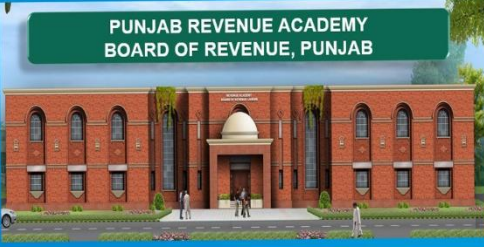


PUNJAB REVENUE ACADEMY  
BOARD OF REVENUE, PUNJAB



# Reports & Returns

[www.pra-borpunjab.gov.pk](http://www.pra-borpunjab.gov.pk)

Punjab Revenue  
Academy

# Table of Content

Sr#	Subject	Page No
	<b>PART A</b> <b>Weather And Crop Reports</b>	
1	(1) Lahore. (2) Sialkot. (3) Shahpur. (4) Rawalpindi. (5) Mianwali. (6) Laylpur. (7) Multan. (8) Dera Ghazi Khan.	1
2	Subjects Noticed	1
3	The Weekly Report to be Submitted by all Districts in Which Scarcity is Impending or Famine Exists	3
4	Notice of First Indications of Crop Failure and Distress	3
5	The Report to Contain Details of Measures Taken to Ascertain the Existence and Extent of Distress	3
6	Progress of Relief Works to be Dealt With in a Separate Report	4
	<b>PART B</b> <b>Other Reports</b>	
7	Schemes of the Reports Prescribed Under the Orders of The 463 Government of Pakistan	5
8	Dates of Submission of Reports of the Various Authorities.	5
9	Rules Applicable to the Reports	5
10	Season and Crop Report	7
11	Report on the Operation of the Department of Land Records, Punjab	38

# REPORTS AND RETURNS

## PART A WEATHER AND CROP REPORTS

Replaces Standing Order No. 36, original issue, dated 11<sup>th</sup> June 1909; reprint, dated 1<sup>st</sup> July 1929, and portions relating to Season and Crop Report and Report on the Operations of the Department of Land Records, of Standing Order No. 53; original issue, dated 29<sup>th</sup> November, 1909; reprint, dated 21<sup>st</sup> May 1912; 2<sup>nd</sup> re-print, dated 18<sup>th</sup> December, 1929.

Reference may be made to paragraph 817, Land Administration Manual

**1. (1) Lahore (2) Sialkot (3) [Shahpur now Sargodha] (4) Rawalpindi (5) Mianwali (6) Lyallpur (7) Multan (8) Dera Ghazi Khan.** Weekly Weather and Crop Report for the week ending, Monday, 8 A.M., are submitted by letter every Monday evening from the marginally noted districts to the office of the Director of Land Records. These reports must reach the Director not later than Tuesday evening so as to enable him to despatch them to the Superintendent, Government Printing, not later than 1 P.M. on Wednesday. In the districts of [Shahpur now Sargodha], Mianwali, Multan and Dera Ghazi Khan which are so far from Lahore that a letter despatched on Monday evening cannot reach the office of the Director of Land Records on Tuesday evening, a telegram giving the information required should be despatched not later than Monday evening. If in any other district for any unforeseen reason it has been impossible to despatch the letter on Monday evening, a telegram should be sent instead of a letter. This should, however, only be done in rare and exceptional cases. The main object of these reports is to show from week to week, in a brief and succinct form, the actual conditions and prospects of agriculture.

A similar report should be submitted from each of the remaining districts between April 1<sup>st</sup> and October 15<sup>th</sup> every year.

**2. Subjects Noticed.** The following subjects should be noticed in these returns:-

- (i) Rain: Note the rainfall at all the raingauge stations throughout the district for the week ending Monday, 8 A.M. Note as to the sufficiency of the rainfall or otherwise.
- (ii) Agricultural operations: In noticing the progress of agricultural operations, state the harvest or crop to which they belong. In the case of sowings, note if they are satisfactory, late, restricted, etc., as compared with normal conditions. The words "Sowings in progress" do not contain much useful information: the crop being sown should be stated.
- (iii) The prospects and probable outturn of harvests: State the condition of the standing crops, and, according to seasons, the prospects and probable outturn of harvests. Irrigated and unirrigated crops should be noticed separately, unless it is intended that one remark should apply to both classes of cultivation. State if prospects of outturn are good, fair or poor, and specify the causes also, if necessary. The return of each week should be complete in itself, and not require reference to previous returns. Accordingly, expressions such as "prospects unchanged", "same as last week," etc. should be avoided. The condition of crops of commercial importance as wheat, cotton and oilseeds should be specially noticed.
- (iv) Serious damage to crops done by Insects, blights, hailstorms, drought, floods or other natural calamities. These should be noticed if they occur; the names of insects and blights being given in English, if known. The measures taken to counter insects and blights should also be mentioned.
- (v) The condition of agricultural stock: Diseases of cattle and the measures taken to counter the same should be reported very briefly only when they threaten or are likely to threaten the progress of agricultural operations.
- (vi) The failure of pasturage, fodder or water-supply when it occurs: In districts where irrigation from perennial or inundation canals is of importance, it should be stated whether the supply of water is adequate or not, and in the case of the latter, it should be noted when they begin to run or cease to flow.

- (vii) The retail prices of food grains: Deputy Commissioners have, in accordance with paragraph 10(c) of the Punjab Famine Code, 1906 (Revised Edition, 1930), been supplied with a statement showing the “normal prices” of the chief staple food grains calculated on the actual rates of previous years and, also “warning” and “scarcity” rates. Owing to the recent phenomenal fall in prices these normal prices have not been revised since 1927, but may be taken a normal for the purpose of the Famine Code. So long as the warning prices are not reached only fluctuations need be mentioned as ‘falling’, “rising”, “steady”. When there is a prospect of scarcity explanations of abnormality high prices submitted in accordance with paragraph 8(1) (c) of the Punjab Famine Code, 1906 (Revised Edition, 1930) should be briefly incorporated in the report. In seasons of great scarcity of famine the prices of wheat, maize, bajra and gram should invariably be given.

**3. The Weekly Report to be Submitted by all Districts In Which Scarcity is Impending or Famine Exists:** - When scarcity is impeding, or famine or other abnormal circumstances exist in any district even though it is not mentioned in paragraph 11.1, a report will be submitted weekly from that district. When prices reach the “scarcity rate,” the Deputy Commissioner of a district not mentioned in paragraph 11.1 should, when submitting the explanation of the rise to the Director of Land Records [see paragraph 8(1)(c) of the Punjab Famine Code, 1906 (Revised Edition 1930)], refer the advisability of sending until further orders a weekly telegraphic weather and crop report, and express at the same time his own opinion on the matter.

**4. Notice of First Indications of Crop Failure and Distress:** - The first indications of crop failure and distress amongst the population, whether due to drought or other natural calamity, should be communicated in the weekly Weather and Crop Report.

