

Chapter 9

HARVEST INSPECTIONS

Object of harvest inspections

9.1 The object of harvest inspections is to collect accurate information regarding:—

- (a) Crops
- (b) changes in rights, rents and possession of land.
- (c) amendements required in the village map.

The first is indispensable for the assessment and collection of land revenue. The second and third aids to the maintenance of a true record of rights in the soil.

Dates on which Inspection of each Harvest should begin

9.1 A (i) The date on which the inspection of each harvest shall commence may be fixed for each district by the Financial Commissioner as its special circumstances may require.

Following dates have been fixed by the Financial Commissioner for the various Districts in Himachal Pradesh for purpose of crop inspection.

Sr. No	Name of the district	Name of Tehsils or circles	Rabi	Kharif
1	2	3	4	5
1.	Bilaspur	All parts of the district	1st March to 31st March	1st October to 15th November
2.	Chamba	Pangi Tehsil	1st June to 15th July	15th Sept. to 14th Oct.
		Chamba Tehsil	1st April to 15th May	20th Sept. to 5th Nov.
		Bharmaur Tehsil & Holi Sub-Tehsil	15th April to 31st May	1st Oct. to 15th Nov.
		All other parts of district	1st April to 15th May	1st Oct. to 15th Nov.
3.	Hamirpur	All parts of the district	1st April to 30th April	1st Oct. to 31st Oct.
4.	Lahaul & Spiti	Lahaul Tehsil	1st July to 15th Aug.	16th Aug. to 15th Sept.
		Spiti Tehsil	16th July to 31st Aug.	1st Sept. to 15th Sept.
5.	Kangra	All parts of the district	1st April to 30th April	1st Oct. to 31 Oct.
6.	Kullu	Phati Malana	15th May to 14th June	1st Oct. to 30th Oct.
		All other parts of the district	1st April to 15th May	15th Sept. to 30th Oct.

1	2	3	4	5
7.	Kinnaur	Chhitkal (Tehsil Sangla) Asrang, Kunu and Charang villages (Tehsil Moorang)		15th Sept to 14th Oct.
		All other parts of the district	15th May to 14th June	1st Oct. to 31st Oct.
8.	Mandi	Sundernagar Sub-division (Parari Assessment circle)	1st April to 30th April	1st Oct. to 31st Oct.
		All other parts of the district	15th March to 30th April	1st Oct. to 31st Oct.
9.	Shimla	Rohru, Chirgoan, Dodra Kaware Tehsils, Tikkar Sub-Teh., Chopal Teh., Kupvi & Nerwa sub-Tehsils, Rampur Teh., Nankhari sub-Tehsil, Theog, Shimla & Jubbal Tehsils	15th April to 14th May	1st October to 31st October
		All other parts of the district	1st April to 30th April	1st Oct. to 31st Oct.
10.	Solan	Nalagarh Tehsil Remsahar Sub-Tehsil	15th March to 14th April	1st Oct. to 31st Oct.
		All other parts of the district	1st April to 30th April	1st Oct. to 31st Oct.
11.	Sirmaur	All parts of the district	1st March to 14th April	1st Oct. to 31st Oct.
12.	Una	All parts of the district	15th March to 14th April	16th Sept. to 31st Oct.

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Conduct of Crop Inspections on the Spot

(ii) The patwari shall conduct crop inspections of every estate on the spot on the dates mentioned in para 9.1 (A) (i) above in accordance with instructions contained in this chapter.

Submission of Fard Raftar

(iii) The patwari shall submit copy of 'Fard Raftar' to the Collector of the District, S.D.O. (C), Tehsildar and other Inspecting Officers atleast one month before the commencement of crop-inspection.

Crop-inspections of estates for which Jamabandis are to be prepared.

(iv) The patwari shall encircle in red ink the estates for which the next jamabandis are to be prepared. He shall first conduct the crop-inspections of these estates before conducting the inspection of other estates.

Crop inspections of 'Extra' Kharif and 'Extra' Rabi crops

(v) (a) The patwari shall conduct 'Extra' (Zaid) Kharif and 'Extra' (Zaid) Rabi girdawari of crops sown after harvesting the kharif and Rabi crops at the time of maturity of such crops.

(b) Instructions regarding entries of 'Extra' Kharif and 'Extra' Rabi crops in the Jinswar-Register are contained in chapter 17 of HPLRM in NB-Nos. 9 & 10 of statement Nos. 2 & 3 respectively, which may be consulted.

(c) The patwari shall enter the crops of 'Extra' kharif and 'Extra' Rabi crops in column Nos. 9-10, 13-14, 17-18, 21-22 and 25-26 in the khasra girdawari register by writing words 'Extra' Rabi and 'Extra' Kharif, as the case may be.

