

Chapter 31

YEARLY PROGRAMMES OF THE WORK OF REVENUE FUNCTIONARIES AND THEIR OTHER DUTIES

PART-I

Yearly programmes of the work and other duties of District Revenue Officer and Sub-Divisional Officer (Civil)

Month	Work	Authority	Remarks
October	<ol style="list-style-type: none"> 1. Will check Kharif Girdawari work, and will visit specially the villages whose circumstances are precarious and in which suspensions or remissions are to be made or have been made. About such villages he will submit a note to the Collector which will be of great assistance to him in deciding what course to follow in the matter of recovering arrears or purposing remissions. 2. Will specially visit the villages in which there is fluctuating assessment. 	Para 30.1, L.R.M. and 9.19	
November to the end of February	<ol style="list-style-type: none"> 1. Will test the work of Field Kanungos in detail. 2. Will test the land records work of Tehsildar and Naib-Tehsildar in detail. 3. Will attest jamabandis on spot, and note the result on the jamabandis to be filed in the District Office 4. Will visit Burd Baramad villages in which revenue affected is more than Rs. 100. 5. The Deputy Commissioner or his assistants in the cold weather ascertain in a number of cases by personal inspection at or near the village in which the revenue free plot is situated, that the revenue free holders not included in the list received from the Tehsildar are in existence, and that the lists and reports furnished by the Tehsildar are correct. The number of cases so tested should be mentioned in the annual revenue report of the district. 6. Recording of notes in the abstract village note books. 	Para 30.5, L.R.M. Para 30.15, L.R.M. Para 8.88, L.R.M.	
March	<ol style="list-style-type: none"> 1. Will check Rabi Girdawai and act as detailed in October 	Para 30.1, L.R.M. and 9.19	

April to the end of September	1.	Will make one inspection of the office of Tehsil Office Kanungo in a year and should overhaul the mutation work of Tehsil Revenue Officers. The DRO should inspect the Sadar Kanungo's office. At these inspections Rain-gauges should invariably be inspected.	S.O. 5 Para-I, Para 30.18, L.R.M.
	2.	Will supervise and check some work of jamabandis which are being prepared, and see that they are filed in Tehsil in time.	Para 8.88, L.R.M.
	3.	Will make two crop experiments in each harvest.	Para 22.3(b), L.R.M.
	4.	The DRO should make quarterly inspections of the Revenue Record Room.	Para 15-14, L.R.M.

Duties of District Revenue Officer

- (1) He would exercise powers of Collector exercisable under sub-section (3) of Section 75-A of the H.P. Land Revenue Act, 1954.
- (2) He would be responsible for the proper and correct maintenance of revenue record, revenue accounts, muafis, assignments, jagirs etc. and services record of the Patwaris and Kanungos of the district. In fact, all these duties of the Revenue Assistant which were mentioned in the Land Administration Manual shall henceforth be attended to by him.
- (3) He shall be the Officer Incharge of the following branches of the Deputy Commissioner's Offices:-
 - (a) Sadar Kanungo
 - (b) D.R.A.
 - (c) Registration
 - (d) Land Acquisition
- (4) He would watch the progress of the recovery of all Govt. dues in the District and keep the D.C. informed about the pace of recovery. He would initiate all suitable measures as may be necessary for the liquidation of arrears particularly the old outstanding dues. The Tehsildar (recovery) posted in the Districts would now be under the control of the District Revenue Officers and the staff sanctioned for recovery side will now work under the control of District Revenue Officers.
- (5) He would assist the Deputy Commissioner in carrying out the inspection of Tehsils, Sub-Tehsils, act on his behalf for organising special girdawaris, for crops and special girdawaris for natural calamities and floods etc.
- (6) He would see that the system of periodic inspection at all levels is enforced. He would assist the Deputy Commissioner in ensuring the enforcement of the entire system of inspection, their timeliness and usefulness and make them effective; would ensure that the recurring shortcomings noted in one office are immediately removed not only in the office inspected but in other similar offices also for the improvement in the working of the Tehsils without waiting for the inspection of each Tehsil/Sub-Tehsil to be carried out.

