



No. 786/312-410/ Dir Acd-PRA/ 2022.
THE PUNJAB REVENUE ACADEMY
BOARD OF REVENUE, PUNJAB.
 Dated Lahore, the 29th of November 2022.

To,
The Commissioner Lahore Division,
Lahore.

Subject: **TRAINING SCHEDULE OF NEWLY RECRUITED A-CLASS NAIB- TEHSILDARS.**

Kindly refer to the subject cited above and Board of Revenue letter No. 2374-2022/ 5622-E(F)IV, dated 14.11.2022.

2. **First training schedule of newly recruited A-Class Naib-Tehsildars**, of 10 Divisions of the Punjab is hereby issued w.e.f. 7th December 2022 to 7th of June 2023 i.e., **for a period of six months**, for the preparation of 1000 survey (Khasra) numbers' measurement and preparation of land records thereof, under the Tehsildari/ Naib Tehsildari Departmental Examination & Training Rules 1969, as per the following details:

Sr. No	Subject	Course Content
1.	Mensuration including e-mensuration	1. Measurement, remeasurement, mapping and map corrections. 2. Method for allocation of field number on field map. 3. Reconciliation the entries of field map with the entries of field Book. 4. Survey implements and mapping paper. 5. Riverain measurement rules hitherto observed by the Survey Department as nominated by the Board of Revenue Punjab. 6. Procedure for correction of field maps in the interval between two settlements. 7. Incorporation of field map changes. 8. Changes of permanent nature. 9. Changes due to 'nautor' and 'hissadari kash'. 10. Method of preparation of 'tatima shajra' based on permanent changes. 11. Preparation of 'tatima shajra' necessitated by 'hissadari kash', etc. 12. Preparation of field book of new field numbers. 13. Keeping up-to-date of maps. 14. <i>Tatima Shajras</i> to be bound with the ' <i>jamabandis</i> ' (now Periodical

		<p>Records)</p> <p>15. Renewal of Patwaris copies of <i>shajra kishwar</i>.</p> <p>16. Incorporation of amendments in the '<i>part</i>' Tehsil map and in the '<i>shajra khistwar</i>' kept by Patwaris.</p> <p>17. Preparation of '<i>tatima shajra</i>' of alluvion and diluvion.</p> <p>18. Co-ordination of departmental land plans with corresponding revenue papers.</p>
2.	Patwari's work in all its details	<p>1. General duties of Patwari.</p> <p>2. Preparation of Land Records, Record of Rights and Periodical record.</p> <p>3. Preparation and entries in '<i>Roznamcha Waqiyati</i>'. The necessary entries are required to be made in '<i>Roznamcha Waqiyati</i>'.</p> <p>i. Any calamity which is reported to the tehsildar and field <i>Kanungos</i> mentioned in paragraph 3.15 of Land Record Manual (LRM).</p> <p>ii. All alluvion, or diluvion with approximate areas and details so far as known at time.</p> <p>iii. Falls of rain and duration thereof- whether slight, medium or heavy.</p> <p>iv. The dates on which canals are ceased to run, and on which there was any marked changes in the supply of canal water so as they can understand the concept of '<i>warabandi</i>'.</p> <p>v. Deaths of owners, village officers, pensioners or revenue assignees, and the marriage or remarriage of females drawing family pensions and residing in the estate.</p> <p>vi. The ejection, absconding, or settling of cultivators or right-holders, and the relinquishment, change or renewal of any tenures.</p> <p>vii. Such changes of cultivating occupancy and rent as have to be noted.</p> <p>viii. The execution of any decree of court affecting the land, its rent, or its produce.</p> <p>ix. '<i>Takavi</i>' advances made by Government and repayments of the same; as also notes of the progress or completion of works for which '<i>takavi</i>' has been granted.</p> <p>x. Orders of revenue officers or <i>kanungos</i> received by the patwari or executed in the circle.</p> <p>xi. Attachment proceedings affecting the land, its cultivation or its produce or cattle.</p> <p>xii. Any encroachment on or damage to '<i>Nazul</i>' (Govt Land) or Government property or roads.</p> <p>xiii. Any alienations or resummptions of revenue by Government; and suspensions or remissions of revenue, and any alterations of the rate of cesses.</p> <p>xiv. The cultivation of land occupied by growers held free of revenue.</p> <p>xv. Infringement or neglect of conditions attached to grants of land revenue made by the Government.</p>