Change of Dates

(vi) The Commissioner of the division can change these dates after consultation with the Director of Land Records, when the special circumstances of any district make others more suitable. When for any reason the ripening of the crop is later than usual, the Deputy commissioner may postpone the inspection for a period not exceeding fifteen days. A few crops, chiefly melons and tobacco, are sown very late in the Rabi season and are gathered some time after the other crops of that harvest are got in. In villages where these extra rabi (zaid rabi) crops are grown a separate inspection of these crops is made about the middle of April. In some districts a crop inspection intermediate between the kharif and the rabi girdawari has been found necessary.

Form of the Khasra Girdawari with instructions

9.2 The form of the Khasra girdawari, or harvest inspection book, with instructions regarding the entries to be made in it, is given below:-

Khasra girdawari or harvest inspection book				Mauza			
Khasra No./ Survey No.	Owner (written short with Jamabandi No.)	Cultivator with rent (written short with Khatami)	Area	Classification of land according to the last jamabandi	Source of irrigation	Kind of fruit bearing trees with Number & Area	Kind of non-bearing fruit trees with number & area
1	2	3	4	5	6	7	8
Kanungo Circle		Tehsil		District			
Year 19				Kharif	Rabi	Year 19	
Kharif Crop	Rabi Crop	Area sown more than once in a year	Changes of rights, possession and rent etc.	Kharif Crops	Rabi Crops	Area sown more than once in a year	Changes of rights, possession and rent etc.
9	10	11	12	13	14	15	16
Kharif Rabi		Year 19		Kharif	Rabi	Year 19	
Kharif crops	Rabi crops	Area sown more than once in a year	Changes of rights, possession & rents etc.	Kharif crops	Rabi crops	Area sown more than once in a year	Changes of rights, possession & rents etc.
17	18	19	20	21	22	23	24

Kharif	Rabi		
Kharif crop	Rabi crop	Area sown more than once in a year	Changes of rights, possession & rents etc.
25	26	27	28

N.B.

1. 'Survey number' means the field or Khasra Number given to the field in the village map.
2. 'Khewat Number' (Also called patta number of jamabandi Number) means the number of owner's holdings.
3. 'Khatauni Number' means the number of the holding (Khata) of the person responsible for the cultivation.
4. 'Tenancy' denotes the relationship between the holder of the land and the cultivators. It has been defined as a parcel of land held by a tenant of a landowner under one lease or one set of condition.
5. 'Cultivaor's holding' may be defined as all land that is used wholly or partly for agricultural production and is cultivated alone or with the assistance of others without regard to ownership, size or location.
6. 'Cultivated area' (also called raqba mazrua) is the sum of net areas sown and area under current fallows.
7. 'Area of crops irrigated' denotes the gross irrigated area which is the sum of the net irrigated area and area irrigated more than once in the same year.
8. Normal yield should be computed as a moving average of the average yield per hectare obtained by the method of crop-cutting experiments based on the random sampling technique, wherever available, conducted during the proceeding 10 years.
9. 'Condition factor' denotes the condition of the crop in any season in terms of the normal crop.
10. Harvest price of a commodity may be defined as the average wholesale price at which the commodity is disposed of by the producer at the village site during the specified harvest period.
11. At the end of the Rabi Girdawari while striking out pagewise and village wise total (i) the area irrigated more than once and (ii) the double cropped area should be shown separately.
12. The canal irrigated areas should be shown separately for Government canals and private canals.
13. The chahi irrigated areas should be shown in detailed under (i) Government wells (ii) Private wells, (iii) Government tube-wells run with electricity, and (iv) private tube-wells run with electricity (v) govt. tubewells run with mechanical Power (oil engines), and (vi) Private tube-wells run with mechanical power (oil engines).
14. The areas irrigated by lifts or tanks should be shown separately from Abi areas.

15. Irrigated areas should be classified as (i) Ab], watered by (a) lift from tanks or Jhils and (b) streams and springs and other sources which should be separately shown, (ii) 'Nehri (Irrigated from canals, whether government or Private), (iii) chahi (watered from wells and tube-wells),
16. In the case of chahi-nehri areas, the name of major source of irrigation should precede the supplementary sources of irrigation e.g. Chahi-Nehri where the major source of irrigation is a percolation well and the canal is supplementary source. Nehri-Chahi (where the major source of irrigation is a canal and the supplementary source is a percolation well)

Note:- Refer to Chapter 17 of H.P. Land Records Manual for the following definitions on the classification of area.

