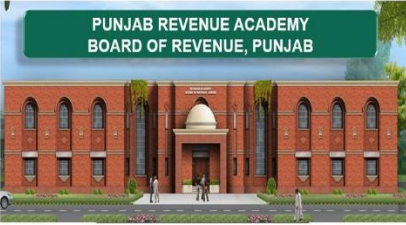


PUNJAB REVENUE ACADEMY
BOARD OF REVENUE, PUNJAB



Punjab Revenue Academy

Agriculture Statistics

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AGRICULTURAL STATISTICS

Replaces Standing Order No.24, original issue, dated 28th July, 1909; corrected 20th April, 1910; 1st reprint, dated 26th April, 1912; 2nd reprint, dated 25th July, 1921.

Chapter XVII of the Settlement Manual and Chapter XI of the Land Administration Manual should be red with this Chapter.

1. Forms of Agricultural Registers with Instructions: - The forms of the nine registers included in the Patwari's copy of the village note-book (paragraph 398 of the Land Administration Manual), with instructions for their preparation, are given below. Bilingual notebooks for each [village] and assessment circle and for the Tehsil are kept in the Tehsil in the same form, except that they have an additional statement, No.10. Variations in the forms of the several statements to adapt them to the special circumstances of a district, Tehsil or circle can be sanctioned by the Board of Revenue. Thus if a village is under fluctuating assessment, statement 1, 2 and 3 of the notebook should be so amplified as to show the details of the assessment of each years, i.e., if the assessment fluctuates with cultivation the addition will be to statement 1, and if it fluctuates with crops, the addition will be to statements 2 and 3. The statements giving the total results of the assessment circle will be similarly amplified. Statement 1 to 5 are prepared annually but statement 6, 7 and 8 are only prepared in the year of quadrennial attestation of the [jamabandi]. The field Kanungo will carefully supervise and assist the Patwari in preparing statements 6, 7 and 8 as they are of a somewhat difficult character. He will be responsible for their correctness, and they will be signed by him as well as by the Patwari.

**REVENUE REGISTERS
OR
VILLAGE NOTE BOOK**

Mouza _____ No. _____, situate in assessment circle, _____
Tehsil _____, district _____

GENERAL INSTURCTIONS

1. The entries in these registers are obtained by exception from the [Jamabandi] last prepare, the crop inspection registers, the mutation register, bachh papers and the Patwaris diary.

2. All entries are given according to the agricultural year, which commences with the beginning of the kharif season and ends with the close of following rabbi. The year should be calculated by the Christian, not the Sambat, era.

3. Areas should be stated in acres. Fractions of an acre need not be shown. In covering areas from the local standard into acres, when the remainder is less than half an acre, the lower number should be entered. When the remainder is or exceeds half an acre, the higher number should be taken. Thus $48\frac{1}{2}$ acres will be entered as 48 acres and $48\frac{2}{3}$ as 49 acres.

4. When entering gross amount of rupees, [omit paisas]. When entering rates state them in rupees [and paisas].

1. ____ [annual area statement] of mauza _____ No. _____

1. ____ Milan rakba, or yearly register of area.

(N. B. _____ All fractions omitted. Write in figures, not in rakams.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
Year s	Total area	Forests	Uncultivated other than Forests		Cultivation						No. of wells/ Tube – wells irrigating land						
			Not available for cultivation (ghair mumkin)	Available for cultivation (mumkin).		Details.	Total cultivated area	Area included in previous column which was not sown with crop this year.	Balance which was sown once or more than once.	Total area of crop grown in each class of soil shown in column 7 irrespective of irrigation.	Total area of crops by jinswar return	New and old which have been made fit for use during the made fit for use during the year		Fallen in or become other wise unfit for use during the year	In use or fit for use.	Kacha wells, dhenklis and jhalars in use during the year	Remarks
				Government	Unappropriated												
Other.																	
						Chahi											
						...											
						Chahinahri						Wells					
						...						Tube					
						Nahri						-					
						...						wells					
						Sailab											
						...											
						[Tube-well]											
						...											
						Total	...										

Column 3: Forests means any land classed or administered as forests under any legal enactment dealing with forests. Any cultivated areas which may exist within such forests should be excluded from the figures under “Forests” and shown under the heading “Balance sown” an explanation being given in a footnote.