**5. The Report to Contain Details of Measures Taken to Ascertain the Existence and Extent of Distress:** -Until regular famine relief measures

have actually been started, the weekly reports should also notice the measures taken to ascertain the existence of distress and the preliminary measures adopted to relieve it, e.g. the tracts in which test works have been opened, and the number of persons resorting to them the number of persons (if any) receiving gratuitous relief, and whether arrangements are being made for the grant of remissions or suspensions of revenue and agricultural loans, etc.

**6. Progress of Relief Works to be Dealt with in a Separate Report:** - When the test stage has been passed and relief measures have actually commenced, details of labourers on relief works, etc., need not be given in the weekly report required by this order. The progress of relief works then becomes the subject of a special weekly return under section 87 of the Punjab Famine Code, 1906 (Revised Edition 1930).

**PART B**  
**OTHER REPORTS**

7. In accordance with the orders of the Government of Pakistan, the following schemes of the reports mentioned hereafter are prescribed or substituted for those hitherto in use, as the case may be.

8. The reports dealt with in this Chapter, with their dates of submission to the various authorities, are given in the statement below, which is followed by detailed instructions as to the preparation of all the reports and of each severally:-

Serial No.	Description of Report	1. Date of submission to commissioner and of office copy to Directorate of Land Records. 2. Date of submission of fair copy to Directorate of Land Records.	Date of submission to the Board of Revenue.	Date of submission to Government.
1	Season and Crop Report.	1. 10 <sup>th</sup> July 2. 25 <sup>th</sup> July	16 <sup>th</sup> October	23 <sup>rd</sup> October
2	Report on the operations of the Department of Land Records.	15 <sup>th</sup> October to Commissioner. 1 <sup>st</sup> November to Directorate of Land Records.	5 <sup>th</sup> February	28 <sup>th</sup> February

9. The following rules are applicable to the reports enumerated in the above table:-

I. Deputy Commissioners about to leave the district shortly before the date of submission of the report must write as much of it as can be written before their departure.

II. The report must follow the prescribed order of subject, but if in any year there is nothing to say on any prescribed subject, then it is important that nothing should be said. The invention of remarks which are unnecessary merely to fill up a report is an objectionable practice, which should be discontinued.

III. The report is to be written on half margin foolscap, on both sides of the paper. A separate sheet should be used for each prescribed subject if there is anything to report. A consolidated statement should be given for the subjects for which, no remarks are made.

IV. The report is intended to set out the events and results of the year to which it relates. It is not a means of obtaining orders or the place to discuss plans for the future. Diffuseness and argument should be avoided; and references requiring orders should be made separately.

V. As a rule the old practice of repeating in annual reports the figures of the proceeding year has been abandoned as useless. There is no greater waste of time than the invention of commentaries on small variations in annual figures which do not require any explanation at all. If, however, the figures of one year are, for any reason, repeated in the report of the next, then they must either be simply repeated without alteration, or any necessary alterations must be fully explained. Although the repetition of past figures is to be avoided as much as possible, the officers preparing the report will themselves compare the figures and results of the year under report with those of the preceding year and will notice in the body of the report such variations only as have real importance and, therefore, require explanation, which should be supplied so far as practicable, mere conjectures based on no reasonable grounds being eliminated.

VI. In sending on district reports Commissioners will avoid the mere recapitulation or condensation of information contained in the reports, and will make such remarks as they think necessary, usually in the form of a marginal comment, or an addition on the sheet or sheets used for a prescribed subject.



VII. It is the duty of the Commissioners and Deputy Commissioners to see that no pains are spared in their respective offices to make every report and return annexed thereto as possible. In particular the orders of Government required that the returns and statement shall be accurately checked in Commissioner's offices.

VIII. In order that standing information may be readily available in the provincial report, statements which are ordered to be prepared quinquennially will be marked quinquennial in bold type at the top and will be repeated in each succeeding annual report until a new statement is substituted. When such statements are prepared, sufficient copies will be printed off to last for the five years.

## **I – SEASON AND CROP REPORT**

**10.** The following instructions should be observed in the preparation of the Season and Crop Report:-

- (1) A kharif crop return in Form III–A should be sent to the Director of Land Records not later than the 10<sup>th</sup> December. Brief remarks should be added on the season, area sown, character of the harvest etc. The Director of Land Records publishes the kharif harvest return in the provincial Gazette, with a note on the crop.
- (2) The season and the crop report, together with the following' statements:-
  - I. Rainfall-Form I,
  - II. (Note prepared in Punjab),
  - III. A and B Crop returns,
  - IV. Irrigated area of the year,
  - V. Outturn per acre of the principal crops as compared with the normal,
  - VI. Prices at harvest time of the principal crops,
  - VIII. Quinquennial average of the results of crop experiments.

should be sent by Collectors to their Commissioners by the 10<sup>th</sup> July. The office copies of the statistics attached to the report should be forwarded direct to the office of the Director of Land Records by the same date.

Commissioners should forward the report and returns received by them from Deputy Commissioners, with such marginal notes as they may desire to make, to the Director of Land Records by the 25<sup>th</sup> July. The Director of Land Records report will be issued by the 16<sup>th</sup> October in each year, and will be limited to 8 pages of letter-press, exclusive of statements.

- (3) The season and crop report will review the agricultural conditions of the whole agricultural year, which begins at the beginning of the *khariif* season and ends with the end of the *rabi* season next before the report is prepared. It will include information as to rainfall, cultivation, sown areas, Irrigation, Outturn per acre, prices, trade in food grains, food-stocks, agricultural stock, agricultural deterioration, and the condition, of agricultural population.
- (4) The following general instructions apply to the returns for both, harvests:-

The best time for drawing up a description of the character and result of an agricultural season is the close of that season. All the facts connected with it are then fresh in every one's memory, and hour spent then by each Tehsildar and by the Collector or any selected officer at the headquarters of a district in writing out these facts concisely, will give far more useful results than any tater information gathered from an annual report. The account of the results of each harvest should notice very concisely those matters which chiefly affect the area of the yield of any important staple.

The duty of drawing it up should be assigned to a selected officer before the crop inspection commences, and should fall usually to that officer, generally the Revenue Assistant, who will be chiefly engaged in supervising the girdawari. He should avail himself of any reports furnished by the Tehsildars; and while, on the one hand, both he and the Tehsildars should speak mainly from their personal observation, on the other hand, they should check their own conclusion very carefully by the opinions of the most reliable agriculturists. The results of crop experiments made during the year should also be referred to.

