

Government of Himachal Pradesh
Department of Revenue

No. Rev-A (B)15-1/2018

Dated Shimla-2 the,

04th November, 2019

NOTIFICATION


In exercise of the powers vested in him under various Acts and Rules of Revenue Department, the Governor, Himachal Pradesh is pleased to notify the Training Schedule of A & B Class Tehsildar, A, B and C Class Naib Tehsildar and Patwari Candidates as annexed at Annexure I, II, III and IV with immediate effect in supersession of previous training schedules of these categories.

By Order,

Onkar Chand Sharma
Principal Secretary-F.C.(Rev.) to the
Government of Himachal Pradesh.

Endst . No. Rev-A(B)15-1/2018 Dated Shimla-2, the 04th November, 2019
Copy forwarded for information and necessary action to:-

1. The Divisional Commissioner, Division Shimla, Kangra and Mandi, HP.
2. All the Deputy Commissioner, Kangra and Mandi, Himachal Pradesh.
3. The Director, Land Records, Himachal Pradesh, SDA Complex, Kasumpti, Shimla-9 w.r.t. his letter No. Rev(LR) B(275)2019-RTI-Refresher course-3082 dated 06-08-2019.
4. The Settlement Officer Shimla & Kangra at Dharamshala, H.P.
5. The Director, Revenue Training Institute, Jogindernagar, Distt. Mandi, H.P.
6. The Director, Himachal Pradesh Institute of Public Administration, Fairlawns, Shimla, H.P.
7. Guard file/ personal file.



(Milap Chand)

Under Secretary (Rev.) to the
Government of Himachal Pradesh.
Tel. No. 0177-2621070

Revised Training Schedule for "A" & "B" Class Tehsildar (Probationers)

Sl. No.	Subject /Course Name	Place of Training	Period of Course
1	Training course Phase-I Foundation Course	HIPA, Fairlawns, Shimla	8 Weeks
2	Training Course Phase-II	RTI, Jogindernagar	4 Weeks
3	Training Course Phase-III (Settlement Training)	Settlement Division Shimla or Kangra	8 Weeks
4	Training Course Phase-IV (Revenue Training)	Any District/ Tehsil of the State	10 weeks
Total			30 Weeks

Phase-II 4 Weeks RTI, Jogindernagar Training Programme of "A" & "B" Class Tehsildar (Probationers)

Sl. No.	Topics	Period
1	Measurement of Land by Traditional method & ETS & GPS	1 Weeks
2	1. Preparation of Revenue Records. 2. How to read jamabandi & other revenue records entries. 3. Mutation Process 4. H.P. Land Revenue Act, 1954. 5. The Hindu Succession Act, 1956 6. H.P. Land Records Manual with special reference to partition of land demarcation of boundaries and prevention of encroachment on Govt. Land & Procedure for issuing of various certificates. 7. The H.P. Grant of Nautor Land Rules, 1968 & Schemes. 8. H.P. Tenancy & Land Reforms Act, 1972, and Rules, 1975. 9. The Indian Registration Act, 1908 & H.P. Registration Manual. 10. The Indian Stamp Act, 1899. 11. The H.P. Public Service Guarantee Act, 2012 & Rules There under. 12. Power & Functions of Executive Magistrate. 13. The Right to Fair Compensation & Transparency in Land Acquisition Rehabilitation & Resettlement Act, 2013. 14. Section 107, 133, 145, 147 & 151 of Cr. PC. 15. Right to Information Act, 2005 and Rules, 2006. 16. The H.P. Ceiling on Land Holdings Act, 1972. 17. The H.P. Village Common Land Vesting & Utilization Act, 1974 & Chakotadar Scheme & H.P. Lease Rules 2013. 18. H.P. Relief Manual, 2012. 19. Forest Conservation Act, 1980. 20. H.P. Land (Regulation) Act, 1968. 21. H.P. Road Side Land Control Act, 1968. 22. H.P. Public Premises and Land (Eviction & Rent Recovery) Act, 1971. 23. Role of Tehsildar (E.M.) in Assembly & Parliamentary Election.	3 Weeks
Total		4 Weeks



