

Chapter 15

LAND RECORDS OFFICE

PART-I. District Land Records Office

The Land Records Office

15.1 In all districts a separate record room called the Land Records Office has been provided for the revenue records proper. This office is in charge of the Sadar Kanungo, the Naib-Sadar Kanungo performing the duties of record keeper. The exercise of constant supervision over this office will be performed by the District Revenue Officer.

The rules in this chapter will also apply mutatis mutandis to the Land Records Offices of the Sub-Divisions, the Land Records whereof are not consigned to the District Land Records Offices. The Sub-Divisional Officers will in such cases be the officers-in-charge of the Land Records Offices.

Permanent Establishment

15.2 The permanent establishment of the District Land Records Office consists of the Sadar Kanungo, naib Sadar Kanungo, Bill Clerk, Accountant Establishment Kanungo, Patwari Muharrir, Inspection, Muafi and jagir Muharrirs, Patwari Tracer and basta badar. In some districts the norms may vary according to the work load.

Daily Wages Establishment

15.3 From Director of Land Records' grant under head "2029-Land Revenue-103-Land Records-daily wages clerks will be engaged by the Deputy Commissioner for such purely temporary purposes as the re-arrangement of records.

Where records have been damaged by book betel or white-ants, coolies may be engaged temporarily for short periods to have the records dusted, aired and exposed to sun shine.

Destruction Work.

15.4 No separate destruction muharrirs are employed. The work must be done by the ordinary establishment.

Settlement papers

15.5 All correspondence, papers, and maps relating to the settlement of a district should be made over to the Collector by the Settlement Officer on the conclusion of settlement operations and be kept in an entirely separate almira in the main office with a separate register. The District Revenue Officer shall be responsible for its safe custody. In order to enforce this responsibility, the outgoing District Revenue Officer should make over this correspondence etc. to the incoming District Revenue Officer who should verify that the files correspond with the catalogue, and this fact should be mentioned in the charge report. Inspecting Officers should at their inspections see that this order is properly carried out.

Micro-filming of Settlement maps (Mussavis)

15.6 The Deputy Commissioner shall make arrangements for Micro-filming of Settlement Maps (Mussavis) of every estate with the prior permission of the Director of Land Records, to avoid tampering, mutilation or erasures etc. and to give copies to the public immediately on demand.

How Micro-filming is to be done?

15.7 Preferably, the Collector shall make arrangements for micro-filming in the Land Record Office. If this is not possible for sufficient reasons, the settlement maps (mussavis) will be sent for micro-filming to the other parts of the Pradesh or outside where such facility is available with the prior approval of the Director of Land Records under police escort under the charge of District Revenue Officer. He will ensure

that the mussavis are returned in original conditions to the record room. He will also submit a certificate that the mussvis were restored in original conditions.

Lamination of Land Records

15.8 Lamination is a modern method for preservation of valuable and original settlement and other land records. Laminated documents do not fade or discolour or catch dust and can be folded and there is no scope for tampering and mutilation of the original records. Hence, there is dire necessity to adopt this method for the better preservation of land records.

The collector of the District shall make arrangements for lamination of important land records like old settlement maps, field book etc., depending upon the availability of funds.

Form of catalogues

15.9 The Naib-Sadar Kanungo will keep in each basta catalogue (goshwara) in the annexed form, DLR-163. Similar basta catalogue will be kept by Sub-Divisional Kanungo and Office Kanungo for the records kept at the Sub-Divisional and Tehsil Offices.

The goshwara will be divided into two sections viz.—

(a) Settlement records;

(b) Annual records, etc.

Files will be entered in the goshwara in order of their receipt.

Rejected mutations with lists will on receipt in the record room, be entered in these goshwaras. Since these must be kept for 15 years in the record room, one entry for the sheets received with each Jamabandi will be sufficient.

Supply of copies of documents kept in the Land Records Office

15.10 The rules for the supply of copies of records under the control of the Deputy Commissioner apply to Land Records Office. The copying work of this office will be under the charge of the officer-in-charge of the copying agency at district headquarters.

