



# **Responsibilities/ Duties of Patwari**

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**Punjab Revenue  
Academy**



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# PART I

## GENERAL DUTIES

**1. Duties of Patwaris:** - The Patwari must make any survey, field inspection, record of crops, revision of maps, or reports relating to mutations, partitions, revenue or rent, takavi, or other circumstances of his circle that he may be ordered to make by the Revenue Officers. He must also give such assistance as may be required of him by the Government rules for the relief of agricultural distress, or in elections, or in Human and Agricultural Census. Such orders shall ordinarily be issued through the kanungo to whom he is subordinate. Besides he should render all possible assistance to the village postman while passing the night in the village in safeguarding the cash and other valuables that he carries. The orders relating to the report by patwaris of deaths of pensioners are to be found in standing order no. 7 (Land revenue assignments and pensions). Rules relating to the duties of patwaris in relation to irrigation will be found in standing order no.61 (Canals) read with paragraph 3.17-A of this Manual.

**2. Report of Calamity or Disease:** - (1) It is the duty of every Patwari to submit at once a report in writing regarding -

(a) The outbreak of plague, cholera, small-pox or any other epidemic disease among human beings to the District Medical Officer of Health.

(b) Calamities affecting crops, including crop pest, to the nearest officer of the Agricultural Department and,

(c) The outbreak of any epidemic amount livestock to the Veterinary Assistant of the *ilaga*. This can be done by a post card in form P XIII of Appendix G supplied for this purpose by the Animal Husbandry Department.

In addition, information regarding livestock mortality should be sent to the Veterinary assistant Surgeon of the *ilaga quarterly* on the 1st day of every quarter on the form P.XIV of appendix G supplied by the Civil Veterinary Department for the purpose. Under Financial Commissioner Circular letter no. 3162-R, dated the 21st September, 1934 to all Commissioners, lambardars are required to report to the Patwari any outbreak of epidemic among livestock and also to furnish him information regarding deaths amongst the livestock whenever required.

(2) The Patwaris should also report in writing to the tehsildar through the field kanungo the occurrences within his circle of any calamity involving serious

injury to land, the crops, and the livestock or the agriculturists. These reports will of course give the gist of those mentioned in sub-paragraph (i) supra.

(3) The Patwari should also submit to the sadar kanungo punctually on the 1st day of every month a report in form P.XIV given in appendix G regarding epidemic diseases among cattle that may have prevailed during the preceding month.

(4) The Patwari should record in his diary a brief note regarding the gist and the date of dispatch of the reports mentioned in sub paragraphs (1) and (2) supra.

(5) Patwaris should render all possible help to the officials of the beneficial departments and should work in coordination with them to promote the cause of rural uplift in their circles.

(6) As soon as post of a headman falls vacant in his circle he shall immediately within two days of the vacancy, submit his report with the necessary naqsha direct to the Tehsildar without the intervention of the field Kanungo so as to enable the Tehsildar to make his recommendations to the Collector within a month's time from the date of vacancy. The Patwari and the Tehsildar should both begin to collect the necessary information at once without waiting for permission from higher authorities.

(7) The Patwari should examine the Birth and Death Register of Chaukidars in order to check that all the mutations regarding inheritance have been duly entered.

**3. Visits of High Officials:** - When the circle of a Patwari is visited by the kanungo, naib tehsildar, tehsildar or other revenue officer, the Patwari shall obtain the visiting officer 's signatures to his diary; and shall give these offices all the assistance in the proper discharge of their duties.

In particular the Patwari shall, when visited by the kanungo or revenue officer bring to his notice -

(1) all matters of recent occurrence referred to in paragraph 3.81 *infra*;

(2) any alluvion or diluvion that may have occurred with approximate areas thereof.

(3) Cases in which the Government specially concerned such as encroachment on government lands, decease of pensioners of revenue assignees marriage or re-marriage of females drawing family pensions and residing in the estate, cultivation of groves held free of revenue contrary to the condition of the grant and progress of takavi works.

(4) Emigration or immigration of cultivators.

**4. Attendance of Field Kanungos and Patwaris at Tehsil and Union Council Offices:** - (1) Attendance of field Kanungos and Patwaris at Tehsil and Union Council Offices:

- (i) During the first 4 working days of the month, the field Kanungos and Patwaris shall remain present at Tehsil Office to facilitated: -
  - (a) Disposal of periodical returns and reports, etc.:
  - (b) Supply of copies of Patwaris: records to the public:
  - (c) Entry of mutations:
  - (d) Attendance in the Revenue Officers / Courts at Tehsil Headquarters: and
  - (e) Payment of emoluments and allowances to them.

The Patwari shall bring with him his Roznamcha Waqiyati and latest copies of record-of-rights/periodical record, Register Girdawari, Register Taghayyaurat-e-kasht, dhal bachh and Register of Mutations of the estates under his charge.

- (ii) An attendance register for the Field kanngos and Patwaris shall be maintained by the Tehsil Office Kanungo for the period mentioned in sub-para (1).
- (iii) During the period referred to in sub-para (1), the Assistant Commissioner (which also includes a Political Assistant) and Tehsildar should also remain present in the Tehsil Office to ensure entry and mutation and issue of certified copies or extracts of the Patwari's records.

(2) Attendance of Patwari at Union Council Office:

- (i) Each Patwari shall remain present in the office of the respective Union Council on every Sunday falling during the last three weeks of the month, along with the records to the interested persons and also for entering mutations.
- (ii) The secretary, Union Council, shall maintain separate registers for---
  - (a) Attendance of the Patwaris at Union Council's officer in Form P-XV given in Appendix G, and
  - (b) Keeping the Patwari circle-wise records, in form P-XV given in Appendix G of the---
    - (i) Applications for copies received and disposed of: and
    - (ii) Reports about acquisition of rights received and mutations entered thereabout.

(3) No Revenue Officer/Revenue Court or Kanungo shall summon a Patwari on the Sunday During the last 3 weeks of the month at any place other than the office of the respective Union Council.

(4) The Assistant commissioner, Deputy Commissioner, Director Land Records and the Commissioner shall inspect the Roznamchas of Patwaris and Kanungos and their Attendance Registers maintained in Tehsil and Union Council Offices, from time to time, to ensure implementation of these instructions in letter and spirit.

**5. Verification of Ownership Column in Warabandi Cases:-** In paragraph 2 of Appendix E of the Revenue Manual of the Irrigation Branch of the Public Works Department, Punjab, it is laid down that the figures of areas on which the preparation of a *warabandi* or any modification thereof (as required by section 68 of the Northern Indian Canal and Drainage Act VIII of 1873) are based, must be verified by the Civil Patwari before the Divisional Canal Officer hears the case. In paragraph 2.31 of the same Manual the responsibility for obtaining this certificate from the Civil Patwari is laid upon the Zaildar. Any delay on the part of the Civil Patwari in this matter should be severely dealt with so as to save the applicants for a *warabandi* from unnecessary hardship.



## **PART II**

### **POLICE DUTIES**

**6. Patwaris Obligation to Report Crime:** - Under section 45, Criminal Procedure Code, Patwaris are under the same legal obligation as owners and occupiers of land, in the matter of reporting crime, and the reporting of speeches made at meetings held within the limits of their circles, when called upon by the District Magistrate to do so. Thus if a Patwari has reason to believe that a crime has been committed and has not been reported, he should convey information of the suspected or ascertained crime to the nearest Magistrate of Police Station Officer. He can do this orally or in writing as circumstances require. It is not intended that Patwaris should do the work of lambardars or chaukidars.

(2) In particular the Patwari should report confidentially to the Excise Inspector concerned or the Sub Inspector of the Police Station concerned any illicit distillation or sale of liquor that may take place in his circle.

**7. Maps Illustrating Police Enquiries:** - In some cases Patwaris can be called on to make maps to illustrate Police enquiries. The instructions on the subject are noted below:-

(i) In ordinary cases no demands for such maps will be made upon Patwaris.

(ii) In the cases of heinous crime, especially in cases of murder or riots connected with land disputes, the Police Officers investigating the case (not being below the rank of a Sub Inspector) will, if he considers that an accurate map is required, summon to the scene of the crime, the Patwari of the circle in which it occurred, and cause him to prepare such maps as may be needed to illustrate the statements of the witnesses. He will be careful not to detain the Patwari longer than is necessary for the preparation of the map.

