

## Chapter I

# THE DIRECTOR OF LAND RECORDS

### Duties of the Director of Land Records

**1.1** The Director of Land Records is the Head of the Department of the Patwar and Kanungo Agency. He may issue directions to the District Collectors in the maintenance of record-of-rights and revenue registers. He advises the Financial Commissioner and the Govt. on revenue matters. He is also responsible for the compilation of agricultural statistics. The Director of Land Records brings to the notice of the Deputy Commissioners and Divisional Commissioners any failure to carry out properly the provisions regarding maintenance of revenue records etc. contained in Land Revenue Acts and Rules and administrative instructions issued by the Govt. and the Financial Commissioner from time to time.

When a district is under settlement, or when special measures are being taken for the bringing of maps and records up to date, the Director of Land Records will ensure that the records-of-rights are being prepared in accordance with the rules and instructions of the Govt. issued from time to time. In case of any deviation he will report the matter to the Financial Commissioner.

The Director of Land Records has been appointed as ex-officio Inspector General of Registration under the Registration Act, 1908. He exercises control and supervision on the working of Registrars and Sub-Registrars in the Pradesh. The Director of Land Records has also been appointed as Director of Consolidation of Holdings in addition to his own duties.

The Director of Land Records has also been appointed as Registrar, Chit Funds under the Chit Funds Act, 1982.

In the discharge of his duties, the Director, Land Records is assisted by the Addl./Joint/Dy. Director of Land Records.

**1.2** The Director of Land Records deals with the following:-

a) Land Records, the Kanungo and Patwari establishment, Patwar/Revenue Training School and establishment. His duties with regard to settlements are defined in parts B and C of Appendix VI to the Punjab Settlement Manual, as applied to Himachal Pradesh. The provisions of Part-B of Appendix V of the Punjab Settlement Manual are summarised below:-

1. The position of the Director of Land Records in regard to map correction and revision of records in settlements is defined in Land Administration Manual. He will aid the Settlement Officer with his advice, but on matters requiring orders he will report to the Financial Commissioner who will issue his orders to the Settlement Officer through the Commissioner of the division.

2. The quarterly business returns in districts under settlement, prescribed in Standing Order No. 12, are submitted by the Settlement Officer to the Commissioner. The Commissioner returns statements I to III with his remarks to the Settlement Officer, while statements IV. and V in duplicate are forwarded by Settlement Officer with his comments to the Director of Land Records. The Director of Land Records, records his remarks and forwards them to the Commissioner who forwards them to the Financial Commissioner. One copy is filed in the Financial

Commissioner's office, one copy is returned with the orders of the Financial Commissioner through the Commissioner to the Director of Land Records and the latter sends it back to the Settlement Officer.

3. Settlement Officers are required to submit preliminary reports regarding assessment circles, soil classification, prices, the extent of remeasurement required, and the years to be adopted in framing the produce estimate (paragraph 225 of the Manual). Such reports will be submitted to the Commissioners who will forward them with their recommendations to the Financial Commissioner for orders. The Financial Commissioner will consult the Director of Land Records if he considers it necessary before passing orders. The orders of the Financial Commissioner will be communicated through the Commissioner to the Settlement Officer, a copy being sent to the Director of Land Records for information.

4. The other provisions as mentioned in para-4 of Appendix-V so far as Director of Land Records is concerned, are not applicable as the Settlement Officers are the Heads of Department and the Director of Land Records is not the Controlling authority of the Settlement Department.

- b) Farm harvest prices, weather reports, return of wages, distribution of Kisan Pass Books, returns of agricultural statistics, crop cutting experiments, Cattle Census, Agricultural Census, Minor Irrigation Census, Crop Estimation Survey on Fruits, Vegetables and Minor Crops.
- c) Rainuages
- d) Rainfall/snowfall

**Control of certain charges.**

**1.3** The Director is the Head of Department as regards income from-

- (1) Mutation fees,
- (2) Copying and inspection fees of Patwari's records,
- (3) Copying fee for the preparation of produce statements and five yearly abstracts of yields,
- (4) All expenditure of Establishment and contingencies connected with the Kanungo and Patwari establishment and the revenue records.

**Rules of Correspondence.**

**1.4.** On matters of routine or detail, the Director addresses Deputy Commissioners direct, but in important matters he writes to them through the Financial Commissioner (Revenue).

