

STANDING ORDER OF THE FINANCIAL COMMISSIONER HIMACHAL PRADESH

Standing Order No. 5

INSPECTIONS

Note.-1. The instructions in this Standing Order apply to Sub-Tehsils also The word "tehsil" means a "Sub-Tehsil" and "Tehsildar" shall mean a "Naib-Tehsildar" when the inspection relates to a Sub-tehsil.

2. "Sub-Divisional Officer (Civil)" shall mean the "Sub-Divisional Collector" if the powers of Collector have been conferred upon the officer otherwise it shall mean "the Assistant Collector of the First Grade" if he enjoys the powers of this grade only.

1. **Importance of inspections.**-The work in tehsil offices, sub-divisional offices and the Deputy Commissioner's offices has increased tremendously. It is likely that certain branches of work may be neglected while others may not receive the attention and care they deserve. It has, therefore, become all the more necessary that these offices are thoroughly checked every six months. A perfunctory inspection is worse than no inspection as it will merely encourage irregularities and malpractices which have escaped detection. The inspecting officer should, therefore, plan his inspection of these offices in such a manner that he can himself devote maximum time for the thorough scrutiny of the different branches of the office under inspection. If this is not possible to do so, it is advisable to check one or two branches thoroughly and to leave the remaining branches for the next inspection.

2. **Minute book of inspection.**-At each district, sub-divisional and tehsil office, there shall be maintained a minute book of inspections in which the inspecting officers shall note the result of their inspections. The minute book is to be preserved permanently (See para 8 infra). It should be made of good quality paper and should be bound in cloth. It will be the duty of the Controlling Officers to see on every subsequent inspection that the defects pointed out previously have been rectified. The Sub-Divisional Officer (Civil), the District Collector and the Commissioner should keep in mind the results of these inspections while writing the annual confidential reports of the officer concerned.

3. **No. of inspections.**-In view of the immense value of these inspections, no tehsil office should be left without detailed inspection for a longer period than six months. The Sub-Divisional Officer (Civil) should, therefore, thoroughly inspect each tehsil within his jurisdiction once a year.

The Deputy Commissioner should himself inspect each tehsil office thoroughly once a year and, in case, he has no time to do so himself, he should direct the Additional Deputy Commissioner or the District Revenue Officer or any other experienced Revenue Officer at the headquarter to do so on his behalf. However, he himself should visit each tehsil once in two years.

The Deputy Commissioner will also inspect at least half of the sub-divisional offices/courts in a year. Various registers prescribed for Revenue Officers and Revenue Courts under Standing Order No. 14 (formerly Standing Order No. 55) should be inspected besides checking of other miscellaneous work.

Once in year, the Deputy Commissioner either himself or through the Additional Deputy Commissioner and if there be no Additional Deputy Commissioner through his District Revenue Officer or any other senior officer at the District headquarter must have his own office thoroughly checked. The details of branches and the work assigned to them is described in the District Office Manual.

The norm for inspection by the Divisional Commissioner will be as under:-

Name of office	Period
1. Deputy Commissioner's office/court	Once after a lapse of two years under his charge subject to the condition that all offices/courts are inspected during the period of three years.
2. S.D.O. (C)'s office/court	-do-
3. Tehsils/Sub-Treasury	Once in three years.

Note.-As a matter of policy, all the inspecting officers should give priority to those tehsils, sub-divisions and districts for inspection which have been afflicted by natural calamities such as drought, hail, flood and fire etc. or otherwise require the attention of the Government because of its peculiar problems or have remained uninspected for long.

4. Control of Commissioner over the inspecting officers in his division.—The Commissioner is responsible for ensuring that these inspections are carried out regularly by the Deputy Commissioner and Sub-Divisional Officer (Civil) within his division. The Deputy Commissioner will send each year by 10th of April and 10th of October, Statement No. 1 showing which tehsils and sub-divisions have been inspected by him and which tehsils have been inspected by the Sub-Divisional Officer (C) in the six months ending 31st March and 30th September. The Commissioner will draw the attention of the Deputy Commissioner and the Sub-Divisional Officers (C) to the tehsils which have not been inspected and ask the concerned inspecting officer to inspect them during the following six months. Proper notice should be taken of the failure of the inspecting officer in this respect and the Deputy Commissioner should be required to ensure that all the remaining tehsils are inspected by the concerned inspecting officer in the following six months.