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to the Govt. of H.P.**

**Phase-III 8 Weeks Settlement Training Programme of "A" & "B" Class Tehsildar
(Probationers)**

Subject/ Course	Place of Training	Period of Course/Training	
Phase-III Training (Settlement Training) SNT	Settlement Division Shimla or Kangra		
	1	Plane Table Survey Techniques (Practical Training)	3 Weeks
	2	GPS & ETS Survey (Theory & Practical Training)	3 Weeks
	3	Preparation of Revenue Records	2 Weeks
Total		8 Weeks	

**Phase-IV 10 Weeks Revenue Training Programme of "A" & "B" Class Tehsildar
(Probationers)**

Subject/ Course	Place of Training	Period of Course	
Training Course Phase-IV (Revenue Training) alongwith knowledge of criminal law procedure Executive Magistrate	Any District of the State		
	10 Weeks		
	I.	Patwari Training	2 Weeks
	II.	Kanungo Attachment	1 Week
	III.	Naib Tehsildar/ Tehsildar Attachment	1 Week
	IV.	Attachment with SDM	1 Week
	V.	Independent charge as Patwari	1 Week
	VI.	Independent charge as Field Kanungo	1 Week
	VII	Attachment with DIO (NIC)	3 Days
	VIII	Attachment with S.P. Office	4 Days
IX	Attachment with various branches of D.C. office	1 Week	
X	Attachment with various district officers	1 Week	
Total		10 Weeks	

Training Programme of "A" & "B" Class Tehsildar (Probationers)


Capacity	Period	Training Programme
Attachment with Patwari	2 Weeks	<p align="center"><u>THEORETICAL TRAINING</u></p> <p>To learn & Understand about:-</p> <ul style="list-style-type: none"> i) Preliminary enquiry of Jamabandi ii) Writing and preparation of Jamabandi iii) Writing of Khasra Girdawari on spot. iv) Entry of mutations v) Preparation of encroachment cases vi) Preparation of relief cases vii) Inspection of girdawari viii) Completion of Lal Kitab ix) Preparation of Tatima Sajra x) To learn about writing of Rojnamcha work diary, instruction file and learn about various registers as maintained by the Patwari under chapter 3 of the H.P. Land Record Manual. xi) Different kind of reports for issue of various

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		certificates, enquiries at spot and E-Samadharan etc.
Attachment with Field Kanungo	1 Week	To learn & understand about:- i) Work regarding checking of jamabandi Panchsalla. ii) Checking of Girdawari work iii) Conduct of spot Partition iv) Conduct of demarcation and checking of encroachment cases. v) Delivery of possession vi) Comparison of mutations vii) Checking of Tatima viii) Preparation of Tatima on spot
Attachment with Tehsildar	1 Week	To learn & understand about:- i) All types of Revenue cases and revenue court work. ii) Registration work & E-stamping and HIMRIS etc. iii) Revenue account iv) Emergency Relief Manual v) Mutation work vi) General Administration and study of various office branches vii) Stamp Law viii) Duties and function as Executive Magistrate and Protocol ix) Recovery work x) Computerization of Land Records and other software's like Lok praman, Himris, e-praman etc. xi) To act as Reader to Tehsildar and writing of orders of Partition, encroachment, correction of revenue entries and demarcation cases and under Cr. P.C. to be dictated by the Tehsildar concerned. xii) Writing of various types of mutation orders to be dictated by the Tehsildar xiii) To work as Office Kanungo To Learn About:- xiv) Election work (i.e. Panchayats, Municipal Corporation/ Committee, Vidhan Sabha and Lok Sabha. xv) Protocol Duty.
Attachment with S.D.M.	1 Week	i) To act as Reader to S.D.M and writing of various orders to be dictated by S.D.M. concerned. ii) Duties and function as Executive Magistrate and other allied function under Cr. P.C. and Protocol. iii) Election work. iv) Attachment with Office Kanungo (SDK). v) To understand functioning of coping agency and general record room and revenue record room.
Independent charge as Patwari	1 Week	i) Preparation/ updation of Jamabandi Panchsalla through computerization on estate. ii) Writing of Khasra Girdawari through computerization-one estate iii) Entry of mutations