		<p>xvi. The erection, destruction or decay of survey marks or village boundary marks and the alteration of village boundaries.</p> <p>xvii. Payments of revenue to Government or to Government assignees, and payments of <i>chaukidars</i>' wages.</p> <p>xviii. The visit of any Government official to the circle.</p> <p>xix. 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 the diary, which the patwari may think of importance.</p> <p>xx. 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 inspections) of Land Records Manual.</p> <p>xxi. Any cases of rick-burning, and when its suspected that the crime is due to incendiary, this should be specified.</p> <p>4. Any cases of increase of mortgage money with details of the amount, parties and the village.</p> <p>5. Collection of fee of inspection of record of Patwari.</p> <p>6. Collection of fee grant of certified copies of extracts therefrom.</p> <p>7. Payment into the treasury of government share of fees realized by the Patwari for inspection of record and extracts granted therefrom.</p> <p>8. Record to be maintained by Patwari.</p> <p>9. Records for grant of Government land.</p> <p>10. Responsibilities of Patwari for custody of maps.</p> <p>11. Number and dates of entries.</p> <p>12. Orders to be entered.</p> <p>13. Conditions of crops, etc., to be entered.</p> <p>14. Work-book for Patwaris.</p> <p>15. '<i>Partal</i>' books prescribed during measurements.</p> <p>16. Reports to superiors.</p> <p>17. Maintenance of the registers of survey equipment and furniture and records in Patwari's custody.</p> <p>18. Report of calamity of the disease.</p> <p>19. Visit of higher officials.</p>
3.	<p>Preparation of Mutation & Record of Rights</p>	<p><u>Record of Rights</u></p> <p>1. Record of Rights and periodical record when to be prepared.</p> <p>2. What is the difference between Record of Rights and Periodical Record.</p> <p>3. <i>Khewat</i></p> <p>4. <i>Khatuni</i></p> <p>5. <i>Khasra</i> Number</p> <p>6. Partition.</p> <p>7. Classification of mutation.</p> <p>8. Entry of Court order on mutation.</p> <p>9. The scope of mutation.</p>

10. Transfers not yet carried out into effect to be disallowed.
11. Mutation entries regarding mortgaged land.
12. Cases in which mutation order must show whether the transfer includes a share in the *Shamilat*.
13. Mutation of occupancy right.
14. Mutation in correction with consolidation of holding.
15. Mutation of leases
16. Mutations occurring up to 15th June (now 30th June) to be incorporated in Register *Haqdaran-e-Zameen*.
17. Preliminary measures for the preparation of Periodical Records.
18. Preparation of Register *Haqdaran-e-Zameen* of the estates within "Rating Area" of the Urban Immovable Property Tax Act.
19. *Kharif* and *Rabi Girdawari* of estates of which periodical record is to be prepared.
20. Mutations required to be implemented before 30th June.
21. Preparation and attestation of *Khakas* and *fard taqsim* in the canal colonies.
22. Filing/ consignment of Record of Right in the Tehsil Office and consignment thereof to the District Revenue Record Room.
23. Maps to be filled with Periodical Record.
24. Genealogical Tree.
25. Instruction relating to Genealogical Tree (*Shajra Nasab*).

PREPARATION OF RECORD

- I. Preliminary Proceeding.
رویکار ابتدائی
- II. Index map and map of the estate.
محال کا شجرہ کشتوار/مساوی
- III. Genealogical tree.
شجرہ نسب
- IV. Index survey /*Khasra* numbers.
انڈکس سروے/خسرہ نمبران
- V. Alphabetical index of owners.
انڈکس ردیف وار مالکان
- VI. Alphabetical index of mortgagees.
انڈکس ردیف وار مرتہنان
- VII. Register *Haqdaran-e-Zameen*
رجسٹر حقداران زمین
- VIII. Note of changes in kind of soil.
نوٹ تبدیلی اقسام اراضی
- IX. Register *Hadaran-e-Nakhlistan*
رجسٹر حقداران نخلستان
- X. Statement of rights in wells and tube wells.
نقشہ حقوق نل چاہاتا و نل چاہات
- XI. Statement of distribution of water.
فرد تقسیم آب
- XII. Statement of rights in water-mills.
نقشہ حقوق چکیات و فرد آسیاب
- XIII. Statement of customs.