- (5) The Director of Land Record's office will compile Form III-C (not printed) from Forms III-A and III-B, so as to give the crop statistics for both harvests. In doing this, percentages on the normal will be worked out

and shown for each district and for the province for the kharif and the rabi, and for the total area in the year. Percentages on the normal will also be shown for the principal crops in the districts in which they are of importance as well as for the province. For these purposes that figures should be taken as the normal figure which in existing circumstances might be expected to be attained in the year if the rainfall and seasons were of a character ordinary for the tract under consideration, that is, neither very favorable nor the reverse. Principal crops are rice, wheat, barley, jowar bajra, maize, gram, a rape (sarshaf, taramira and mustard), toria, sugarcane, cotton, potato and tobacco. The districts in which they are to be regarded as of importance are noted in Schedule A. The Director's office will similarly prepare Form V-B which will be printed in the provincial report, from materials supplied by districts in returns V-A, III-A and III-B.

(6) Detailed memorandum of the contents of the season and crop report:-

I. Character of the seasons: Review briefly the seasons, the amount and distribution of the rainfall of each season, and their influence on agricultural operations and on the harvests. Notice any calamities of importance, such as famine, scarcity, drought, floods, epidemics and any events materially injuring agricultural interests.

II. Area under cultivation: Not required in this province.

III. Crops of the year: Explain any considerable increase or decrease as compared with the normal area, of the sown area at each harvest and for the whole year, as well as of the area under any important crop. Note on any material change in the area sown more than once in the harvest, and state briefly any general tendency of cultivation to increase or decrease or to become increasingly devoted to spring or autumn crops.

IV. Irrigated area of the year: Note and account for any marked fluctuations in the area of crops grown with the aid of irrigation.

V. Outturn per acre and total produce: Notice the character of the principal crops of the district. The quinquennial average of the results of crop experiments should be published in Form No. VII every five years and comparison should be made with the figures of the previous quinquennium.

VI. Prices, trade and stock: Comment briefly on the figures in statement VI which shows the harvest prices of the principal crops on the average shown in the assessment circle note-books of the district, the corresponding prices of the previous year, and normal prices. Harvest prices are those at which the produce of the harvest was actually disposed of by the cultivator. Comment on the course of trade in the products of the principal crops and on the food stocks held in the district.

VII. Agricultural stock: Give only a brief account of the general condition of cattle, of the state of fodder supply, of any unusual mortality, and of the prevalence of any disease of importance.

The results of the quinquennial census of agricultural stock, poultry, carts, etc., should, as soon as they are finally checked, be forwarded by Deputy Commissioners to the office of Director of Land Records in the form appended to this Chapter. Abnormal differences between the new figures and those of the last two censuses should be explained. The report on the Punjab Live Stock Census will be prepared and issued by the Director of Land Records.

VIII. Agricultural deterioration: Separate notice should be taken of any tracts in which there seems reason to fear that the standard of agricultural prosperity is being lowered, with the cause of the deterioration and the measures taken or recommended to remedy it.

IX. Condition of the agricultural population: Give any available information regarding wages and the state of the labour market, so far as it affects agricultural labourers.

Form No. I

\_\_\_\_\_ District

**RETURN FOR RAINFALL IN INCHES AND HUNDREDTHS OF AN INCH  
FOR THE YEAR ENDING MAY 31<sup>ST</sup>, 19**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
	From June 1 <sup>st</sup> to September 30 <sup>th</sup>							From October 1 <sup>st</sup> to May 31 <sup>st</sup>											For the whole year	
<b>Tehsil</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Total</b>	<b>Average of previous year</b>	<b>Number of rainy days</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>Total</b>	<b>Average of previous year</b>	<b>Number of rainy days</b>	<b>Total</b>	<b>Average of previous year</b>

**Note: Under each Tehsil there should be entered the returns of headquarters rain gauge stations only.**

**Form No. III–A**

\_\_\_\_\_ **District.**

**CROP RETURN IN ACRES FOR KHARIF 19**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
		Cereals and Pulses										Oilseeds				Condiments and spices		
Tehsil	Irrigated or unirrigated	Rice	Jowar	Bajra	Ragi or Mandwa	Maize	Other cereals	Murig	Mash	Other pulses	Total cereals and pulses	Til	Castor seeds	Groundnuts	Others	Chillies	Others	Sugarcane

- Note:**
- (1) Detail of crops must be shown in acres sown.
  - (2) The irrigated and unirrigated area of each crop will be shown in separate lines and then retotaled.
  - (3) For each district, crop returns compiled by the Patwari for village note-books have been amplified according to the crop lists prepared and sanctioned by the Board of Revenue. But in this return all the crops for which separate headings have not been provided should entered in columns for "Others" under their appropriate group. If any of the crops for which separate columns have been provided in Forms III–A and III–B is not given in the Patwari's crop abstract, it is necessary to open a new column in the Patwari's

return, so that its area may be ascertained at the time of crop inspections.

20	21	22	23	24	25	26	27	28	29	30	31				32	33	34	35	36	37	38		
Fiber				Dyes		Drugs and Narcotics		Fodder crop not shown otherwise		Orchard and Garden Production													
Cotton										Vegetables													
Desi	American	Hemn	Other	Indigo	Mehndi and others	Tea	Others	Chari	Other	Fruits	Potatoes	Lady Fingers	Gourds	Bringals	Melons and water	Other Vegetables	Miscellaneous food crops	Miscellaneous non-food-crops	Total area of crops sown	Total area of crop failed	Total area of crop matured	Area sown more than once in the harvest	Remarks

- (5) Jowar grown for fodder should be shown in column 24 of the kharif return and not in 28 column 4.
- (6) Mixed crops entered in the Patwari's crop abstract should be distributed by the office Kanungo under appropriate headings of single crops at the time of his compiling the statement for submission to the district office. The return submitted to the office of the Director of Land Records should not contain any column for mixed crops.
- (7) Form III-C (not printed), the amalgamated crop return for the year, will be compiled in the Director of Land Records office

from statements III–A and III–B, and should not in future be submitted with the report sent by district officers.

**FORM NO. III–B**  
 \_\_\_\_\_  
**DISTRICT**

**CROP RETURN IN ACRES FOR RABI 19**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
District	Irrigated or unirrigated	Cereals and pulses								Oilseeds							
		Wheat	Barley	Other cereals	Gram	Peas	Massoor	Other pulses	Total cereals and pulses	Linseed	Rape (sarshaf)	Taramira	Mustard (Raya and Rai)	Toria	Caster	Other	Spices

- Note: (1) Detail of crops must be shown in acres sown.  
 (2) The irrigated and unirrigated area of each crop will be shown in separate lines and then totaled.  
 (3) For each district crop returns compiled by the Patwari for village note-books have been amplified, according to the crop lists prepared and sanctioned by the Board of Revenue. But in this return all the crops for which separate headings have not been provided should entered in columns for "Others" under their appropriate group. If any of the crops for which separate columns have been provided in Forms III–A



and III–B is not given in the Patwari’s crop abstract, it is necessary to open a new column in the Patwari’s return so that, its area may be ascertained at the time of crop inspections.