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		<ul style="list-style-type: none"> iv) Preparation of encroachment cases v) Preparation of relief cases vi) Inspection of girdawari-one estate vii) Completion of Lal Kitab viii) Preparation of spot map etc.
Independent charge as Field Kanungo	1 Week	<ul style="list-style-type: none"> i) Work regarding checking of Jamabandi Panchsalla-one estate ii) Checking of Girdawari work-on estate iii) Conduct of spot Partition iv) Conduct of demarcation and checking of encroachment cases. v) Delivery of possession of warrant issued by various courts. vi) Comparison of mutations. vii) Checking of tatima viii) Preparation of various partition papers in compliance of mode of partition. ix) Spot demarcation x) Delivery of possession.
Attachment with DIO, NIC	3 Days	To learn & understand NLRMP, HIMRIS, E-Praman Patra/ e-district.
Attachment with S.P. Office	4 Days	To understand the functioning of Police Department.
Attachment with various branches of concerned D.C. Office	1 Week	<p>To learn & understand the working of:-</p> <ol style="list-style-type: none"> 1. Sadar Kanungo branch. 2. Establishment branch 3. Nazarat Branch 4. DRA Branch 5. Planning Branch 6. Relief Kanungo branch (Distt. Disaster Plan) 7. Recovery Tehsildar Branch 8. Reader to D.C. 9. Election Branch 10. P.O. DRDA 11. M.A. Branch 12. Litigation Branch
Attachment with other Distt. Level Offices	1 Week	<ol style="list-style-type: none"> 1 Divisional Forest Officer <ul style="list-style-type: none"> i) Forest Planning ii) Forest Conservation Act 1980 2. DF&SC 3. Registrar cooperative Societies 4. Distt. Programming officer/CDPO/ DWO/DPO/ARC 5. District Treasury office. 6. District Judicial Courts & District Attorney 7. Consumer Form 8. District Mining Officer 9/ E.O. Municipal Committee/NAC 10. Deputy Director Education (Primary) 11. Deputy Director Education (Secondary)



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Revised Training Schedule for "A" & "B" Class Naib Tehsildar (Probationers)

Sl. No.	Subject /Course Name	Place of Training	Period of Course
1	Training course Phase-I	RTI, Jogindernagar	4 Weeks
2	Training Course Phase-II (Settlement Training)	Settlement Division Shimla or Kangra	8 Weeks
3	Training Course Phase-III (Revenue Training)	Any District/ Tehsil of the State	10 weeks
4	Independent Charge as Patwari, Field Kanungo & Office Kanungo, Phase-IV	Any District/ Tehsil of the State	8 Weeks
Total			30 Weeks

Phase-I 4 Weeks RTI, Jogindernagar Training Programme of "A" & "B" Class Naib Tehsildar (Probationers)

Sl. No.	Topics	Period
1	Measurement of Land by Traditional method & ETS & GPS	1 Weeks
2	1. Preparation of Revenue Records. 2. How to read jamabandi & other revenue records entries. 3. Mutation Process 4. H.P. Land Revenue Act, 1954. 5. The Hindu Succession Act, 1956 6. H.P. Land Records Manual with special reference to partition of land demarcation of boundaries and prevention of encroachment on Govt. Land & Procedure for issuing of various certificates. 7. The H.P. Grant of Nautor Land Rules, 1968 & Schemes. 8. H.P. Tenancy & Land Reforms Act, 1972, and Rules, 1975. 9. The Indian Registration Act, 1908 & H.P. Registration Manual. 10. The Indian Stamp Act, 1899. 11. The H.P. Public Service Guarantee Act, 2012 & Rules there under. 12. Power & Functions of Executive Magistrate. 13. The Right to Fair Compensation & Transparency in Land Acquisition Rehabilitation & Resettlement Act, 2013. 14. Section 107, 133, 145, 147 & 151 of Cr. PC. 15. Right to Information Act, 2005 and Rules, 2006. 16. The H.P. Ceiling on Land Holdings Act, 1972. 17. The H.P. Village Common Lands Vesting & Utilization Act, 1974 & Chakotadar Scheme & H.P. Lease Rules 2013. 18. H.P. Relief Manual, 2012. 19. Forest Conservation Act, 1980. 20. H.P. Land (Regulation) Act, 1968. 21. H.P. Road Side Land Control Act, 1968. 22. H.P. Public Premises and Land (Eviction & Rent Recovery) Act, 1971. 23. Role of Naib Tehsildar (E.M.) in Assembly & Parliamentary Election.	3 Weeks
Total		4 Weeks