5. By the end of May each year, the Commissioner should forward a Statement No. II to the Financial Commissioner's office indicating the tehsils and other offices in which inspections have been carried out and in which these are yet to be carried out and stating reasons thereof.

6. Submission of copies of inspection notes to the Commissioner and Financial Commissioner.—The Sub-Divisional Officer (Civil) should submit a copy of his inspection note to the Deputy Commissioner and the Deputy Commissioner should send a copy of his inspection note to the Commissioner of the division. When a Commissioner inspects an office or a court, he should forward a copy of the inspection note to the Financial Commissioner. Copies of the minutes recorded by the Financial Commissioner on his inspection of a tehsil/court/office should be forwarded to the Financial Commissioner's office for record.

7. Inspection note should consist of two parts, the first consisting of general conclusions relating to matters of particular importance and the second of detailed criticism. The inspecting officer should verify all important points personally and should suggest steps to remove defects. The inspection note should be clear and concise. Copies of inspection notes should reach their destination within a month at the latest of inspection.

8. Destruction of inspection note.—The original minute book of inspections is an important record of local problems at different times. It should, therefore, be preserved permanently. Copies of inspection notes filed in district and divisional offices should be destroyed after three years.

9. Distribution of work in tehsil office.—Being head of office, the Tehsildar is responsible for distribution of work in the tehsil office. There will be variations in every district in every tehsil, but broadly the distribution of work in the various branches should be somewhat as follows:—

A-Peshi Branch

- (i) court work (revenue and criminal),
- (ii) partition cases,
- (iii) cases under land reforms laws,
- (iv) execution of orders of Civil Courts,
- (v) cases of lambardars etc.

B-Land Records Branch

(i) Revenue record and various statements and returns connected therewith, (ii) Patwaris and Kanungo's cases, (iii) human census, (iv) cattle census, (v) agricultural census, (vi) election work, (vii) natural calamities and gratuitous relief, (viii) miscellaneous land reforms work and (ix) resumption of muafi cases etc.

C-Revenue Accounts Branch

Revenue accounts and land acquisition cases etc. other than the Public Works Department and the State Electricity Board.

D-Miscellaneous Branch

Office routine, matters relating to chaukidars, peons and other miscellaneous matters.

E-Registration Branch

Registration work.

10. Matters requiring attention at the time of inspection.-Generally, the inspecting officer will know either from his personal knowledge or from the previous inspection notes as to what are the particular points to be looked into in a tehsil under inspection. At the same time, his local knowledge should tell him as to what are the most important or most difficult tasks that the particular tehsil staff has to do. It is, therefore, not necessary to lay down a programme of tehsil inspections or to limit in any way the discretion of an inspecting officer. He is in a better position to direct his inspection to the points, he thinks are important, and require his attention. The following items of work should, however, be seen while inspecting the work of the various branches.

A-Peshi Branch

Registers for Revenue Courts prescribed under para-2.

STANDING ORDER NO. 14

1. Revenue Court cases.
2. Execution of decrees in revenue court cases.
3. Objections in executions.
4. Miscellaneous applications.
5. Witnesses.
6. Persons punished for contempt of Court.
7. Dates fixed for hearing of cases.

The above registers should be scrutinised to ascertain:-

- (i) that the work is disposed of punctually,
- (ii) that the files are consigned to the record room promptly,
- (iii) that the suit register properly indicates the relief decreed and the amount of the costs awarded so as to avoid the necessity of referring to the file at the time of application for execution.
- (iv) that the appellate orders are properly noted and also the relief and the costs awarded by the appellate court,
- (v) that the suit and the execution registers clearly show the extent to which the decree has been executed,
- (vi) that the entries in the two registers are properly linked,
- (vii) the pending files should be checked to see that witnesses present for more than one day are so noted in register-V,
- (viii) that the plaints document are properly stamped,
- (ix) that the names of the parties given in the plaint on comparison with the extract from the jamabandi show that all the necessary persons impleaded are parties to the case and no one has been impleaded who is neither a co-sharer nor a tenant in the holding and over whom the revenue court has no jurisdiction. If some person has been wrongly included as a party or has been omitted from the plaint, see that the court has taken action in striking out unnecessary party and adding the necessary party,
- (x) files of proceedings and suits between landowners and tenants should be scrutinised in the light of Standing Order No. 1,
- (xi) it should be noted if common proceedings have been taken in suits involving the same parties and the same points of law and facts.