(iii) The Police Officer will indicate to the Patwari the limits of the land of which he desires a map, and the topographical items to be shown therein. The patwari will then be responsible for drawing the map correctly, for making accurately on the map all these items, and for entering on the map true distances. He will not write on the map any explanations.

(iv) It is for the Police Officer himself to add to the map such remarks as may be necessary to explain the connection of the map with the case under enquiry. He is also responsible equally with the Patwari for the correctness of all distances.

(v) It will be convenient if all the entries made by the Patwari are made in black and those added by the Police Officer in red ink.

(vi) Patwari will not in any case be required by the Police Officer to make a map of an inhabited enclosure or of land inside a town or village site.

## **PART III**

### **REVENUE COLLECTIONS**

**8. Assistance to be Given in Revenue Collections:** - When revenue collections are in progress the Patwaris must furnish any information or explanation of accounts that may be required to facilitate the collections. But he must not himself receive payments or take any part in the collection of the revenue. He should, if so, required assist the headmen in giving acknowledgements for payments and furnish them with a proper memorandum [arzirsal (1) village (2) Amount (3) on what account (4) by whom tendered and by whom conveyed to tehsil] when they proceed to the tehsil to pay the revenues. He is forbidden to take any fees for the performance of the duties stated in this paragraph. When the demand is remitted by money order it is the duty of the Patwari to complete the coupon by entering the amounts to be paid under each head, of demand and by signing it.

The circle Patwari shall obtain the printed receipt books from the Tehsil office Kanungo and deliver the same to the Lambardars free of cost according to their requirement for the collection of Government dues. At the time of delivery of receipt book to the lambardar, necessary entry to this effect shall be made by the Patwari in hi diary. During his tour of the villages, the circle Revenue Officer shall ensure that Lambardars give receipts to the assamis in token of their having received the Government dues.

**9. Annual Bachh Papers:** - (1) The Patwari prepares each year a bachh paper showing the demands due from each contributor to the village bachh.

- a. In all villages, except the villages under fluctuating assessment the bachh paper must be prepared by the Patwari for every village immediately after kharif girdawari in the following form:-

## Dhal Bachh Malia Mustaqil

Patti/Taraf (if any) \_\_\_\_\_ Tehsil \_\_\_\_\_, District \_\_\_\_\_, Crop\_\_Kharif/Rabi\_\_\_\_\_ year  
 Estate Name of Lambardar (if any) \_\_\_\_\_

Serial No	Name of land-owner with description	Number Khewat malik or reference to Dakhil Kharij	Rates and Cesses							Lambardari fee	Water Rate	Lambardari fee on Water Rate	Total	Number of Dakhil Kharij	Total fee	Grand Total	Remarks
			Land Revenue	Development fee	Local Rate												
			Kharif Rabi	Kharif Rabi	Kharif Rabi	Kharif Rabi	Kharif Rabi	Kharif Rabi	Kharif Rabi								

(Note: The Lambardar's copy shall contain the entries of the respective harvest only.)

1. Form XXVI given in Appendix 'A' to the West Pakistan Land Revenue Rules, 1968 has been incorporate.

The Patwari must, if and where necessary, correct the bachh paper at the second harvest of the year, so far as may be necessary to make it agree with the event which have occurred since its preparation.

b. In villages under fluctuating assessment the bachh papers will be prepared after the girdawari on which the assessment is based, in the following form:-

## Dhal Bachh Malia Mustaqil

Patti/Taraf (if any) \_\_\_\_\_ Tehsil \_\_\_\_\_, District \_\_\_\_\_, Crop Kharif/Rabi \_\_\_\_\_ year  
 Estate Name of Lambardar (if any) \_\_\_\_\_

Serial No	Name of land-owner with description	Number Khewat malik	Survey / Khasra Number	Total area under assessment	Source of Irrigation Including name of Well, rajbah etc.	Land Revenue	Rates and Cesses					Lambardari fee on Water Rate	Total	Dakhil Kharij fee		Grand Total	Remarks
							Development fee	Local Rate						Lambardari fee	Water Rate		

1. Form XXVII given in Appendix 'A' to the West Pakistan Land Revenue Rules, 1968 has been incorporate.

(2) The holding-wise detail of the land revenue demand figures against each serial number may beshown in numerals only but the total amount payable by assami/assamis mentioned in the column of grand total against each serial no> should be shown in numerals as well as in words.

(3) The dhal bachh will also show a goshwara (assamiwar) at the end which will contain entries as given in columns of dhal bachh namely (a) serial Number, (b) name of assami with description and (c) grant total.

(4) In order to ensure that no land-owner is required to pay anything in excess of the amount actually due from hi, it is necessary to take special precautions for the correct preparation of the bachh papers, more especially in case of villages of which quadrennial Register Haqdarán Zamin is not to be prepared. {The dhal bachh malia mustaqil or the dhal bachh malia ghair mustaqil as the case may be, should be prepared in triplicate, original copy being intended for the use of the Patwwari, the second for the Lambardar and the third for use in the union council office. Dhal bachh (parat zamindar) prepared for the Union Council will be delivered to the union Council after 15 days of the dates fixed for the distribution of dhal bachh to the Lambardar of the Village concerned during each harvest or year, as the case may be}.

The field kanungo should carefully check the Patwari's copy with the last Register Haqdarán Zamin and Register Dakhil Kharij 1 {and after being satisfied of its correctness, he should compare it with the copy intended for the use of Lambardar and that for use in the Union Council. He should give a certificate at the end of all the three copies that he has carried out the cent per cent check and has initialed all the erasure and corrections. He should also sign every page of it. It is the duty of the circle Revenue officers to ensure that dhal bachhs of all the villages are prepared in in time and correctly in accordance with the instructions. During their tours of the villages they should check 25 per cent of the entries of each dhal bachh prepared in their circle and at least 10 per cent in the presence of the land revenue payers. They should make a note at the end giving the numbers of Khatas checked {The Revenue Assistant}, and the Collector should also carefully check dhal bachhs of some village and sign these in token of verification. It should be impressed on the subordinate staff that any Patwari of Kanungo found guilty of incorrect preparation or careless checking of dhall bachh is liable to severe disciplinary action. The detail of dakhilas of the sums paid after the due date, should, in case, where no Register Haqdarán Zamin is prepared, be added at the end of the Patwari's copy of the bachh statement. The copy intended for the use of the Lambardars should be retained by them. The Patwari's copy should be kept by him in the form of a register till the next Register Hqdarán Zamin is filed, and should then be sent with the Register Hqdarán Zamind to the Tehsil office where it should bekept until the next Register Hqdarán Zamin is filed with its Dhal bachh}

**10. Parcha Books:** - The Patwari is bound to supply to every owner and cultivator on demand a *parcha* book, containing a copy of the *jamabandi* entries in which the applicant is interested, and printed receipt forms for 20 years. Parcha books in the form sanctioned by the Settlement Officer can be obtained from the Director of Land Records. Their cost will be charged by the Deputy Commissioner to budget head "{56-Stationary and Printing}" but the books are not issued to a Patwari by the tehsildar, except on cash payment of their cost price which will be credited to miscellaneous in the stock register of Patwari forms to show the sale of these books and the account should be regularly checked by the Revenue Assistant.

The orders of Government also require the issue of *parcha* books at the close of settlement operations to all land owners and tenants free of charge, and in exceptional cases the Collector may see reason to follow the same course at other times also. Ordinarily *parcha* books are only given when asked for.

**11. Annual Entries in Parcha Books to be Made Free of Charge:** - Any owner or cultivator, on presenting his *parcha* book to the Patwari, is entitled to have the demand due from him for the current year at once endorsed thereon by the Patwari, and no fee shall be charged for such endorsements.

## **PART IV FEES**

**12. Inspection of Records of Patwaris and Grant of Certified Copies or Extracts therefrom:** - {(i) (1) The Patwari shall allow anyone interested to inspect his records and to take notes therefrom, in pencil, in his presence, during office hours, on all working das. He shall give to the applicants certified copies or extracts therefrom and enter in his dairy a note of the inspection allowed and copies or extracts given.

(2) Such copies or extracts shall be given by the Patwari, to the applicant, within three days from the receipt of the application.