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Phase-II 8 Weeks Settlement Training Programme of "A" & "B" Class Naib Tehsildar (Probationers)

Subject/ Course	Place of Training		Period of Course/Training
Phase-II Training (Settlement Training) SNT	Settlement Division Shimla or Kangra		
	1	Plane Table Survey Techniques (Practical Training)	3 Weeks
	2	GPS & ETS Survey (Theory & Practical Training)	3 Weeks
	3	Preparation of Revenue Records	2 Weeks
Total			8 Weeks

Phase-III 10 Weeks Revenue Training Programme of "A" & "B" Class Naib Tehsildar (Probationers)

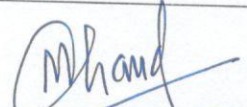
Subject/ Course	Place of Training		Period of Course
Phase-III Training (Revenue Training) alongwith knowledge of criminal law procedure Executive Magistrate	Any District of the State		10 Weeks
	I.	Patwari Training	5 Weeks
	II.	Field Kanungo Attachment	2 Week
	III.	Office Kanungo Attachment	1 Week
	IV.	Naib Tehsildar/ Tehsildar Attachment	1 Week
	V	Attachment with S.D.M	1 Week
Total			10 Weeks

Phase-IV 8 Weeks Schedule of A & B Class Naib Tehsildar (Probationers)

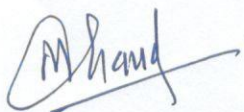
Subject/ Course	Place of Training		Period of Course
Independent charge as Patwari, Field Kanungo & Office Kanungo	Any District of the State		8 Weeks
	I.	Independent charge as Patwari	4 Weeks
	II.	Independent Charge as Field Kanungo	2 Weeks
	III.	Independent Charge as Office Kanungo	2 Weeks
Total			8 Weeks

Training Programme of "A" & "B" Class Naib Tehsildar (Probationer)

Capacity	Period	Training Programme
Attachment with Patwari	5 Weeks	<p align="center"><u>THEORETICAL TRAINING</u></p> <p>To learn & Understand about:-</p> <ol style="list-style-type: none"> i) Preliminary enquiry of Jamabandi ii) Writing and preparation of Jamabandi iii) Writing of Khasra Girdawari on spot. iv) Entry of mutations v) Preparation of encroachment cases vi) Preparation of relief cases vii) Inspection of girdawari viii) Completion of Lal Kitab ix) Preparation of Tatima Sajra x) To learn about writing of Rojnamcha, work diary, instruction file and learn about various registers as maintained by the Patwari under chapter 3 of the H.P. Land Record Manual.

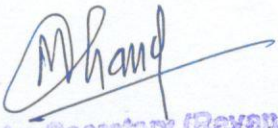

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		xi) Different kind of reports for issue of various certificates, enquiries at spot and E-Samadharan etc.
Attachment with Field Kanungo & Office Kanungo	2 Weeks +1 Week = 3 weeks	To learn & understand about:- i) Work regarding checking of jamabandi Panchsalla. ii) Checking of Girdawari work iii) Conduct of spot Partition iv) Conduct of demarcation and checking of encroachment cases. v) Delivery of possession vi) Comparison of mutations vii) Checking of Tatima viii) Preparation of Tatima on spot
Attachment with Tehsildar	1 Week	To learn & understand about:- i) All types of Revenue cases and revenue court work. ii) Registration work & E-stamping and HIMRIS etc. iii) Revenue account iv) Emergency Relief Manual v) Mutation work vi) General Administration and study of various office branches vii) Stamp Law viii) Duties and function as Executive Magistrate and Protocol ix) Recovery work x) Computerization of Land Records and other software's like Lok praman, Himris, e-praman etc. xi) To act as Reader to Tehsildar and writing of orders of Partition, encroachment, correction of revenue entries and demarcation cases and under Cr. P.C. to be dictated by the Tehsildar concerned. xii) Writing of various types of mutation orders to be dictated by the Tehsildar xiii) To work as Office Kanungo To Learn About:- xiv) Election work (i.e. Panchayats, Municipal Corporation/ Committee, Vidhan Sabha and Lok Sabha. xv) Protocol Duty.
Attachment with S.D.M.	1 Week	i) To act as Reader to S.D.M and writing of various orders to be dictated by S.D.M. concerned. ii) Duties and function as Executive Magistrate and other allied function under Cr. P.C. and Protocol. iii) Election work. iv) Attachment with Office Kanungo (SDK). v) To understand functioning of coping agency and general record room and revenue record room.