- (7) He would collect information regarding agrarian reforms work in the district and compile the same. He would, ensure submission of the statements every month to the Commissioner/Financial Commissioner in the prescribed proforma. He would be responsible for pursuing the progress of land reform cases in various courts and watch the interest of the State.
- (8) He would suggest measures for effecting improvements in the revenue administration in the districts and attend to any other work not mentioned above, which may be entrusted to him by the Deputy Commissioner/Commissioner/Financial Commissioner from time to time.
- (9) A statement (copy enclosed) has been prescribed for watching the disposal of revenue miscellaneous work in the district. On behalf of the Deputy Commissioner, he would be responsible for ensuring submission of these statements every quarter to the Commissioner of the Division and half-yearly to the Financial Commissioner, H.P.
- (10) He will be District Emergency Relief Officer to do the relief work arising out of Natural calamities. Statement indicating the progress of Revenue Miscellaneous work during the quarter ending.....

- (11) He shall be on tour at least for 12 days in a month for inspection work as laid down in Annexure 'F' of Chapter 30 of H.P.L.R.M., and shall inspect the work of six Patwaris and two Kanungos in every month.
- (12) He shall discharge all other duties assigned to him by the Govt. or by any other superior officer.

Statement indicating the progress of Revenue, Miscellaneous work during the quarter ending

(See Item-9)

- 1. Name of the District.
- 2. Number of Villages.
- 3. Mutations:
 - i) No. pending from the last quarter.
 - ii) No. instituted.
 - iii) Total for disposal.
 - iv) No. attested.
 - v) Balance.
- 4. Partition cases:-
 - i) No. pending from the last quarter.
 - ii) No. instituted.
 - iii) Total for disposal.
 - iv) No. of cases decided.

v) No. of cases pending.

5. Jamabandis:

i) No. of villages of which Jamabandis were to be prepared.

ii) No. of villages of which Jamabandis were prepared.

iii) No. of Villages whose detailed Jamabandis prepared previously were checked by the Collector/SDO/DRO and other Assistants to D.C.

(N.B: The information may be given officer-wise)

6. No. of inspections made by the Collectors and his Revenue Officers of the Offices of

i) Patwaris.

ii) Kanungos.

iii) Sadar Kanungo (Information must be given office-wise.

iv) Tehsil.

7. Crop Inspections:

No. of Villages in which crop inspections were checked:-

i) By Collector;

ii) By S.D.O. (c):

iii) by D.R.O.

iv) by Tehsildar;

v) By Naib-Tehsildar: (Information may be given officer-wise)

8. Lambardari cases:

i) Pending from the last quarter.

ii) Instituted.

iii) Total for disposal.

iv) Disposed of.

v) Balance.

9. Applications for demarcations.

i) Applications pending from the last quarter.

ii) Instituted;

- iii) Total for disposal.
 - iv) Disposed of.
 - v) Balance.
10. No. of Tatima Shajras checked on the spot.
 11. No. of Fard Bachh checked by the Tehsil Officers.
 12. Total number of days spent on tour.
(N.B.: Information be given officer-wise)
 13. Number of nights spent out.
(Information to be given officer-wise)
 14. Alluvion and Diluvion.
 - i) No. of villages under alluvion and diluvion;
 - ii) No. of villages checked by the Revenue Officers.
 15. Grant of Nautor under Nautor Rules & 3 Special-Schemes-
 - i) No. of cases pending.
 - ii) No. of cases instituted
 - iii) No. of cases decided
 - iv) Balance.
 16. Coercive Processes.
 - i) Issued.
 - ii) Executed.
 17. Collection of Chowkidara;
 - i) Demand and
 - ii) Collection.

(Circulated vide H.P. Revenue Department letter No. Rev. I(B)1-1/79, dated Shimla-2, dated 28 Nov; 1980)

Other Duties of Sub-divisional Officer (Civil)

1. Will be responsible for effective and efficient functioning of Revenue Administration in his Sub-Division.
2. Will function as Collector under various Acts like The H.P. Land Revenue Act, the H.P. Tenancy & Land Reforms Act, The H.P. Road-side Land Control Act, The H.P. Public

Premises and land (Eviction and Rent Recovery) Act 1971, The Redemption of Mortgages (HP) Act, The Land Acquisition Act 1894 and will exercise powers conferred under any other Act by the Government.