(3) The charges shall be made, as detailed in the Schedule in Appendix B



**APPENDIX B**  
**SCHEDULE**  
**CHARGES FOR INSPECTION OF RECORDS OF**  
**PATWARIS**  
**AND FOR GRANT OF CERTIFIED COPIES OR**  
**EXTRACTS**  
**THEREFROM**

S. No	Nature of Work	Charges
1	Register Haqdaran Zamin, Including extracts, in onnection with the preparation of abstracts of yields.	Re. 1 per khatauni holding to 4 holdings and 50 paise every additional holding.
2	Fard Hagiya Register of allotments prepared by the Settlement Authorities in connection with the resettlement of refugees provisional / permanent basis.	Rs. 2 per Khata.
3	Misl Haqiar	
4	Khatauni Ishtimal or Khamaun Killabandi or Khatauni Paumaish Bandoast Register Haqdaran Nakhlistan	As for Serial NO. 1
5	Naqsha Haqdaran (Ishtimal).	
6	Fahris Muawaza Darakhtan (Ishtimal)	Re. 1 per Khata.
7	Inspection Notes attached to Register Handaran Zamin.	Rs. 1.50 per item.
8	Fard Badar.	
9	Pending Dakhil Kharij	Rs. 2 per mutation
10	Interrogatories in pending Dakhi! Kharij.	Rs. 2 per interrogatory
11	Counterfoil decided Dakhil Kharij	Rs. 2 per mutation.
12	Genealogical tree	20 paise per ghuri
13	Statement of well and other sources of irrigation.	Rs. 2 per well/tubewell
14	List of pensions	Re. 1 per pensioner.

15	Wajib-ul-Arz	Rs. 1.50 per item
16	Naqsha Haquq Jadrat wa-panchakiat.	Rs. 2 per jandar/Panchkaki
17	Order of Settlement Officers	Rs. 2 for first 200 words and Re. 1 for every additional 100 words or part thereof.
18	Dhal Bachh Malis Mustaqil or Ghair Mustaqil.	Re. 1 per Khata. No. fee being charged if copies are required for recovery of land revenue.
19	Fard Fees Ishtimal	Re. 1 per khata.
20	Fard Haqiat, consisting of names of proprietors, total or survey/Khasra numbers, area, land revenue and rates and cesses.	Re. 1 if khata is one and Rs. 2 if khatas are more than one.
21	List of co-sharers of proprietary holdings.	
22	Demand statement (Canal)	Re. 1 per khata.
23	Tariga Bach	Rs. 2 for first 200 words and Re. 1 for every additional 100 words or part thereof.
24	Statement of grazing dues	Re. 1 per Khata. No. fee being charged if copies are required by the Headmen (Lambardars) for recovery of arrears of grazing dues.
25	Register Girdawari including extracts from Register Girdawari called for by Courts of Officers in connection with the preparation of 5 yearly abstract of fields.	Paisa 50 per khasta number for entries in a single volume.
26	Daily Diary (Roznamcha Wagiyati)	Rs. 1 per entry made of one subjects except as provided in sub-section (1) of Section 42.
27	Field Books	15 paisa per khasra number.
28	Statement contained in village Note Books	Re. 1 per statement.
29	Abstract of quinquennial average	Rs. 3 per statement.

	of Dakhil Kharij	
30	Fard Tagsim (list of alloitee of colony Land)	Rs. 2 per Khata.
31	Parcha Books	Cost Price of book plus 25 paise per Khatauni holding
32	Register Scheme Ishtimal	Rs. 2 per Khata.
<b>B-INSPECTIONS</b>		
33	Inspection of papers relating to one Quadrennium/Consolidation documents, including relevant entries of register Dakhil Kharij.	Rs. 2 per 4 years record.
<b>C-PREPARATION OF PLANS AND TRACINGS</b>		
34	Tracing of field map	
35	Tracing of tatimma-shajra	20 paise per khasra number
36	Preparation of plans called for by Courtsw or Officers in connection with civil and revenue suits.]	

**Note:** 1. For the purposes of fee for copies of extracts from Registers Hagdaran Zamin in rent cases, the total number of khatauni holding should be taken into account irrespective of the fact whether they are cultivated by the land-owner himself or by the tenant or sub-tenant, and in calculating the fee the number of khatas of which the copies of extracts are given may be ignored.

2. For the purposes of copies or extracts of consolidation documents and inspection thereof, the word "Patwari" wherever occurring in rule 36, will include "Consolidation Patwari" who will be responsible for issuing copies/inspections of consolidation documents, during the pendency of consolidation proceedings in the revenue estate concerned and will maintain accounts of the copying fees/ inspection charges thus realized in the prescribed manner under the head of account "VII-Land Revenue-I-Consolidation of Holdings."

3. For extracts, under serial No. 1 and 26 and plans for serial No. 37 if prepared in connection with the temporary alienation of land, In satisfaction of a decree of a Civil Court, the charges shall be subject to maximum of Ra. 15 in a single case, irrespective of the fact whether the extracts are prepared from a Register Haqdaran Zamin or Register Girdawari or both, and whether or not they involve the preparation of a plan.

4. A receipt in Form XXII shall be given to the payee for the fee actually realized. One-third of the fee thus realized shall be retained by the Parwari and two-thirds shall be credited into the Government Treasury, under the head "VII-Land Revenue-Miscellaneous-Copying and Inspection Fees of Patwari Records."

5. Patwaris are forbidden to prepare and supply copies or extracts of papers not shown in this Schedule.

6. In the case of inspection of the Patwari's record by Sub-Inspectors or Inspectors of Co-operative Societies under serial No. 34, for the business of the Society, no fee shall be charged.

7. In the case of parcha books under serial No. 32, the Parwari is entitled to this fee, except at the close of settlement operations and in the special case where the Collector may see reasons to supply the parcha books, free of charge, at other times also. If, however, the parcha books are supplied only after application to a Revenue Officer, the fee, less cost price of the books, should be credited to Government or allowed to the Patwari, as the Revenue Officer may consider fit.

8. Any person desiring to obtain the certified copies of the revenue records in possession of the Patwari, may apply to the Tehsil Office Kanungo for this purpose giving sufficient information to enable the Patwari to make out the copies. The application need not bear any court-fee stamps. The Tehsil Office Kanungo shall give a written acknowledgement of the receipt of such application in Form XXIII to the applicant and obtain the required copies from the Parwari within ten days of the receipt of application and deliver the same to the applicant on payment of the fee, prescribed under this Schedule.

9. For the purposes of supply of copies of the revenue records in possession of Patwari, the Tehsil Office Kanungo shall maintain a register, for recording:-

- (i) the date of receipt of the application;
- (ii) the name of applicant;
- (iii) the nature of record of which copy is desired;
- (iv) the date given on the application for the receipt of the copies;
- (v) the date on which the copies were actually delivered to the applicant;
- (vi) amount of fee realized;

- (a) Parwari's share
- (b) Government share
- (c) Total

(vii) Remarks.]

(ii) The accounts of fee realized by Patwaris should be kept in the register in Form P-XII given in Appendix G which will be supplied to them. Government share of the fee should be paid into the treasury half-yearly along with the land revenue through the Lambardar of the village which is the Headquarter of the Patwari. The field Kanungo should check the register every month when he goes to the Patwari's circle and should sign it in token of his having done so. The Tehsildar or the Naib- Tehsildar when inspecting the Patwari's work should also check it. During September when the Patwari comes to the Tehsil he should bring the register with him for check by the Tehsil Wasil Baqi Nawis.

(iii) Supply & printed copies of receipt books for copying and inspection fees of Patwaris records: The Patwari will be supplied with a printed receipt book in triplicate, in which every amount realized by him shall be recorded. One foil will be handed over to the payee and the second sent to the Tehsil Wasil Bagi Nawis through the field Karzingo with the half-yearly demand statements. The Patwari should enter the receipt number on each copy of revenue record supplied by him. As soon as the receipt book is exhausted the Patwari will return the counterfoils to the office Kanungo and obtain from him a new receipt book in exchange.

**13. Entry in Diary:** - (i) The Patwari should enter in his diary (a) the field numbers and khatas to which an extract applied for relates (b), the fee charged for the extract, and (c) the name of person from whom charged. Inspecting officers should verify from time to time by enquiry from the parties concerned whether the sums entered in the diary were actually paid.