Separate copyists should be employed for making copies of papers kept in the Land Records Office so that there may be no occasion for removing papers elsewhere for copying purposes.

Separate registers should be kept for the copying transactions of the Land Records Office.

Supply of Photo copies of documents

15.11 Where Photostat machines have been provided, the copying work should be done through these machines and the copies shall be duly certified by copyist under the Rules. Where there is no facility of Photostat machine or the machine is out of order, the copyist shall supply the certified copies with his handwriting.

Supply of copies of Settlement map (mussavi) through Micro-filming.

15.12 Where the facility of Micro-filming is available, the copies of settlement map shall be supplied by the copyist through Micro-filming, Reader-cum-Printer machine and not by tracing which should be duly certified by him under the Rules. However, where micro-filming of settlement maps has not been done or the machine is out of order, the copyist may supply certified copies by tracing.

Record-keeper not to be asked for reports

15.13 The Naib Sadar Kanungo will perform the duties of the record-keeper but as he has to do a lot of other office work, the Inspection Muharrirs, where they exist, will perform the duties of deputy record-keepers and will be responsible for the safe custody, issue and despatch of records kept in the record room. But it should be remembered that the responsibility of Naib Sadar Kanungo will in no way be relaxed. In the interest of work, it is essential that the record-keeper and his assistants be kept strictly to their proper duties. The officers should not call upon them for reports stating particulars and result of

previous cases but should require the parties to a case to file the necessary copies or have an extract prepared through the Patwari Muharrir.

**Control and
Inspection of
Land Records
Office**

15.14 The control of the District Land Records Office and the ultimate responsibility for its good working rests with the Collector. The duty of exercising a constant supervision over the District Land Records Office should be made over to the District Revenue Officer officer-Incharge, Headquarters who will be specially responsible for the proper performance of the work. The Financial Commissioner attaches importance to the frequent detailed inspections of the Land Records Office registers by the Collector and once a quarter at least the Officer-incharge must make complete inspections thoroughly examining the work of temporary as well as the permanent establishment. For further instructions in this behalf, Annexure-G to Chapter No. 30 "Inspections of Revenue Records" should be consulted.

The Collector must insist on the fact that no undue requisition for files is made on the record office. Any court or officer continually infringing this rule should be brought to the notice of the Collector by the officer-incharge.

**Monthly totals
of work.**

15.15 The Collector should also require the record keeper to lay before him or before the Officer-incharge, Land Records Office, the work register maintained by the deputy-record keeper (Inspection Moharrir) in annexed form R-12 monthly so that comparison with previous entries may be made. Government will sanction application for additional establishment only to a limited extent and under well established necessity and it is, therefore, essential that by constant vigilance a maximum out-turn of work by existing establishment should be secured.

The maintenance of diaries of work performed by each hand in the record room may be ordered if necessary by the Collector.

**Arrangements
of files before
they are sent to
Record Room**

15.16 In the arrangement of records there are two operations which must be separately noticed.

1st: The compilation of the file (misal) and record-of-rights, and

2nd: The placing of the file and record-of-rights in their proper place in the Record Room.

No standing records-of-rights, annual records of file should be received in the record room unless properly compiled. The sadar kanungo is responsible for checking the record-of-rights or jamabandis before they are actually consigned in the Record Room (Paragraph 8.94). In the case of other files the assistant district kanungo or inspection muharrirs should see the fly index tally with those on the file.

The following rules relate to the compilation of files:-

I. Papers which form part of the same case or proceedings (Misal) should first be brought together. The leaves which compose it should be numbered according to date on the outer corner of each leaf and should be united by a thread and have an index on a separate sheet attached to them.

The Index should show prominently the name of the village, the nature of the case and the date of the final order. It should also give the designation and dates of the papers composing the file, each entry being marked with a number corresponding with that borne on the outer-corner of the leaves of the paper. The lists should be totalled, closed and signed where closed so as to prevent future additions, any additions necessary to be made by the record department being in red ink. The preparation of the index and the arrangement of the file should be very carefully attended to by the ahlmad personally, as mistakes in them throw considerable work on the record room establishment. The record-keeper should be required to bring to the notice of the Collector constant neglect on the part of any ahlmad.