1. Forests.
2. Barren and unculturable land,
3. Land put to non-agricultural uses.
4. Permanent pastures and other grazing land.
5. Misc. tree crops and groves not included in the net area sown.
6. -Culturable waste.
7. Other fallows.
8. Current fallows.
9. Net area sown.
10. Area sown more than once.
11. Total cropped area.
12. Net area irrigated.

Instructions

9.3 (i) A new Khasra girdawari will be brought into use whenever a new quinquennial jamabandi has been prepared.

(ii): Where taraf or patti are chakbat and all fields included in the taraf or patti are in one series, the name of the taraf or patti should be entered across the page above the entry of the first field included in it. The same procedure may be adopted in the case of irrigated holdings. Where taraf or patti are khevat, the name may be entered below the khasra number if the information is considered to be required for any purpose, as e.g., to help the Irrigation Department in framing demand statements patti war.

(iii) In estates under fluctuating assessment, and elsewhere, if considered desirable for special reasons, a new khasra girdawari may, if necessary, be prepared each year. The form used in such cases should be as simple and brief as possible. If not already sanctioned by the Competent Authorities, it must be referred to the Financial Commissioner for approval.

(iv) The ordinary form should be used in the case of urban lands to which the Land Revenue Act applies. In it both agricultural (zarai) and urban (sakni) land should be included. Land specially assessed as 'potential' building land, should be classed as in the former, but distinguished from other agricultural land by the addition of the words 'qabil tamir'. The girdawari for all such urban land should be dealt with by the patwari in the usual way at the ordinary girdawari.

(v) In the columns for kharif crops, show the two kinds of cotton desi & American and three kinds of sugarcane desi, improved & ponda by sub-dividing the columns for cotton & the sugarcane respectively.

(vi) In the column of rabi crops, show the three kinds of tobacco, viz.,

(1) N Rustica,

(2) N Tobacum—Virginia.

(3) N Tobacum—Desi type

Separately by sub-dividing the column for tobacco".

(vii) Column I—The fields will usually be entered in the order of the field map (shajra kishtwar). New numbers of sub-divided fields will be shown in the same place as the old number of the undivided field and not at the end of the khasra.

If it is necessary to re-number a field, this should be done as in the following example: If a field number, say 24 has been sub-divided into two, and the last number in the field-register of the village is 150, entry No. 24 should be scored through and the new fields entered as 151/24 and 152/24. Where a second sub-division takes place, the denominator number should simply be the numerator of the field which is again sub-divided. Thus in the example, we should have first 151/24 then 185/151 and lastly 201/185 from each of which, if necessary, it would be very easy to trace back to the old number. If field Nos. 31 and 32 have been clubbed into one field the new entry may be 153/31 & 32, 152 being the last number in the field register.

Care must be taken not to increase number and sub-numbers needlessly. They should not be increased for temporary changes of cultivating possession, or because part of a field is cultivated and part uncultivated. Temporary changes of cultivation can be shown in the column headed "Changes" of rights, possession and rent," thus—

A. Owner, 2 bighas/Ares

B. Tenant-at-will, 1 bigha/Ares

Similarly, when part is cultivated and part uncultivated the entry in the harvest column can be:-

Khali, 1 bigha/Ares

wheat, 2 bighas/Ares

or

Banjar jadid. 1 bigha/Ares

Wheat. 2 bighas/Ares

The chain should not be used for such measurements; they should be made by stepping or by rough

estimate as may in each case be suitable.

A circle in red ink should be drawn round the number of every field of which the revenue is assigned.

A red ink entry without number will be made for every pakka survey mark or trijunction pillar or base line mark following the field in which the mark is placed and which it adjoins. In his field inspections the patwari should note whether the mark is in good repair.

(viii) Column 3.—Rent should be entered as briefly as possible.

(ix) Column 4.—The areas in this column and in the crop columns must be in figures and not in rakms.

(x) Columns 5 & 6 (a) If the land is cultivated, enter the crop by the name prescribed in the jinswat statement. If the crop is irrigated, add the word chahi ; nehri or abi, as the case may be; so also sailab, if the crop falls under that class; in the case of rain crops, the word barani need not be added. Details of flow and lift irrigation, can be shown, as also any other details on which the rate of a fluctuating assessment may depend.