19	20	21	22	23	24	25	26					27	28	29	30	31	32	33
Days	Drugs and Narcotics				Fodder crops not shown	Orchard and Garden Production					Miscellaneous food crops	Miscellaneous non-food crops	Total area of crops sown	Total area of crop failed	Total area of crops matured	Area sown more than once in the harvest	Remarks	
	Tobacco					Vegetables												
	Safflowers, Mehndi, etc.	Poppy	N. Rustica			N. Tobaccum Verginia	Tobacco Desi	Indian hemp (bhang)	Fruits	Cauli flowers								Onions

- (4) Jowar grown for fodder should be shown in column 24 of the kharif return and not in 28 column 4.
- (5) Mixed crops entered in the Patwari’s crop abstract should be distributed by the office Kanungo under appropriate headings of single crops at the time of his compiling the statement for submission to the

district office. The return submitted to the office of the Director of Land Records should not contain any column for mixed crops.

- (6) Form III-C (not printed), the amalgamated crop return for the year, will be compiled in the Director of Land Records office from statements III-A and III-B, and should not be submitted with the report sent by district officers.

IRRIGATED AREA DURING THE YEAR ENDING JUNE 15<sup>TH</sup> 19,

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23				
District	Total area of crops irrigated and unirrigated	Total area of crops irrigated	Area in acres irrigated										Detail of crops irrigated, in acres				Number of wells in actual use during the year			Well in working order but not used	Abandoned wells	Total number of tube-wells	Tube-wells in working order	Tube-wells gone out of order	Reasons for column No.21	Remarks
			Canals		Thanks		Wells		Tube-wells		Others sources		Wheat	Other cereals and pulses	Miscellaneous food crops	Miscellaneous non-food crops	Masonry	Non masonry	Total							
			Government	Private	Government	Private	Government	Private	Government	Private	Government	Private														

- Note (1)** Land Flooded by river inundation (*Khadir, bet and sailab*) is not to be reckoned as irrigated.
- (2)** Miscellaneous food crops in column 10 include sugarcane, “orchard and garden produce”, condiments and spices and crops classed as “Miscellaneous food crops” in Statements Nos. III–A and III–B.
- (3)** (i) Column 4–9 should include only once the area which has borne more than one crop under irrigation in a single harvest and should be taken from column 35 of Kharif Jinswar and column 31 of Rabi Jinswar Return.  
(ii) Columns 10–13, details should be in acres sown.

**OUTTURN PER ACRE OF THE PRINCIPAL CROPS AS COMPARED  
WITH THE NORMAL EXPRESSED IN PERCENTAGES ON THE  
NORMAL**

1	2	3	4	5	6	7	8
Crop	Irrigated			Unirrigated			Remarks
	Estimated normal outturn per acre in lbs.	Percentage of the outturn per acre on the normal in		Estimated normal outturn per acre in lbs.	Percentage of the outturn per acre on the normal in		
		The preceding year	The year under report		The preceding year	The year under report	
Rice (unhusked) ....							
Wheat .....							
Barley .....							
Jowar .....							
Bajra .....							
Maize .....							
Gram .....							
Rapeseed (sarshaf, taramira and mustard							
Toria .....							
Sugar (raw) .....							
Cotton (unginned) –							
(a) Desi .....							
(b) American .....							
Tobacco							
(1) N. Rustica .....							
(2) N. Tobaccum - Virginia type							
(3) Tobaccum Desi type							
Potatoes .....							

Note: Column 1: Only estimated outturn for those crops which are of importance in the district as shown in Schedule A,—vide para paragraph 11.10 (5) under “I-Season and Crop Report” page 2 of this Chapter.

Columns 2 and 5: Enter the outturns estimated in the latest quinquennial statement issued by the Director of Land Records showing the approximate yield per acre, in lbs, of the principal crops in each district in the Punjab.

Columns 4 and 7. –Allowance must be made for kharaba. The percentage required is one applicable to the entire area sown. Entries in these columns should be made by the Collector from the whole of the information available. He should exercise his own judgment without feeling bound by the estimates of his subordinates, whose tendency is not to allow sufficiently for variations from the normal. Percentages should be expressed in multiples of 5.

**(TO BE PREPARED IN THE OFFICE OF THE DIRECTOR OF LAND RECORDS)**

**Form No. V-B**

\_\_\_\_\_ **District.**

Outturn per acre and total produced of the principal crops  
as compared with the normal: An estimate also  
of the actual weight of the total produce in tons.

(100 is taken as representing a normal crop and the proportion borne to the  
normal is stated in the form of a percentage, decimals being neglected)

1	2	3	4	5	6	7	8	9
District	Irrigated or unirrigated	RICE (UNHUSKED) Similarly for wheat, barley, jowar, bajra, maize, gram, rape (sarshaf, taramira and mustard) toria sugar (raw) cotton (unginned) Desi and American and tobacco.						
		Outturn per acre			Total produce			
		Estimated normal outturn in lbs.	Percentage on the normal in		Estimate actual weight in tons.	Estimated normal outturn in tons.	Percentage on the normal in	
			The preceding year	The year under report.			The preceding year	The year under report.

Price at harvest time in the year ending June 15<sup>th</sup>, 19 of the principal crops, shown in rupees and even [paisas] per maud of 82 2/7 lbs.

1	2	3	4	5
Crop	Normal	Preceding year	Year under report	Remarks
1. Rice (unhusked) ....	Rs. 2[Ps]	Rs. 3[Ps]	Rs. 4[Ps]	
2. Wheat ....				
3. Barley ....				
4. Jawar ....				
5. Bajra ....				
6. Maize ....				
7. Grath ....				
8. Repped (Sarshaf, taramira and mustard)				
9. Toria ....				
10. Sugar (raw) ....				
11. Cotton (unginned) (a) Desi ....				
(b) American				
12. Tobacco ....				

Note:(1) Rates need only be quoted for the crops shown in Schedule–A, vide paragraph 11.10 (5) under I–Season and Crop Report, page ? of this Chapter.

- (2) The rates should be average of the harvest prices as shown in the assessment circle notebook in accordance with the directions (paragraph 401 of Land Administration Manual).
- (3) Normal rates will be those fixed from time to time by the Director of Land Records.