Column 4: Note available for cultivation [ghair mumkin] means land absolutely barren, also roads, canals, tanks, beds of rivers and

torrents and ravines, sites of villages and houses and all land devoted to uses alien to agriculture.

Any area recorded as ghair mumkin thus or mumkin kaller or ghair mumkin sem at last settlement and which is still so should be included under column 4.

Column 5 and 6: Available for cultivation (mumkin). All culturable land not actually cultivated, and all grazing anode other land not included in column 3, 4 and 8, will be returned under these columns. In column 5 no land will be entered a cultivating lease or under other permanent tenure.

In districts where special thur and sem girdawari is made the area of each class viz. [banjar jadid] or banjar qadim which had become thur or sem should be shown as such with the addition of the word "thur or sem".

Column 7: These details in each village will be as required by the circumstances of the village. The entries here printed are intended chiefly by way of example.

The area of each class which has become thur or sem should be shown as such with the addition of the word thru or sem to that class.

Column 8: Will not include [banjar jadid], but will include, cultivated land classed in the girdawari as khali. Areas will be taken from the [detailed Jamabandi] unless there are special reasons for altering them, as for example, diluvion or acquisition of land by Government.

Column 9: This will be ascertained form the [khasra girdawari] and should include land classed as khali only.

Column 10: Will be the area of column 8 minus column 9. (Do not attempt to check the result by comparison with the total of the entries in column 35 of the kharif and column 31 of the rabbi jinswar).

Column 11: This will be ascertained form the [khasra girdawari] by excretion. They are here entered will ordinarily exceed that in column 10 by the dofasli area less the failed area, and must agree with the total in column 12. In districts, Tehsils or circles where, in the opinion of the Board of Revenue, this column will serve no useful purpose. It will not be filled in.

Column 12: Will be ascertained from column 31 of the kharif
jinswar abstracts 27 of the rabi

Column: 13 and 14. Note in column 17 the names and owners of the [wells/tube-wells] entered in this column.

Column 13: [wells/tube-wells] newly made or repaired will not be entered in column 13, till they have actually been brought into use, that the [well/tube-well] is used is the best proof that it is ready for use.

Column 15: This column need not be actually sub-divided, but the Patwari should show under it separately: –

[wells/tube-wells] actually used during the year.

[wells/tube-wells] not actually during the year.

Column 13 to 15: Number of tube-wells should be entered below the figures for wells].

Column 17: When the Patwari draws up this statement, he should explain here any considerable difference between the new entries and those of the previous year. And he will especially note any important occurrences of the year, such as new canal irrigation, the construction of the railway or important road through the village the clearing of jungle, the drainage of the swamp, the settlement of a new hamlet, or any calamity which affected the village. Field Kanungos will see that these instructions are sufficiently attended to.

2.—ANNUAL KHARIF CROP REGISTER OF MAUZA _____ NO.

3. —ANNUAL RABI CROP REGISTER OF MAUZA _____

Jinswar or crops return of the _____ harvest

(N.B. — All fraction omitted. Write in figures, not in rakams.)

1	2	Kharif 3–30						1	32	33	34 ½	35	36	38	38
		Rabi 3–26						27	28	29	30	31	32	33	34
Year	Description of cultivation	Crops harvested and failed						Total crops of harvest	Areas of crops failed	Total area sown	Deduct area that has been sown more than once this harvest.	Balance, correct area on which crops were	Total assessment of harvest.	Incidence of assessment on area of crop	Remarks on character of harvest, and especially reasons for the kharaba entries.
	Chahi														
	Chahi–nahri														
	Nahri														
	Sailab														
	Barani														
	Total														

Note: The forms for the jinswar abstracts and crop registers of both harvests are the same. There will be separate abstract, if necessary, for extra rabbi crops but all rabi crops, ordinary and extra, are shown in a single register No.3 in the village notebook. The following are the instructions as regards the entry of extra rabi crops in the rabi jinswar register in the village notebook.