(b) When a crop fails to germinate or dries up, or is destroyed by calamity of season, enter it as kharaba. Very careful attention must be given to partially failed crops, that is crops of which the yield appears to be much below average. When the actual yield as a whole of the crop grown in one Khasra number is estimated by careful inspection to be not more than 75 per cent of the usual or average yield, then a deduction from the whole area of the crop should be made; for example, an inferior field of wheat, area 4 Ares may be written as (wheat 3 Ares kharaba 1 Ares) but this should only be done when the actual yield of the whole crop is estimated to be not more than 75 per cent of the average, and the kharaba allowed should be only as much as is necessary to raise the whole crop of the area returned as under crop to the average of an ordinary harvest. The average yield is that adopted by the Settlement Officer at the previous settlement for the assessment circle in which the village is included, unless some other yield has been specially prescribed in the dastur-ul-amal or elsewhere. The crops for which average yields are not fixed at settlement are generally unimportant. The revenue officials concerned should judge for themselves what yield should be regarded as average in such cases. Where two or more distinct crops are grown separately in different portions of one khasra number, the above procedure should be applied separately to each of such distinct crops. Deduction for kharaba made under this instruction should, unless some other special local scale has been prescribed by proper authority, be entered as far as is reasonably practicable in accordance with the following scale, taking 100 paise as the average yield of a crop:-

Yield more than 75 paise	No deduction
Yield more than 50 paise but not more than 75 paise	Deduct 1/4 of the sown area.
Yield more than 25 paise but not more than 50 paise	Deduct 1/2 of the sown area.
Yield not more than 25 paise	Deduct whole sown area.

Jowar which fails in the year should be entered not as "Jowar kharaba" but as "chari pukhta". The same details should be given for failed crops as for matured crops.

(c) If the field bears no crop in the current harvest; but has been ploughed for the next harvest or is occupied by trees or plants which will bear fruit in the coming harvest, enter it as *taraddaddi*. Such entries will be required for instance, against field of cotton or cane in the rabi harvest, and in the kharif harvest

for land under fruit trees which fruit in the rabi.

(d) Enter unculturable land according to the class to which it belongs; for example ghairmumkin abadi, ghairmumkin sarak, ghairmumkin ret, and so on.

(e) Enter the area of the crop, etc., below the soil description. In the case of mixed crops for which there is no separate column in the jinswar statement, enter the area of each crop separately by estimate.

(f) In fields containing an irrigation source, note whether it is at work (jari) or out of use (uftada). If any new source of irrigation has been made note this.

(g) "In the villages under special thur and sem girdawari, the following instructions should be followed, regarding the recording of damaged areas:-

- (1) Damaged areas are those which are affected by thur or by sem.
- (2) Thur must be recorded as such, whether found in cultivated or in uncultivated areas. Thur which does not prevent the land from producing more than a 25 paise crop should be left unrecorded.
- (3) Cultivated area will be classed as sem if owing to sub-soil moisture it has become unfit for cultivation or is so badly affected that it does not produce more than a 25 paise crop. The damaged portion of a field should be considered by itself irrespective of the average crop of the whole field.

Notes:- 1. Sub-soil moisture may have begun to affect a field, and it may be certain that the field will in a short time cease to produce more than a 25 paise crop. Nevertheless it will not be closed as sem unless the crop actually growing on it is not more than a 25 paise crop. If the field is fallow and actually bears no crop it will not be classed as sem if it has been ploughed for sowing. Any thur found in it should, however, be recorded.

2. Fields containing damaged patches which spoil the whole of it will be written as wholly damaged.

(4) Where land is banjar it will be classed as sem if it is surrounded on three or four sides by land classed as sem.

Special Girdawari

(h) The Deputy Commissioner shall order special girdawari where losses to crops, fruits and vegetables etc. are heavy due to natural calamities like hail-storm, excessive rains etc. In this regard paragraphs 2.27 and 2.28 of H.P. Emergency Relief Manual are reproduced below:

2.27 In Himachal Pradesh apart from the Agricultural crops, fruits and vegetable are grown in many areas. Similarly vegetable including potatoes are grown all over the State. In case of a Natural Calamity these crops are either completely destroyed or partially destroyed and the farmers are put to loss. In fact due to the loss to the cash crops or their failure which leads to a situation where it may become difficult for the victims to make their both ends meet. There may be natural calamity. Where the damage is so vast like snow storm etc. where the fruit trees are uprooted and the farmers have to re-establish their orchards.

2.28 In such contingencies the farmers need assistance from the government. In case of loss of crop as mentioned above the following measures should be taken:-

- (a) Special Girdawari may be ordered by the District Collector immediately so that the loss is assessed. The entire revenue field agency should be pressed into service to assess actual loss.
- (b) The District Collector should order immediate suspension of the land revenue including ces-

ses, local rates and surcharge and subsequently move for remission of the same as provided in of the Land Administration Manual and Pb Financial Commissioner's Standing Order No. 30. Normally the remission of land revenue is admissible when the loss is above 25 per cent.

