

PUNJAB LAND REVENUE RULES, 1968

CONTENTS

PART I - PRELIMINARY

1. Short title and commencement.
2. Definitions.

PART II- PROCEDURE OF REVENUE OFFICERS

3. Statements and pleadings to be brief.
4. Verification of applications, etc.
5. Proceedings not to abate on death or marriage of party.
6. In fixing dates, etc. Revenue Officer to follow procedure of Revenue Court.
- 6-A. Remand of cases.
7. Commissions— Act V of 1908.
8. Expenses of witnesses.
9. Record of mutation proceedings.
10. Record of other proceedings under the Act.
11. Contents of orders.
12. Apportionment and recovery of costs.
13. Execution of orders of ejectment, etc.
14. Charges for service of process through post.

PART III – VILLAGE HEADMEN (*LAMBARDARS*)

15. —
16. Number of headmen.
17. Matters to be considered in the first appointment.
18. Dismissal of headmen.
19. Matters to be considered in appointment of successor.
20. Appointment of revenue farmers and mortgagees as headmen.
21. Appointment of officiating headmen in place of absentees.
22. Duties of headmen.
23. Collection, control and distribution of village officers' cesses.
24. Punishments.
25. Appointment of substitutes for non-resident headmen.
26. Appointment of other substitutes and their position.
27. Determination of office of substitute.
28. Rules governing appointment and removal of substitute.
29. Remuneration of substitute.

PART IV- RECORDS-OF-RIGHTS AND PERIODICAL RECORDS

30. Other documents included in the records-of-rights and periodical records.
31. Manner in which the Record-of-Rights prepared, signed and attested.
32. Gist of the order of mutation.
33. Report regarding cause of delay in mutation cases.
34. Roznamcha Waqiyati to be maintained by the Patwari.
- 34-A. Collection of mutation fee in cases of registered deeds.

35. Production of documents or furnishing of information under section 47.
36. Inspection of records of Patwaris and grant of certified copies or extracts therefrom.
37. Inspection of maps and land records filed in the Tehsil revenue record room or consigned to the district/sub-divisional revenue record room.
- 37-A. Preparation of produce statements and five-yearly abstracts of yield.

PART V- CROP INSPECTION AND KHARABA

38. Date on which inspection of each harvest to be commenced.
39. Crop Inspection Register.
- 39-A. Fard Raftar Girdawari.
40. Correction of entries in the Crop Inspection Register.
41. Failure of crop to be entered in the Register Girdawari.
42. Scale on which relief to be given.
43. Circumstances under which no Kharaba Statement is to be prepared.

PART VI-DEMAND STATEMENTS (*Dhal Bachh*)

44. Bachh Papers.

PART VII-A. COLLECTION OF LAND REVENUE BY *LAMBARDARS*

45. Place of payment.

B. COLLECTION OF LAND REVENUE BY *TAPEDARS*

46. Payment of land revenue and rates and cesses.
47. Security to be furnished by Mukhtiarkar, Head Munshi, Supervising Tapedar and Tapedar.
48. Surety to be liable in the same manner as Principal.
49. Liability of surety not effected by death of Principal or by his taking a different appointment.
50. How surety may withdraw from further liability.
51. Register of sureties.

COLLECTION OF RATES AND CESSSES

52. Number of instalments and amount.
53. Rates and cesses paid alongwith first instalments of land revenue.
54. Rules in the case of estates in which no land revenue is payable.
55. Portion of rates and cesses not payable to Government.

RECOVERY OF ARREARS

56. Application of Headmen for recovery of arrears from defaulters.
57. Defaulter to be summoned.
58. Recovery of arrears from defaulters.
59. Sale under section 88 or section 90 to be preceded by attachment.

PROCESS FEES

60. Charge for service of processes.

PART VIII-REMISSION OF LAND REVENUE

61. Power to sanction remission.

PART IX-SURVEY AND BOUNDARIES

62. Demarcated areas of forest land, etc. owned by Government to be considered estates.
63. Survey marks.
64. Boundary marks.
65. Land measurement or survey.
66. Size of area of Survey / Khasra Number

67. Conditions for and restrictions upon sub-division of Survey / Khasra numbers.

PART IX-A-DEMARCATIION OF LAND AND EVICTION OF UNAUTHORISED LANDOWNERS

67-A. Demarcation of land.

67-B. Eviction of unauthorized land-owners.

PART X-EXECUTION OF CETAIN ORDERS OF CIVIL AND CRIMINAL COURTS THROUGH REVENUE OFFICERS

68. Appraisement of value of produce before sale.

69. Agency to be used in conducting sale.

70. Date on which possession is to be given to decree-holder of Civil Court.

PART XI- MISCELLANEOUS

71. Village Note Book.

72. Forms WPLR Rules.

APPENDIX A

APPENDIX B

PUNJAB LAND REVENUE RULES, 1968

With reference to the Board of Revenue, West Pakistan Notification No.82/68-43-U (I), dated the 4th March, 1968, published in the extraordinary issue of the "Gazette of West Pakistan", dated the 12th March, 1968, and in supersession of all existing rules on the subject, the Board of Revenue, in exercise of the powers conferred upon it by sections 4(9)(iii), 20, 36, 37(2), 38(2), 39(2), 41, 42, 43, 55, 77, 113, 121, 122(2), 129(1), 133, 148, 170, 177 and 182 of the West Pakistan Land Revenue Act, 1967 (West Pakistan Act XVII of 1967), and with the prior approval of Government and in the case of rules under section 170 of the said Act, with the concurrence of the High Court, is pleased to make the following rules: -

PART I – PRELIMINARY

1. Short title and commencement.- (1) These rules may be called the ¹[Punjab] Land Revenue Rules, 1968.

(2) They shall come into force at once.

2. Definitions.- In these Rules, unless there is anything repugnant in the subject or context-

(a) "Act" means the ²[Punjab] Land Revenue Act, 1967;

³[(aa) 'computerized record' includes documents, records, data, information, communications, transactions, reports and maps in electronic, digital or computerized form;

(ab) 'electronic signatures' means any letters, thumb impressions, numbers, symbols, images, characters or combination thereof obtained through electrical, digital, magnetic, optical, biometric, electro-chemical, wireless or electromagnetic technology, applied to, incorporated in or associated with the computerized record, with the intention of authenticating or approving the same, in order to establish authenticity or integrity or both;]

(b) "form" means a form appended to these rules ;

(c) "Section" means a section of the Act; and

(d) "Union Committee", "Town Committee" and "Union Council" shall have the meanings respectively assigned to them under the ⁴[Basic Democracies Order, 1959 (P.O. No.18 of 1959)].

PART II – PROCEDURE OF REVENUE OFFICERS

3. Statements and pleadings to be brief.- The statements and pleadings made by or on behalf of parties to any proceedings before a Revenue Officer whether oral or written shall be as brief as the nature of the case admits; and shall not be argumentative, but shall be confined as much as possible to a simple and concise narrative of the facts which the party by whom or on whose behalf the statement or pleading is made believes to be material to the case and which he either admits or believes that he will be able to prove.

4. Verification of applications, etc.- Every written application or statement filed by a party to a proceeding before a Revenue Officer shall be drawn up and verified in the manner provided by the Civil Procedure Code for written statements in suits.

5. Proceedings not to abate on death or marriage of party.- The death of one of the parties to a proceedings before a Revenue Officer or, in a proceeding to which a female is a party, her marriage, shall not cause the proceeding to abate; and the Revenue Officer before whom the

¹ Substituted by Board of Revenue Punjab notification No. 1395-2011/717-LR(II), dated 30th May, 2011.

² Ibid.

³ Inserted ibid.

⁴ The Basic Democracies Order, 1959 in so far as applicable to the Province of the Punjab was repealed by the Punjab Local Government Act, 1975 (XXXIV of 1975) which was succeeded by the Punjab Local Government Ordinance, 1979 (VI of 1979) and said Ordinance of 1979 was repealed and replaced by the Punjab Local Government Ordinance, 2001 (XIII of 2001).

proceeding is held shall have power to make the successor-in-interest of the deceased person or the married female, a party thereto.

6. In fixing dates, etc. Revenue Officer to follow procedure of Revenue Court.- In fixing dates for the hearing of parties and their witnesses, in adjourning proceedings, and in dismissing applications for default, or for other sufficient reason, a Revenue Officer, shall, so far as the nature of the case may require or permit, be guided generally by the principles laid down in the Civil Procedure Code, 1908 (Act V of 1908).

⁵[6-A. **Remand of cases.-** (a) In an appeal under section 161, or in a revision under section 164 against the final order of a Revenue Officer in a case, no Appellate or Revisional authority other than the Board of Revenue shall have the power to remand the case;

(b) subject to clause (a), the Appellate or the Revisional Authority, as the case may be, shall finally determine the case notwithstanding that the impugned order proceeds upon a ground other than that on which the Appellate or Revisional Authority proceeds;

(c) where the impugned order has omitted to decide a question of fact which appears to the Appellate or the Revisional Authority, as the case may be, to be essential for the correct decision of the case, the said Authority may direct the Revenue Officer who passed the impugned order to return a finding thereon, after recording additional evidence, if necessary. The Appellate or the Revisional Authority, as the case may be, shall after considering any objections which may be preferred against such finding by a party within a time to be fixed by the said Authority, proceed to decide the case;

(d) the Appellate or the Revisional Authority may, for reasons to be recorded in writing, allow additional evidence to be produced and take such evidence either itself or direct the Revenue Officer who passed the impugned order or any other subordinate Revenue Officer to take such evidence and send the same to it.]

7. Commissions - Act V of 1908.- ⁶[(1)] The provisions of sections 75 to 78 of the Civil Procedure Code and of Order XXVI, in Schedule I, annexed to the said Code in respect of Commissions shall apply to proceedings before a Revenue Officer.

⁷[(2) If for any reason it is not possible for a female heir to appear before the Revenue Officer, he may either himself record her statement at her residence or issue a Commission to do so:

Provided that the Commission, if issued, may preferably comprise a lady member of the Provincial Assembly or the National Assembly or a lady member of the Local Council concerned or any other lady carrying a social / official status.]

8. Expenses of witnesses.- (1) A Revenue Officer may award to a witness, attending his Court or office a sum on account of his expenses, not exceeding the amount admissible to him in civil suits under the Rules and Orders of the High Court.

(2) The sum so awarded shall be the costs in the proceedings.

9. Record of mutation proceedings.- ⁸[(1)] In proceedings under sub section (6) of section 42, a record of the statements of parties and witnesses shall be made by the Revenue Officer with his own hand, and his order shall state briefly the persons examined by him, the facts to which they deposed and the grounds of the order.

Explanation.- Where the acquisition of the right is by a registered deed or by or under the order or decree of a Court it shall not be necessary to record the statements of the parties and witnesses or to enforce their attendance.

⁹[(2) In case of mutation of inheritance the following procedure shall also be followed by the Revenue Officer –

¹⁰[(a) The Revenue Officer shall record the statements of at least two respectable persons, preferably *Lambardars* or members of the Local Government, in respect of the legal heirs of the deceased ; and, obtain their signatures or thumb impressions on the Register of Mutation and copies of Computerized National Identity Card and Form B or other similar documents of the

⁵ Added by Board of Revenue Punjab notification No. 689-89/2168-LR-II dated 12th September, 1989.

⁶ Renumber (1) by Board of Revenue, Punjab notification No.1396-90/1171/LR-I dated 14th June, 1990 published in the Gazette of Punjab, Extraordinary, June 14, 1990.

⁷ Added *ibid*.

⁸ Renumbered (1) by Board of Revenue, Punjab notification No.1396-90/1171/LR-I dated 14th June, 1990, published in the Gazette of Punjab, Extraordinary, June 14, 1990.

⁹ Added *ibid*.

¹⁰ Substituted by Board of Revenue Punjab Notification No. 2052-2012/777-LR-III, dated 3.9.2012.

deceased and his legal heirs in order to ensure that all the legal heirs of the deceased are correctly reflected in the mutation of inheritance ;”

(b) The inheritance shall, in the first instance, be sanctioned in favour of all legal heirs including females;

(c) Where the property devolves through an un-disputed “will” it shall be dealt with in accordance with the law of Succession by inheritance for the time being in force governing the parties concerned;

(d) The order of the Revenue Officer shall indicate that the deceased was a *Muslim* following *Hanfi* or *Shia Fiqah* or was a non-*Muslim*; and

(e) No mutation of gift or relinquishment of a right in respect of property inherited by a female heir shall be attested until the expiry of 40 days of the death of the propositus.]

¹¹[(3) If the appellate or revisional authority, or any court while dealing with mutation of inheritance finds that any of the legal heirs of the deceased had not been entered in the mutation of inheritance by the Revenue Officer, it shall send a copy of its decision to the District Enforcement of inheritance rights Committee constituted under this rule.

(4) There shall be a District Enforcement of Inheritance Rights Committee (hereinafter called the “Committee”) in each district consisting of the following:

(i)	District Collector	Chairperson
(ii)	District Attorney	Member
(iii)	District Public Prosecutor	Member
(iv)	Additional District Collector	Member
(v)	Assistant Commissioner of the Sub-Division concerned.	Member

(5) The Committee shall scrutinize the decision of the appellate or revisional authority or the competent court received through any source, and if it is satisfied that any person was deprived of his inheritance rights by the Revenue Officer, or any other person with mala fide intention or owing to negligence, it shall recommend to the competent authority for initiation of criminal prosecution or disciplinary action against the Revenue Officer or any other person responsible for it.

(6) The Committee shall meet at least once in a month and shall send minutes of its meetings to the Chief Secretary, the Senior Members, Board of Revenue, the Director General, Anti-Corruption Establishment and the Commissioner.”

10. Record of other proceedings under the Act.- In other proceedings under the Act, not being proceedings under section 141, the Revenue Officer shall make, with his own hand, a brief memorandum of the statements of parties and witnesses at the time when each statement is made.

11. Contents of orders.- In every proceeding in which an order is passed on merits after inquiry, the Revenue Officer making the order shall also record a brief statement of the reasons on which it is founded.

12. Apportionment and recovery of costs.- (1) In proceedings in which costs have been incurred, the final order shall apportion the costs between the parties to the proceedings.

(2) Costs thus apportioned shall be recoverable by the Revenue Officer by attachment and sale of the movable property of the person liable for the same in the manner prescribed in section 83.

13. Execution of orders of ejectment, etc.- (1) Orders of ejectment from, and delivery of possession of immovable property, shall be enforced in the manner provided in the Code of Civil Procedure and the Rules and Orders of the High Court, for the time being in force, in respect of the execution of a decree of a Civil Court.

(2) And in enforcing these orders, a Revenue Officer shall have all the powers in regard to contempts, resistance and the like, which a Civil Court may exercise in the execution of a decree of the description mentioned in sub-rule (1).

¹¹ Substituted by Board of Revenue Punjab Notification No. 2052-2012/777-LR-III, dated 3.9.2012.

14. Charges for service of process through post.- In all cases in which processes are issued by post, the parties concerned shall be required to pay *Talbana*, at the rate of ¹²[Rupee one per head] by means of court-fee stamps.

PART III – VILLAGE HEADMEN (LAMBARDARS)

15. The rules under this part and the rules 55, 56, 57 and 58 in so far as they relate to the headmen (*Lambardars*), shall not extend to the areas excepted under section 180.

16. Number of headmen.- (1) A sufficient number of headmen shall be appointed to every estate, and this number when once fixed shall not be increased or reduced except by or under the order of the Commissioner.

(2) Except as provided in rule 21, if an estate or a considerable portion thereof is owned by Government, the headman may be appointed from among the tenants and in other estates he shall be appointed from among the land-owners.

(3) The lessee of an uncultivated or forest estate owned by Government, shall, during the currency of his lease, be the headman thereof.

¹³**[17. Matters to be considered in the first appointment.-** (1) In the first appointment of a headman (*Lambardar*), following matters shall be considered and the maximum marks to be assigned against each item are as under:

(a)	Hereditary claim of the candidate	Maximum Marks	30
i.	First blood	30 Marks	
ii.	Second blood	15 Marks	
(b)	Candidate's community in the estate or sub-division of the estate for which appointment is to be made.	Maximum Marks	30
(i)	Overwhelming majority	30 Marks	
(ii)	Second largest majority	15 Marks	
(c)	Extent of property of the candidate in the estate or sub-division of the estate for which appointment is to be made.	Maximum Marks	10
(i)	Five acres or more	10 Marks	
(ii)	Less than five acres	05 Marks	
(d)	Educational qualifications of the candidate.	Maximum Marks	10
(i)	Secondary School Certificate, Equivalent or above.	10 Marks	
(ii)	Literate i.e. able to read and write Urdu	05 Marks	
(e)	Personal character, ability and influence of the candidate and his freedom from indebtedness.	Maximum Marks	10
(f)	Quality of farming of the candidate in the revenue estate.	Maximum Marks	10

(2) On receipt of a proposal regarding the appointment of a headman from the Tehsildar, the Collector shall hold "Ijlas-e-Aam" in the Revenue Estate and submit to the District Collector his report and recommendations concerning each item under sub-rule (1) and the marks awarded to each candidate.

¹² Substituted by Board of Revenue, Punjab notification No.3969-73/1492-LR-II, dated 29th June, 1973, published in the Gazette of Punjab, Extraordinary, dated June 29, 1973, for the figure, words and commas "35 paise, per head, with the minimum of 50 paise".

