

## Schedule-II



No. 01/ T/ LRE(LR) (1-1)/ TSNRP/ 2022.  
**THE PUNJAB REVENUE ACADEMY  
BOARD OF REVENUE, PUNJAB.**

Dated Lahore, the 15<sup>th</sup> of April 2022.

042-99210292

To,

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

**Subject: TRAINNG PROGRAMME OF NEWLY RECRUITED PATWARIS IN  
THE PUNJAB.**

Kindly refer to the subject cited above and earlier notifications No. 2469-2865-2022/EF/DLR, dated 20.09.2021, and No. 810-45/EF/DLR, dated 10.02.2022, respectively, regarding schedule of training of newly recruited Patwaris from 15<sup>th</sup> February, 2022 to 15<sup>th</sup> of April, 2022 in the Punjab.

2. Second schedule of training of newly recruited Patwaris from 18<sup>th</sup> of April to 20<sup>th</sup> of May 2022 is hereby notified 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, starting from 15<sup>th</sup> of February, 2022, three days a week, six hours a day, for which course contents will be continued to be communicated on month-to-month basis by the Punjab Revenue Academy, Board of Revenue Punjab.
- iv. The course contents for training purpose of newly recruited Patwaris from 18<sup>th</sup> April 2022 to 20<sup>th</sup> May 2022 is given below:

Sr. No	Subject	Course Content	Estimated Training Time Required (6hrs/ days; 3 days a week)
<b>PART-I (THEORY)</b>			
1	Mensuration, including e-mensuration	1. Survey Implement and mapping paper. 2. Riverain measurement rules hitherto observed by the Survey Department. 3. Procedure for correction of field Maps in the interval between two settlements.	4 weeks

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		<ol style="list-style-type: none"> <li>4. Incorporation of field map changes.</li> <li>5. Changes of permanent nature.</li> <li>6. Changes due to nautor and hissadari kasht.</li> <li>7. Method of preparation of tatima shajra based on permanent changes.</li> <li>8. Preparation of tatima shajra necessitated by hissadari khasht, etc.</li> <li>9. Preparation of field book of new field numbers.</li> <li>10. Keeping up-to-date of maps.</li> </ol>	
2	Responsibilities/ duties of Patwari.	<ol style="list-style-type: none"> <li>1. Collection of fee of inspection of record of Patwari.</li> <li>2. Collection of fee grant of certified copies of extracts therefrom.</li> <li>3. Payment into the treasury of government share of fees realized by the Patwari for inspection of record and extracts granted therefrom.</li> <li>4. Record to be maintained by Patwari.</li> <li>5. Records for grant of Government land.</li> <li>6. Responsibilities of Patwari for custody of maps.</li> <li>7. Number and dating of entries.</li> <li>8. Orders to be entered.</li> <li>9. Conditions of crops, etc., to be entered.</li> <li>10. Work-book for Patwaris.</li> <li>11. Partal Books prescribed during measurements.</li> <li>12. Reports to superiors.</li> <li>13. Maintenance of the registers of survey equipment and furniture and records in Patwaris custody.</li> <li>14. Report of calamity of the disease.</li> <li>15. Visit of Higher Officials.</li> </ol>	4 weeks
3	Preparation of mutation & Record of Rights	<ol style="list-style-type: none"> <li>1. Partition.</li> <li>2. Classification of mutation.</li> <li>3. Entry of Court order on mutation.</li> <li>4. The scope of mutation.</li> <li>5. Transfers not yet carried out into effect to be disallowed.</li> <li>6. Mutation entries regarding</li> </ol>	4 weeks

