

SCHEDULE

STANDING ORDERS OF THE FINANCIAL COMMISSIONER HIMACHAL PRADESH

Standing Order No. 12

Business Returns

1. Quarterly business returns.-The business statements prescribed in forms I-V, annexed to this Standing Order shall be submitted by the Deputy Commissioner or Settlement Officer, as the case may be, for each quarter of the year beginning from October 1st. Statement V shall be submitted only when a special revision of records or general re-assessment is in progress and statement Nos. I, II and III need not be submitted for the quarter ending 30th September.

2. Explanatory remarks.-The quarterly returns should in every case be accompanied by a brief letter written upon half margin, with such explanations and details as may be necessary to appreciate fairly the work of the quarter under report. The work shown in the statements for the whole year will be reflected in the annual report.

3. Procedure in District not under Settlement in regard to statement Nos. I to IV and in Districts under Settlement in regards to Statement Nos. I to III.-When a District is not under settlement, the Deputy Commissioner shall submit statement Nos. I to III, in duplicate, to the Commissioner who after recording his remarks will return one copy to the Deputy Commissioner and retain the other copy in his office record. Statement No. IV will be submitted by the Deputy Commissioner, in duplicate, to the D.L.R. who after recording his remarks on both the copies will forward this statement (No. IV) to the Commissioner. The Commissioner after recording his remarks will retain one copy in his office for record and return the other copy through the D.L.R. to the Deputy Commissioner.

In case of Districts under Settlement, the Deputy Commissioner will submit only statements I to II to the Commissioner, in duplicate. The Commissioner will record his remarks on these statements. He will send one copy to the Deputy Commissioner and retain the other copy in his office for record.

4. Procedure in Districts under Settlement as regards statements IV and V.-When a district is under Settlement, the Settlement Officer shall submit statement Nos. I to III, in duplicate, to the Commissioner who after recording his remarks will return one copy to the Settlement Officer. Statement Nos. IV and V shall be sent, in duplicate, to the D.L.R. who will record his remarks on these statements and forward them to the Commissioner. The Commissioner after recording his remarks on both the copies of these statements will submit them to the Financial Commissioner. On receipt of these statements in the office of the Financial Commissioner, the same will be submitted to the Financial Commissioner who will record his observations on both the copies. After this has been done, one copy will be retained in Financial Commissioner's office for record while the other copy will be returned to the Settlement Officer through the Commissioner and the D.L.R.

5. Confusion sometimes arises regarding the submission of Statement Nos. I to III by the Settlement Officer and by the District Collector in respect of districts under Settlement. Submission of these statements is essential by both these officers, firstly because while the district as a whole may continue to be under settlement for several years, settlement work might be completed in some tehsils and it may still be in progress in others. Secondly, because these statements (statement No. II) contain information relating to suspension and remission of land revenue or cesses, coercive processes, deposit of revenue, taccavi loans, land acquisition cases, cases under the preemption Act, Redemption of Mortgages Act, Restitution of Mortgages Act, the Himachal Pradesh Ceiling on Land Holdings Act, the Himachal Pradesh Village Common Lands Vesting and Utilisation Act, and Nautor cases etc. These items fall within the jurisdiction of the District Collector. But information in respect of the remaining items of statement No. II is to be furnished by the Settlement Officer. Hence the necessity of submission of these statements (Statement Nos. I-III) by both these officers in districts under settlement.

6. Miscellaneous business which does not fall under any of the descriptive headings in Statement No. II must not be entered in quarterly returns. Partition and Revenue Court cases on which further action is deferred pending decision of suits filed in the Civil Courts should for the purposes of these returns, be reckoned as decided. The files of cases in which further action is thus deferred should be sent to the Record Office. When, by the termination of proceedings in the Civil Court, either of the parties to

a revenue case of the nature above referred to, desires to revive proceedings, the file will, on application being made, be restored to the Register of pending cases and be reckoned in these returns as a new institution.

7. Return of Kanungos and other candidates under training.-Settlement Officer(s) will submit half yearly statement in statement No. VI on the 1st January and 1st of July of each year showing the Kanungos and other candidates under training.