REGISTERS FOR REVENUE OFFICERS (PARA 3) STANDING ORDER NO. 14

11. Cases relating to Lambardars.-Register I (for Lambardars).-(i) Ascertain the number of cases instituted, the date of the oldest case and the number of the cases pending.

(ii) Pending files should be gone through to see if there are unnecessary adjournments and if cases are taken up on the spot.

(iii) Check a certain number of entries to see if the register of mutation of names is regularly written up.

(iv) Check that all files are entered in Register I as soon as instituted and not when reported to Sadar.

(v) Check whether patwaris report casualties promptly.

12. Partition cases.-Register IX (page 3 Standing Order No. 14).-Maintain separate Misalband for Tehsildar and Naib-Tehsildar.-

- (i) This register should be examined in order to detect delays. Column Nos. 6 and 8 should be referred to and causes of delays should be carefully enquired into.
- (ii) Pending files should be examined to see if all have been entered in the Register.
- (iii) Check a few files to see:-
 - (a) that there have been no undue delays or adjournments.
 - (b) that the preliminary hearing was held on the spot (Chapter 18.6 of the Land Records Manual),
 - (c) that the partition was properly carried out (Chapter 18.12 of the Land Records Manual),
 - (d) that the mode of partition was clearly reported (Chapter 18.10 of the Land Records Manual).
- (iv) Names of the parties given in the application for partition should be compared with those noted in the parcha jamabandi and it should be seen whether all the necessary co-sharers have been made parties in the case and that all of them were duly served with notice. In cases of partition of land held by recorded tenants, both landowners and tenants should be parties.
- (v) See that ex-parte proceedings are not taken without showing sufficient cause.
- (vi) Check that the provisions of Chapter 18.10 of the Land Records Manual are observed in determining the mode of partition, and that the mode is not vague.
- (vii) Ascertain whether there has been any undue delay in effecting the partition and, if so, why.
- (viii) Ascertain whether there has been any undue delay on the part of the field staff in effecting partition on the spot. If so, reasons for delay should be looked into. In case there are no sufficient reasons, responsibility for delay should be fixed on the concerned official.

13. Coercive processes (Standing Order No. 8).—The following registers should be inspected—(Prescribed under para 3 of Standing Order No. 14):—

- (i) V-B--Cases under chapter VI of the H.P. Land Revenue Act.
V-I-B--Cases under section 103 of the H.P. Land Revenue Act.
V-II-B--Cases for which no other register is provided.
- (ii) The receipts for writs and warrants (Standing Order No. 8) and the monthly statement of writs and warrants (Standing Order No. 8 paragraph 11 should also be seen).
- (iii) Ascertain the number of writs and warrants of arrest and attachment and cases of actual arrest and attachment, and reasons for any remarkable figures.
- (iv) Check that a separate process is issued for each default.
- (v) Check balances of forms with numbers, sent and issued.
- (vi) Check talbana receipts with day-book or register of classified items and dakhilas.
- (vii) Ascertain the talbana balance as shown in the monthly tauzi with the above registers.
- (viii) A few pending and decided files of recovery of revenue should be checked and it should be observed whether there has been any unreasonable delay or irregularity of procedure.
- (ix) Ascertain that correct amount of talbana is being levied.
- (x) Ascertain whether the ahlmad understands what cases are to be entered in registers V, VI or VII and that the entries are correct.

14. Registers for miscellaneous revenue work.—The following registers (Standing Order No. 14) should be inspected:—

- III-B--Register of cases relating to Chapter V of H.P. Land Revenue Act other than assessment of resumed assignments.
- XI--Register of cases relating to execution of orders of civil and criminal courts.
- XI-A--Register of cases relating to execution in revenue courts.
- XII--Register of cases relating to division of produce under section 156 of H.P. Land Revenue Act.
- XIII--Register of cases under the H.P. Land Revenue Act for which there is no other register.
- XVI--Register of cases enumerated in section 57(1) of the H.P. Tenancy and Land Reforms Act, 1974.