¹³ Substituted by Board of Revenue Punjab notification No. 881-2010/397-LR-II dated, 20th April, 2010 published in the Punjab Weekly Gazette Part I dated May 12, 2010.

(3) On receipt of a report and recommendations of the Collector, the District Collector shall give an opportunity of hearing to all the candidates, give his own findings on the report and recommendations of the Collector and pass orders regarding selection of the candidate keeping in view the marks obtained by each candidate according to the criteria laid down in sub-rule (1).]

18. Dismissal of headmen.- (1) A headman shall be dismissed when -

- (a) he has been, on conviction for an offence involving moral turpitude, sentenced to imprisonment for a term of not less than six months; or
- (b) in an estate owned altogether or chiefly by Government, he ceases to possess the interest which led to his appointment; or
- (c) in any other estate, he ceases to be a land-owner in the estate or sub-division of the estate, in respect of which he holds office; or
- (d) he has mortgaged his holding and has delivered possession of the holding to the mortgagee; provided that in special cases the Collector may, with the Commissioner's sanction, retain him in his office, if he can furnish adequate security for the payment of the revenue he has to collect and for the due discharge of his duties; or
- (e) his holding has been transferred under section 84 or the assessment thereof has been annulled under section 86.

(2) A headman may be dismissed when -

- (a) any criminal proceedings which have been taken against him show that he is unfit to be entrusted any longer with the duties of a headman; or
- (b) he is seriously embarrassed by debt, or if his unencumbered holding is so small as to disqualify him, in the Collector's opinion, for the responsibilities of a headman; or
- (c) owing to age or physical or mental incapacity, or absence from the estate, he is unable to discharge his duties; or
- (d) there is reason to believe that he has taken part in, or concealed illicit distillation, or the smuggling of foodgrains, cocaine, opium or charas; or
- (e) he takes part in any unconstitutional agitation against the Government or fails to give his active support to the Government in the maintenance of law and order; or
- (f) he neglects to discharge his duties, or is otherwise shown to be incompetent; or
- (g) the estate or sub-division thereof, in respect of which he holds office; or his own holding is attached, either for an arrear of land revenue or by order of any Court.

(3) A headman shall not be dismissed unless an opportunity has been afforded to him of showing cause against the proposed action.

¹⁴[**19. Matters to be considered in appointment of successor.-** (1) In an estate or sub-division thereof, owned chiefly or altogether by Government, the successor to the office of headman shall be selected, with due regard to all the considerations, other than hereditary claims, in rule 17.

(2) In other estates, the successor to the office of headman shall be selected with due regard to all the considerations mentioned in rule 17.

(3) Election shall not, in any case, be resorted to as an aid in making appointments.]

20. Appointment of revenue farmers and mortgagees as headmen.- (1) Where an office of headman becomes vacant in consequence of any proceedings taken for the recovery of an arrear of land revenue, under section 84, 85 or 86, the transferee, agent, or farmer who, under those proceedings, obtains possession of the land on which the arrears were due may, in the discretion of the Collector, be appointed a headman.

¹⁴ Substituted by Board of Revenue, Punjab notification No. 881-2010/397-LR-II, dated 20th April, 2010, published in the Punjab Weekly Gazette Part I dated, May 12, 2010.

(2) Where a headman, who is personally responsible for more than half the land revenue of an estate or of the sub-division thereof, in respect of which he holds office, has mortgaged his holding and has delivered possession thereof to the mortgagee, and the office of headman has become vacant in consequence thereof, the mortgagee may, at the discretion of Collector, be appointed as headman.

(3) On the termination of any such transfer, farm or attachment, as is referred to in sub-rule (1) or on the release of any such mortgage as is referred to in sub-rule (2), a headman appointed under this rule shall cease to hold office, and a new headman shall be appointed with reference to the considerations enumerated in rule 17.

21. Appointment of officiating headmen in place of absentees.- Where a headman has abandoned the estate, a temporary headman may be appointed by the Collector, in place of the absentee headman, till a permanent headman is appointed, keeping in view the following principles.-

- (i) In estates wholly abandoned by the proprietors, or in which a major area or the whole of a *Patti* has been abandoned, appointment shall be made from among the persons who have been resettled on the land in the estate, preferably from those who have previously been headmen in the estates vacated by them, in India, and if no such persons are available, selection should be made from among other persons who have been resettled on the land in the estate in accordance with the provisions of rules 16 and 17.
- (ii) In estates which are wholly or mostly owned by Government, appointment shall be made in the manner provided in rule 16(2), preference being given to those who have previously been headmen.
- (iii) In estates where only a small portion of land has been abandoned by the proprietors, the appointment may be made from among the land-owners or those resettled in the estate.

Explanation.- A surety for persons appointed as headmen may be taken, in cases where it may be considered appropriate.

22. Duties of headmen.- In addition to the duties imposed upon headmen under any other law, a headman shall-

- (i) collect, by due date, the land revenue and all sums recoverable as land revenue, from the estate, or sub-division of an estate in which he holds office, and pay the same personally or by revenue money order or by remittance of currency notes through the post or at place where treasury business is conducted by the State Bank of Pakistan, or any other Bank, by cheque, on a local bank, at the place and time appointed in that behalf, to the *Tehsildar* concerned;
- (ii) collect the rents and other income of the common land, and account for these to the persons entitled thereto;
- (iii) issue receipts in Form I to the land-owners and others, in token of having recovered the Government dues from them;

Explanation.- The *Tehsildar* should arrange to supply printed receipt books (Form I) to the headmen, free of cost, according to their requirements.

- (iv) report, to the *Tehsildar*, all encroachments on roads (including village roads) or on Government waste lands and injuries to, or appropriation of Government property situated within the estate;
- (v) report any injury to public buildings in the estate;
- (vi) implement, to the best of his ability, any orders that he may receive from the Collector, requiring him to furnish information or to assist in providing, on payment, supplies or means of transport, for troops or for officers of Government on duty;
- (vii) assist, in such manner as the Collector may from time to time direct, at all crop inspections, recording of mutations, surveys, preparation of records-of-rights or other revenue business within the estate;

- (viii) attend the summons of all authorities having jurisdiction in the estate; assist, when so required by them, all officers of the Government in the discharge of their duties, furnish all relevant information in this behalf and generally act for the land-owners, tenants and other residents of the estate or sub-division of the estate, in which he holds office in regard to their responsibilities to the Government;
- ¹⁵[(viii-a) persuade the residents of the estate to adopt modern technique of framing, enhance productivity and send their children / wards to school.]
- (ix) report to the *Patwari* any outbreak of disease among human beings or cattle in the estate or sub-division of an estate in which he holds office;
- (x) report to the *Patwari* the deaths of any right-holders in the estate, or sub-division of the estate, in which he holds office;
- (xi) report any breach or cut in a Government Irrigation canal or channel, to the nearest Canal Officer, *zilladar* or canal *Patwari*;
- (xii) under the general or special directions of the Collector, to use his good offices to assist all officers of Government and other persons duly authorized by the Collector, in the enrolment of military personnel.

23. Collection, control and distribution of village officers' cesses.- (1) The Collector may, at any time, revise the arrangements in an estate regarding the collection, control and distribution of the village officers cess.

(2) The headman shall be paid the following remunerations for his services-

- (i) for collection of land revenue (*Pachotra*), 5% of the amount of land revenue collected;
- (ii) for collection of water-rate (*abiana*), 3% of the amount collected.
- (iii) for collection of-
 - (a) Rehabilitation Fee ;
 - (b) Historical Mosque Fund Cess;
 - (c) Temporary Cultivation Lease Money and Cash Rent;
 - (d) Consolidation Fee;
 - (e) Development Cess; and

} Commission at the rate of 3% of the amount collected.

¹⁶ [***]

Explanation 1.-The remuneration of *Lambardari* fee shall be calculated on the actual amount collected and not on the demand.

Explanation 2.- The remuneration for the collection of land revenue (*Pachotra*) is a surcharge and is to be recovered from the land-owners, in addition to the land revenue.

Explanation 3.-In the case of water-rate (*abiana*) and the fees and cesses mentioned in sub-rule (2), the commission payable to the *Lambardar* is not recovered as surcharge, but is deducted from the amount recovered.

24. Punishments.- Where a headman commits a breach of or neglects, the duties imposed on him, by or under these rules or by or under any other law for the time being in force, the Collector may, after giving him an opportunity of showing cause against the proposed action, by order direct that-

- (a) the emoluments of his office be withheld and forfeited to Government, for a term, not exceeding one year; or
- (b) he may be suspended from office, for a term not exceeding one year.

Explanation.- In the case of suspension, the Collector may appoint a substitute.

¹⁵ Inserted by Board of Revenue Punjab notification No. 881-2010/397-LR-II dated, 20th April, 2010, published in the Punjab Weekly Gazette Part I dated May 12, 2010.

¹⁶ Item "(f) Mutation Fee" deleted by Board of Revenue, Punjab notification No.3969-73/1492-LR-II, dated 29th June, 1973, published in the Gazette of Punjab, Extraordinary, June 29, 1973.

25. Appointment of substitutes for non-resident headmen.- (1) Where an estate is owned by a non-resident land-owner, he may nominate for the Collector's approval, a substitute (*Sarbrah*) from among the residents in the estate to discharge the duties of headman. If the owner fails to nominate a fit person, the Collector may appoint a substitute from among the residents tenants.

(2) Where, in an estate owned by more land-owners than one, a non-resident headman is liable for more than half the land revenue of the estate, a substitute for such headman may be appointed from among the resident land-owners or tenants. In making such appointment, the Collector shall consult the wishes of the non-resident headman.

26. Appointment of other substitutes and their position.-¹⁷[(1) Where, by reason of absence from his circle or estate, with the permission of the District Collector, or for any other good cause, a headmen is unable to perform the duties of his office in person, a substitute may be appointed for the purpose.]

(2) A substitute appointed under this rule or rule 25 shall be deemed to be the headman and shall be responsible, equally with the person in whose behalf he is appointed, provided that the Collector may, in each such case direct, from time to time, whether the duties shall be performed by the headman (*Lambardar*) himself or by the *Sarbrah* or by both.

27. Determination of office of substitute.- (1) When the person on whose behalf the substitute was appointed vacates his office, the tenure of office by the substitute shall also abate, thereon.

(2) In other cases, an order appointing a substitute shall remain in force until it is revoked, or until the substitute dies or is dismissed or resigns the appointment.

¹⁸[**28. Rules governing appointment and removal of substitute.-** (1) In making substitute appointments under rule 26, the District Collector shall consult the substantive headman (*Lambardar*).

(2) Any resident land-owner in the estate or circle or any resident tenant in cases falling under rule 16(2) shall be eligible for appointment as a substitute.

(3) A substitute may be removed at any time by the District Collector either on his own motion, or at the request of the person for whom the substitute was appointed, for any reason which would justify the removal of the headman (*Lambardar*).]

29. Remuneration of substitute.- (1) For special reason to be recorded in the order appointing a substitute, the person in whose stead a substitute is appointed may be permitted to enjoy a portion not exceeding one-half of the *Lambardari* fee.

(2) In the absence of any such order, a substitute is entitled to the whole fee.

PART IV-RECORDS-OF-RIGHTS AND PERIODICAL RECORDS

30. Other documents included in the records-of-rights and periodical records.- (1) In addition to the documents specified in clauses (a) to (c) of sub section (2) of section 39, the following other documents shall be included in the record-of-rights (*Misl-i-Haqiat*) under clause (d) of that sub section:-

- (i) Preliminary proceeding (Form II),
- (ii) Genealogical tree (Form III).
- (iii) Index Survey / *Khasra* Numbers (Form IV).
- (iv) Alphabetical index of owners¹⁹[and mortgagees] (Form V).
- ²⁰[*****]
- (vi) Note of changes in kind of soil (Form VII).
- (vii) Register *haqdaran nakhlistan* (where) the *nakhlistan* is assessed to revenue (Form VIII).
- (viii) Statement of rights in wells and tube-wells (Form IX).

¹⁷ Substituted by Board of Revenue, Punjab notification No. 881-2010/397-LR-II, dated 20th April, 2010, published in the Punjab Weekly Gazette Part I dated, May 12, 2010.

¹⁸ Substituted *ibid*.

¹⁹ Added by Board of Revenue, Punjab's notification No.1750-88/281-LR-II dated 02-04-1989, published in the Gazette of Punjab, Extraordinary, April 4, 1989.

²⁰ Item "(v) Alphabetical index of mortgagees (Form VI)" omitted *ibid*.

- (ix) Statement of distribution of water (where the lands are irrigated by means of *Karez* or other similar source) (Form X).
- (x) Statement of rights in water-mills (Form XI).
- (xi) Order of the Revenue Officer determining the assessment.
- (xii) Order of the Revenue Officer distributing the assessment over holdings.
- (xiii) Field Book (Form XII).

(2) The following documents shall also be included in the periodical record (*Chaharsala*) under the provisions of sub section (2) of section 41:-

- (i) Title page of register *haqdaran zamin* (Form XIII).
- (ii) Documents referred to in items ²¹[(ii) to (iv)] and (vi) to (x) of sub-rule (1).
- (iii) Supplementary map (Form XIV).
- (iv) *Fard Badar* (Form XV).
- (v) Checking and attestation notes by the *Kanungo*.
- (vi) Checking and attestation notes by the Revenue Officer.
- (vii) Final attestation certificate of Register *Haqdaran Zamin* by the Revenue Officer (Form XVI).

31. Manner in which the Record-of-Rights prepared, signed and attested.- (1) A schedule shall be approved by the Collector for each *Tehsil*, prescribing the arrangements for the preparation of the record referred to in rule 30(2) of the estates, and shall be so arranged that the work of each year shall cover about a fourth of each *Kanungo's* whole circle.

(2) Cent per cent entries of the record-of-rights and periodical records shall be checked and attested on the spot by the Field *Kanungo*.

(3) The entries and documents included in the record-of-rights (*Misl-i-Haqiat*) shall be checked and attested, cent per cent by the *Naib Tehsildar/Head Munshi* incharge of the circle in all respects and at least 25% by the *Tehsildar* concerned.

(4) The *Tehsildar* or *Naib-Tehsildar/Head Munshi* incharge of the circle, shall check the periodical records and make his final attestation and shall observe the following procedure:-

- (i) 25 per cent *Khatauni* shall be read out on the spot, in the presence of the right-holders.
- (ii) At least 25% of the mutations attached to the Register *Haqdaran Zamin* shall be compared with the *Khewats* concerned.
- (iii) At least 25% of the *Khata* holdings shall be compared with the previous Register *Haqdaran Zamin*.

(5) The Assistant Collector of the first grade, Collector, Commissioner, Assistant to the Director of Land Records and the Director of Land Records shall also check and attest the record-of-rights and periodical records, from time to time, to ensure that the *Kanungo* and *Tehsildar, Naib-Tehsildar* (Head *Munshi*) have carried out the prescribed checking and attestation and that the other provisions of the Act and these rules are being complied with.

(6) A statement in Form XVII with regard to checking and attestation carried out under sub-rules (2) to (5), for each month, shall be submitted by the *Tehsildar* to the Collector through the Revenue Assistant, Sub-Divisional Officer concerned and the Collector shall submit all such statements in a consolidated form to the Commissioner and to the Director of Land Records.

(7) The original copy of the record-of-rights and periodical records shall be consigned to the District Revenue Record Room; and the second copy thereof shall be kept by the *Patwari*:

Provided that in the case of the map of the estate, the second copy shall be consigned to the *Tehsil/Sub-Divisional Revenue Record Room* and a copy of the map of the estate, prepared on cloth, shall be kept by the *Patwari*.

(8) A third copy of the documents listed below, shall be supplied to the Union Committee, Town Committee or Union Council concerned:-

- (i) Register *Haqdaran Zamin*.

²¹ Substituted *ibid* for the figures "(ii),(iii)"

- (ii) Register *Girdawari*.
- (iii) *Dhal Bachh*.
- (iv) Map of the estate.

32. Gist of the order of mutation.- When a mutation is decided by a Revenue Officer, a gist of the order, shall be sent, in Form XVIII to the ²²[Secretary of the Union Committee, Town Committee or the Union Council, as the case may be], in which the estate is situated and to the person whose right has been transferred.

Explanation.- In case of mutation of inheritance, the copy of the gist of the order shall be sent to the heir(s) of the deceased.

33. Report regarding cause of delay in mutation cases.- In respect of all mutations, pending over three months, the Revenue Officer shall submit to the Collector, through the Revenue Assistant or the Sub-Divisional Officer concerned, a report in Form XIX.

34. Roznamcha Waqiyati to be maintained by the Patwari.- (1) The Roznamcha Waqiyati (Daily Diary) to be maintained by the *Patwari*, under clause (a) of sub section (1) of section 42, shall be in the Form XX.

(2) The pages of Roznamcha shall be stitched in a volume and each page shall bear the book number and page number in print.

(3) The *Patwari* shall prefix to every entry, in the Roznamcha a separate serial number, in large and clear figures. Every entry shall be closed by an asterisk, and no blank line shall be left between two consecutive entries. Such orders and instructions as relate to rules of practice, shall be entered in red ink. The date of each day's entries shall be given according to the official calendar.

(4) In addition to the events to be entered in Roznamcha according to the instructions which may be issued by the Commissioner from time to time, the following occurrences shall be entered in the Roznamcha on the day on which they come to the *Patwari's* notice, and the manner in which they come to his knowledge.

