

REVENUE DEPARTMENT

SYLLABUS FOR TEHSILDARS/NAIB TEHSILDARS

Paper-1: Revenue Law and Procedure

1. H.P. Land revenue Act, 1954 and Rules framed under the Punjab Land Act as applicable to H.P.
2. The H.P. Tenancy and Land Reforms Act, 1972 and Rules framed there under.
3. The H.P. ceiling on Land Holdings Act, 1972 and Rules framed there under.
4. Hindu Succession Act, 1956
5. The Benami Transaction (Prohibition) Act, 1988.
6. The Transfer of property (Prohibition) Act, 1982.
7. Limitation Act, 1963 (Section 5).
8. Hindu minority & Guardianship Act, 1956

Paper-2: Arithmetic and Patwaris Mensuration

1. Arithmetic upto matriculation standard.
2. Patwaris mensuration.
3. Computerization of land records.
4. Survey/Re-Survey and Updating of the Survey and Settlement Records.
5. Computerization of Registration.
6. Modern record rooms/Land Records Management Centres.

Paper- 3: Minor Revenue Acts and Rules

1. The HP holdings (consolidation and prevention of fragmentation) Act, 1971 & Rules framed thereunder.
2. The H.P. Requisitioning and acquisition of immovable property Act, 1972.
3. Right to Fair compensation and Transparency in Land Acquisition Rehabilitation & Resettlement Act,2013 & Rules framed thereunder.
4. The H.P. Transfer of Land (Regulation) Act,1968 & Rules framed thereunder.
5. The HP land revenue (surcharge) Act, 1974.
6. The HP land records manual.
7. The Punjab settlement manual.
8. Administration Manual (Chapters II,VI to VIII, XI,XIII,XV,XVI and XXII).
9. The Indian stamp Act, 1899.
10. Indian Registration Act, 1908 & The Indian Registration (HP) amendment Act, 1968.
11. H.P. Village Common land vesting & utilization Act, 1974 & Rules framed thereunder. The H.P. Village Common land (vesting & utilization) scheme, 1995.
12. The redemption of mortgage Act, 1971.

13. The HP agriculture credit operation and miscellaneous provisions (banks) Act, 1972.
14. The HP utilization of surplus area scheme, 1974.
15. The HP public premises and land (eviction and rent recovery) Act, 1971.
16. H.P. Court Fee Act & Rules 2005.
17. Grant of nautor to landless and eligible persons scheme, 1975.
18. The HP nautor Rules, 1968.
19. Govt. Grants Act 1895.
20. Standing Orders of Financial Commissioner on the following subjects:
 - a. Proceedings and suits between landlords and tenants.
 - b. General Procedure of Revenue Officers and Courts.
 - c. Assignment of Land Revenue and Non-Service Pensions.
 - d. Tehsildars and Naib-Tehsildars.
 - e. Tehsil inspections.
 - f. Village headman.
 - g. Land acquisition.
 - h. Corrective processes.
 - i. Suspension and Remission of Land Revenue and Cesses.
 - j. Land Revenue Accounts.
 - k. Land improvement Loans and Agriculturist Loans.
 - l. Business Returns.
 - m. Registers.

[Paper-4: Hindi \(In Devnagri Script\) 100 Marks](#)

1. Written

- a. Translating into Hindi a passage in English.
- b. Rendering into simple Hindi a passage in Hindi.
- c. Letter or memorandum in Hindi.
- d. Translation of some administrative/ revenue and other terms in Hindi and their use in sentence (Glossary issued by the Department of Language, H.P.).
- e. Use of simple idioms and proverbs in Hindi.
- f. Glossary issued by the Department of Language, Art Culture and Revenue Department.

[Paper-5: Criminal Law and Procedure & Code of Civil Procedure](#)

Part A

1. Indian Penal Code, 1860 as amended upto date.
2. Criminal Prcedure Code, 1974
3. Indian Evidence Act, 1872

Part B

1. Code of Civil Procedure, 1908

Paper-6: Revenue Case

The record of a contested case under any of the revenue laws applicable in H.P. triable by Assistant Collector 1st grade or Land Reform officer will be given and the candidate would be required to frame the issues requiring determination in the case and write the final order.

Paper-7: Special Acts (Criminal), Manuals and Rules

1. The Arms Act, 1959 & Rules framed thereunder.
2. The H.P. Police Act, 2007 and Punjab Police Rules as applicable to H.P.
3. The Indian Forest Act, 1927 as applicable to H.P. and Rules framed there under by the H.P. Government.
4. The Defence and Internal Security of India Act, 1971
5. The Motor Vehicles Act and Rules framed thereunder.
6. The Maintenance of Internal Security Act.
7. The H.P. Prevention of Specific Corrupt Practices, Act, 1983.
8. The Explosive Substances Act, 1908 and Rules framed thereunder.
9. The Punjab jail manual.
10. Prevention of food adulteration Act & Rules.
11. The Himachal Pradesh High Court Rules and Orders.
12. Maintenance of Parents Act, 2007
13. The Himachal Pradesh Maintenance of Parents and Dependents Act, 2001.
14. Special Marriage Act.
15. Essential Services Maintenance Act, 1968.
16. The Forest Conservation Act, 1980.
17. Forest Rights Act & Rules.
18. Inheritance under Muslim Law.
19. Lease Rule.
20. H.P. Mines and Mineral Development regulation Act, 1957 & Rules framed thereunder.
21. RTI Act, 2005
22. Juvenile Justice Act, 2000

Paper-8:(Civil Service, Treasury and Financial Rules)

1. Fundamental Rules and Supplementary Rules.
2. Central Civil Services (Pension) Rules, 1972

3. General Provident Fund (Central Services) Rules, 1960 & Contributory Provident Fund (India) Rules, 1962
4. Office Manual/Vigilance Manual
5. C.C.S. (Leave) Rules, 1972
6. Central Civil Services (Classification, Control and Appeal) Rules, 1965.
7. Central Civil Services (Conduct) Rules, 1964
8. T.A. Rules of H.P. Govt. & Leave Travel Concession Scheme of Central/State Government.
9. H.P. Financial Rules, 2009 & General Financial Rules 2005. Budgetary process.
10. H.P. Treasury Rules, 2007
11. Hand Book for supervisory Officers.
12. Rules of Business of H.P. Government
13. C.S. (Medical Attendance) Rules 1944 & H.P. Govt. Reimbursement of Medical Claim policy dated 21-06-2008.
14. Defined Contributory Pension Scheme (NPS).
15. Himachal Pradesh Protection of Interests of depositors (in Financial Establishment) Act, 1999.
16. Competition Act, 2002

NOTE: Provided that for the purpose of Himachal Pradesh Tehsildari Service Rules 1973, Paper 1 to 8 above will constitute the Tehsildars Departmental Examination and for the purpose of Himachal Pradesh Naib-Tehsildari Service Rules, 1973. Paper 1 to 5 will constitute the Naib-Tehsildars Departmental Examination.