_, and subsequent adjustments, Tehsil \_\_\_\_\_ District.....

Date	Serial No. of each item of expenditure	Details of expenditure or receipts	Receipts		Expenditure		Balance after each transaction	
			Rs.	P.	Rs.	P.	Rs.	P.
		... Advance	30.00		—		30.00	
5th July 1989	1.	Freight of forms received from Government Press			3.25		26.75	
10th July, 1989	2.	Binding of Registers			1.75		25.00	
12th July, 1989	3.	Hire of coolie for carriage of blank paper			1.50		23.50	
15th July, 1989	4.	Repairs of flags and chains			1.25		22.25	
16th July, 1989	5.	Received on account of items 1 and 2 by cheque No. 15 of 1989	5.00				27.25	
20th July, 1989	6.	Hire of coolie for carriage of note books received from Government Press			0.50		26.75	

**Disease among animals**

**2.72.** The Sadar Kanungo is responsible that the return showing the statistics of disease among animals is received from each Patwari through the Field Kanungo with his diary, and he will send the returns when complete direct to the veterinary inspector concerned.

**Duties and Functions of Kanungos in the Settlement and Consolidation Departments.**

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

**ANNEXURE - A**

(See para 2.21)

**Directorate of Land Records, H.P.  
Detailed Marks Certificate**

Departmental Examination of Kanungo's, 19 \_\_\_\_\_

Name of Candidate \_\_\_\_\_

Father's Name \_\_\_\_\_

**Detail of Marks**

Sr. No.	Subject	Maximum Marks	Minimum Marks	Marks Obtained
1.	H.P. Land Records Manual.	100	50	
2.	Settlement Manual and Patwari's Mensuration.	100	50	
3.	Arithmetic.	100	50	
4.	Report Writing, Caligraphy and Hindi Essay.	100	50	
Total		400	200	

Note: 1. Failed in Subject(s) \_\_\_\_\_ and is required to  
reappear in subject(s) \_\_\_\_\_  
2. Failed \_\_\_\_\_  
3. Passed \_\_\_\_\_

Shimla  
Dated:

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

**Director of Land Records  
Himachal Pradesh, Shimla - 2.**

**ANNEXURE - B**  
(See para 2.21)

**Directorate of Land Records,  
Himachal Pradesh**

**CERTIFICATE**

Certified that Shri/Smt. \_\_\_\_\_ son/daughter of \_\_\_\_\_ has  
passed the Kanungo's Examination held in \_\_\_\_\_ 19 \_\_\_\_\_. The detailed marks obtained by him/her  
are as under :-

Sr. No.	Subjects	Maximum Marks	Minimum Marks	Marks Obtained
1.	H.P. Land Records Manual.	100	50	
2.	Settlement Manual and Patwari's Mensuration.	100	50	
3.	Arithmetic.	100	50	
4.	Report Writing, Calligraphy and Hindi Essay.	100	50	
Total		400	200	

Shimla:  
Dated:

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

**Director of Land Records,  
Himachal Pradesh, Shimla - 2**