- (i) Any epidemic disease among human beings or livestock, or any calamity affecting crops, including crop pests.
- (ii) All alluvion, or diluvion, with approximate areas and details so far as known at that time.
- (iii) Falls of rain and their duration, and whether slight, medium or heavy and the damage or benefit to the standing crops as a result.
- (iv) The dates on which canals or *Rajbahas* began or ceased to run, and on which there was any marked change in the supply of canal water.
- (v) Deaths of land-owners, village officers and pensioners.
- (vi) The ejectment, absconding, or settling of cultivators or right-holders, and the relinquishment, change or renewal of any tenure.
- (vii) The execution of any decree of Court affecting the land, its rent, or its produce.
- (viii) *Taccavi* advances made by Government and repayments of the same; as also notes of the progress or completion of works for which *taccavi* has been granted.
- (ix) Orders of Revenue Officers or *Kanungos* received by the *Patwari* or executed in the circle.
- (x) Attachment proceedings affecting the land, its cultivation, or its produce, or cattle.
- (xi) Any encroachment on or damage to Nazul or Government Property or roads.
- (xii) Any suspensions or remissions of revenue, and any alteration of the rate of cesses.
- (xiii) The cultivation of land occupied by groves held free of revenue.

²² Now "Union Administration"

- (xiv) The erection, destruction or decay of survey marks or boundary marks and the alteration of village boundaries.
- (xv) The visit of any Government official to the circle.
- (xvi) Any fact relating to land or its revenue or rent specially reported to the *Patwari* by a person interested therein, with a request that it be entered in his *Roznamcha* or which the *Patwari* may think of importance.
- (xvii) Any alteration in the ownership, cultivating possession or rent of land, which may have been recorded in the crop-inspection register.
- (xviii) The receipt of any registration Memos. received in respect of item (xvii).
- (xix) Any case of rick-burning, and, when it is suspected that the crime is due to incendiarism, this should be specified.
- (xx) Any cases of increase of mortgage money, with details of the amount, parties and village.
- (xxi) Distribution of *Dhal Bachhes* to headmen and bills of assessment to land-owners.

(5) The signature or thumb-impression of the headman or member of the Union Committee, Town Committee or Union Council concerned, shall also be obtained at the time of making entries, relating to changes in revenue records.

(6) A copy of the report, recorded by the *Patwari*, in the *Roznamcha* under sub sections (1) to (3) of section 42, shall be exhibited at the *Patwari's* office for a period of one month, from the date of its recording and shall be made available to the public for inspection during office hours, without any fee.

²³**[34-A. Collection of mutation fee in cases of registered deeds.-** (1) Where the acquisition of right or interest in an estate is by a registered deed, the mutation fee at the rate fixed under section 46 shall be collected at the time of registration of such deed by the Registering Officer.

(2) The Registering Officer collecting the fee under sub-rule (1) shall credit 7/10th of the amount into Government Treasury under the head "O. 124 Land Revenue-Other-Mutation Fee" and the remaining 3/10th of the amount of the fee shall be paid by the Registering Officer to the Circle Revenue Officer for disbursement to the *Patwari* making the entries in the register of mutations.]

35. Production of documents or furnishing of information under section 47.- (1) When any information is furnished to the Revenue Officer or *Patwari*, or any document is produced before him, under the provisions of section 47, the Revenue Officer or the *Patwari* concerned, as the case may be, shall give a written acknowledgement thereof, to the person furnishing the information or producing the document, in Form XXI.

(2) Any document so requisitioned and produced shall be returned in original, after inspection, to the person who produced it, with an endorsement by the Revenue Officer or the *Patwari*, as the case may be, under his signature.

36. Inspection of Records of Patwaris and grant of certified copies or extracts therefrom.- (1) The *Patwari* shall allow any one interested to inspect his records and to take notes therefrom, in pencil, in his presence, during office hours, on all working days. He shall give to the applicants certified copies or extracts therefrom and enter in his diary, a note, of the inspections allowed and copies or extracts given.

(2) Such copies or extracts shall be given by the *Patwari*, to the applicants, within three days from the receipt of the application.

²⁴**[(2-A)** A person who desires to obtain a certified copy of revenue record in possession of a *Patwari* may apply to the Collector of the Sub-Division on all working days except Sundays giving necessary particulars of the record of which a copy is required. All such applications will be entered in a register in Form XXI-A. The applicant shall be given a date to receive the said copy within a week from the receipt of the application:

²³ Added by Board of Revenue Punjab notification No. 1180-87/837/LR-II dated 12-05-1987, published in the Gazette of Punjab, Extraordinary, May 13, 1987.

²⁴ Added by Board of Revenue, Punjab notification No. 1180-87/837/LR-II dated 12-05-1987, published in the Gazette of Punjab, Extraordinary, May 13, 1987.

Provided that if so required the copy shall be provided on payment of urgent fee within 24 hours].

(3) The charges shall be made, as detailed in Schedule in Appendix B.

²⁵[**36-A. Grant of certified copies of record or extracts at the Service Centre.**– (1) Any person may apply to a Service Centre Official for supply of a certified copy of the computerized record and the Service Centre Official shall, on receipt of prescribed fee, immediately supply a certified copy of the record or extract from the record after signing the same and affixing his official seal on it.

(2) Notwithstanding anything contained in rule 36, from the date notified by the Board of Revenue under sub-section (1-A) of section 42 of the Act, the Patwari of the estate shall not issue a copy of the computerized record or extract from the record mentioned in sub-rule (1) of the rule 37-B.

(3) The Board of Revenue shall notify fee for obtaining certified copies of the computerized record or extracts from the record.]

37. Inspection of maps and land records filed in the Tahsil revenue record room or consigned to the district/sub-divisional revenue record room.– (1) The Officer Incharge of the *Tahsil*, Sub- Divisional or District Revenue record room, shall allow any one interested to inspect the maps and land records prepared under the Act and the documents prepared under the West Pakistan Consolidation of Holdings Ordinance, 1960, and to take notes therefrom, in pencil, in his presence, in the record room, during office hours, on all working days.

(2) An application for the inspection of maps and land records kept in the Revenue Record Room, shall be made in writing and shall distinctly specify the record, inspection of which is desired.

(3) The following charges shall be paid for each hour or part thereof on which the inspection is made:-

²⁶ (i)	Ordinary	Rs.2
(ii)	Urgent	Rs.4]

When the application does not specify the number, date and nature of the record to be inspected, or if the description given in such application is incorrect and it shall, in consequence, be necessary to search the record, a fee at ²⁷[Rupees two] shall be payable, for such search.

Explanation.– (1) For the purposes of this rule, the District *Kanungo* and *Tahsil* Office *Kanungo* will be the incharge of the Revenue Record Rooms at District and *Tahsil*/Sub-Division, respectively. In the absence of these officials, their Assistants or other officials appointed or deputed by the Collector, shall perform such duties.

(2) A separate application shall be made and separate fee paid, for the inspection of each record.

(3) The fee shall be paid, by means of court-fee stamp(s), affixed to the original application, before the record is handed over to the applicant.

²⁸[**37-A. Preparation of produce statements and five-yearly abstracts of yield.**– (1) Any interested person may apply to the Court concerned for the preparation of produce statements required in connection with the disposal of rent cases and five-yearly abstracts of yield required in cases relating to the temporary alienation of land in satisfaction of a decree of a Civil or Revenue Court.

(2) The following fees shall be charged for –

(i)	Produce statement	Rs.2 for first 10 <i>Khasra</i> numbers and 20 paise for each additional <i>Khasra</i> number per harvest subject to a maximum of Rs. 20 in single case.
-----	-------------------	--

²⁵ Inserted by Board of Revenue Punjab notification No. 1395-2011/717-LR(II), dated 30th May, 2011.

²⁶ Substituted by Board of Revenue, Punjab notification No.3969-73/1492-LR-II, dated 29th June, 1973, published in the Gazette of Punjab, Extraordinary, June 29, 1973.

²⁷ Substituted *ibid* for the words "Rupee one".

²⁸ Added by Board of Revenue, Punjab notification No.15455-74/67-LR-II, dated 8th January, 1975, published in the Gazette of Punjab, Part III, April 29, 1977.

- (ii) Five yearly abstract of yield 50 paise for one *Khasra* number and 20 paise for every additional *Khasra* number subject to a maximum of Rs. 20 in a single case.
- (3) On receiving the application under sub-rule (1) the Court concerned should:-
- (a) Collect from the parties concerned the amount of fee prescribed under sub-rule (2),
 - (b) Credit three-fourth of the fee thus realized into the treasury under the receipt head "VII-Land Revenue-Misc.-Copying fee for the preparation of produce statement and five-yearly abstracts of yield",
 - (c) Credit the rest one-fourth of the fee to the Deposit head "Deposit of fees received by Government servant for work done for private bodies under "Civil Deposit", and
 - (d) Issue the requisition for the preparation of such statement or abstracts, to the *Sardar Kanungo* or *Tahsildar* concerned, who shall thereupon cause such statement or abstracts to be prepared by the concerned official within ten days from the receipt of such requisition.
- (4) (i) Statements or abstracts relating to Civil Courts at District Headquarters shall be prepared by the *Naib-Sadar Kanungo* and those relating to the Courts of Assistant Commissioner, *Tahsildar*, *Naib-Tahsildar* and other Courts at Sub-Divisional *Tehsil* or Sub-*Tehsil* Headquarter shall be prepared by the *Tehsil Office Kanungo*.
- (ii) For the purpose of this rule, the *Naib-Sadar Kanungo* and *Tehsil Office Kanungo* shall be deemed to include any official appointed or deputed by the Collector for this purpose.
- (5) At the close of each quarter the Court concerned shall send the deposit receipts to the *Tahsildar* or *Sadar Kanungo* concerned, who will arrange to draw one-fourth of the amount of fee referred to in clause (c) of sub-rule (3) for payment to the Official concerned from the expenditure head "7-Land Revenue-Land-Records-District Charges-Other Allowances and Honoraria-Fee to *Kanungos* for preparing produce statement and five-yearly abstracts of yield".
- (6) The particulars of all such requisitions and the amount of fee chargeable shall be entered in the register maintained in the Land Records Office of the District or *Tehsil*, as the case may be in Form XXIII-A].

²⁹[PART IV-A

PREPARATION AND MAINTENANCE OF COMPUTERIZED RECORD

37-B. Preparation of computerized record of rights and periodical records.— (1) The record of rights or periodical record, currently under use, shall form the basis of preparation of computerized record in an estate.

(2) In the process of computerization, computerized record of the following documents of an estate shall be prepared:

- (a) register Haqdaran Zamin (Form XXXIV) of the estate currently under use including:
 - (i) genealogical tree (Shajra Nasab) of owners (Form III);
 - (ii) register Haqdaran Nakhlistan in estates where Nakhlistan is maintained (Form VIII);
 - (iii) statement of rights in wells and tube-wells (Form IX); and
 - (iv) statement of distribution of water (where the lands are irrigated by means of *karez* or other similar source) (Form X);
- (b) statement of customs respecting rights and liabilities in the estate (*Wajib-ul-Arz*)(Form XXXVI);

²⁹ Inserted by Board of Revenue Punjab notification No. 1395-2011/717-LR(II) dated, 30th May, 2011.

- (c) register of mutations (Form XXXV) pertaining to the mutations decided during the currency of the register Haqdarán Zamin (Form XXXIV) mentioned under clause (a) above;
- (d) register Fard Badar (Form XV) during the currency of register Haqdarán Zamin (Form XXXIV) mentioned under clause (a) above;
- (e) crop inspection register (register Girdawari) (Form XXIV) and register Taghayurat-e-Kasht (Form XXIV-A) during the currency of the register Haqdarán Zamin (Form XXXIV) mentioned under clause (a) above;
- (f) field book of the estate including all the supplementary field books (Form XII); and map of the estate including supplementary maps; and
- (g) any other Form or record as may be notified by the Board of Revenue.

(3) After the start of preparation of computerized record in an estate, the Board of Revenue shall issue a notification under sub-section (3) of section 41-A of the Act prohibiting further preparation of periodical records prescribed under rules 30 and 31 and the periodical records of the estate henceforth shall be prepared from the computerized records and copies of the same shall be provided to the Patwaris.

(4) During the preparation of computerized record, the data entry service provider shall supply a list of errors or inconsistencies in revenue record of the estate to the Circle Revenue Officer through the Collector of the District and the Circle Revenue Officer shall get the errors or inconsistencies corrected in the prescribed manner.

(5) A copy of the computerized register Haqdarán Zamin, prior to the entry of mutations, shall be supplied to the Circle Revenue Officer who shall cause it to be compared by the Patwari of the estate with his copy of manual register Haqdarán Zamin.

(6) The Patwari shall:

- (i) make corrections therein, if any, in red ink and prepare a list of corrections, under his signatures; and
- (ii) fill in the remarks column of the copy of computerized register Haqdarán Zamin supplied to him, in accordance with entries in manual register Haqdarán Zamin.

(7) The corrections and entries made under sub-rule (6) shall be verified and signed by field Kanungo and Circle Revenue Officer and the Circle Revenue Officer shall forward these to the Service Centre In-charge, who shall cause these to be incorporated in the computerized record and saved to the system and the copy of the computerized register Haqdarán Zamin corrected by Patwari consigned to Tehsil record room.

(8) The Collector of the District shall cause to be maintained a list of all the mutations or fard badr sanctioned after the start of preparation of computerized record in an estate.

(9) After the data entry for preparation of computerized record of an estate under sub-rule (1) has been completed, the Collector of the District shall supply the list of mutations or fard badr, along with all such mutations or fard badr (*part sarkar*) to the Service Centre In-charge, who shall cause these mutations or fard badr to be entered in the computerized record.

(10) One copy of the computerized periodical record, after entering the mutations (*part sarkar*), shall be consigned to the District record room and another shall be supplied to the Patwari of the estate and the copies supplied as such shall be the periodical record of the estate from the date notified by the Board of Revenue under sub-section (2) of section 41-A.

(11) The Patwari of the estate shall examine every entry in the periodical record, supplied to him for their correctness and get the errors rectified in the prescribed manner and intimate the Service Centre In-charge regarding corrections made in the record through Field Kanungo and Circle Revenue Officer and if no such intimation is received at the Service Centre within one month or the period extended by the Collector of the District, due to reasons to be recorded in writing, it shall be presumed that the record has been checked by the Patwari, Field Kanungo and Circle Revenue Officer and found correct.

(12) The Board of Revenue may make computerized record available on its website for general information.

37-C. Making of records at Service Centre after the notified date.— (1) At the end of the period specified under sub-section (1-A) of section 42 of the Act, the Circle Revenue Officer

shall ensure that all foils of mutation or fard badr decided during the said period by him or his predecessor in office are submitted to the Service Centre In-charge and provide a certificate to this effect to the Service Centre In-charge and shall also supply a list of all pending mutations or fard badr along with all mutations or fard badr registers to the Service Centre In-charge.

(2) After the date notified by the Board of Revenue under sub-section (1-A) of section 42 of the Act, any person, acquiring a right in an estate by inheritance, purchase, mortgage, gift or otherwise as a landowner or a tenant, for a term exceeding one year, shall report such acquisition to the Service Centre Official of the estate at the Service Centre, either orally or in writing in Form XXXV-A who, upon receipt of such report shall enter it in the computerized record and ask the person making the report to authenticate the same through his electronic signatures.

(3) If the information contained in the oral or written report does not match the existing computerized record, the Service Centre Official shall inform the person, making the report, about the discrepancy and in case the person making the report states that there is an error in the existing computerized record, the matter shall be referred to the Service Centre In-charge and:

- (a) the Service Centre In-charge, upon receipt of such report, shall verify the entries from the scanned copies of record, available in the existing computerized record, in case of any error in data entry, he shall correct the same and electronically forward it to the Revenue Officer of the Service Centre, who after satisfying himself, shall approve the same through his electronic signatures; and
- (b) in case no discrepancy is found in the existing computerized record and the scanned copies of record as mentioned in clause (a), the matter shall be referred to Circle Revenue Officer for his consideration and decision in accordance with law.

(4) In case the information provided by the person making the report matches the information available in the existing computerized record and there is no stay order of any competent forum upon alienation of rights in land reported to be acquired, the Service Centre Official shall provide the person making the report:

- (i) a bank challan containing the following details:
 - (a) name and addresses of the person(s) on whose behalf amount is to be paid;
 - (b) amounts of taxes, duties, fees and cesses payable;
 - (c) heads of accounts under which the taxes, duties, fees and cesses are to be deposited;
 - (d) nature of mutation requested:
Provided that if the person(s) making the report has any reservation against the assessed taxes, duties, fees or cesses payable, he may submit representation to the Circle Revenue Officer against such assessment who may, after on ground inspection of land reported to be acquired, alter the assessed amount;
- (ii) a receipt of the report containing the following details:
 - (a) the date and time when the person making the report has to appear before the Revenue Officer at the Service Centre;
 - (b) the name of person(s) who have to appear before the Revenue Officer on the date given at clause (a) which shall include:
 - (i) the person(s) whose right is being acquired, except in cases of inheritance, transfer by a registered deed or by an order of the court or competent authority or when such person(s) has executed a power of attorney in favour of another person(s), then the person(s) in whose favour the power of attorney has been executed, along with original and latest certified copy of power of attorney;
 - (ii) the person(s) who is acquiring the right except when such person has executed a power of attorney in favour of another person(s), then the person(s) in whose favour the power of attorney has been executed, along with original power of attorney and its certified copy; and

- (iii) in cases where the person acquiring the right is a minor or lunatic, his guardian, with the identity documents applicable as given in clause (c) below.
- (c) a detail of the documents required for proving the identity of the parties and witnesses, which shall include:
 - (i) in case of a citizen of Pakistan, of the age of eighteen years or above, his original Computerized National Identity Card;
 - (ii) in case of citizen of Pakistan below the age of eighteen years, the original Computerized National Identity Card of his guardian and Form B of the minor;
 - (iii) in case of non-resident Pakistani, his original Computerized National Identity Card for Overseas Pakistanis;
 - (iv) in case of foreign citizen, his original passport and permission of competent authority to acquire land, if required; and
 - (v) in case of a legal person, proof of legal personality; and
- (d) a detail of other documents required in certain cases:
 - (i) in case of mutation based on a court decree or order of competent forum, recent certified copy of the decree; and
 - (ii) in case of mutation based on a registered deed, the original and recent certified copy of registered deed.