8. Revenue work of the District Sub-Divisional Collectors.-The District Collectors will submit to the Financial Commissioner through the Commissioner half yearly business statement for the period ending 31st March and 30th September, by the 15th of the following month showing the revenue work of their courts as also the courts of the Sub-Divisional Collectors by name under their control in Statement No. VII. The Commissioner after recording his remarks on the statements shall forward them to the Financial Commissioner alongwith the Statement of his Court prescribed in para 9 infra.

9. Revenue appellate work of Divisional Commissioner.-The Commissioner will submit to the Financial Commissioner half-yearly business statements for the period ending 31st March and 30th September, showing the revenue appellate work of his court in statement No. VIII. The half yearly statements should reach the Financial Commissioner's Office by 30th April and 31st October respectively addressed to the Clerk of Court to the Financial Commissioner.

STATEMENT NO. I

SHOWING THE WORK DONE BY EACH OFFICER (ORIGINAL CASES ONLY) FOR THE QUARTER ENDING.....19

Sl. No.	Name and designation/rank of officer	Days employed for Revenue work	Cases pending from the previous quarter	Instituted during the quarter	Total revenue cases for disposal	Disposed of during the quarter	No. of cases pending at the end of quarter	Partition cases pending over one year	Other cases pending over 3 months	Remarks
1	2	3	4	5	6	7	8	9	10	11

Total

INSTRUCTIONS FOR FILLING IN THE STATEMENT

1. The figure showing cases disposed of should be written in red ink (Col. 7).
2. Total of columns 4 and 5 should be given in Column No. 6.
3. Cases shown as (a) pending for disposal and (b) disposed of during the quarter should tally with the corresponding totals in Statement No. II.
4. Cases entirely decided at Tehsils should be credited to the Tehsil Officers concerned. Cases in which final orders are passed by the headquarters officer will be credited to him, even though the bulk of the proceedings may have taken place in the Tehsil.
5. Explanation should be given as to the delay in disposing of cases shown pending in column Nos. 9 and 10.

STATEMENT NO. II

CLASSIFIED LIST OF CASES IN REVENUE COURTS OR BEFORE REVENUE OFFICERS FOR THE QUARTER ENDING.....

Class of cases.-Revenue Court Cases under the Himachal Pradesh Tenancy and Land Reforms Act H.P. Abolition of Big Landed Estates and Land Reforms Act/Punjab Tenancy Act, 1887.

Sl. No.	Description of cases	No. of cases at the beginning of the quarter	No. of cases instituted	No. of cases decided	No. of cases pending
1	2	3	4	5	6

FIRST GROUP

1. Suits for addition, abatement or commutation of rent under section 58 (3) clauses (a) and (b) of the H.P. Tenancy and Land Reforms Act or under the corresponding provisions of Section 116(3) of the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 or those of Section 77(3) of the Punjab Tenancy Act, 1887.

SECOND GROUP

2. Suits between landowner and tenant or any other suit arising out the lease or conditions of any tenancy under section 58(3) clauses (c) to (e) of the H.P. Tenancy and Land Reforms Act, or under the corresponding provisions of Section 116(3) of the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 or those of Section 77(3) of the Punjab Tenancy Act, 1887.
3. Suits under clauses (f) to (h) of section 58(3) of the H.P. Tenancy and Land Reforms Act, 1972 or under the corresponding provisions of Section 116(3) of the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 or those of Section 77(3) of the Punjab Tenancy Act, 1887.

THIRD GROUP

4. Suits under clause (i) of Section 58(3) of the H.P. Tenancy and Land Reforms Act, by a landowner for arrears of rent or for money equivalent of rent or under the corresponding provisions of Section 116(3) of the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 or Punjab Tenancy Act.
 5. Suits under clause (j) of the H.P. Tenancy and Land Reforms Act to recover sums payable on account of land revenue or any other demand recoverable as arrear of land revenue under any enactment for the time being in force or under the corresponding provisions of Section 116(3) of the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 or those under Section 77(3) of the Punjab Tenancy Act.
 6. Execution of decrees of Revenue Courts.
Total Revenue Court Cases.
- Class of cases.**-Revenue officer's cases under the H.P. Tenancy and Land Reforms Act/H.P. Abolition of Big Landed Estates and Land Reforms Act and the Punjab Tenancy Act.
7. Cases falling under Section 57(1) of the

H.P. Tenancy and Land Reforms Act, 1972 or under the corresponding provisions of Section 115(1) of the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953 and Section 76(1) of the Punjab Tenancy Act, 1887.