## QUINQUENNIAL

### Form No. VII

**Statement showing the quinquennial average of the results of crop experiments in each district of the Punjab for the quinquennial ending \_\_\_\_\_ as compared with the figures for the previous quinquennial.**

District	Irrigated (chahi, nahri and abi) or unirrigated (barani and sailab)	Rice		Jowar		Bajra		Maize		Sugarcane				Catton D								
		Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Planted		Ratoon		Average for the quinquennium ending	Average for the quinquennium ending							
										Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending									
Lahore	<table style="border: none; width: 100%;"> <tr> <td style="width: 10px;">....</td> <td style="width: 10px;">{</td> <td style="width: 80%;">Irrigated</td> <td style="width: 10px;">....</td> </tr> <tr> <td></td> <td style="border-left: 1px solid black;">Unirrigated</td> <td></td> <td>....</td> </tr> </table>	....	{	Irrigated	....		Unirrigated		....													
....	{	Irrigated	....																			
	Unirrigated		....																			
Sialkot	<table style="border: none; width: 100%;"> <tr> <td style="width: 10px;">....</td> <td style="width: 10px;">{</td> <td style="width: 80%;">Irrigated</td> <td style="width: 10px;">....</td> </tr> <tr> <td></td> <td style="border-left: 1px solid black;">Unirrigated</td> <td></td> <td>....</td> </tr> </table>	....	{	Irrigated	....		Unirrigated		....													
....	{	Irrigated	....																			
	Unirrigated		....																			
Gujranwala	<table style="border: none; width: 100%;"> <tr> <td style="width: 10px;">....</td> <td style="width: 10px;">{</td> <td style="width: 80%;">Irrigated</td> <td style="width: 10px;">....</td> </tr> <tr> <td></td> <td style="border-left: 1px solid black;">Unirrigated</td> <td></td> <td>....</td> </tr> </table>	....	{	Irrigated	....		Unirrigated		....													
....	{	Irrigated	....																			
	Unirrigated		....																			
Sheikhupura	<table style="border: none; width: 100%;"> <tr> <td style="width: 10px;">....</td> <td style="width: 10px;">{</td> <td style="width: 80%;">Irrigated</td> <td style="width: 10px;">....</td> </tr> <tr> <td></td> <td style="border-left: 1px solid black;">Unirrigated</td> <td></td> <td>....</td> </tr> </table>	....	{	Irrigated	....		Unirrigated		....													
....	{	Irrigated	....																			
	Unirrigated		....																			
Gujrat	<table style="border: none; width: 100%;"> <tr> <td style="width: 10px;">....</td> <td style="width: 10px;">{</td> <td style="width: 80%;">Irrigated</td> <td style="width: 10px;">....</td> </tr> <tr> <td></td> <td style="border-left: 1px solid black;">Unirrigated</td> <td></td> <td>....</td> </tr> </table>	....	{	Irrigated	....		Unirrigated		....													
....	{	Irrigated	....																			
	Unirrigated		....																			
[Shahpur now Sargodha]	<table style="border: none; width: 100%;"> <tr> <td style="width: 10px;">....</td> <td style="width: 10px;">{</td> <td style="width: 80%;">Irrigated</td> <td style="width: 10px;">....</td> </tr> <tr> <td></td> <td style="border-left: 1px solid black;">Unirrigated</td> <td></td> <td>....</td> </tr> </table>	....	{	Irrigated	....		Unirrigated		....													
....	{	Irrigated	....																			
	Unirrigated		....																			



**QUINQUENNIAL – Continued**

**Form No. VII – Continued**

**Statement showing the quinquennial average of the results of crop experiments in each district of the Punjab for the quinquennial ending \_\_\_\_\_ as compared with the figures for the previous quinquennial.**

District	Irrigated (chahi, nahri and abi) or unirrigated (barani and sailab)	Cotton, American		Wheat		Barley		Rabi		Rabi Oilseeds		tobacco	
		Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending
Lahore	....	Irrigated	....										
		Unirrigated	....										
Sialkot	....	Irrigated	....										
		Unirrigated	....										
Gujranwala		Irrigated	....										
		Unirrigated	....										
Sheikhupura		Irrigated	....										
		Unirrigated	....										
Gujrat		Irrigated	....										
		Unirrigated	....										
[Shahpur now Sargodha]		Irrigated	....										
		Unirrigated	....										

**QUINQUENNIAL – Continued**  
**Form No. VII – Continued**

**Statement showing the quinquennial average of the results of crop experiments in each district of the Punjab for the quinquennial ending \_\_\_\_\_ as compared with the figures for the previous quinquennial**

District	Irrigated (chahi, nahri and abi) or unirrigated (barani and sailab)	Rice		Jowar		Bajra		Maize		Sugarcane				Catton D	
		Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Planted		Ratoon		Average for the quinquennium ending	Average for the quinquennium ending

Jhelum	....	Irrigated	....													
		Unirrigated	....													
Rawalpindi	....	Irrigated	....													
		Unirrigated	....													
Attock	....	Irrigated	....													
		Unirrigated	....													
Mianwali	....	Irrigated	....													
		Unirrigated	....													
Montgomery....		Irrigated	....													
Now Shaiwal		Unirrigated	....													
[Lyalpur now ....		Irrigated	....													
Faisalabad]		Unirrigated	....													
Jhang	....	Irrigated	....													
		Unirrigated	....													
Multan	....	Irrigated	....													
		Unirrigated	....													
Muzaffargrah....		Irrigated	....													
		Unirrigated	....													
D.G. Khan	....	Irrigated	....													
		Unirrigated	....													

**QUINQUENNIAL – Continued**

**Form No. VII – Continued**

**Statement showing the quinquennial average of the results of crop experiments in each district of the Punjab for the quinquennial ending \_\_\_\_\_ as compared with the figures for the previous quinquennial.**

District	Irrigated (chahi, nahri and abi) or unirrigated (barani and sailab)	Cotton, American		Wheat		Barley		Rabi		Rabi Oilseeds		tobacco	
		Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending	Average for the quinquennium ending
Jhelum ....	Irrigated ....												
	Unirrigated ....												
Rawalpindi ....	Irrigated ....												
	Unirrigated ....												
Attock ....	Irrigated ....												
	Unirrigated ....												
Mianwali ....	Irrigated ....												
	Unirrigated ....												
Montgomery....	Irrigated ....												
Now Shaiwal	Unirrigated ....												
[Lyallpur now ....	Irrigated ....												
Faisalabad]	Unirrigated ....												
Jhang ....	Irrigated ....												
	Unirrigated ....												
Multan ....	Irrigated ....												
	Unirrigated ....												
Muzaffargrah....	Irrigated ....												
	Unirrigated ....												
D.G. Khan ....	Irrigated ....												
	Unirrigated ....												