(5) If the Revenue Officer has any doubt regarding the genuineness of any of the documents presented, as required above, he may, after recording reasons for his doubt, get it re-verified from the relevant authority to his satisfaction

(6) If preparation of a supplementary map (Tatima Shajra) or field book (Form XIV) for sanctioning the requested mutation is required, a copy of the unapproved mutation shall be supplied to the Circle Revenue Officer along with the date on which such supplementary map or field book is required to be deposited back to the Service Centre In-charge.

(7) The Circle Revenue Officer shall cause the supplementary map or field book to be prepared by the Patwari and verified by the Field Kanungo on ground and shall also verify the supplementary map or field book prepared as such and shall be responsible for its timely submission to the Service Centre In-charge.

(8) The Service Centre Revenue Officer, upon receipt of the supplementary map or field book, shall cause to scan and save it to the computerized record and pass such order as he deems appropriate.

(9) If the requested mutation pertains to inheritance, a copy of the unapproved mutation shall be supplied to the Circle Revenue Officer and he shall also be given a date by which he has to deposit it back to the Service Centre.

(10) The Circle Revenue Officer shall make a summary enquiry regarding legal heirs of the deceased right holder, determine shares of each legal heir in the property left by the deceased in accordance with the inheritance law by which the deceased was governed and prepare a Shajra Nasab (Form III) of the deceased in prescribed manner.

(11) The Circle Revenue Officer shall be responsible for the timely submission of the results of the enquiry along with the Shajra Nasab of the deceased prepared as such and the Service Centre Revenue Officer, upon receipt of the report of such enquiry, shall cause to scan and save it to the computerized record and pass such order as he deems appropriate.

(12) No order under sub-section (6) of Section 42-A of the Act shall be passed by the Revenue Officer at the Service Centre unless:

- (a) the person(s) whose right is being acquired is present before him at the Service Centre, except in cases where:
 - (i) the mutation is an inheritance mutation;
 - (ii) the mutation is based on registered deed;
 - (iii) the mutation is based on decree or order of the competent court or authority;
 - (iv) the mutation is based upon registered power of attorney;
 - (v) the person whose rights are being altered is a legal person:

Provided that in case of (iv) or (v) above, the order shall only be passed in the presence of the authorized agent of the person(s) whose right is being acquired;

- (b) he has ensured that the electronic signatures and digital photograph of the person(s) whose right is being acquired or his authorized agent (in cases mentioned at clause (a) above) is obtained and stored in the computerized record in his presence;
- (c) except the cases of mutation of inheritance or mutation based upon a registered deed or an order or decree of a court or forum, he has examined and satisfied himself about the genuineness of:
 - (i) the identity documents presented before him;
 - (ii) the identity of the person(s) whose right is being acquired or his authorized agent;
 - (iii) the identity of the person(s) acquiring the right or his authorized agent: Provided that he shall require two residents of the estate one of whom, preferably Lambardar of the estate or an elected representative of the local government, to verify the genuineness of the persons mentioned in (ii) and (iii) above: Provided further that he shall satisfy himself that the electronic signatures and digital photographs of the persons mentioned above are saved in the computerized record;
- (d) he has caused:
 - (i) to store the scanned images of the identity documents in the computerized record; and
 - (ii) to verify the Computerized National Identity Card numbers of the persons mentioned in clause (c);
- (e) he has caused to save the scanned copy of the challan in the computerized record;
- (f) in case where sanctioning the mutation requires preparation of a supplementary map or field book, he has satisfied himself that supplementary map or field book has been prepared and its scanned copy saved to the computerized record;
- (g) in case of inheritance mutation, he has satisfied himself that the report of Circle Revenue Officer including Shajra Nasab (Form III) has been prepared and saved in the computerized record;
- (a) the person(s) whose right is being acquired, affirms before him that he has alienated his right and received the consideration thereof; and
 - (i) the person(s) acquiring the rights affirms before him that he has received the possession.

(13) If the Service Centre Revenue Officer is satisfied that the above conditions have been fulfilled, he shall record his order in the computerized record sanctioning the mutation, using his electronic signatures.

(14) If the Service Centre Revenue Officer is not satisfied, he may either reject the mutation or give another date for enquiry and in either case he shall give reasons for rejection or postponement provided that in case of rejection he shall record his order in the computerized record, using his electronic signatures.

(15) The Revenue Officer shall provide, free of cost, to both parties, a copy of the decided mutation and a certified copy of the updated computerized register Haqdaran Zamin concerning the mutation.]

PART V-CROP INSPECTION AND KHARABA

38. Date on which inspection of each harvest to be commenced.- (1) The Commissioner may fix the date on which the inspection of each harvest shall commence, according to the circumstances of the area. In the absence of such fixation of dates, the inspection of each harvest shall commence, as follow:-

Kharif..... 1st October
Rabi.....1st March
Extra (Zaid) Rabi..... 15th April

(2) When for any reason, the ripening of the crop is later than usual, the Collector may postpone the inspection for a period, not exceeding fifteen days.

39. Crop Inspection Register.- ³⁰[(1)] For each estate, a crop inspection register (*Girdawari*) shall be maintained, in Form XXIV.

³¹[(2) For each estate, a register of changes in cultivations, possession and rent to be known as the "Register *Taghayyurat-e-Kasht*" shall also be maintained by the *Patwari* in Form XXIV-A in which he will enter such harvest-wise changes as are not disputed and will incorporate the same in the Register *Girdawari* after due checking and attestation thereof by the Field *Kanungo* and the Circle Revenue Officer].

³²[(3) After the date specified by the Board of Revenue under sub-section (2) of section 41-A of the Act, the *Patwari* shall, within fifteen calendar days of completion of *girdawari* of Rabi/Khareef each year, submit the register *Taghayyurat-e-Kasht* (Form XXIV-A), duly verified by the field *Kanungo* and the Circle Revenue Officer to the Service Centre In-charge of the estate who shall cause it to be immediately scanned, saved in the computerized record and returned to the *Patwari*.

(4) The Service Centre In-charge shall cause the Service Centre Official to update the computerized record of the estate on the basis of variations recorded in the register *Taghayyurat-e-Kasht* and the entries made as such shall be presented to the Service Centre Revenue Officer for his approval through his electronic signatures, and after his approval, the changes shall become a part of the computerized register *Haqdaran Zamin* of the estate.]

³³[**39-A. Fard Raftar Girdawari.-** (1) The Schedule of programme for Crop Inspection (*Fard Raftar Girdawari*) shall be so arranged that at the time of *Kharif* and *Rabi Girdawaris*, the *Patwari* should first take up the estate for which the periodical record is to be prepared.

(2) A copy of the *Fard Raftar Girdawari* shall be sent by the *Patwari* in advance to the Chairman of the respective Union Council who may depute one of the Members of the Union Council to be present at the time of harvest inspection by the *Patwari*].

40. Correction of entries in the Crop Inspection Register.- No alteration shall be made in the Register *Girdawari* after the *Dhal Bachh* of respective harvest has been drawn up, except with the sanction of the Collector. If at the time of preparation of Register *Haqdaran Zamin*, an entry in the Register *Girdawari* is found to be incorrect, it shall nevertheless be retained unaltered and the correct entry shall be noted in red ink, in the remarks column and shall be attested by the *Kanungo*.

41. Failure of crop to be entered in the Register Girdawari.- (1) When a crop fails to germinate or dries up, or is destroyed by calamity of season or the yield falls short of the normal out-turn, a corresponding entry of the failure of crop (*Kharaba*), shall be made in the Register *Girdawari* (Form XXIV), at the time of harvest inspections.

(2) In areas in which land revenue is assessed in the form of prescribed rates under clause (b) of sub section (3) of section 56 a statement of *Kharaba* shall be prepared in Form XXV.

(3) The entries in the statement of *Kharaba* shall be checked, on the spot, cent per cent by the *Kanungo*; 50% by the *Naib-Tahsildar/Head Munshi* or *Tahsildar* and 25% by the Assistant Collector of the first Grade.

(4) The checking of statement of *Kharaba* shall be carried out within fifteen days following the day on which the crop inspection by the *Patwari* is concluded.

42. Scale on which relief to be given.- Deductions for *Kharaba* shall be entered in accordance with the following scale (taking 100 paisa, as the average yield of a crop):-

(a)	Yield more than 75 <i>paisa</i>	No deduction.
(b)	Yield more than 50 <i>paisa</i> but not more than 75 <i>paisa</i> .	Deduct $\frac{1}{4}$ of the sown area.
(c)	Yield more than 25 <i>paisa</i> but not more than 50 <i>paisa</i> .	Deduct $\frac{1}{2}$ of the sown area.

³⁰ Renumbered as (1) by Board of Revenue, Punjab notification No. 1180-87/837/LR-II dated 12-05-1987, published in the Gazette of Punjab, Extraordinary, May 13, 1987.

³¹ Added by Board of Revenue, Punjab notification No. 1180-87/837/LR-II dated 12-05-1987, published in the Gazette of Punjab, Extraordinary, May 13, 1987.

³² Inserted by Board of Revenue Punjab notification No. 1395-2011/717-LR(II) dated, 30th May, 2011.

³³ Added *ibid*.

(d) Yield not more than 25 *paisa*.

Deduct whole sown area.

Explanation 1.-When the crop has been cut before the field is inspected, the crop shall be presumed to have matured and no deductions for *Kharaba* under this rule shall be allowed.

Explanation 2.-In case a land-owner has objection to the *Kharaba* allotted by the *Patwari* or *Kanungo*, his objection shall be noted in the remarks column of the Form XXV and the *Tahsildar/Naib-Tahsildar (Head Munshi)* shall pass orders, after personally inspecting the survey/*Khasra* numbers concerned.

43. Circumstances under which no Kharaba Statement is to be prepared.- In the event of widespread calamity, such as floods or hail-storms or locust, the Collector, may dispense with the preparation of statements of *Kharaba*, prescribed under rule 41(2).

PART VI-DEMAND STATEMENTS (*Dhal Bachh*)

44. Bachh Papers.- (1) In each estate, a distribution of revenue (*Dhal Bachh*) of fixed (*Malia Mustaqil*) or in the form of prescribed rates (*Ghair Mustaqil*), shall be prepared by the *Patwari, Khewat-wise*, in Form XXVI or Form XXVII, as the case may be.

(2) In the areas where collection of revenue is made by *Tapedars*, the *Tapedar (Patwari)* shall prepare a bill of assessment, in respect of each land-owner in Form XXVIII and deliver the same to him.

(3) In the areas where collection of revenue is made through Headmen (*Lambardars*), the *Patwari* shall prepare a copy of *Dhal Bachh*, headman-wise, showing the particulars of each land-owner and deliver the same to the headman (*Lambardar*).

PART VII-A. COLLECTION OF LAND REVENUE BY LAMBARDARS

45. Place of payment.- Land revenue shall be paid at the office of the *tehsil* to which the estate belongs, except in the following cases:-

(a) Where the *tehsil* treasury at the district headquarters has been incorporated with the district treasury, the payment shall be made into the district treasury.

Explanation I.-The headman shall present the *arz irsal* (Form XXIX) to the *tehsil* revenue accountant (*Wasil Baqi Nawis*) at the *tehsil*, who shall verify the correctness and proper distribution of the amount tendered, by reference to the demand statement (*village khatauni*) and shall prepare receipts (*dakhilas*) (Form XXX), in triplicate, shall sign them and shall obtain the signature of the *Tahsildar* or the *Naib-Tahsildar/Head Munshi* thereon. The headman shall then take the money and three copies of the receipt to the treasury and deposit the amount in the treasury.

Explanation II.- The headman may pay land revenue, rates and cesses, etc. by means of-

- (i) a crossed cheque, in favour of the *Tahsildar* concerned, alongwith the *arz irsal* referred to in Explanation I; or
- (ii) revenue money-order in favour of the *Tahsildar* concerned, in which case the entries of *arz irsal* shall be copied on the coupon of the money-order form.

Explanation III. If the land revenue, cesses, etc. are paid by means of a cheque or revenue money order, the *Tahsildar* concerned shall arrange for the deposit of the same into the treasury, in the manner referred to in Explanation I.

(b) Where a special arrangement has been made, with the sanction of the Collector, authorizing any person, to pay land revenue direct into the district treasury, the payment shall be made as provided in clause (a).

(c) Where special permission of the Commissioner has been given, authorizing any person, to pay land revenue into the headquarters treasury of another district, within his division or, with the concurrence of the Commissioner concerned, into the headquarters treasury of any district, in another division of West Pakistan, the payment shall be made at the place so approved.

Explanation.- The continuance of such special arrangement shall depend on the punctual payment of the revenue and, on any arrear falling due, the Collector or the Commissioner, as the case may be, shall make an order canceling that arrangement.

B. COLLECTION OF LAND REVENUE BY TAPEDARS

46. Payment of land revenue and rates and cesses.- (1) All payments of land revenue, rates and cesses shall be made to the *Tapedar* concerned, who shall issue receipts in Form I to the land-owners in token of having received the Government dues, from them. The *Tapedar* shall deposit the amount in the Treasury on Form XXX, which shall be checked and signed by the Revenue Accountant and the *Mukhtiarkar*, or Head *Munshi*.

(2) Where a special arrangement has been made, with the sanction of the Collector, authorizing any person, to pay land revenue direct into the Government treasury, the payment shall be made in Form XXX which shall be checked and signed by the Revenue Accountant and the *Mukhtiarkar* or Head *Munshi*.

- (3) The land-owner may remit the amount of land revenue or other dues by means of-
- (a) a crossed cheque in favour of the *Mukhtiarkar* concerned, alongwith a copy of the bill of assessment; or
 - (b) revenue money-order in favour of the *Mukhtiarkar* concerned, in which case the entries of bill of assessment shall be copied on the coupon of the money-order form.

In the aforesaid cases, the *Mukhtiarkar* concerned shall arrange for the deposit of the amount in the Treasury in Form XXX.

47. Security to be furnished by Mukhtiarkar, Head Munshi, Supervising Tapedar and Tapedar.- (1) All *Mukhtiarkars*, Head *Munshis*, Supervising *Tapedars* and *Tapedars* shall, before entering upon their office, furnish security in the amounts respectively shown hereunder against them, either by deposit of Securities of the Central Government duly endorsed, accompanied by a power to sell or in Form XXXI:-

(i)	<i>Mukhtiarkars</i>	Rs. ten thousand.
(ii)	Head <i>Munshis</i>	Rs. five thousand.
(iii)	Supervising <i>Tapedars</i>	Rs. five thousand.
(iv)	<i>Tapedars</i>	Rs. five thousand.

- (2) The securities shall be deposited with the Collector.

48. Surety to be liable in the same manner as Principal.- The surety or sureties of the officers referred to in rule 47 shall be liable to be proceeded against jointly and severally, in the same manner as his or their Principal is liable to be proceeded against, in case of default, and notwithstanding such Principal may be so proceeded against:

Provided that in any case of failure to discharge or make good any sum of money due to Government, no greater sum than is sufficient to cover any loss which the Government may actually sustain, by the default of the Principal, shall be recovered from the surety or sureties, as the amount which may be due from such surety or sureties, under the terms of the security bond executed by him or them.

49. Liability of surety not affected by death of Principal or by his taking a different appointment.- The liability of the surety or sureties shall not be affected by the death of a Principal, or by his appointment to a post different from that which he held when the bond was executed, but shall continue so long as the Principal occupies any post in which security is required and until his bond is cancelled.

50. How surety may withdraw from further liability.- Any surety, whether under a separate or joint bond, may withdraw from his suretyship, at any time, on his stating in writing, to the officer to whom the bond has been given, that he desires so to withdraw; and his responsibility under the bond shall cease, after sixty days from the date on which he gives such writing, as to all demands upon his Principal concerning money, for which his Principal may become chargeable after the expiration of such period of sixty days, but shall not cease as to any demands for which his Principal may have become liable before the expiration of such period even though the facts establishing such liability may not be discovered till afterwards.

51. Register of sureties.- The Collector shall keep a register in Form XXXII of all securities furnished by each officer, in his district.

COLLECTION OF RATES AND CESSSES

52. Number of instalments and amount.- (1) Where the annual land revenue of an estate is payable at one harvest, the demand of each year from that estate on account of rates and cesses shall be paid at the same harvest.