8. Cases under other Sections such as Section 15, 95, 104, 118 etc. of the H.P. Tenancy and Land Reforms Act or the corresponding provisions of the Punjab Tenancy Act, 1887 or the H.P. Abolition of Big Landed Estates and Land Reforms Act, 1953.

Total Revenue Officers Cases.

Cases relating to:-

9. Cases under the H.P. Ceiling on Land Holdings Act, 1972.
10. Cases under the H.P. Village Common Lands Vesting and Utilisation Act, 1974.

Class of cases.- Revenue officer's cases under the H.P./Punjab Land Revenue Act.

11. Lambardars.
12. Patwaris and Kanungos.
13. Assessment by estates of land revenue or cesses and distribution of the same.
14. Suspension and remission of land revenue or cesses.
15. Special assessments of all kinds including alluvion, diluvion and action of sand.
16. Coercive processes.
17. Boundaries and survey marks.
18. Partitions.
19. Execution of partitions.
20. Warrants of Revenue Officers Cases.
21. Deposit of revenue.
22. Execution of orders of Civil, Criminal or Revenue Courts.
23. Application for division of produce.
24. Other cases under the Land Revenue Act such as encroachment etc.

Class of cases.-Revenue Officer's Misc. Cases.

Cases relating to:-

25. Resumption of jagirs/Revenue assignments.
26. Sale and lease of waste lands.
27. Taccavi.
28. Land Acquisition.

1	2	3	4	5	6
29.	Decrees received from Civil Courts under Pre-emption Act.				
30.	Redemption of mortgages.				
31.	Restitution of mortgages.				
32.	Cases under the H.P. Nautor Rules, 1968. Total Revenue Officers Misc. Cases.				
Gross total of cases in Revenue Courts or before Revenue Officers.					

INSTRUCTIONS FOR FILLING IN THE STATEMENT

COLUMN NO. 11

Lambardars.-As soon as a case is instituted, it should be shown as pending in the Court of Sub-Divisional Collector. If in consequence of a case being disputed, it goes to the Collector, it should be shown as disposed of by the Sub-Divisional Collector and pending with the District Collector.

COLUMN NO. 12

Patwaris and Kanungos.-Only the following cases should be shown under this head:-

- (i) Appointment whether temporary or permanent.
- (ii) Suspension, dismissal, fines or retirements.
- (iii) Rewards.
- (iv) Promotions.
- (v) Transfers.
- (vi) Leave sanctioned by the Sub-Divisional Collector or Collector of the District (for this purpose leave means all kinds of leave except casual leave).

COLUMN NO. 13

Assessment by estates of land revenue etc.-(i) These cases should be shown in the business returns of the possessing officer viz. the Tahsildar or the Sub-Divisional Collector as the case may be.

COLUMN NO. 16

Coercive processes.-All coercive processes should be shown in the Tehsil business returns even when issued after reference to superior authority.

COLUMN NO. 19

Execution of partition cases should be against this column and not against column No. 24 (Other cases under the Land Revenue Act).

COLUMN NO. 22

Execution of orders of Civil, Criminal or Revenue Courts.-The following orders of Civil, Criminal and Revenue Courts should only be shown in the Statement:

Civil and Revenue Courts.-(i) Warrants of attachment of immovable property.

(ii) Warrants of possession of immovable property.

(iii) Warrants of sale of immovable property.

(iv) Paupers applications.

(v) Mustajri.

(vi) Probate.

Criminal Courts.-(i) Warrants of attachment and sale of immovable property under Sections 82/83 of the Criminal Procedure Code.

(ii) Warrants for recovery of fines:-

(a) Robkars, reminders etc. should not be shown.

(b) The work under this column should appear in the business returns of the Tehsil and not of the Collector.

(c) Certificate of recovery of land revenue and other demands for other Districts should not be entered in the business returns.

Other cases under the Land Revenue Act.-Application for change in the entry of tribal designation etc. should be shown under this head.