As soon as the abstracts for the rabi harvest proper are ready and have been signed by the Field Kanungo, the Patwari should copy in all the figures for crops which occur only in the rabi. In the case of crops which occur in both rabi and extra rabi he should sub-divide the column with a list vertical stroke. He should then enter the rabi figures into the right sub-division. The entries for the rabi column 27– 29 should be made at the top and those for the extra rabi immediately below them. Column 30, 31, 32 and 33 must be filled up after the extra rabi abstracts has been prepared. When the extra rabi abstracts are ready the Patwari should enter the figures for extra rabi crops in the left sub-division, in case the crops are of kinds that occur in both harvest, and in their own appropriate columns where they occur in the extra rabi only. The columns for “Total” which include both rabi and extra rabi crops must be left blank till after the preparation of the extra rabi abstract. The office Kanungo may defer entry of the rabi figures in the village notebooks kept in the Tehsil until the zaid rabi returns are in his hands.

Mangoes should be treated as an extra rabi crop.

In districts or parts thereof, where the land revenue is assessed by the Irrigation Department, the figures of area and land revenue of zaid rabi crops should be supplied by the irrigation staff to the revenue staff separately with the kharif khataunis and the revenue Patwaris should then enter the correct figures for both rabi and zaid rabi in column 30 to 33.

Note 2: show the areas under the two kinds of cotton—desi and American—and of the three kinds of tobacco, viz, (1) N. Rustica. (2) N. tobacum—Virginia type and (3) N. Tobacum—desi type, separately sub-dividing the columns for cotton and tobacco, respectively.

Column 2: These details in each village will be as required by the circumstances of the village.

Columns 3 to 30 in kharif For every district a list of crops of each
3 to 26 in rabi

harvest will be prepared; and printed jinswars filled up accordingly will be supplied to the Patwaris. Care must be taken to give separate headings for all crops which have to be shown separately in statements III–A and B appended to the annual crop and season report (see Chapter 11). The grouping of crops in the crop abstract should be to same as in these statements.

Matured areas will be entered for each crop on each description of cultivation in black ink, and failed areas below for each crop on each description of cultivation in red ink. The total matured and failed areas for each crop will also be show separately.

Columns 34 in kharif This does not related to mixed crops, but
 30 in rabi
to cases in which one crop has followed another in the same season

Columns 38 in kharif Remarks: Great importance is attached to
 34 in rabi
The proper filling up of this column, and Kanungos are required to check carefully the entries made in it. Officers visiting the village during or soon after girdawari ought to enter remarks here.

4—ANNUAL REVENUE ACCOUNT OF _____ MAUZA _____
No. _____

Revenue Account of Jama Wasil Baki

(N.B. ___ All fractions omitted, Write in figures, not in rakams.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Year.	Harvest.	[Total assessment]			Suspended on account of harvest.	Balance of collection.	Arrears of previous harvest.	Arrears ordered for collection.	Total to be collected.	Collection on account of			Remitted.	Balance	
		Khalsa.	[Assigned].	Total.						Current harvest.	Arrears.	Total.		Under suspension.	Not under suspension.

Note: Land revenue and malikana only will be shown in this statement. Where the collection of any revenue is deferred owing to progressive assessment or protective leases, such revenue should not be shown in this statement until the period for which its collection was deferred has expired.

[Column 4: Revenue not collected because it is assessed on lands of which the revenue is assigned to the owners, will be included in the assigned revenue shown in this column.

Column 11–13: Revenue not collected because it is assessed on lands of which the revenue is assigned to the owners or because the jagirdars are allowed themselves to collect the assigned revenue, will, if not suspended, be shown as collected in this column.]

5–1 [ANNUAL TRANSFERS BY OWNERS AND HEREDITARY TENANTS]

Yearly totals of transfers of rights of owners and hereditary tenants

(N.B,— All fractions omitted. Entries should be made in figures not in rakams.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Year.	Nature of rights transferred	A.— Partitions			B.— Transfer by inheritance	C.		D.		E. – Mortgages with possession including temporary transfers for debt by order of court.					
		Number of cases	Area partitioned			Number of cases.	Gifts.		Exchanges		Number of mortgages.	Area transferred.		Revenue.	Mortgage money in Rupees.
			Total.	Of which cultivated.			Number of transactions.	Total area transferred.	Number of transactions.	Total area transferred.		Total.	Of Which cultivated.		
Kharif Rabi	1. Owner-Ship														
	2. Right of Occupancy														

The figures for this statement are compiled from the mutation register, and in cases of increase of mortgage money on existing mortgages from the village diary (roznamcha).