(2) In all other cases, the demand of each year from an estate on account of rates and cesses shall be paid in two instalments, viz one at the *Kharif* harvest and the other at the *Rabi* harvest and each instalment shall bear the same proportion to the total demand of the year as the instalment or instalments of land revenue due on the same estate for the same harvest bear to the total land revenue payable by the estate for the same year.

53. Rates and cesses paid alongwith first instalments of land revenue.- Rates and cesses due at each harvest, shall be payable on the date on which the first instalment of land revenue due from the same estate, on account of the same harvest, is payable, and except as by these rules is otherwise provided, at the revenue office appointed for the receipt of land revenue due to Government in the same *Tehsil*.

54. Rules in the case of estates in which no land revenue is payable.- Where no land revenue is payable by an estate, the rates and cesses due therefrom shall be payable by the same instalments and dates by which the rates and cesses of the adjacent estates are payable; and the Collector shall, by order, determine the instalments and the dates which are applicable under this rule.

55. Portion of rates and cesses not payable to Government.- A headman, when paying an instalment of rates and cesses as required by rule 53 shall, subject to the provisions of clause (a) of rule 24, be entitled to withhold the *Lambardari* fee.

RECOVERY OF ARREARS

56. Application of Headmen for recovery of arrears from defaulters.- (1) When headman wants to make recovery of land revenue or any sum recoverable as an arrear of land revenue under section 113, he shall make an application to the Revenue Officer stating herein-

- (a) the name and description of the defaulter;
- (b) the arrear of which recovery is desired;
- (c) the circumstances which have made the application necessary.

(2) Any number of defaulters residing in the same estate may, at the discretion of the Revenue Officer, to whom the application is made, be included in the same application, but the arrear due from each defaulter shall be separately specified.

57. Defaulter to be summoned.- (1) If the application is in proper form and the arrear of which recovery is desired has not been due for more than six months, the Revenue Officer shall fix a date for the hearing of the case and shall serve a notice of demand in Form XXXIII on the defaulter, together with a notice requiring him to appear on the date so fixed, if the demand has not, in the meantime, been paid.

(2) If the arrear has been due for more than six months the application shall be rejected, unless the applicant satisfies the Revenue Officer that the delay in realizing the arrear is not due to his neglect, and, if he is so satisfied, the Revenue Officer shall proceed as in sub-rule (1).

58. Recovery of arrears from defaulters.- On the date fixed for the attendance of the defaulter, or any subsequent date to which the matter may be adjourned the Revenue Officer shall make an inquiry into the existence of the arrear. And if it is proved, he shall record an order stating the amount of the arrear and the person who is the defaulter, and shall thereafter proceed to recover the same.

59. Sale under section 88 or section 90 to be preceded by attachment.- (1) When it is proposed to sell a holding or any other immovable property under section 88 or section 90, such holding or immovable property shall, in the first place, be attached in the manner provided in section 85.

(2) The sale of immovable property shall be conducted by a Revenue Officer not below the rank of a *Tehsildar*.

PROCESS FEES

60. Charge for service of processes.- For the service of every notice of demand, warrant or other process for the collection of Revenue, under Chapter VIII and IX of the Act, ³⁴[the following charges shall be made:-

- | | | |
|-------|---|-----------|
| (i) | where the revenue involved is Rs.10 or less | Rs.1.50 |
| (ii) | where the revenue involved is more than Rs.10 and less than Rs.1,000. | Rs.5.00 |
| (iii) | where the revenue involved is Rs.1,000 and above | Rs.10.00] |

PART VIII-REMISSION OF LAND REVENUE

61. Power to sanction remission.- The Delegation of Powers, in respect of the remission of land revenue are as under:-

- | | | | | |
|-----|---|-------|----------------------|------------------------|
| (a) | Remission of land revenue on account of failure of crop | (i) | Board of Revenue | Full Powers |
| | | (ii) | Commissioners | Full Powers |
| (b) | Remission of land revenue during calamities | (i) | Board of Revenue | Full Powers |
| | | (ii) | Commissioners | Rs.10,000 per district |
| | | (iii) | Deputy Commissioners | Upto Rs.1,000 |

PART IX-SURVEY AND BOUNDARIES

62. Demarcated areas of forest land, etc. owned by Government to be considered estates.- All demarcated areas of uncultivated and forest land owned by Government are declared to be estates within the meaning of the Act.

63. Survey marks.- The survey marks defined in clause (24) of section 4, set up by the Survey of Pakistan include:-

- (i) Great Trigonometrical Stations.
- (ii) Base line stones, placed in the course of riverain surveys.
- (iii) Traverse stations (in estates not surveyed on the square system).
- (iv) other traverse data (such as corner stones, indicating blocks in the rectangulation).
- (v) international boundary pillars.

64. Boundary marks.- The following boundary marks shall be erected by or under the orders of Revenue Officers-

A-TRI-JUNCTION PILLARS (SIHADAS)

At every point, where the boundaries of more than two estates meet and, at such other places on the boundary line, as may be necessary for the convenient determination, of the boundary of an estate, a tri-junction pillar of the following specification shall be constructed: -

Material.-A single block of stone, or masonry of stone or burnt brick with lime mortar; if masonry, upper surface to be plastered with *pacca* lime plaster.

Shape.-If a stone block, in length and breadth not less than 18 inches and in depth, not less than 3 feet. If masonry cubic, each edge of the cube not less than three feet long.

Position.-The lowest side of the pillar to be accurately bedded upon a levelled surface, and only half the pillar to be above ground.

B - BURJIS

³⁴ Substituted by Board of Revenue, Punjab notification No.3969-73/1492-LR-II, dated 29th June, 1973, published in the Gazette of Punjab, Extraordinary, June 29, 1973 for the words and figures "a charge of Re. 1 shall be made where the revenue involved is more than Rs. 5 and 75 paise where the revenue involved is Rs. 5 or less".

- (i) At every angle on the boundary line between two *sihadas* a *Burji* mound or *dari* (mud pillar or stone slab) shall be set up.
- (ii) At every corner of the survey squares or rectangles, a masonry or stone pillar, shall be set up.

65. Land measurement or survey.- The land measurement or survey may be -

- (a) on square system; or
- (b) on rectangulation system; or
- (c) on *Kishtwari* system (measurement in original shape of the Survey/*Khasra* Number) in the hilly tracts or riverain areas or similar lands where the measurement or survey is not practicable in accordance with the square or rectangulation systems.

66. Size of area of Survey/*Khasra* Number.- Notwithstanding the provisions of sub section (1) of section 133, Survey/*Khasra* numbers which have already been made of less than one acre in area or which may be so made under the order of the Collector in this behalf, and any Survey/*Khasra* number separately entered in the record-of-rights or the periodical record, shall, irrespective of its area, be deemed to have been made under the Act.

67. Conditions for and restrictions upon sub-division of Survey / *Khasra* numbers.- (1) Survey / *Khasra* numbers may be divided into so many sub-divisions –

- (a) as may be required in connection with the acquisition of rights referred to in sub-section (1) of section 42, or
- (b) for any other reasons with the sanction of the Collector.

(2) The area and land revenue of such sub-divisions shall be entered in columns 11 and 13, respectively, of the Mutation Register (Form XXXV). The supplementary map (*Tatimma Shajra*) of the respective Survey/*Khasra* number shall be drawn on the back of the mutation sheet giving the particulars contained in Form XIV.

³⁵[PART IX-A-DEMARCATIION OF LAND AND EVICTION OF UNAUTHORIZED LANDOWNERS

67-A. Demarcation of land.- (1) An application under section 177 for defining the limits of an estate, a holding, a field or any portion thereof, shall contain the following particulars:-

- (a) Designation of the Revenue Officer to whom it is addressed.
- (b) Name, parentage and address of the applicant and if the applicant is minor, or a person of unsound mind. the name, parentage and address of his guardian or of a male member of his family.
- (c) Name, parentage and address of the person or persons against whom the application is made, and if he or any one of them is a minor or of unsound mind, the name, parentage and address of his guardian or of a male member of his family.
- (d) Location and full description of the land to be demarcated.
- (e) A brief statement of facts and reasons necessitating the making of application.
- (f) Signatures or thumb-impression of the applicant.
- (g) Any other matter which is necessary for the proper disposal of application.

(2) An application under sub-rule (1) shall bear the court-fee stamp of rupee one and shall be accompanied by: -

- (a) An attested copy of the latest entry in Register *Haqdaran-Zamin* or *Jamabandi* relating to the land mentioned in the application; and
- (b) an attested copy of the portion of the map of the estate showing field numbers mentioned in the application.

(3) The application shall be presented to: -

³⁵ Added by Board of Revenue, Punjab notification No.2313-73/629-LR-I, dated 19th July, 1973, published in the Gazette of Punjab, Part III, November 23, 1973.

- (a) the Revenue Officer-in-charge of the Circle in case the land to be demarcated is situated within a *Tehsil*; and
- (b) the Revenue Officer-in-charge of a Sub-Division, in case the limits of the land to be defined extend to an adjoining Sub-Division or District.

(4) On the receipt of such application duly accompanied by the attested copies mentioned in sub-rule (2), the Revenue Officer concerned shall: -

- (a) cause the application to be registered in the relevant column of the Register to be maintained in his office in Form XXXIII-A;
- (b) fix time and date for demarcation of boundaries; and
- (c) cause a notice in Form XXXIII-B to be issued in duplicate to-
 - (i) the parties to the application;
 - (ii) *Lambardar* of the village in which the land mentioned in the application is situated;
 - (iii) Field *Kanungo* of the Circle;
 - (iv) Revenue *Patwari* of the village if the notice is not to be served through him; and
 - (v) any other person whose presence at the time of demarcation of boundaries is considered necessary or expedient by the Revenue Officer.

(5) The notice issued under clause (c) of the preceding sub-rule shall be served on the persons mentioned therein, in the following modes, at least one week before the date fixed for demarcation of land:-

- (a) by delivering a copy thereof to the person mentioned therein and obtaining his signature or thumb-impression on duplicate copy in token of his having received the same:
- (b) in case of refusal to receive the notice or absence of such person, by affixing a copy thereof on the outer-door of his house or place of residence, in the presence of at least one witness and also by beat of drum at the expense of the applicant;
- (c) if any person to be served is residing at a place, other than the village in which the land is situated, notice shall be served on him, by means of registered post "Acknowledgement Due", or by any other means as the Revenue Officer deems fit. The expenses for such service shall be borne by the applicant.

(6) At the time and on the date fixed for demarcation of boundaries, the Revenue Officer shall, in the presence of the parties and other persons mentioned in clause (c) of sub-rule (4) as may be present in response to the notice served on them, cause the measurement of the land to be taken under his personal supervision, strictly in accordance with the instructions and standing orders on the subject issued by the Financial Commissioner and the Board of Revenue from time to time.

(7) (a) Soon after taking necessary measurement, the Revenue Officer, on the basis of data so collected, shall draw up a plan of the encroached area, if any, and shall prepare a report "inter alia", containing the following details:-

- (i) Time, date and place of demarcation of boundaries.
- (ii) Full description of the land measured and demarcated.
- (iii) Mode and details of the measurements taken.
- (iv) Persons in whose presence such measurements were taken and other demarcation proceedings took place and the objection, if any, raised by any one or more of them during that time.
- (v) Limits of the existing possession including the exact dimensions of the encroached area, if any, and the names of the persons found in possession thereof.

(b) The Revenue Officer, after preparing the report, shall read out the same to the parties and record their statements as to whether they have understood the proceedings or any party thereof and have any objection against any portion of his report.

(c) After recording such statements and his opinion thereon, the Revenue Officer, on return to his Headquarter, shall place the report, together with the plan of encroached area and statement of the parties, on the file and cause the particulars of the proceedings entered in the relevant columns of Register maintained in office in Form XXXIII-A.

67-B. Eviction of unauthorized land-owners.- (1) An application under section 122 for the eviction of a land-owner found in wrongful possession of a land as a result of demarcation proceedings taken under section 117 read with rule 67-A, shall contain the following particulars:-

- (a) Name, parentage and address of the applicant, and in case he is minor or a person of unsound mind, parentage and address of his guardian or of a male member of his family.
- (b) Name, parentage and address of the person who has been found in wrongful possession of the land (hereinafter referred to as the respondent) and if he happens to be a minor or a person of unsound mind, the name, parentage and address of his guardian or of any male member of his family.
- (c) Location and description of the land, the possession of which is required.
- (d) Brief statement of demarcation proceedings, its result and reasons for the application.
- (e) Any other fact which may be necessary for the fair disposal of the application.

(2) The application shall bear the court-fee stamp of rupee one and shall be accompanied by: -

- (a) a certified copy of the report, including copy of the plan of encroached area, prepared by the Revenue Officer in the demarcation proceedings conducted by him under rule 67-A; and
- (b) as many copies of the application as the number.

(3) The application shall be addressed and submitted to the Collector-in-charge of the Sub-Division in which the land in dispute is situated:

Provided that where the demarcation proceedings are conducted by the Revenue Officer-in-charge of the Sub-Division, the application shall be addressed and submitted to the Collector of the District.

(4) On the receipt of the application, the Collector shall fix a date for its hearing and cause its notice in Form XXXIII-C, together with a copy of the application, to be served on the respondent in the manner prescribed in sub-rule (5) of rule 67-A.

(5) On the date fixed for hearing, the respondent may put up his appearance either in person or through an authorised agent and may file his reply to the application. The Collector, on the same date of hearing or on any subsequent date to which the proceedings may be adjourned, after hearing the parties and examining the record, including the file of demarcation proceedings, may -

- (a) direct fresh demarcation proceedings to be taken by the same or any other Revenue Officer, if he is satisfied that the land-owner whose eviction from the land has been sought, had no knowledge of the demarcation proceedings or there was some material irregularity committed by the Revenue Officer in such proceedings; or
- (b) accept the application and order eviction of the respondents or any one or more of them who have been found in wrongful possession of the land or any portion thereof:

Provided that where the proceedings substantially involve a question of title or an intricate question of law, the Collector shall not pass any order on the merits of the application and shall refer the parties to the Civil Court.

(6) If the Collector orders fresh demarcation proceedings to be taken by the same or any other Revenue Officer, such Revenue Officer shall follow the procedure laid down in rule 67-A to the extent and from the stage it become applicable.

(7) On the acceptance of the application, the Collector shall afford the respondent an opportunity of delivering possession of the disputed land to the applicant within a period not exceeding one month and if he fails to do so, the Collector, on an application made by the applicant, shall issue a warrant of eviction in Form XXXIII-D which shall be executed by an official not below the rank of a *Kanungo*, with or without police assistance, according to the circumstances of each case].

PART X-EXECUTION OF CERTAIN ORDERS OF CIVIL AND CRIMINAL COURTS THROUGH REVENUE OFFICERS

68. Appraisement of value of produce before sale.- When the produce of any land has been attached in pursuance of an order for its attachment and sale addressed to the Collector by a Civil or Criminal Court, the Collector shall direct that an appraisement of the attached produce be made by a Revenue Officer or by the *Kanungo* of Circle in which the land is situated within a month of the date of receipt of such direction. The produce shall not be sold until the appraisement has been approved by the Collector or by a Revenue Officer appointed by him in this behalf:

Provided that if the appraisement is not made within the prescribed period, the sale of the produce shall not be delayed merely on this account.

69. Agency to be used in conducting sale.- Sale of the produce of land shall be made by a Revenue Officer or by the Field *Kanungo* of the Circle in which the land is situated. The sale shall be conducted in the presence of the Headman, or a Member of the Union Committee, Town Committee, or Union Council within the jurisdiction of which the land is situated.

70. Date on which possession is to be given to decree-holder of Civil Court.- When an order of a Civil Court is sent to the Collector for the execution of a decree for the possession of lands the Collector shall give possession to the decree-holder on the date specified in the decree or in the direction issued by the Civil Court executing the decree. If no date is specified in the decree or by the Civil Court and the land of which possession is to be given is in the cultivating possession of the judgment-debtor, the Collector shall at once refer to the Civil Court for instructions as to whether or not he is to delay execution until any crop which may have been sown by the judgment-debtor and is standing on the land, has been removed.

PART XI- MISCELLANEOUS

71. Village Note Book.- (1) A village note book (*Lal Kitab*) shall be prepared, for each estate, comprising the following statements-

- (i) Annual Area.
- (ii) Annual *Kharif* Crop.
- (iii) Annual *Rabi* Crop.
- (iv) Annual Revenue Account.
- (v) Annual Transfers of Land by Owners, etc.
- (v-a) Annual Sales and Mortgages of Ownership by classes of land.
- (vi) Quadrennial Abstract of Ownership and Mortgages.
- (vii) Quadrennial Abstract of Cultivation by Owners and Tenants.
- (viii) Quadrennial Abstract of Cash Rent paid by Tenants.
- (ix) Quinquennial Return of Cattle, Carts, etc.
- (x) Assessment.

(2) A note book comprising the statements mentioned in sub-rule (1), in a consolidated form, shall also be maintained in respect of each Assessment Circle, *Tehsil* and District.

72. Forms.- In addition to the Forms specified in the foregoing rules, the following forms are also prescribed: -

- (i) Register Haqdarán Zamin (Form XXXIV).
- (ii) Mutation Register (Form XXXV)
- (iii) Statement of Customs (Form XXXVI).
- (iv) Requisition of information/documents (Form XXX VII).