**Inspection Notes.**

**1.5.** A separate inspection minute book with butts should be kept at each tehsil office. The Director of Land Records Addl./Joint/Deputy Director of Land Records shall inspect one tehsil office in each district once in a year. A copy of the notes written by D.L.R and Addl./Joint/Deputy Director of Land Records should be pasted into this book. The Director of Land Records and Addl./Joint/Deputy Director of Land Records should put in the ordinary tehsil inspection book, a note:-

"Inspected on \_\_\_\_\_ see separate book".

The Director of Land Records and Addl./Joint/Deputy Director of Land Records shall inspect each District Land Records office once in a year.

A separate minute book should also be maintained at the district office for the record of notes on the inspection of the Sadar Kanungo's Office and the Revenue Record Room by the Divisional Commissioner, Deputy Commissioner, the Officer Incharge of Revenue branches, the Director of Land Records and the Addl./Joint/Deputy Director of Land Records.

The inspection of the Director and Addl./Joint/Deputy Director of Land Records is generally confined to the records filed, and registers maintained, in Tehsil and district offices, but they are at liberty to inspect such records which are in the custody of the field staff i.e. Patwaris and Kanungos.

**Disposal of reports by Director.**

**1.6** All reports by the Director of Land Records Addl./Joint/Deputy Director of Land Records on their inspections of the land records of any District or Tehsil shall be submitted by them to the Financial Commissioner (Revenue) for his information and orders.

**Submission of Reports and Returns.**

**1.7** The following is a list of reports and returns submitted by the Director of Land Records to various offices—

No.	Name of report or return	Period covered	Offices to whom copies of reports & returns are sent
1.	Weekly Weather & Crop Report.	One week	<ol style="list-style-type: none"> <li>1. The Economic and Statistical Advisor to the Govt. of India, Ministry of Agriculture (Department of Agriculture &amp; Co-operation), New Delhi.</li> <li>2. The Director of Agriculture Meteorology, Poona-5</li> <li>3. The Financial Commissioner (Revenue), H.P. Shimla-2.</li> <li>4. The Director of Civil Supplies, H.P. Shimla.</li> <li>5. The Director of Economics and Statistics, H.P. Shimla.</li> <li>6. The Director of Public Relations H.P. Shimla.</li> <li>7. The Director, Linseed Development, Ministry of Agriculture, Himayat Nagar, Hyderabad (Andhra Pradesh).</li> </ol>
2.	Fortnightly Food Crop Outlook Report.	Fortnight	<ol style="list-style-type: none"> <li>1. The Economic and Statistical Adviser to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture and Co-operation), New Delhi.</li> <li>2. The Financial Commissioner (Revenue), H.P. Shimla.</li> <li>3. The Director, Linseed Development, Ministry of Agriculture, Himayat Nagar,</li> </ol>

Hyderabad (Andhra Pradesh).

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| 3. Rainfall Returns.   | Month                                     | 1. The Deputy Director General of Observatories, (Climatology and Geophysics), Poona-5.<br>2. All other Departments as mentioned in the mailing list.  |
| 4. Agricultural Wages Report.  | Month                                     | 1. The Economic and Statistical Advisor to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture and Co-operation), New Delhi-1.<br>2. The Director, Directorate of Economics & Statistics H.P. Shimla.<br>3. The Director of Agriculture, H.P. Shimla. |
| 5. Agricultural Census Progress Report.                                      | Month                                     | 1. The Director, Agricultural Census, Ministry of Agriculture (Deptt. of Agriculture & Co-operation, New Delhi).<br>2. The Financial Commissioner (Revenue), H.P. Shimla.  |
| 6. Monitoring the progress of Minor Irrigation Development Programme.        | Quarter                                   | 1. The Chief Engineer (Minor Irrigation Division), Ministry of Water Resources Govt. of India, New Delhi.<br>2. The Financial Commissioner (Revenue), H.P. Shimla.   |
| 7. Progress of Crop Estimation Survey on Fruits, Vegetables and Minor Crops. | Quarter                                   | The Economic & Statistical Adviser to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture and Co-operation), New Delhi.   |
| 8. Farm (Harvest) Prices.  | Half Year for Kharif & Rabi.              | The Economic & Statistical Adviser to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture and Co-operation), New Delhi.   |
| 9. Preliminary and final Forecast Reports of all crops in H.P.               | After sowing and harvesting of each crop. | 1. The Economic & Statistical Adviser to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture and Co-operation), New Delhi.<br>2. The Joint Secretary to the Govt. of India, Planning Commission, Yojna Bhawan, New                                    |