Check whether any case of division or appraisement of produce under section 15 of the H.P. Tenancy and Land Reforms Act, 1974, which might be entered in Register XVI is entered in Register XII above or vice versa and whether the muharrir understands what cases are to be entered in each register.

Ascertain whether the muharrir conveniently understands the entries in each register.

B.--Land Records Branch

15. Office Kanungos are required to submit to the Tehsildar various periodical returns showing agricultural data and the progress of various branches of the work of the Kanungos and Patwaris. These returns are forwarded to the Deputy Commissioner by the Tehsildar.

- I. Check whether these returns are sent regularly, correctly and by due date to the Deputy Commissioner.
II. Check whether the Office Kanungo has maintained the note books for each estate, for each assessment circle and for the tehsil.

III. Ascertain whether:-

- (a) the accounts of blank forms and their issue to Patwaris and Kanungos are kept properly,
(b) the accounts of the Patwari and Kanungo establishment are upto date,
(c) the accounts of mutation fees are properly maintained,
(d) information called for by the superior authorities is supplied timely,
(e) reports of natural calamities submitted by Patwaris and Kanungos are in accordance with the provisions of the Emergency Relief Manual and are brought immediately to the notice of the Tehsildar for onward transmission to the Deputy Commissioner through the Sub-Divisional Officer (Civil). In case of delay what action has been taken against the delinquent.

See that the following registers are maintained by the Office Kanungo and are upto date-

1. Copy of register of accepted Patwari Candidates.
2. Stock register of Patwari forms.
3. Stock register of forms used by the Kanungos and Tehsildars.
4. Copy of register of Patwari Circles.
5. Register of rainfall.
6. Register of prices current (Daily or Weekly).
7. Register of mutation of names of Lambardars.
8. Register of annual returns filed by Patwaris.
9. List of villages (if any) exposed to river action.
10. Register of contingent expenditure met from permanent advance.
11. Consolidated register of survey equipment and almirahs or boxes in charge of Patwaris.
12. Register (in several parts) of revenue free tenures.
13. Register of abstract of orders to which effect is to be given in Patwaris Salary Bills.
14. List of Civil Military Pensioners.
15. Register of interrogatories.
16. Register of survey marks.
17. Register of Patwar Khanas.
18. Files regarding registration memoranda.
19. Lists of accepted and rejected mutations.
20. Register of resumption of muafis and pension.
21. Register of Patwaris and Kanungos.

16. Maintenance of Reference Books and Circulars.-The Tehsil Office Kanungo is required to keep complete set of revenue books (Para 2.57 of the Land Records Manual) and the Standing Orders issued by the Financial Commissioner. He is also required to keep in separate files the instructions issued by the Financial Commissioner and the other local officers. It should be seen whether the reference books are kept upto date amended and the files of circulars are properly maintained.

C-Revenue Accounts Branch

17. Standing Order No. 7 prescribed a detailed procedure for acquisition of land for public purposes. Peruse Register XIII-B which is misal land for the land acquisition cases.-

- (a) **Land Acquisition cases.**-Find out how many cases are pending at the tehsil. Satisfy yourself that the prescribed procedure is being followed and there is no avoidable delay.
(b) See how much money is lying with the Tehsildar on account of compensation for land acquired and what steps are being taken to disburse it to the persons concerned.
(c) also see whether a tehsil office goes to the spot or whether the persons are being called to tehsil for petty items.

18. Suspensions and remissions.- Register IV-Cases relating to suspensions or remissions (Paragraph 3 Standing Order No. 14)-

- (i) Inspect the orders for suspensions, remissions and collections in the last harvest.
(ii) Check a few files to see whether the field staff sent up suspension and remission cases promptly

to the Tehsildar and these were complete in all respects in accordance with the provisions of the H.P. Emergency Relief Manual.

19. Land Revenue Accounts.-Ascertain amount under suspension on account of previous harvests and discuss prospects of collection. See that orders of suspension and collection of arrears are entered in the Khatauni.

20. The following registers should be inspected :-

- (a) Kistbandi of fixed land revenue (Paragraph 11, Standing Order No. 10.)
- (b) Kistbandi of fluctuating land revenue (Paragraph 16, Standing Order 10).
- (c) Running register (Paragraph 28, Standing Order No. 10).
- (d) Khatanui (Paragraphs 32-35, Standing Order No. 10).
- (e) The Tauzis (Paragraphs 36-39, Standing Order No. 10),
- (f) The Tahrij kept by the Wasil Bagi Nawis.