- (v) Holding Slip (Form XXXVIII).
- (vi) Interrogatory (Form XXXIX).
- (vii) Register of Miscellaneous Land Revenue (Form XL).
- (viii) Warrant of Arrest (Form XLI).
- (ix) Warrant of Committal of Defaulter to Civil Jail (Form XLII).
- (x) Order for the Release of Defaulter (Form XLIII).
- (xi) Warrant of Distraint (Form XLIV).
- (xii) Warrant of sale of movable property (Form XLV).
- (xiii) Warrant of Transfer of Holding (Form XLVI).
- (xiv) Warrant of Attachment (Form XLVII).
- (xv) Proclamation of Sale (Form XLVIII).
- (xvi) Certificate of Sale (Form XLIX).
- (xvii) Instrument of Partition (Form L).
- (xviii) Register showing the amount of fee realized by *Patwari*; for inspection of records and grant of certified copies therefrom (Form LI).
- ³⁶[(xviii-A) Register showing the amount of fee realized at the Service Centre for grant of certified copies of computerized record (Form LI-A).]
- (xix) Register showing survey equipments (Form LII).
- (xx) Register of Records in the custody of *Patwari* (Form LIII).
- (xxi) Statement showing the condition of Survey and Boundary Marks (Form LIV).
- (xxii) Register of *Patwari* Circles (Form LV).
- (xxiii) Work-book for *Patwaris* (Form LVI).
- (xxiv) Work book for *Kanungos* (Form LVII).
- (xxv) Work-book for *Tehsildars* and *Naib-Tehsildars/Head Munshi* (Form LVIII).
- (xxvi) List of Mortgages with possession (Form LIX).
- (xxvii) List of Rents (Form LX).
- (xxviii) List of *Khatauni* Totals (Form LXI).
- ³⁷[(xxix) Day Book (Form LXII).
- (xxx) Ledger of Demand and Collections (Form LXIII).
- (xxxi) Balance Sheet (Form LXIV).
- (xxxii) Register of Demand and Recoveries of Water-Course Expenses (Form LXV).
- (xxxiii) Register of Area and Assessment of Cultivation in Un-surveyed Land (Form LXVI)].

³⁶ Inserted by Board of Revenue Punjab notification No. 1395-2011/717-LR(II) dated 30th May, 2011.

³⁷ Added by Board of Revenue, West Pakistan notification No.534/69/526-U(I), 15th September, 1969, published in the Gazette of West Pakistan, Extraordinary, dated October 9, 1969.

**APPENDIX A
FORM I
(See RULES 22 AND 46)**

**RECEIPT FOR THE COLLECTION OF LAND-REVENUE,
RATES AND CESSSES, ETC.**

Book No.
Receipt No.

Date _____

Received Rs. _____ (in words) _____

	Rs.	Ps.	
1. <u>Land-Revenue</u> Fixed In the form of prescribed rates			as detailed in the margin, on Khewat (name of Land-owner) _____
2. Development Fee			estate _____ tehsil _____
3. Local Rate			district _____
4. Canal water-rate			for the harvest <u>Kharif</u>
5. Mutation fee			<u>Rabi</u>
6.			
7.			
8.			
9.			
			Taraf (if any) _____ Estate _____
			Patti _____
			Lambardar _____
			Tapedar _____
			Circle _____
Total			

FORM II
(See RULE 30)

PRELIMINARY PROCEEDING (ROBKAR IBTEDAI)

Record-of-right (misl-i-haqiat)

Estate _____

Had-Bast No. _____ Tehsil _____
District _____ Year _____

This record-of-rights of the above-named estate has been prepared in pursuance of the orders of the Board of Revenue, West Pakistan, issued vide Notification No. _____, dated _____ under sub-section (1) of section 40 of the West Pakistan Land Revenue Act, 1967.

This record comprises the following documents:-

This Preliminary proceeding up to the Estate																			
Genealogical tree																			
Index survey / Khasra No.																			
³⁸ [Alphabetical Index of owners and mortgagees]																			
³⁹ [*****]																			
Register Haqdarar Zamin																			
Note of changes in kind of soil																			
Reigister Haqdarar Nakhlistan																			
Statement of rights in wells and tubewells																			
Statement of customs																			
Order of the Revenue Officer determining the assessment																			
Order of the Revenue Officer distributing assessment over holdings.																			
Sheets of accepted mutations																			
Field Book																			
REMARKS																			

Date of commencement _____ Date of completion of record _____

I certify that this record-of-rights is correct and complete in all respects.

Collector.

Dated _____

District _____

³⁸ Substituted by Board of Revenue, Punjab notification No.1750-88/281-LR-II dated 02-04-1989, published in the Gazette of Punjab, Extraordinary, April 4, 1989).




³⁹ Omitted ibid.

FORM III
(See RULE 30)
SHAJRA NASAB

Genealogical tree (Shajra Nasab) of Owners

Estate.....Tehsil.....District.....Year.....

Part-A for opening page

Statement of the owners		Statement of Signs	
	Origin of rights and primary division of the lands.	Name of Signs	Colour of Signs
2.	The foundation of the estate, and how named.	1. Headman (Lambardar)	Vermilion Encircled
3.	Method of collection of the Revenue-	2. Issue-less	
(a)	under the former Govt:-	3. Wife or widow	
(b)	under the regime of the present Govt:-		
(i)	during the former settlement	4. Whose father or grandfather or husband is land owner and is alive.	Name in red ink.
(ii)	During the present settlement.	5. Daughter	

Part-B for other pages

Patti Taraf	
Caste and sub-caste	
No. Khewat	
Measure of Rights.	

**FORM IV
(See RULE 30)**

INDEX SURVEY / KHASRA NUMBERS

Estate.....Tehsil.....District.....

Survey / Khasra No.	No. Khatuni				

⁴⁰**[FORM V
(See RULE 30)]**

**ALPHABETICAL INDEX OF OWNERS AND MORTGAGEES
(INDEX RADEEFEAR MALIKAN WA MURTAHINAN)**

Estate.....Tehsil.....District..... Book No. Leaf No.

Alphabetical Letters	Name of owner / mortgagee with father's / husband's name	No. Khewat		
		Ownership rights	Mortgagee rights	Other rights, if any.

⁴¹**[*****]**

⁴⁰ Substituted by Board of Revenue, Punjab's notification No.1750-88/281-LR-II dated 02-04-1989, published in the Gazette of Punjab, Extraordinary, dated April 4, 1989.

⁴¹ FORM VI omitted ibid.

**FORM VII
(See RULE 30)**

NOTE OF CHANGES IN KIND OF SOIL

Estate.....Tehsil..... District..... Year

	Area (in acres) and classes of land														Grand Total
	Cultivated							Uncultivated							
	Chahi	Nahri	Nul Chahi	Barani			Total	Banjar Qadeem	Banjar Jadeed	Banjar Qadeem	Ghair Mumkin			Total	
According to the entries of last Register Haqdaran Zamin of the year															
According to the entries of the current Register Haqdaran Zamin															
Difference	Increase														
	Decrease														

Signature of Patwari

Signature of Kanungo

Signature of Revenue Officer

FORM VIII
(See RULE 30)

REGISTER HAQDARAN NAKHLISTAN (DATE TREES)

Register Heqdaran Nakhlistan Estate.....Tehsil.....

District..... Year Book No.
Leaf no.

Khewat No.	Khatauni No.	Name of the owner of land with description.	Name of the owner of date trees with description	Survey / Khasra No.	Area	Source of Irrigation including name of well, rajbah, etc	Number of date trees				Government demand		Remarks
							Female	Eunuch	Male	Total	Revenue	Cesses	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Note: In the register Haqdaran Nahlistan which forms part of record-of-rights (Misl-i-haqiat) column 5 (Survey / Khasra No.) should be divided into two sub-columns headed respectively "former" and "present".

FORM X
(See RULE 30)

STATEMENT OF DISTRIBUTION OF WATER (FARD TAQSEEM AB)

Estate.....Tehsil.....District..... Year

Source of Irrigation	Serial No.	Number Khewat	Name of owner with description	Share	REMARKS

FORM XI
(See RULE 30)

STATEMENT OF RIGHTS IN WATER MILLS (NAQSHA HAQUQ PANCHAKIAT)

Estate.....Tehsil.....District..... Year

									Income per day and night					
Serial No.	Survey / Khasra No.	No. Khatauni	Name of Karez, water-fountain stream, rand, on which the water-mill is installed	Whether at work at last settlement of made subsequently and in the later case in what year it began to be used and at what expenses	Name of owner of water-mill with	Name of owner of water-mill with	Name of asiaban with description	Grinding for one day and night	Share of owner of water	Share of owner of water mill	Share of asiaban	For how many days and nights the water mill remains closed in a year	Government demand	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note: The entries in columns 9 and 13 should be made very carefully, as the assessment of Revenue Officer mostly depends thereon.

**FORM XIII
(See RULE 30)**

TITLE PAGE REGISTER HAQDARAN ZAMIN

Title page Register Haqdaran Zamin

Estate.....Tehsil.....

District..... Year

		Date of filing in the Tehsil Office						Date of consignment to District Revenue Record Room						
No.														
Nature of document		Title page												
		Genealogical tree												
		Index Surevey / Khasra No. 42 [Alphabetical Index of owners and												
		Register Haqdaran Zamin												
		Note of changes in kind of soil												
		Register Haqdaran Nakhlistan												
		Supplementary Map												
		Fard Badar												
		Checking and attestation notes by the Kanungo												
		Checking and attestation notes by the Revenue Officer												
		Final attestation Certificate by the Revenue Officer												
		Sheets of accepted mutations												
		REMARKS												

Signature of Patwari

Signature of Kanungo

Signature of Revenue Officer

⁴² Added by Board of Revenue, Punjab's notification No.1750-88/281-LR-II dated 02-04-1989, published in the Gazette of Punjab, Extraordinary, April 4, 1989.

**FORM XIV
(See RULE 30)**

SUPPLEMENTARY MAP (TATIMMA SHAJRA)

PART A

Supplementary Field Book.

PART B

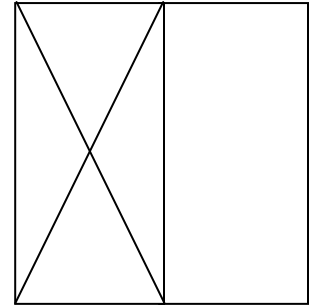
Estate

Tehsil.....District..... for the Year

Book No.
Leaf No.

Survey / Khasara No.		No. Khasra	Length and Breadth of Survey/ Khasra No.				Calculation of area	Area and soil classification	REMARKS
Former	Present		East	West	South	North			

2 Squares / 2 Rectangles



Signature of Patwari

Signature of Kanungo

Signature of Revenue Officer

FORM XV
(See RULE 30)

FARD BADAR (STATEMENT OF CORRECTION OF CLERICAL MISTAKES)

A statement for the correction of clerical mistakes, which has been made in copying the entries of the Register Haqdarán Zamin into another or in incorporating a mutation in a Register Haqdarán Zamin and the correction of which does not involve the alteration of any mutation order shall be recorded in the form set forth below, to be known as Fard Badar:-

Fard Badar Estate Tehsil District

Serial No.	No. of Khewat		Patwari's report	Field Kanungo's report	Order of the Revenue Officer
	In last Register Haqdarán Zamin	In new Register Haqdarán Zamin			
1	2	3	4	5	6

**FORM XVI
(See RULE 30)**

FINAL ATTESTATION CERTIFICATE OF REGISTER HAQDARAN ZAMIN FOR THE YEAR

.....

Estate Tehsil District

Book No.
Leaf No.

Date of attestation	Place of attestation	Khewat attested	Verification of mutation orders incorporated in the Register Haqdarar Zamin	Khewat checked with the previous Register Haqdarar Zamin	Khewat compared with the Patwari's current copy of the Register Haqdarar Zamin	Survey / Khasra numbers of which supplementary maps were checked on the spot	Survey / Khasra numbers of which supplementary maps were checked with reference to their incorporation in the tehsil copy of the map	Mutations entered but not attested before 30 th June	REMARKS
1	2	3	4	5	6	7	8	9	10

I certify that all necessary corrections have been made and that this Register Haqdarar Zamin is correct and complete in all respects, except as regards mutations shown in column 9 and other transfers discovered to have taken place before 30th June last and referred to in the memorandum attached to the Register Haqdarar Zamin.

Dated

Revenue Officer

FORM XVIII
(See RULE 32)

MEMORANDUM REGARDING TRANSFER OF RIGHTS

Estate Tehsil District

1	2	3	4	5	6	7	8
Mutation Number	Nature of mutation, i.e. sale, mortgage, inheritance, etc. with price in case of sale and mortgage-debt in case of mortgage.	Date of decision	Name of transferor with description	Name of transferee with description	Area transferred, i.e. survey/ Khasra No. share of Khata, etc.	Copy of the operative part of the Revenue Officer's order, as recorded by him on counterfoil of mutation	REMARKS

FORM XIX
(See RULE 33)

**STATEMENT SHOWING THE MUTATIONS PENDING OVER THREE MONTHS, FOR THE
MONTH ENDING.....**

Revenue Officer Circle Tehsil District

Name of Estate	Mutation No.	Date of entry	Nature of mutation, i.e. sale, mortgage, etc.	Reasons for non-attestation as well as the measures proposed to be adopted for disposal	REMARKS

FORM XX
(See RULE 34)

Book No.....
Page No.....

Roznamcha Waqiyati of Patwari Circle Tehsil District

Serial No.	Date	Heading of entry	Occurrences	REMARKS

FORM XXI
(See RULE 35)

ACKNOWLEDGEMENT UNDER SECTION 47 (2) OF THE WEST PAKISTAN LAND REVENUE ACT, 1967

Certified that Mr. / Mrs.

son of , resident of Tehsil District has
wife of
furnished the information / documents pertaining to the subject matter specified below,
requisitioned under Section 47 (1) of the West Pakistan Land Revenue Act, 1967:-

{
.....

2. The document(s) have been returned after inspection.

Dated

Signature

Patwari of the Circle
Revenue Officer of the Circle

Note: Revenue Officer may strike off para 2 when a document is retained by him.

⁴³FORM XXI-A
(See sub-rule (2-A) of rule 36)

Register showing the applications for grant of certified copies or extracts of records in possession of Patwari received in the office of Collector of the Sub-Division and disposed of.

Tehsil

District

1	2	3	4	5	6	7	8	9
Serial No.	Date of Receipt of application	Name of applicant with description	Nature of record of which copy is desired	Names of concerned estate, Patwari Circle and Union Council	Ordinary or Urgent	Date given for receipt of copies	Incase of urgent applications, the date on which copies were actually delivered to the applicant	Remarks

]

⁴³ Add by Board of Revenue, Punjab's Notification No. 1180-87/837/LR-II dated 12-05-1987, published in the Gazette of Punjab, Extraordinary, dated May 13, 1987.

FORM XXII

{See NOTE No. 4 UNDER THE SCHEDULE TO RULE 36(3) AT APPENDIX "B"}

Receipt of fee for the inspection of records of patwari and grant of certified copies or extracts therefrom

Receipt No. Date Received Rs.
.....
(in words)

for the supply of copies as detailed below, of the estate
inspection of records

Details of record }
of }
record }

Signature _____
Patwari Circle _____
Tehsil _____
District _____

FORM XXIII

{See NOTE No. 8 UNDER THE SCHEDULE TO RULE 36(3) AT APPENDIX "B"}

Acknowledgement of the receipt of application for the supply of copies of records of Patwaris under Rule 36 of the West Pakistan Land Revenue Rules.

**Receipt No. Dated Received from
.....**

an application for the supply of ^{a copy} of _{copies} of records

**of the state and Rs.(in words).....
as advance copying fee.**

**Patwari Circle
Office Kanungo Tehsil**

⁴⁴[FORM XXIII-A
{See Sub-rule (6) of RULE 37-A}

Register of fees for the Preparation of Produce Statement and Five-yearly Abstract of yield.

Particular of requisition						Detail s of work	Fees							
Serial No.	Date of Receipt of requisition.	Name of Court of Officer.	Name of Parties.	Name of Estate.	Khasra No.		Period for which produce statement of five-yearly Abstract of yield is desired.	Govt.' s Share	Share of Govt. servant concerned			Signature of official preparing the statement of abstract and the date on which he presents the same in the Court or Office concerned.	Attestation of Officers.	Remarks
1	2	3	4	5	6	8								

1

⁴⁴ Added by Board of Revenue, West Pakistan's notification No.534/69/526-U(I), 15th September, 1969, published in the Gazette of West Pakistan, Extraordinary, October 9, 1969.

FORM XXIV
(See RULE 39)

CROP INSPECTION REGISTER (REGISTER GIRDAWARI)

A Register to be known as the Register *Girdawari* shall be maintained under the provisions of sub-section (3) of section 41, in the form set forth below:-

Register Girdawari Estate Tahsil District Book No.
Leaf No.

1	2	3	4	<u>Kharif</u>		<u>Kharif</u>		<u>Kharif</u>		<u>Kharif</u>		17	
				Rabi	Rabi	Rabi	Rabi	Rabi	Rabi				
Survey / Khasra No.	Name of owner and number Khewat	Name of cultivator and number of Khatauni	Area including class of soil	Kharif Crop	Rabi Crop	Changes of rights, cultivation, possession and rent, with reference to Dakhil Kharij	Kharif Crop	Rabi Crop	Changes of rights, cultivation, possession and rent, with reference to Dakhil Kharij	Kharif Crop	Rabi Crop	Changes of rights, cultivation, possession and rent, with reference to Dakhil Kharij	Remarks

Note – The twice cropped (*dofasli*) area shall be shown in red ink.