		<p>واجب العرض</p> <p>XIV. Order of the revenue officer determining the assessment. حکم ریونیو افسر دوبارہ تشخیص مالیہ جدید</p> <p>XV. Order of the revenue officers distributing the assessment over holdings. حکم ریونیو افسر دوبارہ باجہ مالیہ مشحوضہ برکھاتہ ہائے ملکیت</p> <p>XVI. i) Index of sanctioned mutations attached with the Record of Rights. ii) Sheets of sanctioned mutations (<i>Part Sarkar</i> in original) with the Record of Rights only. اوراق منظور شدہ داخل خارج ہائے معہ انڈیکس</p> <p>XVII. i) Field Book including list of page wise totals of Field Book. ii) Statements of colours to be shown in the Map of estate (<i>fard rangsazi</i>) فیلڈ بک معہ میزان صفحہ وار و رنگ سازی</p> <p>XVIII. Register <i>Haqdaran-e-Zameen Abadi</i>.</p> <p>Mutation</p> <ol style="list-style-type: none"> 1. Record of Mutation. 2. Register <i>Dakhil Kharij</i>. 3. Entry of Mutation. 4. Reference in Register <i>Haqdaran-e-Zameen</i>. 5. Correction of clerical/ arithmetic mistakes made in mutation. 6. Correction of entries regarding Column 8 to 12 of Register Mutation (<i>Dakhil Kharij</i>) 7. Correction of entries of mutation through <i>Fard Badar</i>. 8. Numbering of entries. 9. Transfer of portion of land,
4.	Shariat Law of Inheritance	<ol style="list-style-type: none"> 1. Classifications of Inheritance. 2. Thirty Mutation will be entered of different kinds of inheritance of <i>Fiqah Hanfia</i> and <i>Fiqah Jafriya</i>.
5.	تیاری بستہ/ ریونیو ریکارڈ حلقہ/ موضع تیاری مساوی (1000 خسره نمبران/ فیلڈ نمبر) کیلہ بندی اور 500 فیلڈ نمبران کشت واری (<p>تیاری نقشہ جات نقشہ جات پیمائش (مساوی ہائے و شجرہ پارچہ) بعد از موقع پیمائش</p>
6.	فیلڈ بک (1000 خسره نمبران/ فیلڈ نمبر) (500 فیلڈ نمبران کیلہ بندی اور 500 فیلڈ نمبران ان کشت واری)	<p>(i) بطریق کار و ترتیب نمبران خسره بر مساوی ہائے کے مطابق فیلڈ بک میں کرم کان کا اندراج با احتیاط بعد از موازنہ اندراجات خسره نمبران و مساوی ہائے فیلڈ بک۔</p> <p>بعد از اطمینان اندراجات مساوی ہائے و فیلڈ بک استخراج رقبہ بطریقہ مروجہ حصول و تحریر رقبہ مذکورہ خسره نمبر تحریر ہوئے۔ یہ امر بھی ضروری ہے کہ رقبہ مذکورہ کی قسم زمین مثلاً نہری، چابی، غیر ممکن، سیلابی، دریائی، غیر ممکن آبادی، غیر ممکن قبرستان، غیر ممکن چار دیواری، غیر ممکن ثوب و ول، رستہ جات، سرکاری و ملکیتی مالکان دیہہ اور کھالا جات کا اندراج بھی تحریر ہوئے۔</p>