II. The file of every belonging to the branches under the control of Assistant Superintendent Revenue

and record even if the case consists only of a single application, must have an index, on which shall be entered a list of all papers belonging to the file;

III. The list must be drawn up as the case proceeds and each paper entered in the proper column of the index.

Papers which need not go into the Record Room

15.17 All files which are to come into the record room must be arranged in accordance with the above orders. There is, however, a large number of general papers which are now excluded from the record room. In their case it is not, as a rule, necessary to prepare an index the papers should, in the first instance be arranged chronologically and then disposed of by the Moharrir in charge of them in the manner laid down in the second column of the list referred to below. The destruction should be carried out by the moharrir in the presence of the sadar kanungo and of Tehsildar or Naib-Tehsildar in Tehsils.

A list of files to be excluded from the record room will be found in part-III paragraphs 15.56 and 15.57 infra.

Arrangement of village records

15.18 The records of each village should be placed as can conveniently be kept together and should be found in a cloth basta. These bastas should be placed topographically. The bastes should be arranged by the tehsils, each tehsil having a different coloured cloth. Coloured bastes can be obtained from the Controller of Stores, Himachal Pradesh and the cost should be debited to district contingencies, under head "2029-Land Revenue 103-Land Records".

Bastas levels in Form R-21 which has been standardised should be pasted on each basta.

The goshwaras R-20 should remain with their proper bastas. When the new goshwaras are prepared the old ones should not be destroyed but kept in the bastas.

The record-of-rights should be kept in themselves, village maps in iron almirahs in flat condition and the other records in the bastas as stated above.

Kuliat files

15.19 Files treated as kuliat should be arranged in annual and not in village bundles and are entered only in the goshwaras in Form R-4. The index of these files will be prepared in Form R-20. It is convenient to keep certain classes of kuliat files in tehsil annual bundles for every class of kuliat file listed, but there should be a separate goshwara for each set of bundles. Whether any particular class of files should be kept in tehsil or district bundles and which classes can be most conveniently kept together in one bundle, depends on local consideration and, for facility of destruction, on the periods for which the files are preserved. These questions are left to the discretion of the Collector in each District.

Receipt of files in the Land Records office.

15.20 As has been noted, the record-keeper and his assistants are charged with the work of receiving, examining, registering, placing, issuing and restoring files and records-of-rights on their entry into the Land Records Office.

Challans should not be prepared in the case of offices at headquarters but the Mislband Register should accompany the file.

Stading record-of-rights or jamabandi and other files when sent to the District Land Records Office for filing will be accompanied by duplicate challans one of which will be returned to Tehsil duly signed by the Record-Keeper.

Particulars showing the date of destruction

15.21 Most of the records filed in Land Records Office are of permanent nature. As regards the destruction of Khatauni with fard partial, chitha wajib-ul-arz, chitha haquq chahat, chitha shajra nasab and sheets of rejected mutations, the Record keeper (naib-sadar kanungo) will make such arrangements that each document is destroyed at the proper time. The particulars for the destruction of kuliat file will be noted on

the fly index.

Entry in goshwara and subsequent disposal

15.22 As soon as the file is prepared for record it will be entered in its appropriate goshwara and consigned to its proper place. As soon as it becomes ripe for destruction.

Issue of files from Record room

15.23 Files required by a court should be accompanied by a requisition in the Form R-8. A separate form should be used for each file as it has to be placed in the basta from which each file is taken and in the case of outlying courts this should be in duplicate as a copy has to go back with the file.

Issues to outlying courts should be made by registered post. In the case of courts at headquarters the signature of the Ahlmad should be taken in the issue register.

The Sadar Kanungo should comply with only those requisitions which are in accordance with the rules referred to above.