## QUINQUENNIAL

(For Livestock Census Report)

**Agricultural Stock According to the quinquennial Livestock census  
taken in the year \_\_\_\_\_**

Serial No.	District	CATTLE								
		Bulls								
		Breeding bulls, i.e., entire males over 3 years kept or used for breeding purpose only					Bulls over 3 years not in use for breeding or work	Total bulls over 3 years		
		Hisar breed	Montgomery breed	Dhani breed	Dajal breed	Others		Born in the district	Others	Total
1	2	3	4	5	6	7	8	9	10	11

**QUINQUENNIAL—Continued**

**(For Livestock Census Report)**

**Agricultural Stock According to the quinquennial Livestock census  
taken in the year \_\_\_\_\_—Continued**

CATTLE— Continued													
Bullocks					Cows								
Working bullocks, i.e. bullock and uncast rated males over 3 years kept for work only.	Bullocks over 3 years not in use for breeding or work	Total bullocks over 3 years			Breeding cows, i.e. cows over 3 years kept for breeding or milk production				Cows over 3 years used for work only	Cows over 3 years used for work or breeding purposes	Total cows over 3 years		
		Born in the district	Others	Total	In milk	Dry	Not calved	Total			Born in the district	Others	Total
12	13	14	15	16	17	18	19	20	21	22	23	24	25

**QUINQUENNIAL— Continued**

**(For Livestock Census Report)**

**Agricultural Stock According to the quinquennial Livestock census  
taken in the year \_\_\_\_\_ — Continued**

Serial No.	District	CATTLE— Continued													
		Young stock (calves)													
		Under 1 year				1 to 3 years				Total 3 years and under					
		Male				Male						Total			
		Un-castrated	Castrated	Female	Total	Uncastrated	Castrated	Female	Total	Male	Female	Born in the district	Others	Total	
1	2	26	27	28	29	30	31	32	33	34	35	36	37	38	

CATTLE – <i>Contd.</i>				BUFFALOES				
Total Cattle				Male Buffaloes				
Male	Female	Total	Breeding, bulls, i.e. entire males over 4 years kept or used for breeding purposes only	Working bullocks, i.e., bullocks and unastrated males over 3 years kept for work only	Bulls and bullocks over 3 years not in use for breeding or work	Total male Buffaloes over 3 years		
						Born in the district	Others	Total
39	40	41	42	43	44	45	46	47



**QUINQUENNIAL—Continued**

**(For Livestock Census Report)**

**Agricultural Stock According to the quinquennial Livestock census  
taken in the year \_\_\_\_\_—Continued**

Serial No.	District	BUFFALOES--- Contd.									
		Female Buffaloes									
		Breeding cows, i.e., cows over 3 years kept for breeding or milk production				Cows over 3 years used for work only	Cows over 3 years not in use for work or breeding purpose	Total female buffaloes over 3 years			
		In milk	Dry	Not calved	Total			Born in the district	Other	total	
1	2	48	49	50	51	52	53	54	55	56	

BUFFALOES—contd												
Young stock (calves)												
Under 1 year				1 to 3 years				Total 3 years and under				
Male		Female	Total	Male		Female	Total	Male	Female	Total		
Uncastrated	Castrated			Uncastrated	Castrated					Born in the district	Others	Total
57	58	59	60	61	62	63	64	65	66	67	68	69

**QUINQUENNIAL—Continued**

**(For Livestock Census Report)**

**Agricultural Stock According to the quinquennial Livestock census  
taken in the year \_\_\_\_\_—Continued**

Serial No.	District	Total Buffaloes			Total Bovine			Up to 1 year	Sheep				Up to 1 year	Goats			Total Goats
		Male	Female	Total	Male	Female	Total		Over 1 year					Male	Female	Total	
									Male	Female	Total	Total Sheep					
1	2	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85

HORSES AND PONIES																
Horses over 3 years	Mares over 3 years	Young Stock											Total horses and ponies			
		Under 1 year				1 to 3 years				Total 3 years and under			Male	Female	Total	
		Male		Female	Total	Male		Female	Total	Male	Female	Total				
		Uncastrated	Castrated			Un castrated	Castrated									
86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102

**QUINQUENNIAL—Continued**

**(For Livestock Census Report)**

**Agricultural Stock According to the quinquennial Livestock census  
taken in the year \_\_\_\_\_—Continued**

Serial No.	District	Donkeys			Female	Pigs	Total Live Stock	Poultry								
		Male	Female	Total				Fowls				Ducks				Total Poultry
								Hens	Cocks	Chickens	Total	Ducks (female)	Drakes	Ducklings	Total	
1	2	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117

\*The criterion to distinguish between adult fowls and chickens is the ability to breed. The same applies to ducks and ducklings.

Note I: "Ploughs" means implements of ploughing and not yokes or oxen.

Note II: "Carts" means bullock carts capable of carrying agricultural produce and does not include raths and bahlies.

Note III: The figures of each unit of urban area and of the total rural area of each Tehsil and district should be supplied separately. For this purpose, any self-governing urban unit, irrespective of size, including every municipality, every cantonment, all civil lines

Ploughs		Carts	Boats	Sugarcane Crushers		Oil engines with pumps for Irrigation purposes	Electric pumps for tube-wells	Tractors	Remarks
Wooden	Iron			Worked by power	Worked by bullocks				
118	119	120	121	122	123	124	125	126	127

not included within municipal limits and also every other continuous collection of houses ordinarily inhabited by not less than 5000 persons and having an urban character though not necessarily self-governing, may be treated as urban area and the rest as rural area.

Note IV: All cocks, hens, etc., in columns 109–117 under head, 'poultry' belonging to regular poultry farms as well as to private persons which are reared for the table or for their eggs and feathers, should be counted.

### SCHEDULE A

Statement showing what are to be regarded as principal crops for the purposes of Forms III–C, V–A, V, B and VI of the report

District	Rice	Wheat	Barely	Jowar	Bajra	Maize	Gram	Rape (sarshaf taramira and mustard)	Toria	Sugarcane	Cotton	Tobacco	Potatoes
Lahore ....	■	■	■	∴	■	■	■	■	■	■	■	■	■
Sialkot ....	■	■	■	∴	■	■	■	■	■	■	■	■	■
Gujranwala ....	■	■	■	∴	■	■	■	■	■	■	■	■	■
Sheikhupura ....	■	■	■	∴	■	■	■	■	■	■	■	■	■
Gujrat ....	■	■	■	■	■	■	■	■	■	■	■	■	■
Shahpur ....	■	■	■	■	■	■	■	■	■	■	■	■	■
Jhelum ....	∴	■	∴	■	■	∴	■	■	∴	∴	∴	∴	∴
Rawalpindi ....	∴	■	∴	■	■	■	■	■	■	∴	∴	∴	■
Attock ....	∴	■	■	■	■	■	■	■	■	∴	∴	■	∴
Mianwali ....	∴	■	■	■	■	∴	■	■	∴	∴	∴	∴	∴
Montgomery ....	■	■	■	∴	■	■	■	■	■	■	■	■	■
Lyallpur ....	■	■	■	∴	■	■	■	■	■	■	■	■	■
Jhang ....	■	■	■	■	■	■	■	■	■	■	■	■	■
Multan ....	■	■	■	■	■	■	■	■	■	■	■	■	■
Muzaffargarh ....	■	■	■	■	■	∴	■	■	■	■	■	■	■
D. G. Khan ....	■	■	∴	■	■	∴	■	■	∴	∴	■	■	∴
<b>Total ....</b>	<b>12</b>	<b>16</b>	<b>13</b>	<b>10</b>	<b>16</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>12</b>

## **II. -- Report on the operations of the Department of Land Records, Punjab**

**11.** The following instructions should be observed in the preparation of the Report on the Operations of the Department of Land Records:-

This report is prescribed by the orders in the resolution of the Government of (United) India, Revenue Department, No. VIII 3/39-I, dated the 20<sup>th</sup> March 1897, as modified by the letter from the Government of (United) India (Revenue and Agricultural Department), No. 6-231-I, dated 8<sup>th</sup> March 1906. The following subjects are dealt with in the report:-

Land Record Establishments.

