

Patwaris' Syllabus



Last Updated on 20th Sept 2021

Course of Studies for Patwari and Approximate Training Period

Sr. No.	Subject	Content of Course	Approximate Training period (6 hrs/ day; 3 days a week)
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PART-I (THEORY)

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 Records Manual	Two days
3	Preparation of mutation & Record of Rights قوائد مال	Chapter 7 of Land Records Manual	One week
4	Girdawari گرداوری	Chapter 9 of Land Records Manual	Four weeks

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5	Agriculture Statistics زراعت	Chapter 10 of Land Records Manual	Two weeks
6	Estimate of Crops تخمینہ جات اجناس	Chapter 13 of Land Records Manual	Four weeks
7	Crop Experiments فصل کے تجربات	Chapter 15 of Land Records Manual	Two weeks
8	Reports & Returns رپورٹیں اور نقشہ جات	Chapter 11 of Land Records Manual	Two weeks
9	Animal Husbandry امور حیوانات	Livestock & Dairy Development Department standard kit for Livestock village facilitators	One day

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10	Rural Re-construction/Transformation دیہات سدھار	Local Government & Community Development Department Standard kit	One day
11	Professional Ethics	As published on the website of Board of Revenue, Punjab	One week
12	Role of ICT in Public Services Delivery	As published on the website of Board of Revenue, Punjab	One day

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13	Preparation of electoral rolls of legislative Assemblies / bodies اليكشن	Election Commission of Pakistan	Two days
14	Shariat Law of Inheritance & Ushr Law شريعت و عشر	As published on the website of Board of Revenue,	Two days

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PART-II (PRACTICAL)			
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.	For weeks

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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 500 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 / change of Crop inspection (Girdawri) thereof	The candidate shall be required to reproduce his practical work in the field, already submitted with Directorate of Land Records through e-indent	Twelve weeks