Register of issues

15.24 (i) The form of issue register (Daramad baramad) is prescribed in Form R-9. It should, generally speaking, be kept separately for each court but outlying courts may, if desirable, be included in one register. There should however, always be separate registers for receipts from the High Court, and requisitions from the Financial Commissioners.

(ii) On the second day of the first month of each quarter, the record department should send a list in Form R-10 of the files, which have not been returned, to all courts below that of the Financial Commissioners and the High Court and ask them for a verification regarding each file.

(iii) When files are not returned within six months from the offices of Financial Commissioners and High Court, an official letter should be sent by the Collector to the officials concerned.

(iv) Copyists have been instructed to quote on the copy where the original has been consigned to the Record Room the name of the village in the basta of which the file is deposited and its Hadbast number, also the basta number, if that is available. These particulars should be entered in the requisition. When the copy does not show such particulars, the court making requisition should specify the names of the village in the basta of which the file is likely to be found. The duty of finding out what are the connected files which are likely to be required by the court making requisition should not be thrown on the Record Department except when it is beyond the knowledge of the said court to furnish such details. Sufficient time should always be given to the record department for complying with requisitions, and except in emergent cases immediate requisitions should be avoided.

(v) Ordinary records required by the Copying Department will be supplied by the regular revenue record room staff on production of the application for copies accompanied by the requisition, containing full particulars of the document for being placed in the bastas. Where, owing to the defective information supplied by the applicant the search for the record involves or is likely to involve an unreasonable amount of trouble, the officer-in-charge of the Record room, may impose a search fee at the following rates and endorse the charge on the requisition.

- 1) Rs. 2 for the first jamabandi searched and for every additional jamabandi, one rupee.
- 2) Misal Hasqiat: As above
- 3) Field Map: As above, and;
- 4) For all other documents of one rupee per document.

In such cases the search fee payable shall be certified by the Record-keeper to the Copying Agent who will recover it from the applicant and credit it under the Head "0029 Land Revenue 09 Misc. Receipts" as a Record Office receipt. The search, for which a fee is charged, will be made by a number of the record room staff under the supervision of the record keeper. The Record-Keeper will furnish receipts for search fees from his counterfoil search fee book in Form R-13.

(VI) As files are occasionally placed or replaced in the wrong basta, in order to limit the area of searching for a missing file so misplaced, the inspection moharrir will maintain a 'Number Book' in Form R-11 showing the basta actually handled each day.

Test of the proper arrangements of records

15.25 Care will be required to maintain the proper arrangement of records when they have once been out in order. In a well regulated office, only a few minutes should be occupied in producing required papers.

Summary

15.26 In order to satisfy oneself of the efficient state of a record office, it will be necessary to ascertain that the records are rightly arranged, and can be quickly produced that they are placed up to the latest date required by the standing rules of the office, and entered where necessary in the registers, that the goshwaras for each village are property kept up, and that the files themselves are rightly compile, the papers being properly numbered and enumerated in the list and the list closed and signed and the stamps repunched.

Revenue documents which may be inspected or of which copies may be granted

15.27 The following are the documents which may be inspected:-

1. Records-of-rights and Annual records and maps, and any other record or preceding frame under the Land Revenue Act.
2. Records of Revenue Courts and of any proceeding under the Tenancy Act, or under any other Act pursuant to which a Revenue officer has jurisdiction.

Notes:-

1. Notes prepared by clerks and notes written by the presiding officer to refresh his memory are not open to inspection.
2. The inspection of general files containing records of executive proceedings is not permitted.

Inspection of Revenue Records and cases pending and disposed of

15.28 Inspections of records and cases, that are not pending as subject to the control of the Head of the office in which they are kept for custody. They are open to the inspection of the public.

Ordinarily, permission for inspection should only be granted by the officer-in-charge of the record office. Inspection by petition-writers and Documents writers is forbidden and legal practitioner's clerks may only inspect records provided the legal practitioner concerned is present.

The inspection of pending cases is subject to the control of the Revenue officer or court before whom they are pending. And they shall not be inspected on a day fixed for the hearing thereof, except with the special permission of that officer or court.