Utilisation of land records.

The following memorandum shows the subjects which Deputy Commissioners should discuss in their annual reports. Their reports, dealing with the year ending 30<sup>th</sup> September should be submitted to their Commissioners by the 15<sup>th</sup> October, and forwarded by the latter to the Director of Land Records by the 1<sup>st</sup> November in each year. The office copies of the reports and returns should be forwarded to the Director of Land Records at the same time when the fair copies are sent to Commissioners. The departmental report will be limited to 16 pages octavo of print, exclusive of statements. Forms of the statistics attached to the report are appended of these the Deputy Commissioners will forward statements III to VIII as usual to the Director of Land Records to supply him with data to prepare Statements I and II, which alone will be printed with the annual report.

### **Detailed memorandum as to the subjects to be dealt within the report on Land Records.**

Detail of subjects, with notes as to treatment.



## PATWARI CANDIDATES-

Measures taken to train the candidates; Patwari schools; number of passed candidates.

(2) Patwaris: Note on the conduct and efficiency of Patwaris; punishments and rewards of Patwaris; punctuality in submission of their returns; extent to which they have obtained promotion to appointments of field Kanungo, judicial muharrir, wasil baki navis, siah navis, etc.

Explain the circumstances which led to the appointment of any nonqualified candidates during the year (vide side-head 8 of Form No. VI at page 551).

Number of Patwaris granted leave on half pay. The period of leave and the amount paid by Government as leave allowance.

Rewards granted to Patwaris for reporting cattle diseases and contagious diseases among human beings or for work done by them in connection with consolidation of holdings or co-operative societies and for conspicuous good work in connection with their ordinary duties.

Inspection of Patwaris' work by Tehsildars and Naib-Tehsildars under paragraph 8.11.

Reasons for increase or decrease in the annual expenditure during the preceding year.

Note on the condition of the patwarkhanas and what measures have been taken to enforce residence of Patwaris within their circles.

The extent to which the responsibility of the Patwaris for the maintenance in good repairs of the patwarkhanas on the list is enforced.

Remark on the employment of assistant Patwaris. .

(3) Kanungos: Mention the measures taken to train candidates in actual survey work. [Any departure from the observance of the rule, laying down that two out of every three vacancies should be given to candidates who are Patwaris, should be explained] if there are any Kanungos or officiating Kanungos who have not yet obtained certificate of efficiency, the reasons should be given. Note to what extent Kanungos have obtained promotion to higher appointments. Note on the efficiency of Kanungos and the qualities and amount of the inspection work done by the district Kanungo.

Inspection of field Kanungo's work by gazetted officers under Chapter 8 (Part B).

The number of vacancies on the district Kanungo establishment and whether they were given to settlement Kanungos of the basic list, if not, why?

(4) Records-of-Rights: Notice the character of the records and any special measures other than regular settlement operations in progress for their revision.

Damage done to revenue records by book battle and white-ants and measures taken to prevent further damage to the records.

Accommodation provided for the records and measures taken to extend or improve the existing buildings.

(5) Mutation work: Review shortly the mutation work done mention if special officers have been appointed to assist in mutation work and review the work done by the special staff and the ordinary district staff. Note how far the mutation work was scrutinized on the spot and at Tehsil inspection by officers above the grade of Tehsildar.

Speedy disposal of mutations of consolidation of holdings. The average length of time elapsing between applications for sanction of mutations and the passing of orders in such cases should be noted.

(6) [Annual Records]: Review the work done to bring the records up-to-date: quadrennial attestation work done on the spot by field Kanungos and revenue officers, with special reference to partition case work: special diluvion records, etc.

Checking of girdawari by [Revenue Assistants].

Number of [jamabandis] checked by the Collector, [Revenue Assistants] and [Sub-Divisional Officer] should be stated separately.

Note any general orders issued with regard to the preparation and maintenance of the records.

(7) Village and Circle Note Books and Abstract village Note-Books (Pargana Note Books): State whether these note-books have been written up-to-date, note whether any observations have been recorded in the abstract village note-books during the year by the Deputy Commissioner or his Assistants.

Remarks recorded in the village and circle note-books by Tehsil Revenue Officers.

(8) Survey: Note separately for each kind of survey marks, trijunction platforms, square survey marks (specially those at the end of the base lines), traverse points permanently preserved and trigonometrical survey pillars, the

conditions of the mark and report what action is being taken to repair them. Are the instructions in paragraphs 9.2, 4.6 and 4.7 observed?

Tatima shajras checked and survey marks Inspected by Tehsildars and Naib–Tehsildars.

Special mention about riverain base line marks should also be made and the Deputy Commissioners should specifically supply the information in the following form:-

- (1) Name of village.
- (2) No. of base line stones as given in the index map supplied by the Survey Department.
- (3) Field No. in which base line stone has been laid down.
- (4) Remarks on the condition of base line stone.

(9) Consolidation of holdings: Give a brief account of the activities of the consolidation staff, stating the number of villages together with area consolidated, area under consolidation with number of villages, total expenditure, and cost per acre. Total consolidation fee realized and consolidation establishment employed during the year should also be reported. Beneficial work done by way of rural reconstruction need also be mentioned.

(10) Other matters: Note on the condition of rain–gauges and the rainfall registers. Have they been inspected by the Deputy Commissioner and his assistant during the year, and, if so, were any defects detected? (This information will not be mentioned in the Provincial report). It is intended for the annual report separately submitted to the Director of Meteorological Services, Karachi, by the 15<sup>th</sup> of May under paragraph 12.19 on rain–gauges, etc.

A statement in the following form should also be prepared and sent along with the statements prescribed in this Chapter:

District	Tehsil	Dates of the inspection of Tehsil Kanungo's office by the Deputy Commissioner	Dates of inspection by the (Revenue Assistant) or any other Extra Assistant Commissioner deputed by the Deputy Commissioner for the purpose	Number of mutations checked at each inspection	Remarks

Note: Whether the office of the District Kanungo was inspected twice a years by the Deputy Commissioner or the [Revenue Assistant], if so, give dates.