7.	<p>مثل حقیت بندوبست/ اشتمال (1000 خسرہ نمبران / فیلڈ نمبر) (فیلڈ نمبران کیلہ بندی اور 500 فیلڈ نمبران کشت واری)</p>	<p>تیاری مثل حقیت بندوبست/ اشتمال بشمول نقشہ جات پر بنیاد اندراجات قبل ازین تیار شدہ ریکارڈ فیلڈ بک و کھتونی و دیگر چٹھہ جات</p> <p>(i) نوعیت دستاویزات (ii) روبکاری ابتدائی (iii) محال کا شجرہ کشتوار (iv) شجرہ نسب (v) انڈیکس سروے/ خسرہ نمبران (vi) انڈیکس ردیف وار (vii) مالکان مرتہنان (viii) رجسٹر حقداران زمین (ix) نوٹ تبدیلی اقسام اراضی (x) رجسٹر حقداران نخلستان (xi) نقشہ حقوق چابات و نل چابات (xii) فرد تقسیم آب (xiii) نقشہ حقوق چکیات و فرد آسیاب (xiv) واجب العرض (xv) حکم ریونیو افسر دوبارہ تشخیص مالیہ جدید (xvi) حکم ریونیو افسر دوبارہ باچہ مالیہ مشحضہ برکھاتہ ہائے ملکیت (xvii) اوراق منظور شدہ داخل خارج ہائے معہ انڈیکس</p>
	<p>رجسٹر حقداران زمین مثل معیادی (1000) خسرہ نمبران / فیلڈ نمبر (500 فیلڈ نمبران کیلہ بندی اور 500 فیلڈ نمبران کشت واری)</p>	<p>تیاری مثل معیادی بشمول نقشہ جات بر بنیاد اندراجات قبل ازین تیار شدہ ریکارڈ فیلڈ بک و کھتونی و دیگر چٹھہ جات</p> <p>(i) نوعیت دستاویزات (ii) سرورق (iii) شجرہ نسب (iv) انڈیکس سروے خسران (v) انڈیکس ردیف وار مالکان و مرتہنان (vi) رجسٹر حقداران زمین (vii) نوٹ تبدیلی قسم زمین (viii) رجسٹر حقداران نخلستان (ix) نقشہ حقوق چابات و نل چابات (x) فرد تقسیم آب (xi) نقشہ حقوق چکیات و فرد آسیاب (xii) تتمہ شجرہ (xiii) فرد بدر (xiv) نوٹ قانونگو و پڑتال و تصدیق (xv) نوٹ ریونیو افسر پڑتال و تصدیق (xvi) سرٹیفیکیٹ افسرز تصدیق منجانب ریونیو افسر (xvii) اوراق منظور شدہ داخل خارج معہ انڈیکس</p>
8.	<p>کام پڑتال</p>	<p>زیر تربیت پٹواریان کی جانب سے تیار کردہ ریونیو ریکارڈ کی پڑتال زیر قاعدہ 31 قواعد مال 1968 منجانب ماسٹر ٹرینرز ہوگی اور آمد بدرات کی درستگی کا عمل منجانب زیر تربیت پٹواریان کریں گے۔</p>
9.	<p>Validation/ Partall/ Up-dation of Land Record</p>	<p>1. Reconciliation of entries of field map with the field book. 2. Use of entries of field map/ field book for preparation of <i>Khatoni Paymaish</i>. 3. Verification of the entries made in field map/ field book and <i>khatoni</i></p>