3. Will perform all administrative and executive functions in the sub-division.
4. Will perform all the duties as Relief Officer under the H.P. Emergency Relief Manual in his Sub-Division and shall take all necessary steps of relief measures during occurrence of natural calamities.
5. Will issue various certificates according to procedure prescribed under Chapter 28 of H.P.L.M. 'Procedure for Issuing Various Certificates.'
6. Will ensure that the Tehsildars and Naib-Tehsildars perform their prescribed duties efficiently and effectively.
7. Will inspect the mutation work done by Naib-Tehsildars/Tehsildars after every quarter as laid down in Annexure-J of Chapter 30 of H.P. LRM.
8. Will see that Patwari and Kanungo staff working under his control, discharges its duties efficiently.
9. Will inspect the work of atleast four Patwaris & one Kanungo in every month as prescribed in Annexure-J of Chapter 30 of H.P. LRM.

Note:- The foregoing programme and duties are only meant as a guide and the Collector can alter them to suit local conditions. For detailed instructions, the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

Part-II

Yearly programmes of the work of Tehsil Revenue Officers and their other duties.

Month	Work to be done	Authority	Remarks
October	<ol style="list-style-type: none"> 1. Will submit their diaries to the Collector on the 1st of each month. 2. They will so lay out their work that no part of Tehsil remains unvisited from the crop inspection of Kharif Girdawari and will inspect a few villages thoroughly rather than a great number normally. They will pay special attention to villages in which suspensions are likely to be required. 3. Will check the work of the Patwaris and Kanungos in alluvial record and assessment work. In villages under fluctuating assessment they will check 50 % kharaba fields and will sign all kharaba numbers. 	<p>Chapter 9 of L.R.M.</p> <p>Chapter 9 of L.R.M.</p>	<p>25 % kharaba fields will be checked in certain districts where it has been specially prescribed by the Financial Commissioner.</p>

November
to the end of
February

- | | | |
|----|---|--|
| 4. | Will check the condition of Trigonometrical survey pillars, Trijunction pillars, survey marks and base line marks during their tours and will make report about those which are in need of repairs. They will make entries in their diaries of their having done so. | Para 6.11, L.R.M. |
| 5. | A detailed report should be submitted to the Deputy Commissioner about Trigonometrical survey pillars after Kharif Girdawari. | Para 6.6 (3), L.R.M. |
| 1. | Will check some of the entries of Bachh papers, and sign the Patwari's copy. | Para 3.32, L.R.M. &
Chapter 30., L.R.M. |
| 2. | Will make a thorough inspection of the work of all Patwaris' circles in their charge, and or as many estates in the circles as possible, with a view also to test fully the quality of the Kanungo's work. This is called "Partal Daftar". Such notes should be sent to the Sadar Kanungo's office for necessary action. | Para 30.11 L.R.M. |
| 3. | Will satisfy themselves during the course of their tours that persons entered in Tehsil lists of assignments are living. | |
| 4. | Will check the Tatima Shajras prepared under the instructions contained in para 6.25, L.R.M. They are not expected to do much in the way of chaining, but they are responsible for the general accuracy of the measurements. | Para 6.25, L.R.M. |
| 5. | Will make the final attestation on the spot and shall observe the following instructions:-
<ol style="list-style-type: none">(1) At least 25 per cent of the Khatauni holdings should be read out on the spot in the presence of the assembled right holders.(2) At least 25 per cent of the mutations attached to the jamabandis should be compared with the khewats concerned.(3) At least 25 per cent of the khewat holdings should be compared with the old jamabandi.(4) At least 25 per cent of the khewat entries in the original copy should be compared with the corresponding entry in the Patwari's copy of the jamabandi and will attest 100% Government and shamlat holdings.(5) The number of the fields, tatima shajras of which have been attested, must be specified as also that of the un-attested mutations entered before the 16th June, or the date approved by the Director of Land Records; of these there should be as few as possible. They should also fill in two copies of the prescribed final attestation slip and attach one to each of the two copies of the jamabandi. | Para 8.88, L.R.M. |

