

PHONE NO. 99210869.

No. **810-45** /EF/DLR
BOARD OF REVENUE PUNJAB
 (DIRECTORATE OF LAND RECORDS)
 Lahore dated 10th February, 2022



To,

All Deputy Commissioners (Except Lahore & Gujrat)
 In Province of the Punjab.

Subject: TRAINING PROGRAMME OF NEWLY RECRUITED PATWARIS IN THE PUNJAB, SCHEDULED TO START FROM 15TH FEBRUARY, 2022.

Kindly refer to the subject noted above and earlier notification No. 2469-2865-2022/EF/DLR, dated 20.09.2021 of this office.

2. Training of newly recruited Patwaris is hereby **scheduled to be initiated from Tuesday, the 15th of February 2022 across the Punjab** as per the following details:

- i. Assistant Commissioner of each Tehsil shall be in-charge of training of newly recruited Patwaris under overall supervision of concerned Deputy Commissioners.
- ii. Preparation of manual record will be done under supervision of General Assistant (Revenue) of the concerned District through NTO and Daftar Qanungo.
- iii. Training period will last for 9 months, 3 days a week, 6 hours a day, for which course contents shall be communicated on month-to-month basis.
- iv. The course contents for training purpose of newly recruited Patwaris from 15th February 2022 to 15th April 2022 is given below:

Sr. No.	Subject	Course Content	Time Required (6 hrs/ day; 3 days a week)
PART-I (THEORY)			
1.	Mensuration	1. Measurement, re-measurement, mapping and map correction 2. Method for allocation of field number on field map. 3. Reconciliation the entries of field map with the entries of field Book.	15.02.2022 to 15.04.2022

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2	Responsibilities & Duties of the Patwari.	<p>1. General duties of Patwari</p> <p>2. Preparation of Land Records, Record of Rights and Periodical record</p> <p>3. Preparation and made entries in Roznamcha Waqati</p> <p>The necessary entries are required to made in Roznamcha Waqati</p> <p>i. Any calamity which he reports to the tehsildar and field Kanungos mentioned in paragraph 3.15 <i>supra</i></p> <p>ii. All alluvion, or dilluviion with approximate areas and details so far as known at time.</p> <p>iii. Falls of rain and their duration, and whether slight, medium or heavy.</p> <p>iv. The dates on which canals or rajbahas began or ceased to run, and on which there wasany marked change in the supply of canal water.</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 tenure.</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 effecting the land, its rent, or its produce</p> <p>ix. Takavi advances made by Government and repayments of the same; as also notes of the, progress or completion of works for which takavi has been granted.</p> <p>x. Orders of revenue officers or kanungos 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 nazul or Government property or roads.</p> <p>xiii. Any alienation or resumption of revenue by Government; and suspensions or remissions of revenue, and any alteration of the rate of cesses.</p> <p>xiv. The cultivation of land occupied by groves</p>	<p>15.02.2022 To 15.04.2022</p>
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		<p>held free of revenue.</p> <p>xv. Infringement or neglect of conditions attached to grants of land revenue made by 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 chaukidars' 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).</p> <p>xxi. Any case of rick-burning, and when it is suspected that the crime is due to incendiary, this should be specified.</p> <p>xxii. Any cases of increase of mortgage Money with details of the amount, parties and village.</p>	
3	Preparation of mutation & Record of Rights.	<ol style="list-style-type: none"> 1. Record of Mutation 2. Register Dakhil Kharij 3. Entry of Mutation 4. Reference in Register Haqdaran Zameen 5. Correction of clerical or arithmetic mistakes made in mutation 6. Correction of entries regarding Column 8 to 12 7. Correction of entries of mutation through Fard Badar 8. Numbering of entries 9. Transfer of portion of land <p align="center">Preparation of record</p> <ol style="list-style-type: none"> 1. Record of Rights and periodical record when to be prepared. 2. What is the difference between Record of Rights and Periodical Record. 3. Khewat 	15.02.2022 To 15.04.2022

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		4. Khatuni 5. Khasra Number	
	Shariat Law of Inheritance	Classifications of Inheritance.	15.02.2022 To 15.04.2022

4. Training will be hands on with splits of online, local/ physical, & practical modules as per the prevailing situation. Online orientation sessions, regarding training of newly recruited Patwaris, have already been conducted by Board of Revenue Punjab to all Commissioners, Deputy Commissioners/ Additional Deputy Commissioners (Revenue), and Assistant Commissioners in the Punjab. However, due to routine postings/ transfers, if any of the said officer feels need to repeat the same, they may communicate the same to this office through phone without hesitation. Instant training course content, scheduled from 15th February 2022, is simple enough to be taught by existing experienced Revenue Field Staff, especially GA(R), Tehsildars/ NTs, NTO, and Daftar Qanungo. Seasoned Master Trainers shall be provided, preferably one for each Tehsil as per the next schedule.
5. Please feel free for any assistance Board of Revenue Punjab could extend to facilitate this extremely important exercise. **This must be treated as top priority.**


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NO & DATE EVEN:

1. PSO to Senior Member, Board of Revenue, Government of the Punjab.
2. All Members Board of Revenue, Government of the Punjab, with request to include the training activity of newly recruited Patwaris, scheduled to start from 15th February 2022, in their respective scheduled field tours.
3. All Commissioners in the Punjab.
4. DGs PLRA and PDMA, Board of Revenue, Government of the Punjab with request to nominate their respective technical resource, Tehsil wise, for training of modules pertaining to their respective Directorates General as per the notification No. 2469-2865-2022/EF/DLR, dated 20.09.2021, of Directorate of Land Records.
5. All Secretaries Board of Revenue, Government of the Punjab.
6. Principal/ Project Director, Punjab Revenue Academy, Board of Revenue, Punjab.
7. Director Development & Gazetteers, Board of Revenue, Punjab.
8. Registrar, Board of Revenue, Government of the Punjab with request to include the progress review on next Full Board Meeting of the BOR, Punjab.
9. All Deputy Secretaries Board of Revenue, Government of the Punjab.

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10. All Additional Deputy Commissioners (Revenue), in the Punjab except Lahore and Gujrat Districts.
11. All Assistant Commissioners in the Punjab except Lahore and Gujrat Districts, with direction to personally supervise the training, schedule to start from 15th February 2022. They are further directed to provide a copy of this schedule to each of newly recruited Patwaris in their respective Tehsils.
12. All General Assistants (Revenue) in the Punjab except Lahore and Gujrat Districts.
13. All Tehsildars, in the Punjab, except Lahore and Gujrat Districts.
14. All NTOs and Daftar Qanungos in the Punjab except Lahore and Gujrat Districts.
15. All concerned.

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