21. It is the basis of revenue accounts that all items of receipts are entered separately on the revenue and treasury sides and its is important to ascertain that the two entries have been made independently and agree.

The intries may be checked for two purposes :-

- (a) to see that all items of demand appearing in the revenue accounts have been paid or are shown as due;
- (b) To see that all items whcih (from the treasury accounts) appear to have been collected were realy due, and have been credited to the payer's account.

The chain through which every item of demand may be traced to see that it has been properly paid and accounted for is indicated below.:-

- (1) The demands statement or order :-This may take the form of a Kistbandi (as in the case of fixed and fluctuating land revenue and some item of other land revenue) or the mutation fee list to the register of talbana or an order on a file. In certain cases detailed below, there must be an entry in the running register.
- (2)The Khatanui:- It shows how the account of each village stands.
- (3) The arzirsals.
- (4) The treasury accountant's day-book or register of classified items.
- (5) The Dakhila counter foils.

For fixed land revenue, take entries from Kist bandis and check arz irsals, day book or register of classified items and dakhila counterfoils as explained above.

22. Day Book (Tahsil Register).-The inspecting officer should check up whether the Tahsildar-Naib tahsildar is giving the weekly certificate in consecutive order from 1st October to 30th September, next to the effect that entries have been checked by him from the original Treasury Challan and that the postings in the Khataunis have been initialled by him after comparison with the Day Book.

FLUCTUATING LAND REVENUE

23. (a) Temporary excluded from rent roll.-Orders for those items all appear on thr file and should also be entered in the running register. Collect these files and see that entries or demand have been made in the running register and in the Khataunis, and that entries of payment appear in the running register, khataunis, day-book, arz irsals and dakhila counterfoils.

(b) Permanently excluded from rent roll.-In the case of collections from estates held under direct management and of fluctuating assessment, wheter of canal or other lands, the demand order is contained in a Kistbandi and no entry need be made in the running register. It should be seen that this is understood properly as tahsil officials often unnecessarily enter these items in this register. In the case

of other items of permanently excluded land revenue, an entry in the running register is necessary. Such items are rare and should be enquired for.

24. Other land revenue- The demand order may be on a Kistbandi or a file, paragraph 29 of Standing Order No. 10 give the cases in which they need not be entered in the running register, and in addition it may be stated that wherever an item of demand is important enough to require a Kistbandi, the Deputy Commissioner should seek permission to omit it from the running register. Items under this head are also entered either in the village Khatauni or a special Khatauni. Collect all these Kistbandis and check entries with the running register and Khata Khatauni as in the preceding paragraph and in the case of order by the Tahsildar see that the files shows that they have been promptly reported to sadr.

Check collections as explained above.

25. The Khataunis.-Ascertain that (i) the balances in the Khataunis have been correctly struck and correctly carried over from the Khataunis of last year, (ii) each entry of demand in the curent Khataunis is supported by an order of the Deputy Commissioner in a Kistbandi in the case of fixed and fluctuating revenue and of most items of other revenue, and by an order on a file in other cases. If the order is passed by the tahsildar, see that the file shows that he has at once reported it to sadr, (iii) each entry of demand been entered in the running register where this is necessary.

26. "See that the entries of collections in the Khatauni are initialled by the Tahsildar after comparisons with Day-Book".

Check orders of suspension and remission from the files.

This register requires careful scrutiny as it is often carelessly kept up. It is most important that all appropriate items of the demand of "fluctuating" and "Other" land revenue should be brought on this register as soon as orders are passed. It should at the same time be seen that the register is not inflated by the entry of any but "Other" items in the case of fluctuating revenue permanently excluded from the fixed land revenue roll. A few items of demand may be picked out and the files sent for from the district record room. This will show whether they bear the necessary certificate of entry in this register.-

- (a) Find out whether the demand to the end of the last month under "other land revenue" agrees with that shown in the tauzi.
- (b) **The Tauzi.**-Look through the balances of revenue and ascertain reasons for delay in collection of recoverable balances. The monthly list of balances submitted in accordance with Standing Order No. 10 paragraph 37 should be consulted.
- (c) **Mutation fees.**- Compare statement of demand with Khataunis and check entries of payment, in the latter with the day-book.
- (d) See that the Patwaris receipt for his share is attached to the arz irsal.