	6. Will attest all the mutations in estates for which jamabandis are to be prepared before the middle of January and the pending mutations of others as well, as far as possible.	Para 8.80, L.R.M.
	7. Will enter on blank pages of the note books of the Tehsil copies, a brief history of the villages since the last jamabandis were prepared for the villages in which jamabandis have been prepared or at other times whenever any event of serious importance occurs. Notes will be made when suspensions, recoveries or remission are ordered and also for tracts where there are fluctuating assessments.	Para 17.4, L.R.M.
	8. Will conduct two crop experiments in each harvest.	Para 22.3(b), L.R.M.
March	1. Will check Rabi Girdawari, etc. as detailed in October, Nos. 2,3 and 4.	
	2. Will take with them registers of revenue free grants, and verify personally the existence of assignees, entering note to this effect in the column of remarks.	
April, May and 15th June	1. In April they will furnish a list to the Patwaris of changes by lapses or changes of occupancy by inheritance of assignees which have occurred during the year, and a list of assignees of land revenue who have neither attended nor furnished a life certificate. They will also report with reference to all grants for institutions such as Mosques, Khangahs, etc., whether the terms on which they were made have been complied with, and the assignees are alive.	
	2. Will check extra Rabi Girdawari.	
	3. Will attest all the mutations of villages before 15th June of which jamabandis are to be prepared.	Paras 8.80 and 8.82, L.R.M.
16th June to 7th September	1. Will do local attestation of jamabandis being prepared in their circles in the hot weather before they are filed in the Tehsil. They will also check some entries of the jamabandis and their connected statements under preparation to see whether Patwaris and Kanungos are doing their work carefully and accurately.	Para 8.85, L.R.M.

Other Duties of Tehsil Revenue Officers

1. Will function as AC-IIInd Grade and AC Ist Grade under The Himachal Pradesh Land Revenue Act 1954 and The H.P. Tenancy and Land Reforms Act, 1972
2. Will perform all administrative and executive functions assigned to him.
3. Will be responsible for efficient functioning of Revenue Adminsitration/work in the Tehsil.

4. Will issue various certificates according to procedure prescribed under Chapter 28 of H.P.L.R.M. 'Procedure for Issuing Various Certificates.'
5. Will work as Relief Officer under The H.P. Emergency Relief Manual in his Tehsil and shall take all necessary steps of relief measures immediately on occurrence of natural calamities.
6. Will dispose of every partition case within a period of 6 months/9 months as prescribed under Chapter 14 of Himachal Pradesh Land Records Manual in the estate.
7. Will dispose of every demarcation application within a period of 6 months.
8. Will function as Land Reforms Officer under The H.P. Tenancy and Land Reforms Act, 1972.
9. Will ensure that the Patwari and Kanungo staff performs the prescribed duties efficiently and effectively.
10. Will discharge all other duties assigned to him by his superiors not mentioned above diligently.

Note:- The foregoing programme and duties are only meant as a guide and the Collector can alter them to suit local conditions. For detailed instructions, the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

Part-III

Yearly programme of the work of a Field Kanungo and his other duties.

Month	Work to be done	Authority	Remarks
October	1. Will submit to the Tehsildar his monthly diary and diaries of the Patwaris in his circle not later than the 1st of each month.	Para 2.44, L.R.M.	
	2. Will submit to the Sadar Kanungo his quarterly statements on the 10th of the month succeeding the conclusion of each quarter.	Para 2.40, L.R.M.	
	3. Will inspect sufficient fields on spot to assure himself about the correct entry of kharif crops entered in the Khasra Girdawari by the Patwari.	Annexure A(8) of Chap. 30, L.R.M.	Field Kanungo is responsible to sign each and every number of the areas in which there is fluctuating assessment and get prepared their <i>muntakhibs</i> which he will check and sign.
	4. Will verify list of numbers in which any change of cultivating occupancy or rent has occurred, and total under his signature.	Para 9.9(b), L.R.M.	