(ii) Copies of the schedules of rates to; be charged for extracts, etc., should be printed in Urdu and distributed broadcast in every village. The schedule should also contain a note to the effect that any person who is required to pay for work which no fee is prescribed or to; make any excess payment should report the matter to the Tehsildar.

(iii) A printed copy of the schedule should also be exhibited at patwari khanas, Tehsils, [zailghars), village schools and other places of public resort.

**13-A: - Obtaining of Certified Copies of the Revenue Records through Field Kanungo:-** [Any person desiring to get copies or extracts mentioned in the last paragraph may apply to the field Kanungo for the supply of these, Each field Kanungo should maintain a register in which he should enter the date of the receipt of the application, the date given by him to the applicant for the receipt of

the copies and the date on which the copies were actually delivered. It would be the duty of the field Kanungo to obtain these copies and to deliver these to the applicant on the payment of the prescribed fees. The Tehsil Revenue Officers and the Revenue Assistant should inspect the register to see if the applications are being attended to carefully. These Revenue Officers should also take steps to ensure prompt delivery of copies and extracts and should attend to complaints of overcharge, delay or default, expeditiously and take severe action against the official at fault.]

**14. Payment into the Treasury of Government's Share of Fees Realized by Patwari for Inspection of Records and Extracts Granted therefrom:** - (a) Each Patwari should prepare a statement showing the Government's share of fees realized from 1<sup>st</sup> April to 30th September and submit it to the field Kanungo of his circle by the 10<sup>th</sup> of October. He should prepare a similar statement for the period 1st October to 31<sup>st</sup> March and send it on to the field kanungo by the 10th of April. These statements will show the name of the village and the amount of fee recoverable during each month of the two periods noted above together with the total of the circle. When submitting these statements the patwari should note in the register maintained by him under the rules, the dates of their submission together with the periods to which they relate. The field kanungo should prepare a consolidated statement by villages giving the total of his circle and submit it to the Tehsil Wasil baqi nawis by the end of October and April, each year. He should at the same time hand over a fard to the lambardar concerned showing the amount recoverable from each Patwari.

(b) On receipt of those statements the Tehsil Wasil Baqi Nawis should prepare, in duplicate, a consolidated statement for the whole Tehsil and submit it through the Sadar Wasil Baqi Nawis to the Collector for sanction so as to reach his office on the 15th November and 15th May, at the latest. After obtaining the necessary sanction, the Sadar Wasil Baqi Nawis should note the demand in his register and return the duplicate copy of the statement to the Tehsildar by the end of November and May, at the latest. These statements will be attached to the *qistbandi* as demand statements of copying and inspection fees of patwari's records.

(c) The half - yearly demand statements together with the receipt referred to in paragraph 3.48 (iv) *supra* will be destroyed after three years, while the books of counterfoils referred to in the same paragraph will be destroyed after one year in the presence of the tehsildar. The consolidation demand statement for the

whole Tehsil that forms a part of the *qistbandi*, will be destroyed along with the latter, i.e. when the new settlement is sanctioned.

**15. Cost of Parcha Books:** - Except at the close of settlement operations and in the special cases noted in paragraph 3.22 the Patwari is entitled to a fee for each book supplied by him to an agriculturist of his circle, amounting to the cost price of the book, plus [1 anna] per khatauni holding. But if the parcha book is supplied only after application made to a revenue officer, the fee, less cost price of the book may be credited to Government or allowed to the Patwari, as the revenue officer may see fit.

**16. Patwari's Share in Mutation Fee:-** In addition to the fees mentioned in paragraphs 3.48 and 3.51, the Patwari is also entitled to receive two-fifths of the total amount of mutation fees charged by Government for making entries in the mutation register in regard to the acquisition of any right or interest in an estate as prescribed in Appendix B to Chapter 7.

## **PART V REWARDS**

### **17. Inspection of Patwari's Records by Inspectors & Sub- Inspectors of Cho Reclamation Societies and of Co-operative Forest Special Staff, Free of Charges: -**

The Inspectors and Sub-Inspectors of Cho Reclamation Societies and of Co-operative Forest Special staff in connection with Forest Societies, are allowed to inspect Patwari's records and take notes therefrom, free of charge

**18. Rewards for Reporting the Occurrence of Epidemics:** (i) Collectors may grant rewards to Patwaris for reporting cases of plague, cholera and small-pox on the recommendation of the Director of Public Health, who will provide funds required for the purpose. Such rewards should not exceed Rs. 10 in any one case.

(ii) Rewards for reporting outbreak of epidemics among livestock: Circle Superintendent of the Animal Husbandry Department may, subject to the approval of the Deputy Commissioner, grant a reward not exceeding Rs. 20 to any Patwari who has displayed special zeal in reporting the outbreak of contagious disease among livestock under paragraph 3.15 supra.

Provision for such expenditure is made in the budget of the Director Animal Husbandry, Punjab.

(iii) Permission to receive honoraria from sources other than general revenues: Collectors may also permit Patwaris to receive an honorarium from sources other than the general revenue up to the amount of sixty rupees either in a lump sum of or in the form of a recurring honorarium of five rupees per mensem for one year for rendering assistance to local bodies and co-operative societies in connection with election work and similar duties. Before granting such permission Collectors should fully satisfy themselves that the work can be undertaken without detriment to the Parwari's ordinary duties.

The Board of Revenue have full powers to permit Patwaris to receive an honorarium, when the amount exceeds rupees sixty per annum or rupees five per mensem.}



## **PART VI**

### **PATWARKHANAS**

**19. Rules as to Patwarkhanas:** - The following are the orders regarding *patwarkhanas*: -

(i) No demands of any kind are to be made on lambardars or landowners or on the village residents for the construction or repairs of *patwarkhanas*.

(ii) {Requirement of compulsory residence of a Patwari in his circle shall be strictly observed and exceptions shall be allowed. Failure to enforce these instructions or omission to take immediate action for non-residence of a Patwari in his circle shall obviously mean lack of supervision and vigilance on the part of the Tehaildar and shall be construed as inefficiency and he may be proceeded against departmentally.

In Patwari circle where no listed Patwarkhanas exist, Patwaris shall be required to make their own arrangements for housing themselves and providing a separate room for their records and office work at some village within their circles. Reasonable help in enabling them to do this shall be given to them by the revenue authorities. In this connection the Tehsildrs shall be made personally responsible to assist the Patwaris in securing suitable accommodation for their Patwarkhanas. The good offices of the Union Councils shall be invoked to repair existing Government buildings or for hiring private buildings. The Deputy Commissioner shall make a special note of the Tehsildar's efforts in this direction in their annual confidential reports. Exceptional cases of devotion to duty in this behalf shall also be brought to the notice of the Board of Revenue, for issue of letters of appreciation.}

(iii) Government has now accepted a policy of adding slowly year by year to the number of Patwarkhanas (at the rate of about 20 Patwarkhanas each year in each division), preference being given to those cases where it is difficult or expensive for a Patwari to get a residence and the office in his own circle, Where, in the opinion of the Collector, the repairs to be carried out to a Patwarkhana are of a special nature and their execution is beyond the Patwari's capacity he will apply to the 1 {Director of Land Records) for funds, The {1 {Director} has been empowered to sanction expenditure on repairs of Patwarkhanas up to Rs. 250 each case: expenditure in excess of this sum requires the sanction of the Board of Revenue. A rough plan and

specification with an estimate of cost should be submitted with every such application, and a completion report, if the expenditure is sanctioned, must be submitted to the {Director}, It is for the Deputy Commissioner to decide as to the agency to be employed for the repair of Patwarkhanas, Ordinary repairs to Patwarkhanas will be carried out by the Patwaris living in them.

(iv) Where a *Patwarkhanas* exists, the Patwari shall live in it and keep it in repair; provided that if any such *Patwarkhanas* is, in the Collector's opinion, for any reason unsuitable for this purpose, he may, with the previous, sanction of the Director, make over the building to the lambardars of the village to be used for their own purposes, and call upon the Patwari to make his own arrangements for a residence and office.