Shamilat land transferred should be included.

In irrigated villages column 13, 18 and 23 should show how much of the land is irrigated.

MAUZA _____ NO. _____

16	17	18	19	20	21	22	23	24	25	26	27		
F. – Redemptions of mortgage.					G.–Sales and permanent transfers for value					Number of mutations written up but unattested at the close of the year.	Remarks		
Number of redemptions.		Area redeemed		Revenue.	Mortgage money discharged in Rupees.	Number of Transfers.		Area transferred				Revenue.	Price in rupees.
Total.	Of which cultivated.	Total.	Of which cultivated.			Revenue.	Price in rupees.						

A memorandum should be added to column 27 in the following form showing how many of the transfers under heads E and G were by order of Court:—

1	2	3	4	5	6
Description of rights	Mortgages		Sales.		Remarks.
	Cases	Total area transferred.	Cases	Total area transferred.	
[.....]					
Ownership ...					
Right of occupancy ...					

The words “By orders of court” apply to all transfers of land which have been ordered by the intervention of a court including those ordered by judgment or decree as well as those ordered in execution proceeding in satisfaction of decrees for money.

5-A.—ANNUAL STATEMENT OF SALES AND MORTGAGES OF OWNERSHIP BY CLASSIC OF LAND

MAUZA _____ No. _____

(N.B.—All fractions omitted, Entries should be made in figures not is rakams)

1	2	3	4	5	6	7	8	9	10	11
Year	Classes of land according to the million raqba statement.	Mortgages with possession, including temporary transfers for debt, by order of Court.				Sales and permanent transfers for value.				Remarks
		Number of mortgages	Areas	Revenue	Mortgages in rupees	Number of transfers	Area	Revenue	Price in rupees	
	Mixed irrigated...									
	Mixed unirrigated.									
	Mixed irrigated and unirrigated									
	Total ...									

The figures for this statement will be taken from the mutation register, and in cases of increase of mortgage money in existing mortgages from the village diary (roznamcha).

Shamilat land transferred should be included.

Sales and mortgages of land under occupancy rights and sub-mortgages, i.e., further mortgages by the first mortgages as opposed to remortgage by the first mortgagor, should be excluded from this statement.

Column 2: In the blank space in this column enter the classes of land as given in statement I (milan rakba statement).

6.-QUADRENNIAL ABSTRACT OF OWNERSHIP, MORTGAG

Abstract of ownership, mortgage and revenue assignments.

(Note.-Omit fraction of acres and of rupees and write in figures, not in rakams.)

1	2	3	4	5	6	7	8	9	10	11	12	13
Part I.-Tenure and ownership							Revenue assessment	Part II.—Total area held under mortgages, not including collateral mortgages, but including temporary transfer by order of court				
Years.	Description of tenure	Detail of main tribes	Number of [Jamabandi	Number of owners and share holders.	Area			Detail.	Number of mortgages	Area		Revenue assessment of mortgaged land.
					Total	Of which cultivated	Total.			Of Which cultivated.		
							[By members of an agricultural tribe]					
	Total village.						Total					

The above is the form in the village notebook. In the statement filed by the Patwari in the Tehsil, column I is omitted.

Note: In large villages where the sub-divisions of the village are of importance it may be convenient to fill up Part I of this statement by sub-

divisions, adding between columns 1 and 5 a column for the name of the sub-division (taraf or patti).

Column 2: Tenure will be described either as (1) zamindari, (2) pattidari, (3) bhaiachara, (4) by lease from Government without grant of ownership.

Column 3: Give separate details for (1) agricultural tribes, (2) other, (3) shamilat and village abadi and (4) Government property. Separate tribal detail need only be entered for the principal tribe or tribes, the rest being shown as miscellaneous. No entry in column 5 need be made against shamilat and village abadi or Government property.

Column 8: The total of this should agree with column 5 of the jama wasil baki,

AND [REVENUE ASSIGNMENTS] OF

MUZA _____ NO. _____.