(Manual Basta)	<p>paymaish with the entries of Register <i>Haqdaran-e-Zameen (Misal Haqiyat)</i>.</p> <p>4. Verification of the implementation of mutations already sanctioned during the process of preparation of <i>Register Haqdaran-e-Zameen (Misal-e-Haqiyat)</i> with affect form 1st July of the financial/ agricultural year (i.e., for Register <i>Haqdaran-e-Zameen (Misal-e-Miyadi)</i> prepared in 4-year period.</p> <p>5. Verification of the Entries of inspection of harvest (Rabi and Khareef) incorporated in the Register <i>Haqdaran-e-Zameen (Misal Miyadi)</i>.</p> <p>6. Verification of the entries corrected through Fard Baddar (Statement of correction of clerical or arithmetical mistakes).</p> <p>7. Verification of following 'goshwaras':</p> <p>Preliminary Proceeding روبوکار ابتدائی</p> <p>I. Index map and map of the estate. محال کا شجرہ کشتوار/ مساوی</p> <p>II. Genealogical tree. شجرہ نسب</p> <p>III. Index survey / <i>Khasra</i> numbers انڈکس سروے/ خسره نمبران</p> <p>IV. Alphabetical index of owners. انڈکس ردیف وار مالکان</p> <p>V. Alphabetical index of mortgagees. انڈکس ردیف وار مرتبانان</p> <p>VI. Register <i>Haqdaran-e-Zameen</i>. رجسٹر حقداران زمین</p> <p>VII. Note of changes in kind of soil. نوٹ تبدیلی اقسام اراضی</p> <p>VIII. Register <i>Hadaran-e-Nakhlistan</i>. رجسٹر حقداران نخلستان</p> <p>IX. Statement of rights in wells and tube wells. نقشہ حقوق نل چاباتا و نل چابات</p> <p>X. Statement of distribution of water. فرد تقسیم آب</p> <p>XI. Statement of rights in water-mills. نقشہ حقوق چکیات و فرد آسیاب</p> <p>XII. Statement of customs. واجب العرض</p> <p>XIII. Order of the revenue officer determining the assessment. حکم ریونیو افسر دوبارہ تشخیص مالیہ جدید</p> <p>XIV. Order of the revenue officers distributing the assessment over holdings. حکم ریونیو افسر دوبارہ باچہ مالیہ مشحوض برکھاتہ بانے ملکیت</p> <p>XV. i). Index of sanctioned mutations attached with the Record of Rights. ii). Sheets of sanctioned mutations (<i>Part Sarkar</i> in original) with the Record of Rights only.</p>
----------------	--

		<p>اوراق منظور شدہ داخل خارج ہائے معہ انڈیکس</p> <p>XVI. i) Field Book including list of page wise totals of Field Book.</p> <p>ii) Statements of colors to be shown in the Map of estate (<i>Fard Ranghazi</i>)</p> <p>فیلڈ بک معہ میزان صفحہ وار و رنگ سازی</p> <p>XVII. Register Haqdaran-e-Zameen Abadi</p> <p>رجسٹر حقداران زمین آبادی/سکنی</p> <p>XVIII. Verification of the record in the light of observations made by the inspecting Officers/ Master trainers under Rule 31 of the Punjab Land Revenue Rule 1968 in the Inspection Register (<i>Roznamcha Partal</i>) to the satisfaction thereof the inspecting supervisor.</p>
10.	Preparation of E-Basta	<p>1. Preparation of digital field map by the way of data entry as regards to coordinate of the field numbers/ <i>Khasra</i> number already written on the manual field map.</p> <p>2. Data entry of field book on the basis of entries already made in the field map.</p> <p>3. Entries of the area of field numbers in the E-basta already calculated on the bases of coordinates available in the manual field book.</p> <p>4. Data entry of <i>Khatoni Paymaish</i> based on entries already made in manual <i>Khatoni Paymaish</i>.</p> <p>5. Preparation of Digital Register <i>Haqdaran-e-Zameen (Misl-e-Haqiyat)</i> on the basis of entries already made in manual Register <i>Haqdaran-e-Zameen (Misl-e-Haqiyat)</i> of submitted manual basta.</p> <p>6. Data entry of all mutations entered and sanctioned/ implemented in manual Register <i>Haqdaran-e-Zameen (Misl-e-Haqiyat)</i>.</p> <p>7. Data entry of <i>Goshwaras</i> mentioned in <i>Roobkaar Ibtadai</i> as per following details:</p> <p>I. Preliminary proceeding. روبوکار ابتدائی</p> <p>II. Index map and map of the estate. محال کا شجرہ کشتوار/مساوی</p> <p>III. Genealogical tree. شجرہ نسب</p> <p>IV. Index survey/ <i>Khasra</i> numbers. انڈیکس سروے/خسرہ نمبران</p> <p>V. Alphabetical index of owners. انڈیکس ردیف وار مالکان</p> <p>VI. Alphabetical index of mortgagees. انڈیکس ردیف وار مرتہبان</p> <p>VII. Register Haqdaran-e-Zameen رجسٹر حقداران زمین</p> <p>VIII. Note of change of kind of soil. نوٹ تبدیلی اقسام اراضی</p>