(v) When a Patwari retires or is transferred he will hand over the *Patwarkhana* to his successor, who will sign a certificate to the effect that he has received it in good condition. This certificate will be endorsed by the field kanungo of the circle and sent to the tehsil office for record. Both Patwaris should sign the entry to be made in the village diary that the building has been made over in good condition should the *Patwarkhana* be in need of repair, the outgoing Patwari will be responsible for having such repairs executed, unless they come under the category of special repairs as defined in clause (iii) *supra*.

(vi) No expenditure for repairs of *Patwarkhanas* will be sanctioned except in case of special repairs due to serious damage from floods or other circumstances beyond the control of the Patwari. Application for sanction to such expenditure must be submitted to the Director. In making recommendations for grant of funds for repairing *Patwarkhanas* in need of special repairs, facts should be reported in detail and it should be expressly stated:

(a) That suitable action has been taken against any Patwari who has been responsible for the special repair having become necessary through neglect of ordinary repairs, or

(b) That the special repairs have not become necessary owing to the neglect of ordinary repairs.

(vii) To prevent irregularities in carrying out repairs to *Patwarkhanas* and in disbursing money allotted for the purpose, a set of instruction has been given in appendix D, and the Collector shall see that these are strictly followed and defaulters suitably dealt with.

(viii) Field kanungo shall be required to report to the tehsildar by the 1st January, every year:

(1) In regard to listed Patwarkhanas situated in his circle: -

- (a) Location
- (b) accommodation
- (c) Conditions
- (d) whether the Patwaris live in them

(2) In regard to *Patwarkhanas* circles where there are no listed *Patwarkhanas* -

- (a) Whether Patwarsi fulfil requirements of compulsory residence in their circles
- (b) Whether available buildings are used wherever possible.
- (c) Whether Patwaris have made proper arrangements for their offices and residences:
- (d) Location of buildings;
- (e) Accommodation;
- (f) Rent and other necessary particulars.

The Tehsildar shall prepare a list of all listed Patwarkhanas and other buildings used by Patwaris for their offices and residences giving their locations, accommodations, rent and other particulars mentioned under (1) and (2) above. This list shall be hung prominently in the Tehsil headquarters. Copies of this list shall be submitted to the Deputy Commissioners, {Revenue Assistant} and Assistant Commissioners. These officers shall pay surprise visits to Patwarkhanas to verify the fact of residence of the Patwaris concerned as well as for proper maintenance of Patwarkhanas and the records kept therein. Inspections of Patwaris papers shall invariably be undertaken at the patwarkhanas and not at rest houses. In case Patwaris are found to be non-residents in their circles action shall be taken against the defaulting Patwaris as well as the Halqa Officer concerned.

On receipt of aforesaid list from the Tehsildar, the {Revenue Assistant} shall particularly bring to the notice of the Collector any cases in which the orders contained in this respect are not observed.}

(ix) Each Patwari shall be required to report to his Tehsildar on 1st January each year, the name of the village in which he resides or his full address, if his place of residence is at town. The Tehsildar, in turn, shall submit such reports relating to all Patwaris in his charge to Sadr by the 1st

February each year. To ensure strict compliance registers shall be maintained at Tehsil and District headquarters, in the following form:

Serial No.	Name of Circle	Name of Patwari with parentage	Name of village of residence or full address	Remarks

Wherever a Parwari wishes to shift his residence to another village of place for any special reason, he should do so with the permission of the Collector. When such permission is accorded, tehsil and Sadr registers shall be brought up-to-date accordingly. Care should be taken to ensure that Patwaris reside, as far as possible village centrally situated in their respective circles.

## PART VII

### Equipment, Stationary, etc., for Patwaris

**20. Survey Equipment:** - The following survey equipment will be supplied to each Patwari; the cost thereof being met from the Patwari contingencies: -

- 1 Chain with 10 iron pins.
- 1 Cross staff.
- 12 or 15 Bamboo flag staves.
- 1 Plotting Scale.
- 1 Board 21 X 2 x 2 feet

**Note:-** (1) In hill circles plane table and sighting and will be supplied in place of the board.

(2) Each Patwari engaged in breaking up rectangles into killas in four coony tracts should be supplied with 20 flag-staves so that all sides of the rectangle may be plotted out in between the four corner stones and four staves may be left over to plot out the internal inter-sections of the killas boundaries, as shown in the diagram below.

		40	0	40	0	40	0	40	0	40			
	36												
	0		0									0	
	36											0	180K
	0		0									0	
	36											0	
	0		0									0	
	36											0	

----- 200 K -----

Corner of rectangle.

**21. Kadams:** - The Patwari 's kadam should not be of wood, but of bar iron (about one-third inch square). Tow should be supplied to each Patwari. The field kanungo is responsible for their agreement with his own rods. With hollow bamboos, for safe keeping, they should not cost more than 14 annas each. If the cost exceeds this amount the matter should be referred to Director land Records for this decision.

**22. Addas:** - At every village where a Patwari resides, there should be marked out on a level piece of uncultivated land a standard length (adda) exactly corresponding with the Patwari's 10 kadam chain. The extreme ends should be marked by two pegs driven deep (2 feet, if possible) into the ground. The measurement of the addas should be reckoned from the outside edge of the peg to the inside edge of the other; that is to say, when the handle of one end of the chain is placed over one peg, the other end should touch the inside of the other peg. If the adda itself needs correction, it can be shortened by cutting from the outside of the pegs, or lengthened by cutting from the inside.

Importance is attached to the correct maintenance of these addas, and revenue officers in their visits to Patwaris offices should see that the orders for their maintenance are duly observed and that the length of the adda is strictly accurate. Field kanungos should be held responsible for any inaccuracies in the addas, and for any neglect of the orders relating to them. Full instructions for preparation of these addas will be found in the Mensuration Manual.

**23. Patwari's Chain:-** The Patwaris chain should be made soft iron and constructed exactly as directed in the Mensuration Manual. Variations of patterns are forbidden. Chains should always, be made up locally. It should contain 10 pins. In testing the length of a chain, see that it is well shaken out and stretched only to the tension at which it is used. Test either on the adda or by rods as may be convenient. In the latter case use two rods, placing them on the ground alternately and see that they touch truly.

**24. Patwari's Cross-staves:-** The Patwaris' cross-staff- A pattern will be supplied to each district by the Director of Land Records. It should be made up locally, strictly in accordance with this pattern. Elaborations and additions to the pattern are forbidden.

**25. Measuring Flags for Patwaris:** - Bamboo flag-staves - A Patwari cannot survey on the square system with less than 12 or 15 flags. Of these 4 or 5 should be 15 feet high, and the rest 10 feet. Each bamboo should have a pointed iron ferrule at foot, and completed in this way.

**26. Plane-tables Sometimes Required:-** Plane-tables are necessary only for hill surveying. When necessary for this purpose, a pattern should be obtained from the Director of Land Records and they should be made up locally according to the

pattern so supplied. Patwaris of plain villages require only a size 21/2 x2 feet, strengthened on the underside with patterns. Care should be taken to employ brass, not iron, in repairing the sockets, etc., of plane-tables.

**27. Sighting Rods:** - Sighting rods are not required except in hill tracts, where it is necessary to use plane-table. In such case a pattern should be obtained from the Director of Land Records and the sighting rods should be made up locally according to the pattern.

**28. Plotting Scales.** (i) The Director of Land Records shall appoint any firm dealing in the manufacture of plotting scales as an approved contractor, for one year, for the supply of plotting scales, with the previous approval of the Financial Commissioner. Before making a selection, the Director of Land Records will invite tenders, quoting the minimum price of the plotting scales acceptable, from reputed firms. The firm approved shall be called upon to enter into an agreement with the Director of Land Records for the supply of plotting scales at fixed prices. A proposal for fresh sanction should be submitted to Financial Commissioner by the 15th May, every year.

(ii) The Director will send to each Deputy Commissioner and Settlement Officer a pattern of each scale to be kept in his office and used for comparison with scales supplied by the contractor. Any scales which are not made according to the pattern should be rejected and returned to the contractor. The Director should be informed of such rejections.

(iii) The points as to which a careful examination of scales should be made are the following:-

- (1) The sub-divisions must be accurate.
- (2) The sub-divisions must be deep and black and not broader than in the pattern.
- (3) The metal must not be glittering.
- (4) The measuring edge must be thin and absolutely true.
- (5) The scale must be backed with white paper.
- (6) The weight must be not less than 71/2 tolas, or 10 tolas according to length.