Ordinarily they are open to the inspection of the parties only and of their pleaders or agents.

Time and place of inspection of Revenue Records

15.29 The inspection of records shall be made at such time, in such place, and in the presence of such officials as the Head of the Office, in the case of records of decided cases, and the presiding Revenue Officers, in the case of records of pending cases, may direct. If a record is not inspected on the date fixed by the proper officer it shall be resorted and a fresh application must be submitted before the record can

again be taken out for inspection. When any person inspecting the record of a case desired to continue inspections of the same record on the following day, he may give notice of this intention to the officials in whose presence inspection is made, and in such cases no fresh application need be made in writing, provided that the inspection is continued from day to day. This will not affect the fees payable under paragraph 15.31 infra.

Application for inspection of Revenue Records.

15.30 Application for inspection of records shall be made in writing, and shall distinctly specify the records, inspection of which is desired.

The application shall bear a one rupee and twenty five paise (Rs. 1.25) court-fee stamp, being the amount of the fee charged for search.

Fees

15.31 The inspection fee is two rupee for each hour or part of hour for ordinary and Rs. 4 for each hour or part of hour for urgent inspections, i.e. inspections on date of hearing.

The fee shall be paid by means of an additional court-fee stamp or stamps, affixed to the original application before the file is handed over to the applicant.

If more time than is covered by the above fee is occupied in the inspection, the balance shall be paid at the close of the inspection by affixing an additional stamp or stamps to the application.

The fee prescribed for this rule is not payable in respect of Records sent for inspection by a Revenue Court or office on the application of party in a suit or proceeding pending before it.

Officers/officials of various Departments inspecting Revenue Records in the Land Records Offices, for purpose of Govt. work are exempted from payment of inspection fees prescribed under this para.

Separate application and separate fee for each record

15.32 A separate application shall be made and a separate fee paid by means of additional court fee stamp or stamps for each record, inspection of which is desired, unless the records are so closely connected that, in the opinion of the Head of the Office or Presiding Revenue Officer, they may be regarded as one, in which case one application and one fee will suffice.

Copying of documents prohibited.

15.33 The copying of any document or paper of a record during inspection and the use of pen and ink are strictly prohibited. Pencil may be used for the purpose of taking notes, but no mark shall be made on any record of paper inspected. Infringement or attempted infringement of this rule shall deprive the person infringing of the right of inspection and will be liable for criminal action.

Destruction of revenue files and registers

15.34 The periods for which revenue files and registers are to be kept are given in Part-III. At the conclusion of the periods specified the files mentioned will be destroyed, a note of the destruction of files being entered in the goshwara if all the papers are destroyed and in the fly index, if some only are destroyed. The note should be attested by the Record-Keeper.

Destruction of records, how to be carried out

15.35 All records and registers which under these rules have become liable to destruction shall be destroyed by fire as soon as the period for their retention has expired. The destruction of such records and registers shall be carried out under the supervision of the officer-in-charge and record-keeper. All papers liable to destruction shall be torn up and destroyed by fire, care being taken that all court fee stamps are duly cancelled.

Detail of destruction procedure

15.36 The Record-keeper should be responsible for the destruction work and should see that the Inspection Muharrirs are properly performing their duties in this respect. A progress statement should be kept by each Muharrir in Form R.-14. Every quarter the Record-keeper should submit through the officer-in-charge statement in Form R.-15.

Payment of fees **15.37** The copying fees, inspection and search fees shall be paid by means of additional court fee stamp or stamps and not in cash.

It is an important duty of the record keeper that receipts, copying, inspections and search fees should be properly assessed and fixed on applications by means of additional court fee, stamp or stamps.

Budget estimates of Record Room, Receipts and Expenditure **15.38** The budget estimates of revenue record receipts and expenditure are due on the dates specified in the Budget Manual. Contingent charges, connected with Land Records Office, such as cost of stationery, book-binding, cost of new racks, almirahs etc. should be defrayed from the district allotment for revenue contingencies etc.