⁴⁵[FORM XXIV-A
(See sub-rule (2) of the Rule 39)

Register Taghayyurat-e-Kasht

Estate Tahsil District Kharif Year Book No.
Rabi Leaf No.

1	2	3	4	5	6	7	8
Serial No.	Date of Crop Inspection	Khasra number with areas under change	Former entry	Present entry	Signature of Patwari with date	Attestation by Field Kanungo with date	Attestation by Revenue Officer with date

1

⁴⁵ Added by Board of Revenue, Punjab's Notification No. 1180-87/837/LR-II dated 12-05-1987, published in the Gazette of Punjab, Extraordinary, dated May 13, 1987.

FORM XXV
(See RULE 41)

STATEMENT OF KHARABA

Estate Tahsil District Kharif year
Rabi

Survey / Khasra number and name (if any)	AREA			Attestation by Field Kanungo	Attestation by tehsildar Naib- Tehsildar	Attestation by Assistant Collector of the first Grade	Remarks
	Cultivated	Matured	Failed				
1	2	3	4	5	6	7	8

**FORM XXVI
(See RULE 44)**

DHAL BACHH MALIA MUSTAQIL (Distribution of fixed revenue over holdings)

In the estates under fixed assessment under clause (a) of sub-section (3) of section 56, the *Bachh* papers to be known as *Dhal Bachh Malia Mustaqil* shall be prepared for every estate immediately after the *Kharif Girdawari* (harvest inspection), in the form setforth below:-

Dhal Bachh Malia Mustaqil

Estate Patti (if any)....., Tahsil District Crop Kharif year
Taraf Rabi

Name of Lambardar
(if any)

Serial Number	Name of land-owner with description	Number Khewat Malik or reference to Dakhil Kharij	Rates and Cesses								Water Rate	Lambardari Fee on Water Rate	Total	Dakhil Kharij fee		Grand Total	Remarks	
			Land Revenue	Development Fee	Local Rate	<u>Kharif</u> <u>Rabi</u>	<u>Kharif</u> <u>Rabi</u>	<u>Kharif</u> <u>Rabi</u>	<u>Kharif</u> <u>Rabi</u>	<u>Kharif</u> <u>Rabi</u>				<u>Kharif</u> <u>Rabi</u>	Number Dakhil Kahrij			Total Fee

Note:- The Lambardar's copy shall contain the entries of the respective harvest only.

FORM XXIX
(See RULE 45)

ARZ IRSAL

Estate..... Patti (if any)....., Tahsil, District year
Kha

Name of Lambardar _____

Detailed distribution of the amount tendered under each head of account.

Land Revenue	Local Rate	Development Fee	Canal Water Rate	Mutation fee			Total

Date _____

Signature of Patwari Circle _____

FORM XXX
(See RULES 45 AND 46)

PAYMENT RECEIPT (*DAKHLA*)

Original
Duplicate
Triplicate

Tahsil _____, District _____

No.	Estate	Date of payment	Name of <i>Lambardar</i> or <i>Tapedar</i>	Year or Season (Harvest)	Details of Amount tendered under each head of Account							
					Land Revenue	Local Rate	Development Fee	Canal Water Rate	Mutation Fee		Total	

Treasury Officer

Sub-Treasury Officer

Manager, Bank of Pakistan
Nation

Revenue Accountant

Tahsildar

(Head Munshi)

FORM XXXI
(See RULE 47)
SECURITY BOND

Whereas, I inhabitant of have been appointed to the office of, and have been called upon to furnish security for the due discharge of the trusts, of the said office, or of any other office to which I may be hereafter appointed, and for the due account of all moneys, which may come to my possession or control by reason of any such office, I hereby bind myself, to pay to the Government the amount of any loss or defalcation in my accounts, within such time and to such person as shall be demanded by the person at the head of the office to which I belong, such demand to be in writing and to be left at my office or place of residence, and, in case of my making default therein, I bind myself to forfeit to the Government the sum of rupees:

Provided always that nothing herein contained nor the security hereby given shall be deemed to limit my liability in respect of the matters aforesaid to the forfeiture of the said sum of rupees only, and that should that sum be insufficient to recoup the Government in full for any loss or damage sustained by it in respect of the matters aforesaid, I agree to pay to it on demand such further sum as shall be deemed by the person at the head of the said office as necessary in addition to the said sum to cover such loss or damages as aforesaid.

Dated-----

(Signature)

SECURITY TO BE SUB-JOINED TO THE BOND OF THE PRINCIPAL

We -----, hereby declare ourselves sureties for the above-said ----- that he shall do and perform all that he has above undertaken to do and perform, and in case of his making default therein we hereby bind ourselves to forfeit to the Government the sum of ----- rupees in which the above-said ----- has bound himself, or such small sum as shall be deemed sufficient by ----- to cover any loss or damage which the Government may sustain by reason of such default.

Dated-----

(Signature)

**FORM XXXII
(See RULE 51)**

REGISTER OF SECURITIES

	Consecutive member
	Name and designation of officer required to give security
	Amount of security given
	Nature of security given
	Names of securities, if any, and dates of their bonds.
	Names of new securities, if any, substituted for former ones who have died or withdrawn, or whose fitness is considered doubtful and dates of their security bonds.
	Amount of security, if any, for which each surety is liable on account of other officers, whether in the same or any other Department.
	Opinion of the head of office as to sufficiency of present security and date on which such opinion was recorded.
	Date of receipt of surety's notice of withdrawal
	Commissioner's inspection notes

FORM XXXIII

(See RULE 57)

NOTICE OF DEMAND UNDER SECTION

OF THE $\frac{81}{82}$

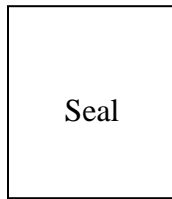
WEST PAKISTAN LAND REVENUE ACT, 1967

No. of Notice _____ dated _____

To _____ resident of village _____, Tehsil _____ District _____

WHEREAS it is shown from the accompanying certificate * that an arrear of Rs. _____ is due from you on account of land revenue (and) you are hereby required to pay into the tehsil the said sum, together with the sum of Rs. _____ due as process fee, amounting to a total of Rs. _____, on or before the _____.

Revenue Officer



* A clear account certified by the tehsil revenue accountant should be endorsed on the notice.

Particulars to be filled in by the tehsil revenue accountant or other officer.

1. Name of Peon _____ 2. Date of issue of notice _____
3. Date fixed for its return _____
(The above to be entered before service of the notice)
4. Date on which the notice was returned _____
5. Revenue paid Rs. _____
6. Process fee paid Rs. _____
7. Revenue due Rs. _____
8. Process fee due Rs. _____

46 [FORM XXXIII-A
(See RULE 67-A (4)(a))

Revenue Officer

Serial No.	Date of filing the application.	Particulars of Boundaries to be demarcated.		Name of applicant with description.	Purpose of application.	Name and description of persons against whom making the demarcation of the spot.	Demarcation of Boundaries Proceedings.				Remarks.	
		Name of Estate.	Khewat Nos. and Killa / Khasra No.				Whether the boundaries to be demarcated are situated within the Tehsil or on boundary line between two Tehsils or two	Date of demarcation and the name of officer making the demarcation of the spot.	Brief abstract of demarcation proceedings.	Date and brief abstract of final order.		Date of sending the file to Record Officer and signatures of record-keeper.

⁴⁶ Forms XXXIII-A, XXXIII-B, XXXIII-C and XXXIII-D added by Board of Revenue, Punjab's notification No.2313-73/629-LR-I, dated 19th July, 1973, published in the Gazette of Punjab, Part III, November 23, 1973.

FORM XXXIII-B
(See RULE 67-A (4)(e))

To

(Name, parentage and address of the person to be served).

Whereas an application has been made by _____ for defining the limits of land measuring _____ acres _____ kanals _____ marlas, bearing Khewat / Khata No. _____ Khasra / Killa No. _____ situated in the area of village _____ Tehsil _____ District _____ ;

And, whereas, _____ day of _____, 19 ____ about _____ a.m./p.m. has been fixed for demarcation of the boundaries of the said land and your presence there shall be necessary;

Now, therefore, you are hereby directed to appear and be present at the date, time and land.

* In case you fail to appear and be present there in person or through a duly authorized agent in the manner indicated above, the demarcation proceedings shall be taken in your absence.

Dated: _____

Signature and Seal of
Revenue Officer.

* Strike out if the notice is addressed to the Revenue Patwari, Circle Kanungo, Lambardar or any other person who is not a party to the proceedings.

FORM XXXIII-C
(See RULE 67-B (4))
NOTICE OF EVICTION

In the Office of Collector

_____ versus _____
(applicant) (respondent)

To _____
(Name and full address of the land-owner / respondents)

Whereas _____ has /have made an application for your eviction from the land described in the application (copy enclosed herewith) which, as a result of demarcation proceedings conducted by Revenue Officer _____ on _____ has been found to be wrongfully in your possession;

Now, therefore, you are hereby called upon to appear before me either in person or through a duly authorized agent on _____ day of _____ 19__ at _____ a.m. and to show cause, in writing as to why you should not be evicted from the said land.

Dated:

Signature and Seal of the
Collector

FORM XXXIII-D
(See RULE 67-B (7))
WARRANT OF EVICTION

In the Office of Collector _____

_____ versus _____
(applicant) (respondent)

To _____
(Name and designation of the official who has to execute the warrant)

Whereas _____ having been found to be in wrongful possession of the land measuring _____ Acres _____ Kanals _____ Marlas, bearing Khata/Khewat No. _____, Killa / Khasra No. _____ situated in the area of village _____ Tehsil _____ District _____ has / have failed to vacate possession within the period specified in my order _____ dated.

Now, therefore, you in pursuance of my order, dated _____ are hereby authorized to evict the aforesaid land-owner / land-owners from the said land with/without police assistance and deliver its possession to _____ forthwith who has / have been found to be its rightful owner/owners.

This warrant shall be returned on or before _____ with a report supported by an affidavit as to whether it has been duly executed and if it is not executed, with reasons for its non-execution.

Dated _____

Signature and Seal of the
Collector

]

MUTATION FORM (DAKHIL KHARIJ FORM)

The mutation register referred to in sub-section (3) of section 41 of the Act shall be maintained in the Form set forth below to be known as the Register *Dakhil Kharij*:

Estate _____ No. Hadbast _____ Tehsil/Sub-Tehsil _____ District _____ Dakhil Kharij No. _____

Entry in Register <i>Haqdaran Zamin</i> or last entry in Register <i>Dakhil Kharij</i> which is proposed to be corrected									New entry which is proposed to be substituted									
Serial No.	No. Khewat / <i>Haqdaran Zamin</i>	Khatauni Register	Name of owner/ and mogaagee if any., Father'/Husband's name, , address, CNIC number in case of mortgage name of mortgagor	Ownership status (owner, mortgagor, mortgagor etc)	Specific share in the joint <u>Khewat</u>	Precise area according to the share	Name of cultivator, Father'/Husband's name, caste, address, CNIC number	Survey/Khasra No. and name (if any)	Area and kind of soil.	No. Khewat Register <i>Haqdaran Zamin</i>	Name of owner, Father'/Husband's name, caste, address, CNIC number	Ownership status (owner, mortgagor, mortgagor etc)	Specific share in the joint <u>Khewat</u>	Precise area according to the share	Name of cultivator, Father'/Husband's name, caste, address, CNIC number	Survey/Khasra No. and name (if any)	Survey/Khasra No. and name (if any)	Area and kind of soil.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

18. Nature of Dakhil Kharij: -----

19. Price in case of sale, amount of mortgage debt, in case of mortgage.

20. Dakhil Kharij fee, Challan No. & Date of Challan:-----

21. Thumb Impression of Parties / witnesses with CNIC Numbers:-----

22. Order of the Revenue Officer:-----]

⁴⁹[Form XXXV-A
APPLICATION FOR MUTATION
 (To be presented with a copy of RHZ)

Village _____ Kanungoi _____ Tehsil _____ District _____
 (Names of the Village etc. involving Mutation)

(Part-A) Details of Applicant

1.	Name of Applicant with Father's/Husband's Name/Address & CNIC No. (Copy of CNIC be attached)	
2.	Status of Applicant (Vendor/Vendee/Guardian/Attorney etc.)	

(Part-B) Particulars of Transferor (Owner, Mortgagor, Mortgagee, Occupancy Tenant etc.)

1.	Name(s) of Owner(s)/Mortgagor(s) etc. with Father/Husban's name, Caste/Address/CNIC No. (Please attach Copy of CNIC)	
2.	Status (Owner/Mortgagor/Occupancy Tenant/Lessee etc.)	

(Part-C) Particulars of New Owner(s)/Transferee(s)

1.	Name(s) of Owner(s)/Mortgagor(s) etc. with Father/Husband's Name, Caste/Address/CNIC No. (Please attach Copy of CNIC)	
2.	Is he already shown as Right Holder in computerized Register Haqdaran-e-Zameen in respect of some other land	
3.	Status of New Owner that is desired to be entered in RHZ (Owner/Mortgagee/Lessee etc.)	

(Part-D) Particulars of the Mutation desired to be Mutated

Sr.#	Khewat/ Khatuni No.	Details of Share(s)/ Khasra No(s)/Are a desired to be Mutated	Whether mutation includes shares in Shamilat or not	Nature/Kind of Mutation (Sale, Exchange, Mortgage, Lease, Gift etc.)	Total Price/ consideration value of transaction	Price/Value according to Valuation Table

(Part-E)

1.	Date of Next Visit along with the Parties/Witnesses and Challan of Fees Deposited in the Bank etc.	
----	--	--

I solemnly affirm that there is no stay order by any competent Court / forum regarding the rights in land desired to be mutated.

Date: _____ **Sig. & Thumb Impression of the Applicant**
 (To be taken at Service Centre)

CNIC No. of Applicant

						-						-	
--	--	--	--	--	--	---	--	--	--	--	--	---	--

Note: If land is being transferred in more than one village, applications may be submitted for each village separately."

⁴⁹ Inserted by Board of Revenue Punjab Notification No. 1395-2011/717-LR(II), dated 30th May, 2011.

FORM XXXVI

(See RULE 72)

STATEMENT OF CUSTOMS (WAJIB-UL-ARZ)

The statement of customs respecting rights and liabilities in the estate referred to in clause (b) of sub-section (2) of section 39, shall be recorded in the form set forth below to be known as *wajib-ul-arz*, which should contain information on so many of the matters given in column 2, as are pertinent to the estate:-

Wajib-ul-arz Estate ----- Tehsil ----- District ----- Year -----

1	2	3
Sr. No.	Heading of Custom	Information
1.	Common land, its cultivation and management, and the enjoyment of the proceeds thereof.	
2.	Rights of grazing in common land.	
3.	Rights to the enjoyment of sayer produce (miscellaneous income connected with land).	
4.	Customs relating to the irrigation of land.	
5.	Customs relating to mills, tanks, streams, or natural drainages.	
6.	Customs of alluvion and diluvion.	
7.	The rights of cultivators of all classes not expressly provided for by law (e.g. right to trees or manure, and right to plant trees) their customary liabilities other than rent.	
8.	Customary dues payable to village servants and the service to be rendered by them.	
9.	The rights of Government to any <i>Nazul</i> property (e.g. property which has become the property of Government by escheat or failure of heirs), forests, unclaimed, unoccupied, deserted or waste lands, quarries, ruin or objections of antiquarian interest, spontaneous products, and other necessary interest in land, included within the boundaries of the estate.	
10.	The rights of Government in respect of fish and fisheries in streams, rivers etc.	
11.	Any other important usage affecting the rights of land-owners, cultivators or other persons interested in the estate, not being a usage relating to succession and transfer of landed property.	

Explanation. Where the record-of rights is being compiled or revised, if the persons interested are not agreed as the existence of any custom, the Collector or an Assistant Collector of the 1st grade shall decide the dispute in the manner provided in section 44. In the case of revision, he shall have regard to the provisions of section 45.

FORM XXXVII

(See RULE 72)

REQUISITION FOR INFORMATION OR DOCUMENT UNDER SECTION 47(1) OF THE WEST
PAKISTAN LAND REVENUE ACT, 1967

To

..... ,

Resident of Tehsil District

You are hereby directed to present yourself before me on the day of

at in order to ~~produce~~ ^{fulfill} ~~all such~~ ^{information} ~~as may~~ ^{be} within your
produce documents

knowledge pertaining to the subject-matter specified in the margin.
possession or power

Date this day of

Signature
Patwari Circle
Revenue Officer Circle

(See RULE 72)

HOLDING SLIP (PARCHA KHATAUNI)

At the time of field measurement for the preparation of map of the estate referred to in clause (c) of subsection (2) of section 39, a Holding Slip (Parcha Khatauni) shall be recorded in the form set forth below:-

HOLDING SLIP (PARCHA KHATAUNI)

Estate -----^{Taraf} (if any) ----- Tehsil -----District -----Year-----
Patti

No. <i>Khewat</i> in last Register <i>Haqdaran Zamin</i>	New Khatauni No.
---	------------------

Particulars of owner						Name of cultivator with description
Name of owner with father's/husband's name, caste and residence.	National Identity Card No.	Ownership status (owner, mortgager, mortgagee etc.)	Specific share in the joint Khewat	Precise area according to the share	Agricultural Pass Book No.	