It should specifically be stated whether office copies of the District Gazetteers were brought up-to-date and sent to Director of Land Record's office on the due date.

### Form No. I

#### Statement showing the total number of Kanungos, Patwaris and Assistant Patwaris and the annual expenditure on the Patwari establishment for the year ending 30<sup>th</sup> September 19\_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
Division	District	Total number of Kanungos	Patwaris and Assistant Patwaris		Who have passed	Number of Kanungos promoted to Naib Tehsildarship or other higher appointments	Number of Patwaris promoted to Kanungoship or other higher appointments	Annual expenditure on the Patwari establishment							Remarks	
			Total number	Matriculation or School Final Examination				Primary Examination	Salaries of Patwaris	Patwari school	Survey equipment	Gratuities	Amount paid by government towards Revenue Patwari Provident Fund	Other charges		Total cost

Note: This statement is to be prepared by the Director of Land Records.

**Form No. II**

**Statement showing the working of Land Record Agency during  
the year ending 30<sup>th</sup> September 19\_\_\_\_\_.**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Division	District	Number of villages	Muta-tions		Parti-tions		Jama-bandis		Crop inspections		District Kanungo's works			
			Number of disposal	Number of attested	Number for disposal	Number decided	Number prepared	Number checked by Collector Assistant Collector, I Grade	Number of villages checked by Tehsil offices	Number of villages checked by Collector or Assistant Collector, I Grade	Number of days spent on tour	Number of field Kanungos circles inspected	Number of Tehsil offices inspected	

Note: This statement is to be prepared by the Director of Land Records

**QUINQUENNIAL RETURN***(Not to be printed with Annual Report)***Table showing the Statistical of existing Patwari and field Kanungo Circles for the year ending 30<sup>th</sup> September 19\_\_\_\_\_.**

1	2	3	4	5	6	7	8	9	10	11	12	13
District	Number of field Kanungos	Number of Patwaris	Area and Revenue (00s omitted)			Number of fields	Number of Khatauni holding	Average per field Kanungo		Average per Patwari		Remarks
			Area in acre		Total assessment			Fields	Khatauni holdings	Fields	Khatauni holdings	
			Total	Cultivated								

Notes (Column 2): This does not include (basic Kanungos) mentioned in paragraph 2.10.

Column 4–8: Information in to be obtained from the annual paper field in September, – vide paragraph 7.58 on the Record–of–Rights.

1. In the Kanungo Service Rules, 1964 no provisions exist for the Basic Kanungos.

**Form No. IV**

*(Not to be printed with Annual Report)*

**Statement showing the Educational qualifications of Patwaris and Patwari candidates and punishments and promotions of Patwaris for the year ending 30<sup>th</sup> September 19\_\_\_\_\_.**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
District	Number	Patwaris and Assistant Patwaris							Candidates									
		The old entrance or present Matriculation Examination of the University or higher		The old University Middle School or present Department Middle School Examination		Total of columns 3 and 4	Percentage of columns 5 and column 2	Number dismissed	Number reduced, suspended or fined	Number promoted to Kanungoships or other appointments	Number	Percentage of column 10 and column 2		The old Entrance or present Matriculation Examination of the University or higher		The old University Middle School or present Department Middle School Examination		Total number of column 13 and 14



**Form No. V**

*(Not to be printed with Annual Report)*

**Statement showing the Educational qualifications of Kanungos and Kanungos candidates and promotions of Kanungos for the year ending 30<sup>th</sup> September 19.**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
District	Kanungos				Kanungos candidates										
	Total number of the Kanungos	Number of Kanungos who have graduates	Number of Kanungos who are under graduates	Number of Kanungos promoted to Naib Tehsildarship or higher appointments during the year	Total number of candidates on the list			Percentage of column 8 and 2	Number who have passed		Number of Kanungos candidates who are graduates	Number of Kanungos candidates who are under graduates	Number who have passed the Kanungos Examination	Number who have received Director's certificate of efficiency	Remarks
					Accepted under paragraph 2.2 (1)	Accepted under paragraph 2.2(2)	Total		The old Entrance or present Matriculation Examination of the University or higher examination	The old University Middle School or present Departmental Middle School Examination					

**Form No. VI**

*(Not to be printed with Annual Report)*

**Statement showing the recruitment and promotion of Patwari and  
Kanungo Agency in the District of \_\_\_\_\_ for the  
year ending 30<sup>th</sup> September, 19\_\_\_\_.**

Detail		Number
<b>PATWARIS</b>		
1. } New candidates accepted during the year	{ Muslims Non-Muslims .... Total	
2. }		
3. }		
4.	Of the above how many possess lower educational qualifications than the old University middle school or present departmental middle school examination	
5. }	{ Muslims Non-Muslims .... Total ....	
6. }		
7. }		
8.	Of the above how many have not passed the qualifying examination	
<b>KANUNGOS</b>		
9. }	{ Muslims Non-Muslims .... Total ....	
10. }		
11. }		
12.	Of the above how many are Patwaris	
13.	Of the rest how many possess lower educational qualifications than the old Entrance of present Matriculation Examination of the University.	
14. }	{ Muslims Non-Muslims .... Total ....	
15. }		
16. }		

**Form No. VII**

*(Not to be printed with Annual Report)*

**Statement showing the working of the Land Record Agency  
during the year ending 30<sup>th</sup> September, 19\_\_\_\_\_.**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
District	Number of villages	Mutations					Partitions							Inspection made by Collectors and their Assistants	
		Number pending from last year	Number instituted	Total for disposal	Number attested	Balance unattested at close of year	Number pending from last year	Number instituted	Total for disposal	Number decided	Area in acres, involved in decided cases	Cultivated area in acres, included in column 12	Number of cases pending at close of year	District Kanungo offices	Tehsil offices

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Number of villages for which prepared during the year	[Detailed Jamabandis]	Number of [jamabandis] filed by due dates	Number of villages in which crop inspections were checked			District Kanungo's work			Number of field Kanungos circles inspection by the district Kanungo during the year	Boundary, Survey and Baseline marks				
			By Collector and his assistants	By Tehsildars	By Naib Tehsildars	Number of days spent on tour	Number of villages tested	Number of inspections of Tehsil offices		Total repaired during the year				
										Trijunction pillars				
										Square survey marks				
										Traverse points				
										Trigonometrically survey pillars				
										Base line stone				

(Not to be printed with Annual Report)

**Annual expenditure on the Patwari establishment for the year ending 30<sup>th</sup> September, 19\_\_\_\_\_**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
District	Total number of Patwaris, including Assistant Patwaris	Salaries		Stationery and Printing		Patwaris school	Survey equipment	Rewards	Gratuities	Amount paid by Government towards Revenue Patwaris	Other charges	Total		Remarks
		Cost	Annual average per head	Cost	Annual average per head							Cost	Annual average per head	