	5.	Will inspect the Patwaris diaries' and check the alterations which have been made in the Khasra Girdawari very carefully.	Para 9.9(b), L.R.M.
	6.	Will check crop abstracts (jinswars), and sign them as correct.	Para 9.11, L.R.M.
	7.	Will check condition of Trigonometrical survey pillars recorded in Khasra Girdawari, and after Kharif Girdawari, will send a report about all such pillars to the Tehsildar, and also about the condition of Trijunction pillars, base line marks, etc.	Para 6.11, L.R.M.
	8.	Will see whether the Patwaris had rectified the defects of which a copy of the Partal was supplied to him in the month of September. He should initial all the alterations made by the Patwari in his copy of the jamabandi.	Para 8.87, L.R.M.
November	1.	Will check the Bach papers with the last jamabandi and Mutation registers and sign them. He will compare it with the copy for the Lambardar and sign it. He will initial all erasers and corrections in both copies.	Para 3.32, L.R.M.
	2.	Will check and draw up a list of the cross marked numbers, and give it to the Patwari to prepare their Tatima Shajras.	Para 6.25, L.R.M.
December	1.	Will prepare a list of fields which require amendment.	Para 6.25, L.R.M.
	2.	Will check "Burd Baramad" Papers.	
	3.	Will check extra Kharif Girdawari.	
	4.	Will check Tatima Shajras on spot.	Para 6.25, L.R.M.
	5.	Will make preliminary attestation of jamabandis and Shajra Nasabs of villages of his circle of which quinquennial jamabandis are to be prepared.	Para 8.80, L.R.M.
January	1.	Will do work mentioned in Nos. 2, 3, and 4 in the month of December above.	
	2.	Shall report to the Tehsildar the condition of patwarkhanas of his circle, etc.	Para 3.55 (vii) L.R.M.
February	1.	Will do remaining work mentioned in No. 2 of December.	
March	1.	Will do all the work mentioned at 4 to 8 in October.	
	2.	Will compare the lists of Civil and Military pensioners with the Patwari's copies of jamabandi.	
April	1.	Will check the corrected Bachh Papers (Fard Dhal Bachh)	Para 3.32, L.R.M.
	2.	Will check the extra Rabi Girdawari commenced by the Patwari after 15th April.	Para 9.1A, L.R.M.

	3.	In April of each year the stock of each Patwari should be verified and examined and condition of the articles duly noted in column 4 of the equipment register.	
	4.	Will check the register of records in the custody of patwaris.	
	5.	Will check Addas.	Para 3.67, L.R.M.
May	1.	Will check extra Rabi Girdawari and the crop abstracts (jinswars prepared by the Patwaris.)	
	2.	Will check Bachh work.	
June, July and August	1.	Will pay special attention to the detailed jamabandis which are being prepared by his Patwari. He should attest all the entries holding by holding in the presence of the zamindars concerned and also the genealogical trees (Shajra Nasabs).	Para 8.86, L.R.M.
	2.	Will check the changes made in soil classification.	Para 8.75, L.R.M.
	3.	Will check annual and quinquennial statements, and sign them	Para 17.1, L.R.M.
September	1.	Will bring to the Tehsil headquarters his registers of Patwaris mentioned in para 2.42, L.R.M. when the Office Kanungo will send them to the Sadar Kanungo for the incorporation of the remarks in the character book of the Patwaris.	Para 2.42, L.R.M.
	2.	Will check the Tatima Shajras incorporated by Patwaris in the copy of the map kept in the Tehsil, and in the map with the Patwaris. He will note that he has done so in his note of checking the jamabandis.	Para 6.32, L.R.M.
	3.	Will spend September at Tehsil headquarters checking jamabandis with a view to see that the changes based on mutations have been properly incorporated.	Paras 2.41 and 8.87 L.R.M.
	4.	Will check the mutation fee and compare it with the list.	Para 8.58, L.R.M.
	5.	Will check and sign the annual and quinquennial statements.	
	6.	Will sign pages of Khasra Girdawari where the assessment is fluctuating and Khasra Girdawari is prepared every year.	

Other Duties of Field Kanungo

1. Will conduct crop cutting experiments by both Random Sampling and Traditional Method as prescribed under Chapter 15 of H.P. Land Records Manual in each harvest and will conduct input survey work prescribed under Chapter 24 of HPLRM.

2. Will assist in relief measures during occurrence of natural calamities in his circle.
3. Will maintain and update all types of Registers required to be maintained by him under various provisions of Himachal Pradesh Land Records Manual.
4. Will submit all types of returns required to be submitted under Himachal Pradesh Land Records Manual to various quarters in time.
5. Will give demarcation according to procedure prescribed in Chapter 10 of H.P.L.R.M. within 3 months' from the date of receipt of every application.
6. Will prepare partition papers within 3 months from the receipt of mode of partition in a Partition case.
7. Will ensure that the Patwaris under his control perform duties efficiently and effectively.
8. Will perform all other duties assigned to him by his superiors efficiently and conscientiously.