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		<p>Mortgages' land.</p> <p>7. Cases in which mutation order must show whether the transfer includes a share in the Shamilat.</p> <p>8. Mutation of occupancy right.</p> <p>9. Mutation in correction with consolidation of holding.</p> <p>10. Mutation of Leases</p>	
4	Preparation of Record	<p>1. Mutations occurring up to 15<sup>th</sup> June (now 30<sup>th</sup> June) to be incorporated in Register Haqdaran Zameen.</p> <p>2. Preliminary measures for the preparation of Periodical Records.</p> <p>3. Preparation of Register Haqdaran Zameen of the estates within "Rating Area" of the Urban Immovable Property Tax Act.</p> <p>4. Kharif and Rabi Girdawari of estates of which periodical record is to be prepared.</p> <p>5. Attestation of mutation before 30<sup>th</sup> June.</p> <p>6. Preparation and attestation of Khakas and fard taqsim in the canal colonies.</p> <p>7. Filing / Consignment of Record of Right in Tehsil office and consignment thereof to the District Revenue Record Room.</p> <p>8. Maps to be filled with Periodical Record.</p> <p>9. Genealogical Tree.</p> <p>10. Instruction relating to Genealogical Tree (Shajra Nasab)</p>	4 weeks
5	Girdawar / Digital Giradawri	<p>1. Harvest Inspection (Girdawari).</p> <p>2. Date on which inspection of each harvest should be carried out.</p> <p>3. Fard Raftar.</p> <p>4. Form of the Register Girdawari.</p> <p>5. Instruction relating to Register Girdawari.</p> <p>6. Form of Khasra Girdawari for colony town and chaks.</p> <p>7. Instruction relating to register Girdawari abadi.</p> <p>8. Rough tracing of field map to be used for harvest inspection.</p> <p>9. Entry of crops and rights.</p>	4 weeks

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		10. Patwari to show the work done on each day inspection. 11. Crop abstract and their record and dispatch. 12. Form of crop abstract. 13. Date of filing Jinswar returns. 14. Patwari work in intervals between harvest inspections. 15. Inspection of harvest in the area affected by hailstorm. 16. Date of crop inspection fixed by the Divisional Commissioner under rule 38 (1) of the Land Revenue Rules 1968.	
6	Shariat Law of Inheritance	Thrity Mutation will be entered of different kinds of inheritance of Fiqah Hanfia and Fiqah Jafriya.	4 weeks

3. Training will be hands on with splits of online, local/ physical, & practical modules as per the given 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 officers feels need to repeat the same, they may communicate the same to this office through phone without hesitation. Master Trainers have already been notified for respective Tehsils.

4. Please feel free for any assistance, the Punjab Revenue Academy, Board of Revenue Punjab, could extend to facilitate this extremely important exercise. **This must be treated as top priority.**



(Muhammad Irfan Khalid)

**Project Director  
The Punjab Revenue Academy,  
Board of Revenue, Punjab.**

**CC to:**

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 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

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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, Punjab.

5. All Secretaries Board of Revenue, Government of the Punjab.
6. Director Land Record, Board of Revenue, Punjab.
7. Director Development & Gazetteers, Board of Revenue, Punjab.
8. Director (Admin & Finance), the Punjab Revenue Academy, Board of Revenue, Punjab.
9. Land Revenue Expert (Land Record), the Punjab Revenue Academy, Board of Revenue, Punjab.
10. Registrar, Board of Revenue, Government of the Punjab with request to include the progress review on next Full Board Meeting of the BOR, Punjab.
11. All Deputy Secretaries Board of Revenue, Government of the Punjab.
12. All Additional Deputy Commissioners (Revenue), in the Punjab except Lahore and Gujrat Districts.
13. All General Assistants (Revenue) in the Punjab except Lahore and Gujrat Districts.
14. All Assistant Commissioners in the Punjab except Lahore and Gujrat Districts, with direction to personally supervise the training. They are further directed to provide a copy of this schedule to each of newly recruited Patwaris in their respective Tehsils.
15. All Tehsildars, in the Punjab, except Lahore and Gujrat Districts.
16. All NTOs and Daftar Qanungos in the Punjab except Lahore and Gujrat Districts.
17. All concerned.



(Muhammad Irfan Khalid)  
**Project Director**  
**The Punjab Revenue Academy,**  
**Board of Revenue, Punjab.**