- (c) No remission due to heavy rain, flood, drought etc., where the damage to crops is less than 50 per cent.
- (d) Total remission where the damage to crops is 50 per cent and above.
- (e) In the case of hail-storm, total remission if the damage is more than 25 per cent.

Procedure of Recording area under seasonal crops grown in orchards

(i) The instructions regarding recording area under seasonal crops grown in orchards issued by the Financial Commissioner (Rev.) vide letter No. Raj-Ka (Kha) 15-41/80, dated 19th January, 1982 are reproduced below:-

"The area where fruit trees have been planted will be classified as 'Bagicha barani' or Irrigated 'Bila Phaldar' as the case may be, till it starts bearing fruits. The girdawari of inter-crops in such an orchard will be conducted and the estimated area after excluding the area because of fruit trees will be shown under crops, as sown more than once. In other words, the whole area under fruit plants whether bearing or non bearing will be shown as Bagicha and in the case of baghicha Bila Phaldar, the estimated area under crops will be shown as sown more than once. Since no crop can be cultivated after orchard starts fruit bearing the question of recording of crops after fruit bearing, does not arise. The number of plants i.e., bearing and non bearing with kinds of fruit tree will be recorded in a separate column of the Khasra Girdawari Register.

Notwithstanding anything contained in the above instructions, if any crop is still grown after the orchard starts bearing fruits, the area under such crops shall continue to be recorded by eye estimation and will be shown as area sown more than once.

In column No. 7 & 8 the kind of bearing and non-bearing fruit trees with the number and area shall be recorded respectively. Any changes regarding number of fruit trees and its area, shall be recorded in column Nos. 12, 16, 20, 24 and 28 relating to changes of rights, possession and rent etc, in subsequent crop inspections (girdawaris).

(j) *Column 12.—When no change in the cultivating occupancy has occurred in the kharif the patwari should make stroke of the pen across the oblong space provided for changes in the khasra from the left hand top corner to the right hand bottom corner and another diagonal from the right hand top of the left hand bottom corner, if no change has occurred in the rabi.*

Put a cross in pencil in this column, or in columns 16 or 20 or 24 or 28 according to the year against a field, the boundaries of area of which have changed in such a manner that a correction of the field map is required. In doing so, care should be taken to follow H.P. Govt instructions No. 10-5/73-II dated 4.9.80 issued in this behalf.

9.4 The form khasra girdawari or harvest inspection book for colony town and chaks with instructions regarding the entries to be made in it is given below:-

Khasra girdawari for colony town and chaks

	Block No.	1
	Khasra no. or site no.	2
	Name of owner (in brief) with Khewat No.	3
	Name of tenant or occupier or rent payer (in brief) with Khatanni No.	4
	Area according to the registered deed or according to the original contract.	5
	Area given in the last Jamabandi.	6
	Class of site according to the last jamabandi.	7
	Purpose for which the land was originally allotted.	8
	Name of occupier or rent payer (in brief).	9
	Amount of rent paid.	10
	Present area.	11
	Purpose for which the land is used.	12
	Changes in ownership.	13

	14
	15
Year 19	16
	17
	18
	19
	20
Year 19	21
	22
	23

	Name of occupier or rent-payer (in brief).
	Amount of rent paid.
	Present area.
	Purpose for which the land is used.
	Changes in ownership.
	Name of occupier or rent-payer (in brief).
	Amount of rent paid.
	Present area.
	Purpose for which the land is used.
	Changes in ownership.

24	25	26	27	28	29	30	31	32	33
Year 19					Year 19				
Name of occupier or rent-payer (in brief).	Amount of rent paid.	Present area.	Purpose for which the land is used.	Changes in ownership.	Name of occupier or rent-payer (in brief).	Amount of rent paid.	Present area.	Purpose for which the land is used.	Changes in ownership.

Note: This form will be used where the land in colony towns and chaks has been built upon. The existing form of Khasra girdawari (paragraph 9.2) will continue to be used in the case of land which is still culturable though situated within the limits of town and chak. A new Khasra girdawari will be brought into use wherever a new quinquennial Jamabandi has been prepared.

Instructions

9.5 Column 2—The *Khasra* number or site number will usually be entered in the order of the field map (*shajra kishwar*). New numbers of the sub-divided sites will be shown in the same place as the old numbers of the undivided sites and not at the end of the *Khasra*. For renumbering of site numbers the procedure given in the example under column 1 of the ordinary khasra girdawari form (paragraph 9.3 (vii)) should be followed.