Note:- The foregoing programme and duties are only meant as a guide and the Collector can alter them to suit local conditions. For detailed instructions, the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

Part IV

Yearly programme of the work of Patwaris and their other duties

Month	Work to be done	Authority	Remarks
October	1. Will post to the Field Kanungo a copy of his monthly diary and cattle disease report on the first of each month.		
	2. Will do kharif harvest inspection work, and make its entry in the Khasra Girdawari.	Para 9.1A and 9.8, L.R.M.	Girdawari of villages in which there is a fluctuating assessment will also be done simultaneously and their Muntakhibs prepared.
	3. Will enter in his diary list of all field numbers in which any change of cultivating occupancy or rent has occurred.	Para 9.9(b), L.R.M.	
	4. Will enter in his diary all alterations regarding entries made in the Khasra Girdawari.	Para 9.9(b), L.R.M.	
	5. At the end of each day's work he will total the pages of Khasra Girdawari completed.	Para 9.10, L.R.M.	
	6. Will complete crop abstracts (jinswars) before the commencement of his work in the second village, and through the Field Kanungo will send them to Office Kanungo of Tehsil after having entered them in his jinswar register (Lal Kitab).	Para 9.11, L.R.M.	

	7.	Will note condition of Trigonometrical survey pillars in his Khasra Girdawari, and after Kharif Girdawari and send a report about all such pillars to the Tehsildar through his Field Kanungo.	Para 6.6 (3), L.R.M.	
	8.	He will also note the condition of trijunction pillars, base line marks and other survey marks in the Khasra Girdawari during harvest inspections and will submit reports about those in need of repairs.	Para 9.3(vii), L.R.M.	
	9.	Will make corrections in the Part Patwa of the jamabandi in accordance with the copy of the Partal supplied to him by the Field Kanungo in September.		
November	1.	Will prepare the Bachh papers (Fard Dhal Bachh), and will hand them over to the Lambardars before the end of the month.		
	2.	Will write up the mutations discovered in the course of the Kharif Girdawari.		
	3.	Will undertake amendments of the field maps or remeasurements that may be necessary.	Paras 9.14, and 6.25, L.R.M.	The Patwari will make the amendments of the field map and prepare Tatima Shajras of cross marked numbers in the Khasra Girdawari, a list of which has been supplied to him by his Kanungo (para 6.25, L.R.M.) This work will be done from November to January.
	4.	In riverain chaks wherever possible he will amend the survey before preparing the Bachh and mutation papers.		
December	1.	Will do work mentioned in Nos. 3 and 4 above.		
	2.	He will do harvest inspection of extra Kharif crops such as Toria and Shalgams etc.		
	3.	Will assist lambardars in the collection of revenue.	Para 3.31, L.R.M.	
January	1.	Will do work mentioned in Nos. 3 and 4 in November, and prepare files of alluvial and diluvial areas.	Paras 9.14, and 6.25, L.R.M.	
	2.	Will visit each estate for which quinquennial jamabandis are to be prepared.	Para, 8.80, L.R.M.	
	3.	Will enter up the mutations that have come to light as a result of preliminary attestation.	Para 8.80, L.R.M.	
	4.	Will assist Lambardars in the collection of revenue.	Para 3.31, L.R.M.	

February	1.	Will do the remaining work of alluvion and diluvion, if any.	Para 9.14, L.R.M.
	2.	Preparation of Shajra Latha.	Para 6.31, L.R.M.
	3.	Comparison of the entries in the list of assignments and pension with the list received from Tehsil.	
March	1.	In this month Patwari will do Rabi Girdawari and all other work detailed to be done in October during the Kharif Girdawari except No. 7.	
	2.	Will pay special attention to the entering up of mutation of the villages under quinquennial attestation.	Para 8.81, L.R.M.
April	1.	Will compare the records with the Register in his custody and will sign in Column 6.	Chapter 3. Instructions under Form P. III
	2.	Will compare his Khasra Girdawari with that of the canal Patwari.	
	3.	Will write up the Mutation registers.	Para 9.14, L.R.M.
	4.	Will correct the bachh papers to make them agree with the events that have occurred since their preparation.	Paras, 3.32, and 9.14, L.R.M.
	5.	Will commence extra Rabi Girdawari after 15th April.	Paras 9.1A and 9.13, L.R.M.
	6.	Will make changes in soil classification in villages the quinquennial attestation whereof is to take place.	Para 8.65(6), L.R.M. instructions on column.
	7.	Will make amendments in the Field maps and do the measurement of the fields in which further changes were brought to light in Rabi Girdawari.	Para 6.27, L.R.M.
May	1.	Will finish extra girdawari and send its crop abstracts (jinswars) to the Tehsil Office Kanungo, through Field Kanungo.	Paras 9.1A, 9.11 and 9.13, L.R.M.
	2.	Will prepare Fard Dhal Bachh and hand them over to the Lambardars before 15th May.	Para 9.14, L.R.M.
June	1.	Will assist the lambardars in the collection of revenue.	Para 3.31, L.R.M.
	2.	Will prepare Statement Nos. 1, 4, 5 and 5-A, which are annually prepared for every village.	Para 17.1, L.R.M.
	3.	After 15th June will commence the writing of jamabandis of villages under quinquennial attestation, and copies thereof.	Para 8.86, L.R.M.