**29. Return of Mathematical Instruments:-** Settlement Officer should submit at the end of every official year a list in form P- IX given in appendix G, of the mathematical instruments in stock on the 31st March. When new mathematical

instruments are required the indent for them (the form of which will be found in the rules published in part II of the Gazette of India for April 9th 1887) should be sent through the Commissioner's office. When survey instruments are transferred from one settlement to another, or to the Commissioner's Office, or sent to the Survey Office, the date on which, and the officer by whom, they were originally received from the instruments Office, should be noted.

**30. Books of Reference:** - The following books of reference should be supplied to the Patwaris, the correction slips being issued to them from time to time through the tehsil office kanungo. The field kanungo and higher inspecting officers should see that these books are kept up to date:-

1. Land Records Manual.
2. A copy of poppy cultivation rules in tracts where poppy cultivation is permitted.
3. Board of Revenue's Standing order on Land Alienation Act.
4. Board of Revenue's Standing order No. 32 (Takavi loans).
5. A copy of the Rules contained in paragraphs 441 and 505 of the settlement Manual.
6. Mensuration Manual.
7. Rules showing the duties of Lambardars and Chukidars (Part II-Jantra Patwarian).
8. A Redy Reckoner regarding the calculation of areas.
9. A copy of the Muslim Personal Law Shariat.



## **PART VIII DIARY, ETC.**

**31. Diary:** - The Patwart is required to keep both a diary ( Roznameha) and a work book.

### **CASE LAWS**

**Copy of "Roznamcha Waqlati" Mode of Proof.-** Evidentiary value of "Roznamcha Wagiati" was prescribed to be a public document maintained by Patwari in the discharge of his official duties as envisaged by Art. 85, Qanun-e-Shahadat, 1984 (Being such a public document, copy of "Roznamcha Wagiati" per se was admissible). Finding of Courts below that copy of same was not formally proved by examining Patwari was patently erroneous. Evidentiary value of "Roznamcha Wagiati" entry whereof dated 2-11-1963 was much earlier than plaintiff's suit against vendor resulting in consent decree had been instituted, showing that same vendor had already sold away land in question to defendant could not be overlooked. Entry in "Roznamcha Wagiati" being of much earlier origin, when dispute between parties had not arisen, same would be taken to be an unassailable piece of documentary evidence lending substantial support to defendant's claim of document's claim of being a bona fide earlier purchaser. Entry in "Roznamcha Wagiati" by virtue of the earlier date would by itself suffice to defeat plaintiff's claim of having purchased land by the decree dated 20-1-1964, which date was much later in point of time. Decree in plaintiff's favor granted by Courts below was set aside in circumstances.

**32. Village Diary and File of Instructions:-** [The roznamcha] is the book in which occurrences relating to the Patwari's duty and his circle are to be entered day by day. Ordinarily there shall be one diary for each circle. But if a Patwari has one or more assistants, each will keep a separate diary under such instructions for the division of business as the Collector may issue in each case.

The Patwari will also maintain a file called "File of instructions" in which he will place copies of all orders and instructions received by him. He should enter in his diary the receipt of such orders and instructions.

[Sheets of blank paper issued to a Patwari for the purpose of his diary should be stitched in a volume before they are issued to him.] On the opening page of the volume of the office kanungo should certify in his writing and under his signature the total number of leaves, and each leaf should also be stamped with the Tehsil seal.

**33. Occurrences to be Done in Diary:-** The following occurrences must be noted in the diary on the day on which they come to the Patwari's notice and the manner in which they came to his knowledge, being stated, and the signature or seal of one of the village headmen concerned being added at the time of entry, if possible:-

1. Any calamity which he reports to the tehsildar and field kanungo as mentioned in paragraph 3.15 *supra*.
2. All alluvion, or diluvion (with approximate area and giving details so far as known at the time).
3. Fall of rain and their duration, and whether slight, medium or heavy.
4. The dates on which canals or rajbahs began or ceased to run, and on which there was any marked change in the supply of canal water.
5. Deaths of owners, village officers, pensioners [or revenue assignees, and the marriage or remarriage of female drawing family pensions and residing in the estate].
6. The ejection, absconding, or settling of cultivators or right-holders, and the relinquishment, change or renewal of any tenure.
7. Such change of cultivating occupancy and rent as have to be noted under chapter 9.9.
8. The execution of any decree of court affecting land, its rent, or its produce.
9. Takavi advances made by government, repayments of same; as also notes of the progress or completion of works for which a takavi has been granted.
10. Orders of revenue officers or kanungos received by the patwari or executed in the circle.
11. Attachment proceedings affecting the land, its cultivation, or its produce or cattle.
12. Any encroachment on or damage to nazul or Government property or roads.
13. Any [alienation or resumption of revenue by government; and suspensions or remissions of revenue, and any alteration of the rate of cases.
14. The cultivation of land occupied by groves held free of revenue.
15. Infringement or neglect of conditions attached to grants of land revenue made by Government.

16. The erection, destruction or decay of survey marks or village boundary marks and the alteration of village boundaries.
17. Payments of revenue to Government or to Government assignees, and payments of Chaukidar's wages.
18. The visit of any Government official to the circle.
19. Any fact relating to the land or its revenue or rent specially reported to the Patwari by a person interested therein, with a request that it be entered in his diary or which the Patwari may think of importance.
20. Any alteration in the [cultivating occupancy] or rent of land which may have been recorded in the crop-inspection register in accordance with chapter 9 (Harvest Inspection).
21. Any case of brick-burning. When it is suspected that the crime is due to incendiarism, this should be specified.
22. Any cases of increase of mortgage money, with details of the amount, parties and village.

For entry in the diary of alterations of entries in the khasra girdawari see chapter 9.9. (b).

For entry of registration, to be entered in the diary see Chapter 7.32 (iii) and for entry of the first four columns of lists of mutations see chapter 7.38(v).

Note: It has been noticed that in some districts Patwaris take undue advantage of instructions in this paragraph and record detailed reports about transfers of land and getting the parties concerned to affix their signatures to the entries made by them. This practice is irregular and must result in greater opportunities for illegitimate income to the Patwari. The only person whose signature can be affixed to the entry made in the diary is the village Lambardar, the reports made in the diary should be brief.

**34. Number and Dating of Entries:** - The Patwari must prefix to every entry a separate serial number in large and clear figures. Every entry should be closed by an asterisk and no blank line should be left between two consecutive entries. Such orders and instructions as relate to rules of practice must be entered in red ink. The date of each day's entries will be given according to the Sambat (Solar) calendar. The English date being added.

**35. Orders to be Entered:** - The Patwari must enter in his diary all orders and instructions communicated to him by the kanungo and must obtain the kanungo's

signature to the entries. He must also obtain the kanungos signature to all entries relating to facts reported to the kanungo.

**36. Condition of Crops etc., to be Entered:** - The Patwari must, at the end of each Sambat month enter in his diary the general condition of the crops, husbandry and cattle of his circle, noticing specially all facts which have affected them favorably or unfavorably. This entry must be made with special care and after sufficient inquiry and inspection of the crops.

**37. Work-Book for Patwari:** - In the Work-book the Patwari will enter from day to day the work done by him. Detailed instructions will be printed at the beginning of the work-book. Each book will contain 24 leaves. New books for each year should be distributed to each Patwari at the same time as he receives his stationery supply, and the cost should be charged to the Patwari contingencies. A new book should be opened by each Patwari on the 16<sup>th</sup> Bhadon (beginning of September) in each year.

**38. Partial Book Prescribed During Measurements:-** When measurements are commenced in any village, the Patwari will be furnished with an inspection-book (partal ki kitab) for that village, and all entries made by inspection officers of the result of their inspection in that village will be made, not on the {Patwari's work-book,} but in this inspection book for the village, which should be of the same size as the khataunis and be filed with them when the measurement of the village is complete. This inspection-book will contain only entries relating to the village for which it is drawn up, including lists of mistakes, and reports as to their corrections. Any entry an inspecting officer may have to make about other villages, e.g., at girdawari time, he should make on the {Patwari's work-book.}

**39. Reports to Superiors:** - The communications of Patwaris with their superior officers should, as a rule, be sent by hand, but where they have to submit reports or papers direct to the tehsil or sadar or to officers of or above the rank of a Tehsildar they may, should no other more convenient means of communication be available forward the necessary documents by post "bearing". For the purposes of paragraphs 353 (2) of the Post Telegraph Guide Patwaris have been recognized as Government officials and the "bearing" postage payable on official postal articles sent by them is the prepaid rate (vide letter No. 7931, of 26th

January, 1902 from the Postmaster-General Punjab, to the Revenue Secretary to Government, Punjab).