14	15	16	17	18	19	20	21
Part III. – [Revenue Assignments]							
Detail.	Number of assigners	Area of which the revenue is assigned in whole or in part.	Revenue		Amount of land revenue assigned not by apportionment of land. But by cash allotment out of total assessment.	Nazrana annually paid by assignees	Remarks
			Total assessment of land assigned	Amount thereof assigned			
1. In Perpetuity ...							
2. For Life or lives ...							
3. For term of settlement ...							

Column 9 to 13: Mortgages by occupancy tenants should be entered separately in red ink below the figures for owner's transfers, but column 13 need not be filled in for such mortgages.

[Column 14: Grants for service and on condition of maintaining institutions will be entered under head I.

Column 17 and 18: Will agree with corresponding entries under Parts A and B of the statement of revenue assignments (column 7 and 8 thereof).

Column 19: Will agree with part C of the same statement.

Column 20: Will agree with Column 10 of the same statement.]

Column 21: [Where the assignments are large, give in this column particulars of the assignees]. The Field Kanungo will explain in this column any important differences between the old and new entries. He will sign the statement sent to the Tehsil.

**7. – (QUADRENNIAL) ABSTRACT OF CULTIVATING OCCUPANCY
OF MAUZA _____ No. _____.**
(N.B. – Omit fractions and write in figures not in rakams).

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Years.	Detail.	Total cultivated area.	Area cultivated by owners.	Area cultivated by tenants free of rent or at a nominal rent.	Area cultivated by tenants payment rent						Detail of rents in kind and area on which paid by tenants-at- will.										
					Which right of occupancy			Without right of occupancy			Rent.										
	Area	Holding			Paying at revenue rates with or without mallikana	Paying other cash rents.	Paying in kind with or without an addition in cash.	Paying at revenue rates with or without mallikana.	Paying other cash rents.	Paying in kind with or without an addition in cash.	Total held by tenants paying rent.	Detail of classes of land (as in milankrakba)	Zabti rents.	½ produce or more.	2/5 ths and less than ½	1/3 rd and less than 2/5 ths.	Less than 1/3 rd.	By fixed amount of produce.	Total area under rents in kind.	Share of straw taken by the landlord.	Remarks.

Note: Zobti rents should be reckoned in this return as rents in kind.

Column 4: Include here all land cultivated by owners jointly with persons who bring their own cattle and share in the labour, taking some shares of the produce, e.g. bhaiwal, sanjhi, jorait and lichain cultivators.

Column 20: The total area entered in this column should agree with the area entered in column 11.

Column 22: This column should show any special rates of batai taken in the case of special crops. If the tenant pays a share of the land revenue, state this, and where there is irrigation from a canal state how the landlord and tenant share the liability for the fluctuating canal charges in the case of (a) cash rents, (b) kind rents. Also any cash items paid as nazrana by tenants to the landlord in addition to kind rents. The field Kanungo will sign the statement sent to the Tehsil.

8. – Z ABTI RENTS AND CASH RETNS PAID BY TENANTS WITHOUT TIGHTS OF OCCUPANCY NOT CONSISTING OF LAND REVENUE AND CESSSES WITH OR WITHOUT THE ADDTION OF A MALIKANA

Year	Zabti Rents		Cash rents for area given in column 10 of statement 7.								Remarks
			On holdings containing one class of land				On holdings containing more than one class of land				
	Crop	Rates per acre	Class of land	Area.	Rent	Average per	Class of land	Area.	Rent	Average per	
1	2	3	4	5	6	7	8	9	10	11	12
											Common bigha or canal rates are _____
		Total					Total				

Column 2: Enter all crops on which zabti rents are paid.

Column 4 and 8: Enter whatever classes of land are necessary. (These will usually have been fixed at settlement).

Column 7: No entry will be made opposite "Total".

Column 10 and 11: No entries will be made opposite separate classes of land, but only opposite "Total"

Column 12: Note here any kanal or bigha rates that are commonly paid.

9. – Q UINQUENNIAL RETURN OF CATTEL, CARTS, ETC., IN MAUZA _____ No. _____

(Write in figures, not in rakams).