In case where blocks have their sites numbered serially blockwise, the number khasra or site number should be entered accordingly.

Column 4—The entries in this column will be the same as in column 6 or 8 of last jamabndi, as the case may be.

Column 5—This column will be left blank when the area originally allotted has been divided or amalgamated with other fields and separate field numbers have been given to it.

Column 9. In case the site is occupied by the owner the word "maqbuza malik" should be written. The person occupying the upper flat should be entered in this column also.

Column 10—In case the site is occupied by the owner, this column will be left blank. If the site is occupied by a tenant, the total amount of rent paid during the year should be given.

Column 11—The area held by each tenant or occupier or rent-payer should be stated separately in hectares, ares and centres or square metres or decimetre.

Provided that where the holding is joint, it is not necessary to specify the exact share of each shareholder: and

Provided that where there is an upper flat the area of that flat will not be entered, but the words "Bala khana" will be written against the names of the occupiers of that flat given in column no. 9.

Provided further that where Government land is encroached upon the Patwari shall prepare a case of encroachment and send the case to the concerned Revenue Officer for ejection.

Column 13.—The number of mutation and the names of the new owners should be entered in this column.

The instructions for columns 14 to 18, 19 to 23 and 24 to 28, 29 to 33 are the same as in the case of instructions for columns 9 to 13

Patwari not to hinder agriculturists during harvest

9.6 When making the harvest inspection, the patwari must, on no account hinder the harvest operation of any agriculturist.

Rough tracing of field map to be used.

9.7 In working over the fields the patwari will carry in his hand his cloth copy of the field map.

Entry of crops and rights

9.8 The crops will be entered in the Khasra girdawari, as the inspection proceeds, in the column provided for the purpose. The changes in rights, rents and possession will be noted in the appropriate column in pencil. And, where the boundaries or area of a field have changed in such a manner as to require a correction of the field map, the patwari will make a rough measurement, sufficient for the crop entries. *All changes in rights, rents and possession shall be recorded by the patwari in pencil and by putting a cross in pencil in columns 12, 16, 20, 24, & 28 of Khasra girdawari in accordance with Govt. instructions issued vide letter No. 10-5/73-II, dated 4.9.80. As per these instructions, the patwari will give information of such changes to the Tehsildar/Naib-Tehsildar as the case may be. The Tehsildar/Naib-Tehsildar will inquire and give reasonable opportunity of being heard to the parties. The inquiry should be completed within 3 months and the entries will be made in Khasra girdawari according to the orders passed by the Revenue Officers after entering in his diary.*

Prevention of errors in Khasra Girdawari Register

9.9 The following subsidiary instructions shall be observed for preventing errors, etc. in the Khasra Girdawari.

- (a) The patwari shall supply a copy of the Fard Raftar to the Lambardar concerned. He should take with him the Lambardar and the persons concerned at the time of his field to field inspection. An entry to the effect that harvest inspection was done in the presence of the particular Lambardar and a few notable persons (mentioning their names) shall be made by him in his Roznamcha Waqiyati. The signatures of the Lambardar who accompanied the patwari shall be obtained against this entry.
- (b) The patwari must enter in his diary a list of all field numbers in which any change of cultivating occupancy or rent has been found and recorded in pencil in the following form:-

Changes in rent field numbers so and so:

Changes in cultivating occupancy field numbers so and so:

and place this list before the Field Kanungo at next visit for verification. The number so entered will be verified by the Kanungo and totalled under his signature. But if the change is such as to necessitate an entry in the register of mutations it need not be entered in the diary as well. The Field Kanungo will send the cases of changes to Revenue Officer, who will pass orders after enquiry in accordance with Govt. instructions No. 10-5/73-II, dated 4.9.80 *ibid*.

- (c) The entry regarding crops in the Khasra girdwari may be corrected by the patwari during the girdwari inspection period, after making a note to this effect in his diary and that may be endorsed by the supervisory Revenue Officers under their signatures.
- (d) The Patwari shall record the area under high yielding varieties of seeds (i.e. wheat, maize, rice etc.) separately and send an abstract statement to Tehsil office through the Field Kanungo. The Tehsildar should consolidate the information for his Tehsil and submit to the District office. The Deputy Commissioner shall prepare an abstract for the district and shall send the same to the Director of Land Records.
- (e) At the time of preparation or attestation of the jamabandi a revenue officer of the rank of Naib-Tehsildar or above, may order the correction of a wrong entry that has crept into the khasra girdwari after giving an opportunity of being heard to the parties concerned. The corrected entries should be made in red ink. The Revenue Officer shall pass orders in accordance with the provisions contained in Chapter IV of the H.P. Land Revenue Act, 1954.