**40. Maintenance of the Registers of Survey Equipment, Furniture and Record in**

**Patwari's Custody:-** (a) A register of the survey equipment and furniture supplied to Patwaris at Government expense and remaining in their custody should be maintained in form P-X, given in appendix G, by each Patwari and a consolidated copy of the same with the omission of columns 4 and 5 should be kept by each tehsil office kanungo. When the Patwaris come to the tehsil in September, they should bring their registers with them and the tehsil office kanungo should compare them with his copy, note the result of the comparison in the last column of the latter, and make any corrections that may be necessary.

Any loss of survey equipment should be immediately reported by the field kanungo to the Tehsildar, who will, if the loss has been due to the Patwari's negligence order the replacement of the equipment by the Patwari concerned, and in other cases report to the Deputy Commissioner for its replacement at Government expense.

(b) A register in form P-X given in appendix G, should also be maintained by each Patwari showing the records in his custody. It should be in the same volume as register in form P-X, but no consolidated copy of it need be kept at the Tehsil nor need it be checked by the Tehsil office kanungo except under special orders of the Collector.

## **PART IX**

### **STATIONERY FOR PATWARIS**

**41. Covers of Jamabandi (Periodical Records etc.):**- Every Patwari will provide at his own expense a leather outside cover (Patta) for his diary, and for the harvest inspection statement of each village: for the {jamabandi} of each village he provides papers binding covered with chintz or thin cloth. These covers will be used to protect the papers actually in use by the Patwari and will never be sent to the Tehsil office.

**42. Petty Items of Stationery:** - All Patwaris (temporary or permanent) and assistant Patwaris will receive from Government a stationery allowance per mensem, fixed by Government from time to time except in districts under settlement, to enable them to provide themselves with pens, pencils, shingraph, and red, black ink and such like petty items. This allowance should be drawn and paid to Patwaris monthly along with their pay. In districts under settlement, Patwaris should be given instead the stationery they require from the general supply arranged for by the Settlement Officers.

**43. Patwaris Almanac:** - Arrangements have been made by the Director Land Records for the annual issue of a Patwaris' almanac, and the issue will be ready two months before each year commences. A copy of the almanac should be supplied to every Patwari and to every Kanungo.

**44. Forms and Blank Paper:** Collector should indent for forms and blank papers for Patwaris and Kanungos in the manner described in Paragraphs 3.93 to 3.97 infra. The Director of Land Records has been specially authorized, where necessary, to make local purchases of paper and cloth for the use of Patwaris and Kanungos and also to have Patwari and Kanungo forms lithographed at private presses.

**45. Standard and Special Form:** - Forms are of two kinds-(a) Standard and (b) [Special], A sample book of the standard forms in common use throughout the Province has been supplied to all Deputy Commissioners, who should keep this book up-to-date by adding to it new or modified forms approved by the Director of Land Records and corrections issued by him from time to time. Specimens of standard forms included in the sample book need not be sent with the indents for

these forms, but samples of special forms must always accompany the indents for such forms.

**46. Preparation of Indents for Forms and Blank Paper:-** (1) A quinquennial list of all {kanungo and Patwari forms} supplied to each Patwari and each field, tehsil and district kanungo during the 4 years to which the {last quinquennial jamabandi} relates has been prepared and kept in tehsil and district kanungo's offices. With the aid of this list and supplemented by information supplied by Patwaris when they come to the tehsil office during September as to their requirement in the following year, the Tehsil kanungo should prepare in duplicate three indents for (1) standard forms, (2) {special forms} and (3) blank paper. He will send one copy of each indent to the sadar office by the 1<sup>st</sup> October, keeping the other copies in his own office. The indent for 1955-56 will be for the same forms as were supplied during 1951-52 with such deductions as may be found possible, and similarly the indent for 1956-57 should be for the same forms as supplied during 1952-53 and so on in rotation as {jamabandis} are prepared. Mapping sheets, abstract village note-books, mutation registers and lal kitabs when required in the standard forms should be included in the indent for these forms. Whenever additions to the quadrennial list appear needed, the approval of the Director of Land Record should be previously obtained.

(2) Blank paper to be used by Patwaris and kanungos should be indented for according to the following scale:-

**47. Submission of Indent:** - The district kanungo should check the Tehsil indent very carefully with the quinquennial list kept in his office, and the scale of blank paper laid down above, and then prepare three consolidated indents for (1) standard forms (2) {special forms} and (3) blank paper for the district by Tehsil and his own office. The consolidated indent should be thoroughly checked in detail by the {Revenue Assistant} so that waste of forms and the submission of supplementary indents may be avoided. On the back of the indent should be entered the full addresses of the officers to whom forms and paper ought to be sent. The name of the railway station to which consignments are to be booked must always be mentioned in the address.

The district indents for standard and {special} forms should be sent in duplicate to the Director of Land Records so as to reach his office on the 2<sup>nd</sup> November each year at the latest. A consolidated indent for the Province will be prepared in the office of the Director of Land records and forwarded to the

{Superintendent, Government Printing} on the 1<sup>st</sup> December, each year along with one copy of the district indents.

The district indents for blank paper in duplicate should be forwarded to the office of the Director of Land Records by 15<sup>th</sup> April each year whence they will be forwarded to the Controller, Provincial Stationery, office Lahore, so as to reach his office on 1<sup>st</sup> June. No indent for forms and blank paper will be complied with unless it is forwarded through the Director of Land Records.

**48. Supply of Stationery:** - Supplies from the Government Press Lahore, and the Controller, Provincial Stationery Office, Lahore, should reach district officers not later than the end of July. Distribution to Patwaris will be made in September when {Jamabandis} are filed in the Tehsil.

As soon as supplies are received both forms and blank paper should be examined to see that the paper is of the requisite quality, that the forms are well lithographed and that the number is complete. Should there be any deficiency or other cause for complaint the Deputy Commissioners should address the {Government Printing Press, Lahore}, or the Controller, provincial Stationery Office, Lahore direct. One copy of the invoice receipted or amended should be sent within a week to the authority from whom the consignment is received and the second copy of the invoice relating to forms should remain at the Tehsil, while that relating to blank paper should be signed by the Tehsildar and sent to the Sadar kanungo after entry in the stock register kept in the Tehsil.

**49. Stock Register.** The tehsil kanungo shall keep up a stock register of forms used by Patwaris kanungos and tehsildars (revised sample No.21 of the sample book).

In column 2 of the Stock Register the date on which supply was last made to the Patwari should be entered, so that it may readily be seen that he is not exceeding his estimate. In column 3 of the register, the number of the Patwari circle should be entered under the Patwari's name. The signature of the Patwari should be obtained in the column of remarks of the register. Whenever a Patwari exceeds his estimate a remark explaining the reason of the excess should be recorded by the office kanungo after the Patwari's signature in the column of remarks.

When supplies are received or issued to Patwaris they should be entered in the stock register at once. The receipts and issues should be totaled and the balance of forms and blank paper on hand should be struck on the first of each month. The office kanungo shall keep with each kind of form and blank paper on



hand a memorandum showing the number of forms or quality of blank paper received and issued and the date of their receipt and issue and the balance on hand so that there may be no difficulty in checking the stock on hand with the stock register.

**50. Indent for Forms, Mapping Sheets and Stationery Required for Use in Settlements:** - Indents for {Patwari and kanungo} forms (standard and non-standard) and mapping sheets required for use in settlements should be sent to the {Superintendent Government Printing} through the Director of Land Records and those for other forms, blank paper and stationery to the Commissioner in the manner laid down in the Punjab Printing and Stationery Manual.