July and August	1.	Will prepare quinquennial statements, 6 to 8.	Para 17.1, L.R.M.
	2.	Will prepare lists of attested mutations and send them to the Tehsil not later than 1st August.	Para 8.62(v), L.R.M.
	3.	Will write detailed jamabandis of villages under quinquennial attestation and copies thereof.	Para 8.86, L.R.M.
	4.	Will renew the village map (Shajra Latha), if necessary.	Para 6.31, L.R.M.
September	1.	Will file Jamabandis and connected statements with the Tehsil Office Kanungo before the 7th of September.	Para 8.87, L.R.M.
	2.	Will incorporate Tatima Shajras in their Maps and in those kept in the Tehsil under the supervision of their Kanungos.	Para 6.32, L.R.M.
	3.	Will bring with them all Khasra Girdawari, diaries, work books, abbreviated jamabandis that are more than 5 years old and Dhal Bachhs which will be destroyed by the Tehsil Office Kanungo. He will get the signature of the Kanungo in column 5 of the register of records.	Chapter 3, L.R.M., (Para 3.97)
	4.	Will get the annual supply of forms from the Office Kanungo.	Para 3.94, L.R.M.
	5.	Will bring with him the Register of Survey equipment for comparison with that of the Office Kanungo.	Para 3.85(a), L.R.M.
	6.	Will prepare the list of mutation fees and make it over to headman.	Para 8.57, L.R.M.
	7.	Will prepare new Khasra Girdawari of the villages of which jamabandis have been filed.	Para 9.2, L.R.M.
	8.	Will bring register relating to accounts of copying and inspection fee of Patwaris' records.	Para 3.52, L.R.M.

Other Duties of Patwari

1. Will submit correct reports for issuing various certificates under Chapter 28 of H.P.L.R.M. 'Procedure for Issuing Various Certificates.'
2. Will maintain and up-date all types of Registers required to be maintained by him under various provisions of H.P. Land Records Manual.
3. Will detect/prevent encroachments on government lands immediately on occurrence.
4. Will conduct girdawari in the estate on the spot 9.1(ii).
5. Will assist in relief operations during occurrence of natural calamities in his circle and prepare

all papers concerning natural calamities of his circle without any delay.

6. Will perform all other duties assigned to him by his superiors not mentioned above, diligently.

Note:- The foregoing programme and duties are only meant as a guide and the collector can alter them to suit local conditions. For detailed instructions, the Dastur-ul-Amal of the District and Land Records Manual should be consulted.

PART V

Duties of Statistical Assistant

Statistical Assistant shall deal with the following work relating to statistics in Sadar Kanungo Branch:-

1. Classification, Tabulation and Compilation of the tables of Annual Season and Crop Report.
2. Classification, Tabulation and Compilation of the tables of Agricultural Statistics.
3. Maintenance of Tehsil-wise village Directory.
4. Census of Minor Irrigation Scheme.
5. Crop cutting Experiments by both the methods.
6. Timely Reporting Scheme.
7. Entire work pertaining to Cattle Census and Agricultural Census including Input Survey.
8. General correspondence on the recommendations of the National Commission on Agriculture.
9. Timely compilation of weekly weather and crop reports and fortnightly food crop outlook reports.
10. Maintenance of reports on agriculture wages and farm harvest prices.
11. Maintenance and compilation of monthly and annual rainfall data.
12. All the correspondence regarding various crop forecasts pertaining to area and production.
13. Correspondence regarding census of Ex-Servicemen, their families and families of the serving soldiers.
14. Any work assigned to him like reconciliation and verification of statistical data etc. by the superior officers.

Note: The foregoing duties of Statistical Assistant are only meant as a guide and the Collector can alter them to suit local conditions.

N.B. Though every care has been taken to indicate correct paragraphs and references in this chapter, yet correctness may be ascertained from the original.