		Delhi-1.
		3. The Financial Commissioner (Revenue), H.P. Shimla.
		4. The Director of Economics and Statistics, H.P. Shimla.
		5. The Director of Civil, Supplies, H.P. Shimla.
		6. The Director of Agriculture, H.P. Shimla.
10. Tables of Agricultural Statistics of H.P.	Agricultural year	The Economic and Statistical Advisers to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture and Co-operation), New Delhi.
11. Annual Statement of rainfall.	Agricultural year	1. The Deputy Director General of Observatories, (Climatology and Geophysics), Poona-5. 2. All other Departments as mentioned in the mailing list.
12. Report on the working of rain-gauges.	Agricultural year	The Director of Regional Meteorological Centre, A-29, Kailash Colony, New Delhi.
13. Annual Season & Crop Report.	Agricultural year	1. The Economic & Statistical Adviser to the Govt. of India, Ministry of Agriculture (Deptt. of Agriculture & Co-operation), New Delhi-1. 2. The Joint Secretary to the Govt. of India, Planning Commission, Yojna Bhawan, New Delhi. 3. All the Heads of Departments of Revenue of all other States/UTS. 4. The Financial Commissioner (Rev.) H.P. 5. All the Deputy Commissioners in H.P. 6. All the Heads of Departments in H.P. 7. All other Departments mentioned in the mailing list.
14. Annual Report on the operations of the Deptt. of Land Records.	Year	1. The Financial Commissioner (Revenue), H.P.

15. Annual Administration Report.

Year

2. All the Deputy commissioners in H.P.
3. All the Heads of Departments in H.P.

16. Livestock Census Report.

Five years

1. The Financial Commissioner (Revenue)
2. All the Deputy commissioners in H.P.
3. All the Divisional Commissioners in H.P.
1. The Economic and Statistical Adviser to the Govt. of India, Ministry of Agriculture (Department of Agriculture and Co-operation), New Delhi-1
2. The Financial Commissioner (Revenue), H.P. Shimla.
3. The Director, Animal Husbandry, H.P. Shimla.
4. All the Deputy Commissioners in H.P.
5. All the concerned Departments as per mailing list.

17. Agricultural Census Report.  
&  
Input Survey Report

Five Years

1. The Director of Agricultural Census, Ministry of Agriculture and Co-operation, Govt. of India, New Delhi.
2. The Financial Commissioner (Revenue), H.P. Shimla-2.
3. All the Secretaries and Heads of Departments in Himachal Pradesh.
4. All the Deputy commissioners in H.P.
5. All the Sub-Divisional Officers (C) in H.P.
6. All Technical Heads of Agril Census in all States & Union Territories.
7. Others, on demand.

18. Minor Irrigation Census.

Five Years

Chief Engineer (Minor Irrigation, Ministry of Water Resources, Govt. of India, New Delhi.

**Issuance of Certificate of efficiency.**

**1.8** The Director of Land Records shall issue the certificate of efficiency to the Kanungo candidates under rule 17(4) of R&P Rules for the post of Kanungo Mohal, A Class Naib-Tehsildar and A Class Tehsildar candidates as required under Rule 12. 1(a) of H.P. Naib-Tehsildar Service Rules, 1973 and under Rule 14.1(a) of H.P. Tehsildari Rules 1973, in the form given below.

**DIRECTORATE OF LAND RECORDS  
Himachal Pradesh**

**Certificate of Efficiency**

Certified that Sh. \_\_\_\_\_ Son of \_\_\_\_\_ of the  
\_\_\_\_\_ has passed the Kanungo's Departmental Examination\*/Tehsildar's/  
Naib-Tehsildar's Departmental Examination\* held at \_\_\_\_\_ on  
\_\_\_\_\_ and undergone Settlement and Revenue Training w.e.f.  
\_\_\_\_\_ to \_\_\_\_\_. He is, therefore, declared to be efficient to hold the  
post of Kanungo Mohal within the meaning of Rule 17(4) of R&P Rules for the post of Kanungo Mohal\* and under Rule 12.1(a)  
of H.P. Naib-Tehsildari Service Rules, 1973\*, and Rule 14.1(a) of H.P. Tehsildari Service Rules 1973\*.

Dated the \_\_\_\_\_ 19\_\_\_\_

\*Note:—Please delete the words which are not applicable.

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