How registers, books and files should be kept **15.39** Registers and books should be kept in convenient shelves not in bastas and current registers and books should be kept in separate basta. No other records should be kept in the Land Records Office, and no records shown in Part-III of this chapter should be kept elsewhere without the sanction of the Director of Land Records. Papers shown in paragraphs 15.56 and 15.57 infra as excluded from the Land Records Office should remain with the Sadar kanungo or Muharrir concerned or at the tahsil as may be ordered.

Transmission of records-of-rights **15.40** When records-of-rights are transmitted by post or otherwise to Civil or Revenue Courts or Revenue Officers should be securely packed in boxes of suitable size made of wood or block tin and fastened with lock and key. The key should be sent separately to the Presiding Officer of the Court, or in the case of the High Court, to the Registrar, by whom it will be returned to the district record office. Boxes required for the purpose should be paid for from revenue contingencies.

Supply of village mussavis (maps) to other Department **15.41** In order to avoid inconvenience to Civil and Revenue Courts and the officers besides involving risk of damage to the maps themselves it has been decided by the Financial Commissioner that whenever the mussavis for reference are required by any Department of the State Govt. or Survey of India Department, the matter should be reported to the Director of Land Records who will decide whether the mussavis asked for should be sent to such Departments or officials of the Departments should make use of them in the office of the sadar kanungo or Sub-Divisional Officer or Tehsil as the case may be. The collectors are not authorised to supply such mussavis direct to any Department.

Part-II Tehsil Land Records Office

Tehsil kanungo's office **15.42** In all tehsils a separate record room called the tehsil kanungo's office has been provided which is in charge of the tehsil office kanungo under the direct supervision of the Tehsildar and the general control of the Sub-Divisional Officer (Civil). The ultimate responsibility for the good working of this office, as in the case of District Land Records Office, rests with the Collector of the District.

Establishment **15.43** With the exception of assistant office kanungo and field kanungos for checking jamabandis filed with tehsil in the month of September, no additional staff and unpaid apprentices should be allowed to work in office.

Records, etc. to be kept **15.44** The only books, papers, files and registers which are kept in this office are the following:-

- (i) Books, Pamphlets and Manuals furnished by the Government circular, orders and rules of practice.

Note: One copy of obsolete and superseded books, Pamphlets and Manuals may be kept, duplicates being destroyed.

- (ii) Papers relating to expired settlements to be withdrawn from patwaris under paragraph 3.99
- (iii) Registers mentioned in paragraph 8 of Standing Order 14.
- (iv) Sanctioned and rejected mutations sheets, lists and miscellaneous papers connected therewith. (Paragraphs 8.61 and 8.62)
- (v) Jamabandis and diluvion files of the current settlement received annually from patwaris.
- (vi) Crop abstracts, annual and quinquennial returns and jinswar statement received from patwaris.
- (vii) Patwari and Kanungo forms and plain paper.
- (viii) Miscellaneous papers and files.

Disposal of records, etc.

15.45 The above records should be disposed of in the following way:-

- (i) The register and books should be kept in almirahs or racks, the old volumes separate from the current.
- (ii) The papers withdrawn from patwaris should be kept in village bastas with catalogues (goshwaras) in Form No. R-20, in which papers should be entered in order of their receipt. No other papers or register should be kept in the village bastas or entered in the goshwaras.
- (iii) The sheets of sanctioned and rejected mutations (to be kept in separate bundles) should be placed in almiras until they are sent to the sadar office. Similarly jamabandis and diluvion papers of the current settlement should be kept in almirahs, racks or boxes until they are despatched to the Sadar Office.
- (iv) Crop abstracts, annual and quinquennial returns received from patwaris and their goshwaras (abstracts) prepared by the office kanungos for the posting of the circle and tehsil note-books, interrogatories, miscellaneous applications, registration memoranda, etc; as well as annual lists of mutations and miscellaneous papers connected with mutations should be kept in kuliati bastas and entered in a goshwara in Form No. R-20. These records should be destroyed after the prescribed period and the necessary columns of the goshwara filled in.
- (v) The various kinds of patwari and kanungo forms and plain paper should be kept together on racks in bundles on convenient and uniform size to facilitate check. A memorandum should be placed with each bundle of forms showing the number of copies in stock. The memorandum should be corrected and dated whenever forms on plain paper are added or withdrawn.
- (vi) All files of cases, when complete, are returned to the sadar office; current files should be kept with the office kanungo in a separate basta. Miscellaneous papers which are kept in the Tehsil kanungo's office such as those connected with—
 - (1) Inspection of tehsil kanungo's office by Sadar Kanungo;
 - (2) Census;
 - (3) Cattle enumeration;
 - (4) harvest prices;
 - (5) Inspection notes;
 - (6) Business returns;
 - (7) Forms;
 - (8) Crop estimates;