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Capacity	Period	Training Programme
Independent charge as Patwari	4Week	<ul style="list-style-type: none"> i) Preparation/ updation of Jamabandi Panchsalla through computerization-One estate. ii) Writing of Khasra Girdawari through computerization-one estate iii) Entry of mutations iv) Preparation of encroachment cases v) Preparation of relief cases vi) Inspection of girdawari-one estate vii) Completion of Lal Kitab viii) Preparation of spot map etc.
Independent charge as Field Kanungo	2 Week	<ul style="list-style-type: none"> i) Work regarding checking of Jamabandi Panchsalla-one estate ii) Checking of Girdawari work-on estate iii) Conduct of spot Partition iv) Conduct of demarcation and checking of encroachment cases. v) Delivery of possession of warrant issued by various courts. vi) Comparison of mutations. vii) Checking of tatima viii) Preparation of various partition papers in compliance of mode of partition. ix) Spot demarcation x) Delivery of possession.
Independent charge as Office Kanungo	2 Weeks	<ul style="list-style-type: none"> i) To maintain rainfall register & submission of rainfall statements to quarter concerned. ii) To maintain Basta R-20 iii) To maintain Jamabandis consigned by Patwaris iv) After getting final attestations of Jamabandi by Revenue Officers to consign these in Sub-Land Record Office v) To maintain cash book vi) To deal with relief cases received from field vii) To maintain Proper record of mutations received from revenue officer after attestation. viii) Any other duties assigned by higher officers


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Annexure-III

Training Schedule for "C" Class Naib Tehsildar

Sl. No.	Training	Venue	Time Schedule/ Training Period
1	Revenue Training Revenue Acts/Rules, Manuals Schemes Court Procedure & E- Praman etc.	Revenue Training Institute, Jogindernagar	1 Month
2	Disaster Management i. Disaster Management Act, 2005 ii. H.P. Relief Manual, 2012		
3	Miscellaneous i. Public Service Guarantee Act, 2011 ii. Right to Information Act, 2005 iii. Succession under Hindu Succession Act & Muslim Personal Law.		



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Training Schedule of Patwari Candidates

Sl. No.	Training	Venue	Training schedule/ training period	Minimum work to be done during Training Period
1	Training of Revenue Act, Rules, Manuals, Computer Training (Hands on Computer) including Him Bhoomi and E-Praman etc.	Revenue Training Institute Jogindernagar	4 Months	As per Syllabus prescribed by the Government
2	Settlement Training With Patwari	To be assigned by concerned Settlement Officer	4 Months	1. Field Survey Minimum 400 No. Khasra 2. Preparation of all types of Revenue Records of one Mohal
3	Revenue Training (Practical) with Patwari	To be assigned by the concerned Deputy Commissioner	4 Months	1. To know how to fill-up Rojnamcha Waqyati and other Rojnamcha. 2. Entry of all types of mutations total 50 Nos. 3. Preparation of Shajra nasab & Jamabandi of one Mohal 4. Harvest inspection of atleast 2 Mohal 5. Preparation of Jinswar & to fill up Nakshajat of Lal Kitab 6. To acquaint the knowledge regarding role of Patwari of Partition cases. 7. Preparation of Fard bachh & Dhal bachh. 8. To prepare Relief cases- 10 cases 9. How to report in application received for issuance of various certificate. 10 How to prepare encroachment cases u/s 163 of H.P. Land Revenue Act, 1954. 11. How to prepare spot map.
Total duration of Training			1 Year	

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