Determination of dispute under Sub-section (4) of Section 104 of Tenancy Act

- (ee) Dispute, whether a person cultivating the land of a landowner is a tenant or not, shall be decided by the Land Reforms Officer exercising the powers of Assistant collector I Grade as laid down under rule 29 of H.P. Tenancy and Land Reforms Rules, 1975.

Procedure of entry of possession

- (f) The entry of possession of a person in the cultivation column should be done very carefully by the revenue officials. The status of the cultivator during crop inspection may be as follows:-
 1. Cultivating owner Khud Kast
 2. Hissadari kasht
 3. Tenants

Tenant has been defined in the H.P. Tenancy and Land Reforms Act, 1972 as under:

"Tenant" means a person who holds land under a landowner, and is, or but for a contract to the contrary would be able to pay rent for that land to that landowner, and includes

- (i) a sub-tenant (****); and
- (ii) The predecessors or successors in interest of a tenant or a sub-tenant, as the case may be, but it does not include-
 - (a) a mere mortgagee of the rights of landowner, or
 - (b) a person to whom a holding has been transferred or an estate or holding has been let in farm under the Himachal Pradesh Land Revenue Act, 1954 (6 of 1954), or the Punjab Land Revenue Act, 1887 (17 of 1887), as the case may be, for the recovery of an arrears of land revenue or a sum recoverable as such as an arrears".

According to the definition given above a person is a tenant when he fulfils the following conditions:-

- 1) He holds land under another person-
- 2) He is, or but for a special contract would be liable to pay rent for that land to that other persons.

Mere possession does not constitute tenancy. To establish tenancy, relationship of land-lord and tenant is essential. Before recording any person as tenant all the conditions of a tenancy must be established.

Procedure of entry of tenancy in the revenue record

g) The Revenue Officer can not make any entry of tenancy in the revenue records except by way of mutation under rule 10-A of H.P. Tenancy and Land Reforms Rules, 1975 which reads as follows:-

“No entry showing a person to be a tenant by succession under Section 45 or otherwise shall be made in the record except through a mutation.”

Entry of criminal trespasser forbidden in the revenue record

h) Entries of a criminal trespasser, and entries like ‘Gairmorusi Bila Lagan Bawaza Sinajori’ or ‘Bila Lagan Bawaja Bana-shikni’ etc., shall not be made in the khasra girdwari or any other record. Such entries are not recognised under the law.

Relinquishment of Tenancy

i) No relinquishment of a tenancy land shall be made by a tenant in favour of landowner. However, if a tenant wants to make a voluntary surrender of his tenancy land, the same shall be in favour of the State Govt. The State Govt. shall have right to induct any suitable tenant or agricultural labourer to the relinquished land in the manner to be prescribed (section 31 of the H.P. Tenancy and Land Reforms Act). The patwari shall report to the Tehsildar at once any case of voluntary surrender of the tenancy as soon as he comes to know about it during girdwari. The Revenue Officer shall pass suitable orders under the rules.

Detection of Encroachments on Govt. Lands

j) At the time of crop inspections, the patwari shall detect all encroachments on Govt. lands and prepare a case for ejection against the encroacher. He will be held responsible if any encroachment remains undetected during crop inspection. The Field Kanungo and the Revenue Officer shall also be responsible for detection of any encroachments on Govt. Lands found during checking of crop inspections in their tours.

Change of Classification of land during girdawari:

k) Notwithstanding anything contained in para 9.8 and 9.9 (c) supra, the patwari and any inspecting officer can change classification of land, other than government land, if undisputed, according to the spot position e.g. when banjar land becomes Barani or barani land becomes irrigated or vice versa.

Restriction of recording encroachments on Govt. lands in revenue record

l) No encroachment on Govt. land shall be recorded by the Patwari or any other revenue official/officer in Khasra Girdwari or jamabandi or any other record. Instead he will prepare encroachment case as mentioned in para 9.9 (j) supra.

Restriction of variation of entry regarding ownership/possession etc. of Govt. Land

m) No patwari or Revenue Official/officer shall make or delete any entry regarding ownership, possession, rent and classification etc. of Government lands except by the orders of Collector of the District or the State Government.