shall refer the case to the Financial Commissioner for his information before ordering destruction after any specified period.

SECTION-B Revenue files and registers consigned to the District Land Records Office.

1. Destruction of registers.

Register to be kept in perpetuity

15.50 The following revenue registers and books shall be preserved in the perpetuity, except as provided in the note to (1) below:-

- (1) All printed books, pamphlets and manuals furnished by Government, manuscripts circulars, orders and rules of practice.

Note:- One copy of obsolete and superseded books, pamphlets and manuals to be kept and the rest to be destroyed. These papers will be divided between the District Record Room and Land Records Office according to subjects.

- (2) Tabular statements of former settlements, including counterparts of English general statements for a tehsil or other tract.
- (3) Register of estates, the property of Government and of grazing or fuel preserve.
- (4) Register of assignment of land Revenue
- (5) Registers of pensioners
- (6) Note books kept up by tehsil office kanungos and sadar kanungos.

Registers to be kept for 3 years

15.51 The following revenue registers shall be preserved for a period of three years and shall then be destroyed:

- 1) Registers of patwari circles;
- 2) Registers of rainfall at sadar (paragraphs 19.17 and 19.18). (Tehsil registers should be destroyed after one year).

II. Destruction of files.

Files to be kept in perpetuity

15.52 The following revenue files shall be preserved in perpetuity:-

- 1) Standing record-of-rights (Section 32 (2) of the Himachal Pradesh land Revenue Act, including records of expired settlements).
- 2) Village boundary mussavis and index maps showing corners of squares and base line stones, supplied by the Survey of India during revering measurement.
- 3) Mutation registers containing original orders and the files of mutations except mutations by mortgage).
- 4) Detailed jamiabandis and the maps, statements or irrigation and customs and geneological trees, mutation sheets, and lists of revenue assignments thereto.

- 5) Mussavis part Sadar (prepared in consolidation of Holding operations).
- 6) Village boundary (thakbast) cases between adjacent villages under section 107 of the Himachal Pradesh Land Revenue Act.
- 7) Records-of-rights and other papers connected with it.

Files to be kept for 15 years.

15.53 The following revenue files shall be preserved for 15 years and shall then be destroyed:-

Sr. No.	Nature of cases	Time when period begins to run
1.	Abbreviated jamabandis (paragraph 3.105) work books (paragraph 3.81) consisting of counterfoils and notes of inspections, and inspection book (Paragraph 3.83)	From date of filing.
2.	Sheets of rejected mutations	From date of receipt in record room
3.	Chitha shajra nasab and chitha naqsha haquq chahat	From date of receipt in record room.
4.	Roznamcha Partal Afsran	From date of receipt in record room.

Files to be kept for indefinite period

15.54 The following revenue files shall be preserved for the periods specified in the last column of the schedule below and shall then be destroyed:-

Sr. No.	Nature of cases	Period
1.	Papers connected with special assessments including diluvion assessment-(Section 63 of the Himachal Pradesh Land Revenue Act).	Until sanction of new settlement.
2.	Internal distribution of assessment at settlement (bachh)	Until sanction of new settlement.
3.	Papers regarding cattle enumeration	Until the next enumeration has been completed.
4.	Khataunis	For the term of settlement to which they relate and destroyed after the khatauni for the next settlement have been prepared and filed.