27. The following registers should be inspected:-

- (a) Taccaviloans (Standing Order No. 11)
- (b) Mislband register, (Standing Order No. 11 paragraph 45).
- (c) Kistbandi for loans under Act XIX of 1883 (Standing Order No. 11, paragraph 40).
- (d) Khatauni, for loans under Act. XIX of 1883 (Standing Order No. 11 Paragraph 39).
- (e) Ascertain the amounts granted in the past year and how the tahsildar is spending his allotment for the current year.
- (f) See that wells for which loans have been granted are inspected.
- (h) Ascertain the amount of arrears under each Act.
- (i) Loans advanced under other enactments are also recovered as arrears of land revenue. Ascertain if the recovery in such cases is being effected regularly.
- (j) Check some entries of repayments with the arz irsal, dakhila, counterfoils, and cash book.

See the separate arz irsals are made out by the Patwiri for each debtor, and that the lambardar does not credit the whole amount due from the village in a lump sum.

- (k) See that the entries of collections in the khataunis are initialled by the tahsildar after comparison with the day-book.
- (l) See that penal interest is charged on instalments more than one month overdue. (Standing Order No. 11 paragraph 3).
- (m) See that the interest is charged with effect from the due harvest. (Standing Order No. 11 paragraph 2).
- (n) Check the pending files to see that the grant of taccavi is not being delayed.
- (o) Check the files relating to the suspension of recovery of taccavi loans and other Government loans and see whether orders of the Government have been complied with.

28. State lands given on sale, lease, etc.XV-Register of cases relating to sale, lease or grant of waste land (Standing Order No. 14)-

- (a) Khataunis of single harvest leases.
- (b) Kistandis of single harvest leases.
- (c) See if any files have been pending too long in the tehsil and whether the proper procedure is followed.
- (d) Compare Khatauni with the demand statement and with the arz irsals and dakhila counterfoils, and see that the entries agree.
- (e) Ascertain whether the demand for single harvest leases is brought on the running register or not. When there are many such leases and a regular kistbandi of demand is prepared, it is unnecessary to bring them on this register.

D-Registration Branch

- (1) See that the copy of the Indian Registration Act and Rules and Registration Manual are kept upto date.
- (2) See that the various books (Books I-VI) prescribed for different purposes are properly maintained and steel almerahs have been provided for their safe custody.

CHECK AS FOLLOWS

Book No. 1

I. Read over the endorsements of three deed in each volume registered since the last inspection and note:-

- (i) Are the endorsements in the forms given in C(6), D(10) and E(18) (or as the case may be) of Appendix IV?
- (ii) Are they written by the Sub-Registrar with his own hand where this is obligatory? See paragraphs 151.
- (iii) Are both the alienor and alienee identified in a proper manner? See paragraph 126 and 127.
- (iv) Does the Registering Officer certify in the section 60 certificates that thumb-marks were taken in his presence? See paragraph 130.

II. Read over the important part of 15 deeds in each volume, electing at least 3 deeds of sale, 3 deeds of lease and see:-

- (i) Are (a) consideration for and (b) nature of the deed and (c) number of words and (d) copying fees correctly stated in column 2 of the register?
- (ii) Are stamps shown in column-I correct?
- (iii) Have registration fees been correctly assessed?

- (iv) Are interlineations, and c, in the original deeds copied exactly and noted in the register by the Sub-Registrar in accordance with section 20 of the Indian Registration Act, 1908.
- (v) Are references under paragraph 65 duly noted ?
- (vi) Are corrections made in red ink and attested by the registering officer? See paragraph 103.
- (vii) Are deeds of mortgage being registered as leases ? See paragraphs 80.
- (viii) If the property is not wholly situated in his jurisdiction did the registering officer send a memorandum of copy of the document to the Sub-Registrar or Registrar concerned and was a fee realized for preparing the copy to be sent to the Registrar? See sections 64 and 65 of the Indian Registration Act, 1908 and paragraph 156.
- (ix) Had the Sub-Registrar jurisdiction to register, see section 29 of the Indian Registration Act, 1908 and paragraph 116, and where the documents presented within time ? See sections 23, 25 and 34 of the Indian Registration Act, 1908. Question for inspection concluded.