- Patwari to show the work done on each days inspection** **9.10** At the end of each day's work the patwari should total the pages completed. He should write at the top of each page the day on which the inspection work recorded in it was done.
- Crop abstracts and their record and despatch** **9.11** As soon as the field inspection of a harvest is finished in any village, the patwari will complete the crop abstract (jinswar) before commencing work in a second village. When the field kanungo has seen the abstract and signed it as correct, the patwari will enter a copy in his jinswar register and despatch the abstract to the Office Kanungo of the tahsil. The Field Kanungo will satisfy himself that areas have been correctly converted into hectares from the local standard.
- Form of crop abstract** **9.12** The form of the crop abstract (goshwara jinswar) with instructions for preparing it, is given in chapter 17 (Agricultural Statistics).
- Date of filing Jinswar Returns** **9.13** All the Jinswar returns of every harvest should reach the Tehsil office (including returns of 'Extra' kharif and 'Extra' Rabi) within a week after the completion of crop-inspections. The Tehsildar shall submit all the Jinswar returns to the District Collector within a fortnight from the date of receipt in the Tehsil office.
- Patwari's work in intervals between harvest inspections** **9.14** On the completion of the kharif jinswars of his circle, the patwari will prepare the bachh papers and write up the mutation registers, and then, under the orders of field kanungo, will undertake any amendments of the field map or remeasurements that may be necessary. (See Appendix VII to the Settlement Manual and Chapter 6 of this Manual). This will be the ordinary course; but in riverain chaks it may be necessary to amend the survey before preparing the bachh and mutation papers. On the completion of the rabi girdawari, the patwari will similarly first make any corrections that may be required in the bachh papers, then write up the mutation registers, and afterwards set to work on the jamabandis that have to be prepared for the current year.
- Checking of kharaba.** **9.15.** The entry of *kharaba* is a matter which requires both honestly and sound judgment on the part of the recorder, and this branch of the *patwari's* work should be carefully tested by all supervising officers. But where the record has been made with care and is generally sound, it is well to refrain from making petty alterations here and there, which affect but slightly the main result.
- Taradaddi** **9.16.** By a refinement which serves no very useful purpose, another class is recognized under the name of *taradaddi*, i.e., under tillage. This term is applied to a field which bears no crop belonging to the harvest under inspection. But "has been ploughed for the next harvest, or is occupied by trees or plants, which will fruit in the coming harvest." Examples are fields of cotton or cane in the Rabi. Cane, which is planted about March, and occupies the ground for ten or eleven months, is treated for statistical purposes as a *kharif crop*. Land is ploughed for cotton, another *kharif* staple, in the cold weather, and, where irrigation is available, the sowings also often take place before the rabi crops are cut. Orchards which fruits in Kharif are shown as *taradaddi* in the *Rabi*.
- Duty of kanungos as regards crop inspections.** **9.17.** Revenue officials of all grades should be made to understand the importance of harvest inspections in land administration. While the *girdawari* is going on field *kanungos* of course spend the whole of their time in checking it. In the *girdawari* months the tours made by the *sadar kanungo* should be devoted to the same work. In ordinary inspections the field *kanungo* accompanies the *sadar kanungo*, but during the *girdawari* the former has to accomplish so much in a short period that the latter is forbidden to call for his attendance.
- Duty of Tehsildars and Naib-Tehsildars.** **9.18.** The responsibility of *Tehsildars* and *Naib-Tehsildars* should be steadily enforced. The standard to aim at is the inspection of every estate by one or other of these officers at each harvest before the crops are cut. But at present this is a counsel of perfection. Both officers cannot be in camp at once, and the harvests

last for too short a time to admit of the results being observed and the records of them checked in every village. It is far better that the *girdawari* in one or two estates in each circle should be thoroughly checked than that a nominal inspection of it should be made in every village. The *tehsildar* and his naib should so lay out their work that no part of their respective charges remains unvisited. They should have a clear idea of the state of the crops in every assessment circle and in all important villages, and special attention should be given to estates in which suspension of the demand is likely to be required. In bad seasons other work must give way to a thorough examination of the results of each harvest while it is still standing on the ground.

Duty of superior Revenue officers.

9.19. The District Revenue officer and Sub-Divisional Officer (Civil) must be on tour throughout the *girdawari* months, and must then give most of the time to the checking of harvest inspection work. The Deputy Commissioner should, if possible, help by sending at the same time into camp some other member or members of the headquarters staff. In times of drought especially, care must be taken to utilize other H.A.S. officers to the fullest extent compatible with the carrying out of such judicial and executive work as must be done at headquarters.

Duty of Deputy Commissioner.

9.20. The Deputy Commissioner's own part does not consist so much in checking a few entries in harvest inspection registers in the field, which is all he could possibly accomplish, as in laying out the work of his subordinates, and obtaining a good general idea of the results of the harvest in the different parts of his charge by viewing the standing crops and examining the crop returns of the villages.