		<p>IX. Register <i>Haqdaran-e-Nakhlistan</i>. رجسٹر حقداران نخلستان</p> <p>X. Statement of rights in wells and tube wells. نقشہ حقوق نل چاباتا و نل چابات</p> <p>XI. Statement of distribution of water. فرد تقسیم آب</p> <p>XII. Statement of rights in watermills. نقشہ حقوق چکیات و فرد آسیاب</p> <p>XIII. Statement of customs. واجب العرض</p> <p>XIV. Order of the revenue officers determining the assessment. حکم ریونیو افسر دوبارہ تشخیص مالیہ جدید</p> <p>XV. Order of the revenue officers distributing the assessment over holdings. حکم ریونیو افسر دوبارہ باچہ مالیہ مشحوض برکھاتہ ہائے ملکیت</p> <p>XVI. i) Index of sanctioned mutations attached with the record of rights. ii) Sheets of sanctioned mutations (<i>Part Sarkar</i> in original) with the Record of Rights only). اوراق منظور شدہ داخل خارج ہائے معہ انڈیکس</p> <p>XVII. i) Field Book including list of page wise totals of Field Book. ii) Statements of colors to be shown in the map of estate (<i>Fard Rangsaazi</i>) فیلڈ بک معہ میزان صفحہ وار و رنگ سازی</p> <p>XVIII. Register <i>Haqdaran-e-Zameen Abadi</i>. رجسٹر حقداران زمین آبادی/سکنی</p> <p>XIX. Entries of inspection of harvest (Rabi and Khareef) incorporated in the Register <i>Haqdaran-e-Zameen (Misal Miadi)</i>.</p>
11.	Agricultural Statistic	Chapter number 10 of Land Records Manual.
12.	Estimate of Crops	Chapter number 13 of Land Records Manual.
13.	Crop Experiments	Chapter number 15 of Land Records Manual.
14.	Reports & Returns	Chapter number 11 of Land Records Manual.
15.	Animal Husbandry	Material shall be provided by Punjab Revenue Academy separately.
16.	Rural Re-construction/ Transformation	Material shall be provided by Punjab Revenue Academy separately.
17.	Professional Ethics	Material shall be provided by Punjab Revenue Academy separately.
18.	Role of ICT in Punjab Services Delivery	Material shall be provided by Punjab Revenue Academy separately.

19.	Preparation of electoral rolls of legislative Assemblies/bodies	Election commission of Pakistan. It shall be arranged by the Assistant Commissioner concerned through Deputy Commissioner Office from Election Commission of Pakistan.
20.	Shariat Law of Inheritance & Ushr Law	Material shall be provided by Punjab Revenue Academy separately.

3. Training will be hands on with splits of online, local/ physical & practical modules as per the given situation/ requirements. Master Trainer has been assigned for newly recruited Naib-Tehsildars (Under Training) of Lahore Division along with the place of training as per the enclosed with details. Their separate training portal has been created, for which their orientation session shall be conducted in next week. Their field supervision shall be as per the arrangements notified for under training Patwaris across the Punjab vide Patwaris' Training Schedules I-IV. They shall not be assigned any general/ other duty for the instant training period wherein they shall exclusively learn the work of Patwari, which is a legally mandatory requirement as per their Training Rules, referred to above.


(Muhammad Irfan Khalid)
Principal/ Project Director

CC:

1. PSO to Senior Member, Board of Revenue Punjab.
2. All Members of Board of Revenue, Punjab.
3. Director Land Records, Punjab.
4. All Secretaries, Board of Revenue, Punjab.
5. Directors Admin & Finance, Academics, and Trainings, Punjab Revenue Academy, Board of Revenue, Punjab.
6. Deputy Secretary Revenue, Board of Revenue, Punjab with reference to letter No. 2374-2022/ 5622-E(F)IV, dated 14.11.2022, Board of Revenue, Punjab.
7. All Deputy Commissioners in Lahore Division.
8. All ADCs (Revenue) in Lahore Division.
9. All General Assistants (Revenue) in Lahore Division.
10. All Assistant Commissioners in Lahore Division.
11. Assistant Director (Coordination), Punjab Revenue Academy, Board of Revenue Punjab.
12. Concerned Master Trainers of Punjab Revenue Academy, Board of Revenue Punjab.
13. All NTOs in Lahore Division.
14. All Tehsildars in Lahore Division.
15. All (26) newly recruited Naib-Tehsildars in Lahore Division.
16. Office file.