Destruction to be carried out under the supervision of record-keeper.

15.55 The work of destruction shall be carried out under the direct supervision of the Record-Keeper and shall be effected by tearing up the papers to be destroyed by fire.

Section. C Revenue files and registers excluded from the Land Records Office.

I. Destruction of registers.

15.56 The following registers shall be preserved for the period noted against each from the date of the last entry and shall then be destroyed:-

Sr. No.	Nature of case	Period
1.	Copy of register of patwari circle	6 years
2.	Canal Khataunis	
3.	Canal abstract statements	
4.	Register of accepted patwari candidates	3 years
5.	Register of accepted kanungo candidates	
6.	Register of demand of mutation fees	
7.	Contingent registers	
8.	Register of patwaris form, etc. prescribed in paragraph 3.95	
9.	Tehsil annual statement of lapsed and resumed assignments	3 years
10.	Statements of revenue business	
11.	Register of annual returns filed by Patwaris	
12.	All registers not herein before provided for	
13.	Inspection Notes after compliance	one year
14.	Extract from issue register sent for verification of files	
15.	Register of abstracts of orders to which effect is to be given in patwaris salary bills	
16.	Blank Mutation registers not containing original orders	To be destroyed as soon as they reach the tehsil
17.	Rough copy (chitha) of the wajib-ul-arz.	3 years from close of settlement operations
18.	Papers connected with preparation of crop estimates, Jinswar statements	3 years from harvest under report
19.	Dak behis of field kanungos	12 years from the date of their completion
20.	Despatch register maintained by office and Sadar Kanungos	12 years from the date of their completion

II. Destruction of files

Destruction of papers which do not come in to the land records office

15.57 In the case of files excluded from the Land Records Office, in the absence of orders to the contrary no file index shall be prepared: the papers of each file shall in the first instance be arranged chronologically by clerk in the charge of them and preserved for the period prescribed in the second column of the lists below and then destroyed. The destruction shall be carried out by the clerk in the presence of the officer under whose orders he works, and shall be effected by tearing up the papers to be destroyed by fire. In the case of continued correspondence the file shall not be set aside for destruction until the correspondence is complete.

(a) The following files shall be preserved for the period noted against each from the end of the year to which the papers relate and shall then be destroyed:-

Sr. No.	Nature of case	Period
1.	Distribution of work among officers	one year
2.	Tehsildars and Naib-Tehsildars' diaries and their abstracts kept in the tehsil	2 years
3.	Diaries of kanungos and work books of patwaris and tour statement of kanungos, abstract diaries of tehsildars sent to headquarters	
4.	Monthly and quarterly business returns	
5.	Reports from tehsil about cattle disease	Six months.

(b) The following files shall be destroyed in accordance with directions noted against each:-

Sr. No.	Nature of case	Period
6.	Applications for travelling allowance	Two years
7.	Applications for inspection of files.	When the audit note for the period is over and compliance made
8.	Application for copies of official documents	
9.	Papers relating to the transfer of pensions from one district to another	One year after the date of receipt in tehsil office
10.	Indents for revenue forms.	
10. A	2nd copy of receipts or amended invoice relating to forms and blank papers (paragraph 3.94)	
11.	Reports connected with preparation of half yearly harvest return.	
12.	Applications of patwaris regarding non-receipt of share of mutation fees.	At the end of the year to which the paper relates
13.	Monthly statements of unanswered references	
14.	Papers regarding distribution of books	

R-20. List of Papers of Villages

Serial No.	Description of record	Year to which it relates	Date of filing	Signature of sadar Kanungo or assistant	Date of destruction	Signature of district kanungo
1.	Settlement records					
2.	Annual records					

Note: In the case of records kept at Sub-divisional and tehsil offices, columns 5 and 7 will be signed by the Sub-divisional Kanungo, and Office Kanungo as the case may be.