For specimen and headings of this statement, see form given in Chapter 11 pertaining to Agricultural stock according to the quinquennial live stock census. An additional column for "Main Tribes" may be added before the column of "Remarks"

10. – ASSESSMENT STATEMENT OF MAUZA _____ WITH REMARKS OF OFFICERS

1 – Assessment guides and estimates

Nature of estimate	Amount	Rate per acre on area cultivated at the time		Circle rates per acre on each class of land						Remarks
A.–Guides of expiring settlement. Last summary settlement, actual assessment	Rs.	RS.	[Ps]							

First regular settlement, actual assessment																			
Expiring settlement	{	Revenue rates estimate.																	
	{	Actual jama assessed																	
B.–Guides of settlement now made.																			
Estimate at circle half net asset rates.																			
Estimate at sanctioned circle revenue rates.																			

**10. – ASSESSMENT STATEMENT OF MAUZA _____ WITH
REMARKS OF OFFICERS ---- concluded.**

II. – New Assessment imposed from _____ harvest of _____

	Amount	Rate per acre on cultivation		Remarks.
		Rs.	Ps.	
1. Gross assessment				
Deduction, viz. –				
(a) On account of favourable assessment on gardens, groves, etc.				
(b) On account of unexpired protective leases.				
(c) On account of progressive assessment.				
Total deduction (a), (b) and (c) ...				
Balance being the net new assessment with				

detail as below:-

{ Mafis Talukdari allowance (when a deduction from the revenue). Inams. Zaidari allowance Jagfir				
				
				
				
				
	Total assigned revenue						
	Balance khalsa			
		Total			
4.	Cases at per cent on total No.3			...			
5.	Total new assessment and cases (Nos.3 and 4)						
6.	[Commutation due to Government on jagirs.]						
7.	Malikana due to Government				
8.	Future increase by progressive assessment or expiring protective leases.						
	A. D. _____						
	A. D. _____						
	A. D. _____						

III. – Ceases per cent. on revenue assessment.

Detail.	Former			New			Remarks
	Rs.	[Ps.]		Rs.	[Ps.]		
Local rate				
Lambardari Cass				
			Total	...			

In the “Remarks” column of Part II the “danger rate” of the village should be stated if such a rate has been fixed.

Blank pages are provided at the end of the bilingual village, circle and Tehsil note-books in which the [Sub-Divisional Officer] or the [Revenue Assistant] as the case may be (if he does not know English), the Tehsildar and Naib-Tehsildar should record remarks from time to time when anything specially noteworthy in the history or circumstances of the village, circle or Tehsil occurs. In tracts under fluctuating assessment yearly remarks, in the circle note-books at any rate, should be recorded, giving such details of the past seasons as will explain the success or otherwise of the village.

2. Village, Circle and Tehsil Note-Books Maintained at Tehsil.— The register in the bilingual village note-books maintained by the office Kanungo of the Tehsil (paragraph 400 of the Land Administration Manual) are filled up in English from the statement submitted by the Patwaris. Figures for the registers in the assessment circle and Tehsil note-books also maintained by him are obtained by adding together those in the village note-books.

3. Record of Harvest. — The orders regarding the record of harvest prices in circle note—books will be found in paragraph 401 of the Land Administration Manual.

4. General Remarks in Circle and Tehsil Note—Books: General remarks applicable to the whole of an assessment circle or of the Tehsil may be entered in the circle or Tehsil note—book by the Tehsildar of [Revenue Assistant] or [Sub—Divisional Officer] on the blank pages (Statement No.10) provided for the purposes at the end of the book. In cases where there are fluctuating assessments, particular attention should be paid to the yearly record of sufficient remarks in this part of the circle note—books. This remarks should give such details of the past season as will explain the success or otherwise of the cultivation, and, if recorded with sufficient care for the whole circle no very lengthy note against each village will usually be required on very lengthy note against each village will usually be required on this subject.

5. Arrangement of Note—Books: - The bilingual note—books for villages circles and Tehsils will be properly arranged by the Tehsil Kanungo in almirahs provided for the purpose.