STATEMENT NO. 11

REVENUE JUDICIAL APPEALS										
Name of Office Officer	Old cases	New Institutions	Total	Decided	Transferred	Pending more than 3 months	Pending more than one year	Pending more than 2 years	Total	
1	2	3	4	5	6	7	8	9	10	11

REVENUE EXECUTIVE APPEALS									
Old cases	New Institutions	Total	Decided	Transferred	Pending more than 3 months	pending more than one year	pending more than 2 years	Remarks	
12	13	14	15	16	17	18	19	20	

STATEMENT NO. IV

MAINTENANCE OF VILLAGE RECORDS AND SPECIAL STATISTICS IN RELATION THERETO
Instructions for filling in the Statement

- (1) All remarks relating to the statement of the Collector or Settlement Officer by the D.L.R. and Commissioner should be recorded in the proper column provided in the statement.
- (2) In the Statement for the quarter ending 30th June, it should be expressly stated in the remarks column whether all the extra rabi extracts have been filed or not as the number of these will usually be less than the whole number of estates.
- (3) A note in the remarks column against serial No. 2(d) Part-I should invariably be given as to what steps are being taken to dispose of old cases.
- (4) In Part-II, complete figures for one Tehsil should be given before beginning another Tehsil. Similarly totals of columns 6 and 8 should be given for each Tehsil. This will facilitate to know the performance of the Tehsil Revenue Officers of each Tehsil.

PART I
GENERAL

.....District

MAINTENANCE OF VILLAGE RECORDS FOR THE QUARTER ENDING.....

Sl. No.	Total No. of	Patwaris = Field Kanungo = Estates =	Tehsil	Tehsil	Tehsil	Total for District
1	2		3	4	5	6
Number of estates for which jamabandis:-						
(a) Were prepared last year?						
(b) Have to be prepared this year =						
1. (a) Kharif crop abstract filed						
(b) Rabi						
(c) Extra Rabi						

- 1 2 3 4 5 6
2. (a) Total Mutation attested during the period under report
 - (b) Total Mutations attested to date
 - (c) Mutations entered by the Patwari but not attested
 - (d) Un-attested mutations in col. 2 (c) pending for two years or more.
 3. (a) Jamabandis filed
 - (b) Jamabandis checked on the spot by field Kanungos
 - (c) Jamabandis checked by the field Kanungos in the Tehsil
 4. Jamabandis checked on the spot by Tehsil Officer:
 - (a) For the period under report
 - (b) Total to-date
 5. (a) No. of Tatima Shajras checked on the spot by the Tehsil Officers.
 - (b) Number of fard bachh checked by Tehsil Officers
 - (c) No. of survey marks inspected by Tehsil Officers on the spot
 6. No. of Patwaris whose work was inspected by Tehsil Officers.
 7. (a) No. of estates in which girdawari was inspected by Tehsil Officer
 - (b) No. of fields girdawari of which was inspected by Tehsil Officers
 - (c) No. of estates in which girdawari inspected by:-
 - (i) Collector
 - (ii) Sub-Divisional Collector
 8. No. of Field Kanungos whose work was inspected by:-
 - (a) Collector and Sub-Divisional Collector (Under Land Records Manual)
 - (b) Tehsil Revenue Officer (Under Land Records Manual)
 9. No. of Jamabandis attested on the spot by the Collector and Sub-Divisional Collector.
 10. (a) No. of Tehsils inspected by the Collector and Sub-Divisional Collector.
 - (b) No. of mutations checked by Collector and Sub-Divisional Collector as Tehsil inspections
 11. (a) Partition cases pending
 - (b) Partition cases pending for one year or more

PART II

SPECIAL STATISTICS RELATING TO MUTATION WORK

Tehsil	Tehsil Office by name and designation	Days on Tour		Nights spent	Muta- tions attested	Average per day (Col. 6 divided by col 4)	Mutations pending in each circle	Remarks
		Total	Days spent for mutation work	away from the tehsil for revenue work including mutations				
1	2	3	4	5	6	7	8	9

Remarks

By the Deputy Commissioner By the Director of Records By the Commissioner Orders of the Finance Commissioner

No..... Dated..... Office of Deputy Commissioner..... Distric at..... No..... Dated.....

Deputy Commissioner
.....District

Office of the Director of Land Records, Himachal Pradesh

No..... dated.....