III. Are documents consecutively numbered by the calendar year (Section 53), and are the provisions of paragraph 103 observed ?

IV. Are certificates at the end of a year and of a volume in the proper form, and are lists of errors attached to them in a tabular form ? See paragraphs 60 and 61.

V. Has the registering Officer examined each volume on receiving it from the office of the Registrar? See paragraph 58.

VI. See that only vernacular figures are used in the registers? See para 98.

VII. Is the cancellation or amendment of deeds by the civil courts or by the Deputy Commissioner noted in red ink ? See para 99 to 101.

SUPPLEMENTARY BOOK 1

I. Are heading of the butts properly filled up ? See para 66.

II. Are endorsements on memos. and copies, and c, properly made ? See para 66.

III. Are the documents indexed in indexes Nos. I,II.

BOOK 2

I. Are the grounds for refusal sufficient ? See section 35 of the Indian Registration Act, 1908 and paras 71 and 137.

II. Are they in the handwriting of the registering officer ?

BOOK 3

I. Read over a few documents and see that only wills and deeds of adoption which are also wills are registered in this book. See para 72, 73 and 80.

BOOK No. 4

(i) See that the points noted under Book-I are, so far as applicable correct in book 4 too.

(ii) Read over two or three documents of each kind and see-

- (1) that none of the documents registered in this book relates to immovable property;
- (2) that the nature of the documents is properly described;
- (3) that powers of attorney are classified into special and general and that general powers have not been stamped as special powers;
- (4) that powers of attorney for conducting cases within the Punjab have been stamped with court-fee stamp in accordance with article 10, schedule 2 of the Court Fees Act, 1870.

BOOK-6

See that the substance of those powers of attorney only in entered is this book which authorize an agent to present a document for registration and nothing more. See para 79.

INDEXES

- (1) Are they up-to-date ?
- (2) Are entries correctly made ? Compare some entries with the books.
- (3) Are the indexes of the past years bound up ? See paras 88 and 90..

SUBSIDIARY BOOKS

FEES BOOK

- (1) Check some entries for consecutive days with the registers, receipt books A and B, statement III and siaha.
- (2) Are fees promptly paid into the treasury ?
- (3) Are monthly totals made in red ink and signed by the registering office ?
- (4) Are the entries signed daily by the registering officer and by the treasurer when he receive money ?

RECEIPT BOOK "A"

Note .-This book will show whether there are any documents which have not yet been copied in the registers or not returned to the persons entitled to get them.

- (1) Are documents copied and returned the same day ?
- (2) Is the date of the returns of documents noted on the reverse ?
- (3) Are numbers of documents, book and volume noted on the reverse ?
- (4) Is the signature or the thumb-impression of the person if illiterate with his name written in vernacular to whom the documents is returned taken on the reverse ?
- (5) Are receipts numbered consecutively in annual series ?
- (6) What documents are lying unreturned and what are the reasons ?
- (7) Does the numbers of unreturned documents present in the office correspond with the number of absent counterfoils ?

E-Miscellaneous Branch

29. The following registers should be inspected :-

Chaukidars :

- (1) Chaukidars pay in Districts where the Chaukidars are under the Revenue Department (Standing Order No. 6, Paragraph-9)

(2) Mislband :

- (a) See whether register (1) has been opened and whether the entries are properly made. (Standing Order No. 6, paragraph-9).
- (b) See whether any action has been taken against Lambardars who have not presented the chaukidars receipt for pay.
- (c) See whether all pending files are entered in register (2), and that they were entered when instituted and not when reports were submitted to the sadr.

30. Check the following registers :-

Office routine :-

- (1) Register of parwanas from sadr. (Standing Order No. 14).
- (2) Dak register.
- (3) Register of service stamps.

See if there are any old references pending.

If a monthly list of old pending reference is submitted to sadr, compare the last list with the the register of parwanas.

31. The following registers should be inspected :-

Chaprasis :-

- (1) Diary of watch and ward and roster of duties (Standing order No. 14, paragraph 11).
- (2) Register of service or process from other Districts.
- (3) Register of service or process from other Districts. See that (i) the work is properly distributed among the chaprasis, and that they are not allowed to spend un-necessaty time over their work
(ii) There is sufficient number of them and that they are available for duty.