6. Note—Books Maintained by the District Kanungo:- Bilingual note—books for assessments circles and Tehsils and for the whole district, are kept up by the District Kanungo (paragraph 403 of the Land Administration Manual) in the same form as the circle and Tehsil books kept at Tehsils, The entries for them are obtained from statements submitted by the Tehsil Office Kanungos.

ABSTRACT VILLAGE NOTE—BOOKS

7. Instructions as to Abstract Village Note—Books:- The following are the instructions as to maintenance of abstract village note—books:--

- (1) The Abstract village note—books and its uses are described in paragraphs 485—407 of the Land Administration Manual.

For each district as it comes under settlement a separate form, adopted to the special circumstances of the district, will be submitted by the Settlement Officer through the Commissioner to the Director of Land Records for the orders of the Board of Revenue.

- (2) The books should be kept at sadr in the office of the District Kanungo who is responsible for their safe custody and maintenance.
- (3) There should be own volume for each assessment circle, or if the assessment circle is large, for suitable number of villages. Blank sheets for remarks are inserted after the statistics of each village. The entries are made in acres and in English numerals by the District Kanungo or his Assistant, The annual entries should be prefaced by a settlement entry in red ink, date for which are available in the village assessment statistics. At the end of volume or volumes for an assessment circle the total figures for the whole circle should be entered in the same form as the prescribed for each estate. Quinquennial averages be given in all village note –books from the beginning of the current settlement in red ink.
- (4) To enable the Columns s to cropping and the incidence of revenue in each harvest to be written up as early as possible the Tehsil Office Kanungos should send the necessary figures to the sadr immediately after filing of each Jinswar. The remaining columns should be filed in from information obtained by the Tehsil Office Kanungos form the statements filed by the Patwaris in September. Details as to revenue should, if necessary, be procured form the Tehsil Wasil Baqi Navis.
- (5) As soon as any figures for entry in the note-books are received, the District Kanungo or his Assistant will see that they are in due form and will then copy them, as carefully and neatly as possible into the columns for which they are intended.

- (6) The reports containing the figures sent from the Tehsil in any one year should be kept in the District Kanungo's Office till the figures for the following year have been copied into the note—books and should then be destroyed.

Note: As an alternative method to that prescribed in (4) to (6) above to avoid the preparation of long statements by the Tehsil office Kanungo the District Kanungo, after filing of the zaid rabbi Jinswar, may either himself take the abstract note—books to each Tehsil in turn and there enter up the Kanungo and return the books to sadr, or may depute one of his assistants to visit the Tehsils for this purpose.

- (7) The books of villages in a sub-division may, if thought desirable, be kept at the Tehsils which are included in that sub—division instead of at sadr. In such cases the responsibility for their safe custody and maintenance on the lines above laid down will lie with Tehsil Office Kanungos.
- (8) The village inspection of the Settlement Officer should be written in or copied into the abstract note—books Assessment statements and a small scale map of each village may also be added if thought advisable.
- (9) A copy of the map of the assessment circle showing village boundaries and natural features with the name and number of pocket of the cover of the volume concerned. This copy should be pasted on the cover of the volume concerned. This copy should be colored.
- (10) At the beginning of each volume there should be an index in the following form: —

This book contains statements for _____ villages in the _____ assessment circle, arranged in the order of their topographical numbers as follows: —

No. (Topographical)	Name of village.		Page
	In English	In Vernacular	

- (11) The abstract note—books are not intended to supersede the ordinary village note—books. They will help the Deputy Commissioner to decide questions of suspensions and remissions of revenue, and, generally speaking, will enable him, the [Sub—Divisional Officer] and the [Revenue Assistant], to see at a glance what villages appear to require to have their circumstances carefully enquired into. Such further enquiries, as may be necessary, should of course only be conducted after full examination of the detailed village note—books in each case.

It I hoped that when the Deputy Commissioner, or any of his assistants are in camp, they will take with them the abstract note—books of each assessment circle in which they are touring and consider the statistics of each village while marching through it. The Tehsil note—

book of a village should not be sent for in camp until reference to it is found necessary.

The proper place for the Deputy Commissioner to record remarks is the abstract note—books and not the ordinary bilingual note—books. As regards the entry of remarks, paragraph 407 of the Land Administration Manual should be consulted.
