

Schedule-IV



042-99333810

No. 36/ 36-72/ DIR(A)/ PRA/ 2022.
PUNJAB REVENUE ACADEMY
BOARD OF REVENUE, PUNJAB
Dated Lahore, the 29th of August, 2022.

To,

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

Subject: **TRAINNG PROGRAMME OF NEWLY RECRUITTED PATWARIS**
IN THE PUNJAB, 4th SCHEDULE.

Kindly refer to the subject cited above and earlier notifications on training schedules I, II, and III, dated 20.09.2021, 10.02.2022, and 30.05.2022, respectively, regarding training of newly recruited Patwaris started from 15th February 2022.

2. The 4th Schedule of training of newly recruited Patwaris from 1st September to 30th November 2022 is hereby notified as per the following details:

- i. Assistant Commissioner of each Tehsil shall continue to be in-charge of training of newly recruited Patwaris under overall supervision of concerned Deputy Commissioner.
- 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 of 9 months, starting from 15th of February, 2022, three days a week, six hours a day, is now entering its final phase, which will be followed by evaluation and examinations.
- iv. The course contents for training purpose of newly recruited Patwaris from 1st September 2022 to 30th October 2022 is given below:

Sr #	Subject	Course Content	Estimated Training Time Required (6hrs/ days; 3 days a week)
1.	Validation/ Partal/ Up- dation of Land Record (Manual Basta)	<ol style="list-style-type: none"> 1. Reconciliation of entries of field map with the field book. 2. Use of entries of field map/ field book for preperation of Khatoni Peymaish. 3. Verification of the entries made in field map/ field book and khatoni peymaish with the entries of Register Haqdaran-e-Zameen (<i>Misal Haqiyat</i>). 4. Verification of the implementation of mutations already sanctioned during the process of preparation of Register Haqdaran-e-Zameen (<i>Misal-e-Haqiyat</i>). with affect form 1st July of the financial year (i.e., for Register Haqdaran-e-Zameen (<i>Misl-e-Miyadi</i>) prepared in 4-year period. 5. Verification of the Entries of inspection of harvest (Rabi and Khareef) incorporated in the Register Haqdaran-e-Zameen (<i>Misal Miyadi</i>). 6. Verification of the entries corrected through Fard Baddar (Statement of correction of clerical or arithmetical mistakes). 7. Verification of the Goshwaras: <ol style="list-style-type: none"> I. Preliminary Proceeding رویکار ابتدائی II. Index Map and Map of the estate محال کا شجرہ کشتوار/مساوی III. Gencalogical tree 	3 weeks

		<p>شجرہ نسب</p> <p>IV. Index Survey /Khasra Numbers انڈکس سروے/خسرہ نمبران</p> <p>V. Alphabetical Index of owners انڈکس ردیف وار مالکان</p> <p>VI. Alphabetical index of mortgagees انڈکس ردیف وار مرتہنان</p> <p>VII. Register Haqdaran-e-Zimin رجسٹر حقداران زمین</p> <p>VIII. Note of changes in kind of soil نوٹ تبدیلی اقسام اراضی</p> <p>IX. Register Hadaran-e-Nakhlistan رجسٹر حقداران نخلستان</p> <p>X. Statement of Rights in Wells and Tube wells نقشہ حقوق نل چاہاتا و نل چاہات</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 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 باچہ مالیہ مشحضح برکھاتہ ہائے ملکیت</p> <p>XVI. i). Index of sanctioned mutations attached with the record of rights. ii). Sheets of sanctioned mutations (with the original copy of 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>)</p>	
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2	Preparation of E-Basta	<ol style="list-style-type: none"> 1. Preparation of Digital field Map by the way of data entry as regard to coordinates of the field numbers/ Khasra number already written on the manual field map. 2. Data entry of field book on the basis of entries already made in the field map. 3. Comparison of the area of field numbers already calculated on the bases of coordinates available in the field manual book before saving on e-basta. 4. Data entry of Khatoni Peymaish based on entries already made in manual Khatoni Peymaish. 5. Preparation of Digital Register Haqdaran-e-Zamin (<i>misl e haqiyat</i>) on the basis of entries already made in manual Register Haqdaran-e-Zamin (<i>misl e haqiyat</i>) of submitted manual basta. 6. Data entry of all mutations entered and sanctioned/ implemented in manual Register Haqdaran-e-Zamin (<i>misl e haqiyat</i>). 	4 weeks

7. Data entry of Goshwaras mentioned in Roobkaar Ibtadai as per following details:

I. Preliminary proceeding

روبوکار 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 مرتہبان

VII. Register Haqdaran Zimin

رجسٹر حقداران زمین

VIII. Note of change of 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 watermills

نقشہ حقوق چکیات و فرد آسیاب

XIII. Statement of Customs

واجب العرض

XIV. Order of the revenue officer determining the assessment

حکم ریونیو افسر دوبارہ تشخیص مالیہ جدید

XV. Order of the revenue officers distributing the assessment over holdings

حکم ریونیو افسر دربارہ باچہ مالیہ مشحضح برکھاتہ ہائے ملکیت

XVI. i) Index of sanctioned mutations attached with the record of rights.

ii) Sheets of sanctioned mutations (with the original copy of Record of Rights only).

اوراق منظور شدہ داخل خارج ہائے معہ انڈیکس

		<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 Haqdaran-e-Zamin Abadi رجسٹر حقداران زمین آبادی/سکنی</p> <p>XIX. Comparison of the Entries of inspection of harvest (Rabi and Khareef) incorporated in the Register Haqdaran Zameen (Misal miadi).</p>	
3	Agricultural Statistic	Chapter number 10 of Land Records Manual.	4 Days
4	Estimate of Crops	Chapter number 13 of Land Records Manual.	4 Days
5	Crop Experiments	Chapter number 15 of Land Records Manual.	4 Days
6	Reports & Returns	Chapter number 11 of Land Records Manual.	4 Days
7	Animal Husbandry	Material shall be provided by Punjab Revenue Academy separately.	3 Days
8	Rural Re-construction/ Transformation	Material shall be provided by Punjab Revenue Academy separately.	2 Days
9	Professional Ethics	Material shall be provided by Punjab Revenue Academy separately.	2 Days
10	Role of ICT in Punjab Services' Delivery	Material shall be provided by Punjab Revenue Academy separately.	2 Days
11	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.	2 Days
12	Shariat law of Inheritance & Ushr Law	Material shall be provided by Punjab Revenue Academy separately.	1 Week

3. Training will continue to 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, please communicate to Rao Muhammad Yousaf, Director Academics of the Punjab Revenue Academy on 0300-4442204/ 042-99333810. Master Trainers are already working at Tehsil level. All Patwari forms, referred to above, for the preparation of record, required to be prepared have been shared electronically and are available on training portal of Patwaris in the form of electronic basta.

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)
Principal/ Project Director

CC:

1. PSO to Senior Member, Board of Revenue Punjab.
2. All Members, Board of Revenue, Punjab.
3. All Commissioners in the Punjab.
4. Secretary Revenue, Board of Revenue, Punjab.
5. DG Punjab Land Records Authority, Lahore.
6. Director Land Records, Board of Revenue Punjab.
7. All ADC (Revenue) in the Punjab except Lahore.
8. All General Assistant (Revenue) in the Punjab except Lahore.
9. All Assistant Commissioners in the Punjab except Lahore.
10. All Tehsildars in the Punjab except Districts Lahore.
11. All NTOs in the Punjab except District Lahore.
12. All concerned.