D.L.R.,
H.P.

Office of the Commissioner..... Division

No..... Dated.....

Commissioner,
.....Division.

STATEMENT No. V

PART I

SHOWING PROGRESS MADE AT SPECIAL REVISION OF RECORDS AND
GENERAL RE-ASSESSMENT

Sl.	Date of commencement of operations		Tehsil	Tehsil	Remaining to complete actual or approximate
	(i) No of Village	(ii) No. of Patwaris			
1		2	3	4	5
1.	No. of Chandas fixed				
2.	Preliminary statements of rights and holdings prepared (Chitha Shajra Nasab and Khatauni)				(i) For the period under report. (ii) Total to date.
3.	No. Khasra measured				(i) For the period under report. (a) Khasra No. (b) Area. (ii) Total to date: (a) Khasra No. (b) Area
4.	(a) Village in which measurement work started				(i) For the period under report (ii) Total to date.
	(b) Villages in which measurement completed				(i) For the period under report. (ii) Total to date.

1	2	3	4	5
5.	Village finally attested by : (a) Field Kanungo (b) Naib-Tehsildar (c) Tehsildar	(i) For the period under report. (ii) Total to date. (i) For the period under report. (ii) Total to date. (i) For the period under report. (ii) Total to date.		
6.	Village of which maps have been completed, including Part Tehsil (Momi).	(i) For the period under report. (ii) Total to date.		
1.	Jamabandi (Misal Haquiyat) prepared in accordance with new maps.	(i) For the period under report. (ii) Total to date.		
2.	Patwaris copies of the records of rights prepared	(i) For the period under report. (ii) Total to date.		
3.	Khasra Girdawari prepared	(i) For the period under report. (ii) Total to date.		
4.	Fard Tafrik Bachh completed	(i) For the period under report. (ii) Total to date.		
5.	Villages in which Bachh papers have been prepared	(i) For the period under report. (ii) Total to date.		
Villages of which administration papers have been prepared				
6.	Note Books prepared	(i) For the period under report. (ii) Total to date.		

Note :-1. Total to-date means total from the commencement of operations.
2. In Col. 3 area be given in hectares.

PART II

AVERAGE OUTTURN PER WORKING CHAIN IN FIELD NUMBERS AS WELL AS IN HECTARES

1	2	3	Total Outturn		Average outturn per day Per patwari in column 2		8
			4	5	6	7	
fehsil	Number of patwaris, in district under settlement, engaged on re-measurement or map amendment	Total number of working days	Khasra Nos.	Area in hectares	Khasra Nos.	Area in hectares	Remarks

Re-measurement.....

 Mal amendment.....

STATEMENT No. VI

Sl. No.	District from which deputed	Name with description	Authority for deputation	Date of Joining the Settlement training	Date of leaving the settlement training	Remarks
1	2	3	4	5	6	7

STATEMENT No. VII

ORIGINAL AND APPELLATE WORK OF THE DISTRICT COLLECTOR/SUB-DIVISIONAL COLLEGE FOR HALF YEAR ENDING 31ST MARCH/30TH SEPTEMBER.....19

Revenue Judicial Work

Name of Officer	Designation of officer	Old cases	New Institutions	Rejected at first hearing	Remanded for re-trial	Decreed	Total
1	2	3	4	5	6	7	8

Revenue Executive Work

Transferred	Pending more than		Old cases	New Institutions	Decided	Transferred	Pending		Remarks
	a	b					a	b	
9	3 months	One year	11	12	13	14	3 months	One Year	16

1. Original
2. Appellate
3. Total :

STATEMENT No. VIII

APPELLATE WORK OF THE COMMISSIONER FOR THE HALF YEAR ENDING 31ST MARCH/30TH SEPTEMBER

Decided Revenue Judicial Appeals

name of Officer	Designation of Officer	Old Cases	New Institutions	Rejected at first hearing	Remanded for re-trial	Decreed	Total Decided
1	2	3	4	5	6	7	8

Revenue Executive Appeals

Transferred	Pending more than		Old cases	New Institutions	Decided	Transferred	Pending more than		Remarks
	a	b					a	b	
9	3 months	One year	11	12	13	14	3 Months	One Year	16
		10						15	
Total :									