## **PART X**

### **CUSTODY AND DESTRUCTION OF PATWARIS' RECORDS.**

*(Replaces Standing Order No. 6; 1st reprint, dated 8th March, 1910, 2nd reprint, dated 13th May, 1919; and 3rd reprint, dated 16th October, 1929.)*

**51. Period for Which Khasras Girdawaris etc. Should be Preserved:** - When the Patwari brings the *jamabandis* to the tehsil at the beginning of September, he should bring with him all khasra girdawaris, work books (paragraph 3.85) consisting of counterfoils and notes of inspection and abbreviated *jamabandis* in his possession that are more than twelve years old. These papers should be at once destroyed by the office kanungo. He should also bring all fards bachh in his possession prepared for villages, the *jamabandis* of which are being filed, Counterfoils of Register adraq intiqalat manzur shuda wa na; manzur shuda relating to the same *jamabandis* and completed registers relating to the realization of copying and inspection fee of Patwari's records.

The fards bachh referred to here are the [fards bachh assamiwar or dhal bachhs] which are prepared from year to year for the purpose of showing the sums recoverable from different individuals or groups of individuals on account of land revenue, cesses, occupier's rate, etc. Fards bachh khatewar, which are prepared at settlement for the purpose of calculating the sums chargeable on different holdings on account of land revenue and cesses, are settlement records and should be dealt with in the manner prescribed in paragraph 3.100 and 3.102 *infra*.

**52. Period for Which Settlement Records, etc. Remain with the Patwari:-**

The remainder of the records with the Patwari, viz:-

- i. copies of settlement records, including fard bachh khatewar;
- ii. mutation registers;
- iii. detailed *jamabandis* and the maps, statements of irrigation and customs, genealogical trees and lists of revenue assignments appended thereto;
- iv. shajra parchas until replaced by new ones and field-books;
- v. village note-books;
- vi. village diaries (roznamcha) (paragraph 3.50) shall remain in his custody during the currency of the settlement to which they relate.

**53 Papers Relating to Expired Settlements to be Withdrawn From Patwaris:-** All the papers referred to in the last two paragraphs which relate to expired settlements, also [fards bachh of the last years of expired settlements not filed with a jamabandi,] should be withdrawn from the Patwari on the introduction of a new settlement except:-

- (1) The khasra girdawari until the new settlement has been in force for three years or until twelve years elapsed since the khasra girdawari was written, whichever period is longer;
- (2) Current mutation registers;
- (3) village note-books until the new settlement has been in force for five years;
- (4) field books in villages not subjected to re-measurement at settlement.

**54. Disposal of Papers so Withdrawn:** - The papers so withdrawn shall be disposed of thus:-

1	<ol style="list-style-type: none"> <li>a. Khasra girdawaris</li> <li>b. Diaries</li> <li>c. Abbreviated jamabandis</li> <li>d. Village note-book</li> <li>e. Mutation registers with duplicate orders only in them.</li> <li>f. Fards bachh not filed with a [jamabandi]</li> <li>g. Fard bachh khaewar</li> <li>h. Old shajra parcha which has been replaced by a new one</li> </ol>	Shall be destroyed at once
2	<ol style="list-style-type: none"> <li>a. Field-books ( when not bound up whit the records of rights.</li> <li>b. [detailed jamabandis and connected statements:</li> </ol>	Shall be destroyed at once if twelve years old. Otherwise shall be kept in the Tehsil till they are 12 years old and then destroyed.

3	a. Records of rights and all papers bound up with them. b. Field maps (Parat Tehsil) c. Mutation registers containing original order (if not required in the sadr),	Shall be kept in the Tehsil for ever.
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**55. What Records Should be Bound:** - Patwaris papers have to be filed in Government offices should not be bound in boards. But [standing records] prepared at settlement should be bound in stiff boards covered with leather. This applies both to the copy filed in the record room and to that kept by the Patwari.

**56. Treatment of Records Filed by Patwaris in Tehsil:** - The records filed by the Patwari in the tehsil from year to year shall be treated in the following way:-

1. **Abstract Statements:** - The abstract statements from which the entries in the office kanungo's copy of the village note-book are obtained shall be destroyed one year after date.
2. All [Jamabandis] filed in the tehsil shall be sent to the district office [by the date on which the Rabi girdawari ends], along with all the maps and papers attached there to except the [fards bachh.]
3. [Fards bachh] filed with a [jamabandi] shall be kept at the Tehsil until the next [jamabandi] is filed along with its [fards] and shall be then destroyed.
4. Completed registers relating to realization of copying and inspection fee of Patwaris records shall be kept by the Tehsil office kanungo for a period of 3 years and then destroyed.
5. Counterfoils of Register adrag intiqalat *manzur shuda wa na manzur shuda'* filled under paragraph 3.99 by Patwaris shall be destroyed at once by the office Kanungos.

**57. Records to be Permanently Kept:-** The following records shall be permanently preserved in district office:-

1. Records of expired settlements.
2. Mutation registers containing original orders which have not been bound with the [jamabandi.]
3. [Detailed jamabandis] and all the maps and papers attached thereto (excluding the fards bachh).

The office kanungos copies of the village, assessment circle, and Tehsil note-books shall be permanently preserved in the Tehsil.

**58. Destructions of Khataunis and Abbreviated Jamabandis Filed in District Office:-** [Khataunis] and {abbreviated jamabandis] filed by patwaris shall be transferred to the District Land Records Office, where the former will be preserved for the term of settlement to which they relate and destroyed after the [Khataunis] for the next settlement have been prepared and filed, and the latter shall be destroyed 12 years after the date of receipt.

**APPENDIX A**  
**COURSE OF STUDIES FOR PATWARI AND**  
**APPROXIMATE TRAINING PERIOD**

SR NO.	Subject	Content of Course	Approximate Training Period (6hrs/ day; 3 days a week)
<b>PART-I (THEORY)</b>			
1	Mensuration, including e-mensuration مساحت	As published on the website of board of revenue, Punjab	8 weeks plus rest of 3 days in field for practice
2	Responsibilities / duties of Patwari پٹواری کے فرائض	Chapter 3 of Land Record Manual	Two days
3	Preparation of mutation & Record of Right قواعد مال	Chapter 7 of Land Record Manual	One week
4	Girdawari گرداوری	Chapter 9 of Land Record Manual	Four weeks
5	Agriculture Statistics زراعت	Chapter 10 of Land Record Manual	Two weeks
6	Estimate of Corps تخمینہ جات اجناس	Chapter 13 of Land Record Manual	Four weeks
7	Crop Experiment فصل تجربات (امتحان پیداوار)	Chapter 15 of Land Record Manual	Two weeks
8	Reports & Returns امور حیوانات	Chapter 11 of Land Record Manual	Two weeks
9	Animal Husbandry دیہات سدھار	Livestock & Dairy Development Department standard kit for livestock village facilitators	One day
10	Rural Re-construction / Transformation	Local Government & Community Development Department standard kit	One day
11	Professional Ethics	As Published on the website of Board of	Two week

		Revenue, Punjab	
12	Role of ICT in Public Services` Delivery	As Published on the website of Board of Revenue, Punjab	One day
13	Preparation of electoral rolls of Legislative Assemblies / bodies الیکشن	Election Commission of Pakistan	Two days
14	Shariat Law of Inheritance & Ushr Law شریعت و عشر	As Published on the website of Board of Revenue, Punjab	Two days
<b>PART-II (PARACTICAL)</b>			
15	Urdu Typing (Inpage)	Typing of a passage of 500 words @ 25 wpm	One day
16	Downloading and use of Android Apps from Google Play Store	Practical demonstration on given Android Apps, duly issued by the Directorate of Land Records for the purpose	One day
17	Survey Work (Conventional, Total Station, GIS based etc., besides use of valuation tables), including copying of the Record.	As detailed in Land Records Manual and as per training manual specifically designed for the purpose by the Directorate of Land Records, and training imparted thereof.	Four weeks
18	Preparation of Land Records of 3000 field numbers. (1500 each field numbers of Kistwari & Qilabandi along with all kind of mutations (20 of the each type), besides 50 mutations of inheritance.	Special indent / e-indent will be Issued by the Directorate of Land Records Punjab for the said Purpose	Four weeks
19	To carried out crop inspection Rabi & Kharif and its implementation /	The candidate shall be required to reproduce his practical work in the field,	Twelve weeks

	change of Crop inspection (Girdawri) Thereof	already submitted with Directorate of Land Recorda through e-indent	
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