1	2	3	4	5	6
Former Present Survey/ <i>Khasra</i> No. and name (if any)	Area and soil classification of each No. and total <i>Khatauni</i> cultivator and <i>Khewat</i> Malik.	Source of irrigation including name of well, <i>Rajbah</i> , etc.	Rent paid by cultivator	Demand with details of revenue and cesses	Remarks including – 1. Name of <i>Lambardar</i> (if any) 2. Rate of land revenue 3. Reference of mutation No. (if any)

⁵⁰ Substituted by Board of Revenue, Punjab's notification No.1750-88/281-LR-II dated 2nd April,1989, published in the Gazette of Punjab, Extraordinary, April 4, 1989.

FORM XXX IX

(See RULE 72)

INTERROGATORY (BAND SAWAL)

If the Revenue Officer finds that a person whose statement is essential for the disposal of the mutation case, is residing outside the Tehsil an interrogatory be issued in the form set forth below:-

Interrogatory in the name of ^{son}
~~daughter~~ of caste.....
wife

Village, Tehsil District

Serial No.	Estate	Tehsil	District	Mutation No.	Brief account of the Transfer showing the name of transferor and transferee, the total area of the land transferred, the nature and date of transfer, consideration money, etc.	Questions	Date and signature of Patwari and Kanungo.	Answers	Date and signature / thumb-impression of person giving statements.	Signature / Thumb-impression of person identifying.	Place, date and signature of officer recording the statement.	Order as to compliance with the Interrogatory.	Repots and orders after compliance with the Interrogatory.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Notes.- (1) The Patwari will fill in columns 1 to 8 of form and despatch it to the field Kanungo who will add his signature in column 8 of the form and send it on the Tehsildar. In column 13, the Tehsildar will address the Tehsildar or the other officer in whose jurisdiction the person is residing. The Tehsildar addressed should himself as far as possible, take the statement of the person concerned but may depute the Naib-Tehsildar (Head Munshi) or the field Kanungo of the circle to do so.

(2) An interrogatory may be issued under the order of the attesting officer for the examination of a person residing within the limits of the tehsil if such person resides at a distance of more than 25 miles from the estate to which the mutation relates.

FORM XLI
(See RULE 72)

WARRANT OF ARREST UNDER SECTION 82(1) OF THE WEST PAKISTAN LAND REVENUE ACT, 1967

To

(Name of officer directed to arrest and bring the defaulter).

Whereas , resident of Tehsil
District, is defaulter on account of an arrear of revenue

1. Land Revenue... Rs
2. Rates and cesses... Rs
3. Other items realizable as land revenue... Rs
Total... Rs

that has accrued as shown in the margin, this is to command you to arrest the said defaulter and bring him before me with all convenient speed; provided that if the said defaulter shall without unnecessary delay produce the sum of Rs. together with Rs. for the cost of executing this process, and shall proceed personally to bring the said sum with you to the Tehsil or send it with you by his agent or servant, the arrest shall be suspended. You are further commanded to return this warrant on or before the day of with an endorsement certifying the day and the manner in which it

has been executed or the reason why it has not been executed.

Dated this day of

Seal

Signature of Revenue Officer,

FORM XLII
(See RULE 72)

**WARRANT OF COMMITTAL OF DEFAULTER TO CIVIL JAIL UNDER SECTION 82(5) OF THE
WEST PAKISTAN LAND REVENUE ACT, 1967**

In the Court of the Collector, District
Case No. of

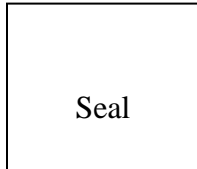
To

The Officer-in-Charge of the Civil Jail at

Whereas, son of, caste, resident of, Tehsil, District, is a defaulter on account of an arrear of land revenue, you are hereby commanded to take the said in custody and keep him confined in the Civil Jail for a period of days or until such period, which should not exceed one month from the date of this order, the said arrear of land revenue is paid.

Rs. on account of diet allowance at the rate of per diet, are sent with this warrant.

Issued under my signature and seal this day of



Signature of Collector.

**FORM XLIII
(See RULE 72)**

**ORDER FOR THE RELEASE OF A DEFAULTER UNDER SECTION 82(8) OF THE WEST
PAKISTAN LAND REVENUE ACT, 1967**

**In the Court of the Collector, District
Case No. of**

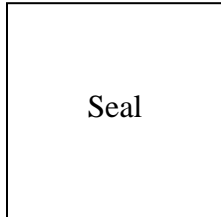
To

The Officer-in-Charge of the Civil Jail at

Whereas, son of, caste resident of, Tehsil who, under order, dated was required to be confined in the Civil Jail for a period of days on account of non-payment of arrears of land-revenue to be paid by him, has now paid the said amount or has urged for more time by furnishing security.

Therefore, under orders passed this day, you are hereby directed to set free the said now in your custody on receipt of this order.

Issued under my signature and seal this day of



Signature of Collector,

**FORM XLIV
(See RULE 72)**

**WARRANT OF DISTRAINT UNDER SECTION 83 OF THE WEST PAKISTAN LAND REVENUE
ACT, 1967**

To

Kanungo (or other officer whose service counts as superior)

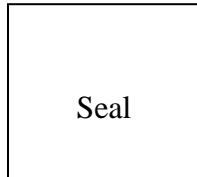
Whereas, resident of, Tehsil District, is a defaulter

Land-revenue ...	on account of arrear of revenue which has accrued as shown in the margin,
Rates and cesses ...	this is to command you to distrain the movable property and the uncut or
Other items	ungathered crops of the said defaulter, as set forth in the list hereto
Total	annexed or as pointed out to you on the spot, and to hold the same until

Further orders from me. Provided that if the said defaulter shall, without unnecessary delay, produce the sum of Rs..... together with Rs..... for

the cost of executing this process and shall proceed personally to bring the said sum with you to the tehsil, or sent it with you by his agent or servant, the distraint shall be suspended. This warrant does not authorize you to distrain any of the property mentioned in the Proviso to section 60 of the Code of Civil Procedure, 1908¹, or the following portion of the produce of the land of the defaulter, to with which has been exempted from liability to sale by order of the Collector.

You are further commanded to return the warrant on or before the day of with an endorsement certifying the date and manner in which it has been executed or why it has not been executed.



Dated

Collector or Assistant Collector, 1st Grade.

¹ [Proviso to section 60 of the Code of Civil Procedure, 1908 is printed in full on the back of the warrant.]

PROPERTY MENTIONED IN THE PROVISO TO SECTION 60 OF THE CODE OF CIVIL PROCEDURE, 1908

(a) The necessary wearing-apparel, cooking vessels, beds and bedding of the judgment-debtor, his wife and children, and such personal ornaments as, in accordance with religious usage, cannot be parted with by any woman;

(b) tools of artisans, and, where the judgment-debtor is an agriculturist, his implements of husbandry and such cattle and seed-grain as may, in the opinion of the Court, be necessary to enable him to earn his livelihood as such, and such portion of agricultural produce or of any class of agricultural produce as may have been declared to be free from liability under the provisions of the next following section;

(c) houses and other buildings (with the materials and the sites thereof and the land immediately appurtenant thereto and necessary for their enjoyment) belonging to an agriculturist and occupied by him;

(d) books of account;

(e) a mere right to sue for damages;

(f) any right of personal service;

(g) stipends and gratuities allowed to pensioners of the Government, or payable out of any service family pension fund notified in the official Gazette by the Central Government or the Provincial Government in this behalf, and political pensions;

(h) the wages of labourers and domestic servants, whether payable in money or in kind;

(i) salary to the extent of the first hundred rupees and one-half of the remainder: Provided that where such salary is the salary of a servant of the State or a servant of a railway or local authority, and the whole or any part of the portion of such salary liable to attachment has been under attachment, whether continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of a further period of twelve months and, where such attachment has been made in execution of one and the same decree, shall be finally exempt from attachment in execution of that decree;

(j) the pay and allowances of persons to whom the Pakistan Army Act, 1952, applies, or of persons other than commissioned officers to whom the Naval Discipline Act as modified by the Pakistan Navy (Discipline) Act, 1934, applies;

(k) all compulsory deposits and other sums in or derived from any fund to which the Provident Funds Act, 1925, for the time being applies in so far as they are declared by the said Act not to be liable to attachment;

(l) any allowance forming part of the emoluments of any servant of the State or of any servant of a railway or a local authority which the appropriate Government may by notification in the official Gazette declare to be exempt from attachment, and any subsistence grant or allowance made to any such servant while under suspension;

(m) an expectancy of succession by survivorship or other merely contingent or possible right or increase;

(n) a right to future maintenance;

(o) any allowance declared by any Pakistan law to be exempt from liability to attachment or sale in execution of a decree; and

(p) where the judgment-debtor is a person liable for the payment of land revenue, any movable property, which, under any law for the time being applicable to him, is exempt from sale for the recovery of an arrear of such revenue.

Explanation 1. – The particulars mentioned in clauses (g), (h), (i), (j), (l) and (o) are exempt from attachment or sale whether before or after they are actually payable, and in the case of salary other than salary of a servant of the State or a servant of a railway or local authority the attachable portion thereof is exempt from attachment until it is actually payable.

Explanation 2. – In clauses (h) and (i), “salary” means the total monthly emoluments, excluding any allowance declared exempt from attachment under the provisions of clause (1) derived by a person from his employment whether on duty or on leave.

Explanation 3. – In clause (1) “appropriate Government” means—

(i) as respects any person in the service of the Central Government, or any servant of a cantonment authority or of the port authority of a major port, the Central Government;

(ii) Omitted;

(iii) as respects any other servant of the State or a servant of any railway or of any other local authority, the Provincial Government.

**FORM XLV
(See RULE 72)**

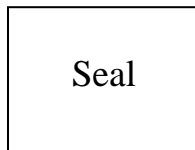
**WARRANT FOR SALF OF MOVABLE PROPERTY UNDER SECTION 83 OF THE WEST
PAKISTAN LAND REVENUE ACT, 1967**

To

Kanungo (or other officer whose service counts as superior)

This is to command you to sell by auction, after giving days previous notice by affixing the same to this office and after making due proclamation the movable property and uncut or ungathered crops distrained under a warrant from this office, dated theday ofor so much of the said property as shall realize the sum of Rs....., being the amount of the arrear of revenue still due by.....

You are further commanded to return this warrant on or before theday of....., with an endorsement certifying the manner in which it has been executed or the reason why it has not been executed.



Dated:.....

Collector or Assistant
Collector 1st Grade

FORM XLVI
(See RULE 72)

WARRANT OF TRANSFER OF HOLDING IN RESPECT OF WHICH AN ARREAR OF
REVENUE IS DUE UNDER SECTION 84 OF THE WEST PAKISTAN LAND REVENUE ACT,
1967

To

Kanungo (or other officer whose service counts as superior)

Whereas an arrear of revenue has accrued on holding No..... in the estate called....., Tehsil....., this is to give notice that the said holding is hereby transferred from....., the previous owner of the said holding toa land-owner in the estate in which the holding is situate and not being a defaulter in respect of his own holding, on condition of the said....., paying the arrear due, to with Rs..... before being put in possession of the holding, you are hereby directed as payment has been made by the said of the said sum of Rs....., on payment

to put the saidin possession of the said holding and you are hereby authorized to remove any person bound by this warrant who may refuse to vacate the same. This transfer shall have effect till

Seal

Dated.....

Collector

FORM XLVII
(See RULE 72)

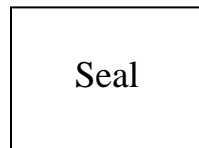
WARRANT FOR ATTACHMENT OF AN ESTATE OR HOLDING UNDER SECTION 85 OF THE
WEST PAKISTAN LAND REVENUE ACT, 1967

To

Kanungo (or other officer whose service counts as superior)

Whereas an arrear of land-revenue has accrued in respect of the estate called _____ owned by ..., you are hereby ordered to attach the said estate Holding No.....in estate _____ holding and to give notice to the owner there of by taking his signature on the back of this warrant, that the said estate _____ is hereby taken under my management _____ holding _____ the management of whom I appoint agent for that purpose.

This attachment shall have effect foryears from the commencement of the ensuing agricultural year, unless the arrear be sooner discharged.



Dated.....

Collector

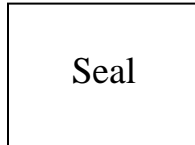
FORM XLVIII
(See RULE 72)

PROCLAMATION OF SALE UNDER SECTION 92 OF THE WEST PAKISTAN LAND
REVENUE ACT, 1967

Whereas an arrear of revenue amounting to Rs. has accrued in respect of the estate named _____ and the sanction of the Board of Revenue—vide letter No...
Holding no...in estate
dated..... has been given under section 88 of the West Pakistan Land Revenue Act, to the sale of the immovable property detailed in the annexed schedule for the recovery of the said arrear, this is to give notice that the said immovable property will be sold by auction at on the day of, at..... O'clock. Land revenue amounting to Rs..... per annum is assessed on _____ the said estate.
payable in respect of holding

Any person intending to claim a right of pre-emption must, on pain of forfeiting the right, give notice of his intention to me on an office day before that fixed above for the sale.

The sale will be made subject to the provision of section 83 _____ of the West
section 92 (d)
Pakistan Land Revenue Act, 1967, and the following encumbrances, grants or contracts
are specially saved by the orders of the Commissioner _____, viz.
have been ascertained to exist in respect of the Property



Dated.....

Collector

FORM XLIX
(See RULE 72)

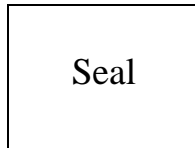
CERTIFICATE OF SALE UNDER SECTION 107 OF THE WEST PAKISTAN LAND REVENUE
ACT, 1967

I,, Collector of, hereby certify that, resident of tehsil....., district....., has been declared the purchaser at sale by public auction on theday of, ofsold for the recovery of an arrear due in respect **thereof** and that the sale has been duly confirmed by the Commissioner under of section 104 of the West Pakistan Land Revenue Act, 1967.

(To be added when the land is sold for an arrear due in respect thereof)

The following encumbrances, grants, or contracts specified in the proclamation of the sale are specially saved by the order of the Commissioner under section 93, sub-section (2), clause (b) of the said Act, viz.--

This certificate is granted under the provisions of section 107 of the West Pakistan Land Revenue Act, 1967.

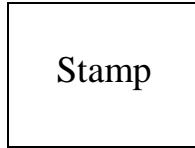


Dated.....

Collector

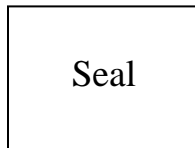
FORM L
(See RULE 72)

**INSTRUMENT OF PARTITION UNDER SECTION 145 OF THE WEST PAKISTAN LAND
REVENUE ACT, 1967**



Before....., exercising the powers of an Assistant Collector of the 1st Grade, under section 7(1)(d) of the West Pakistan Land Revenue Act, 1967.

Partition case under Chapter XI of the West Pakistan land Revenue Act, 1967, between AB first party, and D, second party, claim to divide Kanals of land value..... held by them in estate.....tehsil..... Whereas this case came before me for final disposal aton theday ofand it was then ordered that partition be made of the land described in columns 1 and 2 of the schedule hereto annexed, and whereas the period of appeal against the said order has expired without an appeal being presented [or whereas the said order has been varied (or maintained) by an order of the, dated the day of]. This instrument of partition is now prepared in order to give effect to my order aforesaid, dated the..... day of [first order (as varied or maintained), by the order of the, dated the..... day of.....second order, if any] and it is hereby declared that the partition will take effect on and from theday of19



Dated.....

Assistant Collector
1st Grade

SCHEDULE

Joint Land (Before Partition)			Separate Land (After Partition)		
Survey/ Khasra No. and name (if any)	Area	Names of joint owners with Khewat No.	Survey/ Khasra No. and name (if any)	Area	Names of owner to whom field is allotted in partition.
1	2	3	4	5	6

Notes- (1) A separate entry should be made for each Survey/Khasra number.

(2) The Instrument shall be stamped in accordance with the fee prescribed under No. 45, Schedule 1 of the Stamp (West Pakistan Amendment) Act, 1964.

FORM LII
(See RULE 72)

REGISTER SHOWING SURVERY EQUIPMENT AND ALMIRAHS OR BOXES, ETC.

A Register of survey equipment and furniture supplied to the Patwari and remaining in his custody shall be maintained in the form set forth below:-

Register showing survey equipment and almirahs or boxes, etc.
Patwari Circle, Tehsil, District

1	2	3	4								5	6	7
		Date of supply	Condition in the year								Signature of Patwari responsible for its custody	Orders for removal of item from the register, with date	Remarks

Note—A consolidated copy of the above register with the omission of columns 4 and 5 shall also be kept by each Tehsil Office Kanungo.

FORM LIII
(See RULE 72)

REGISTER OF RECORDS IN THE CUSTODY OF PATWARI

A register in the following form shall be maintained by each Patwari showing the records in his custody:-

Register of records in the custody of Patwari.

Circle, Tehsil....., District

Name of estate	Serial No.	Year in which the record was prepared.	Description of record.	Date of filing in the Tehsil office for the destruction or otherwise and the office Kanungo's signature	Signature of Patwari responsible for the custody of the records.	REMARKS

FORM LIV
(See RULE 72)

STATEMENT SHOWING THE CONDITION OF SURVEY AND BOUNDARY MARKS

On the completion of the Kharif harvest inspection each Patwari shall send a report showing the condition of survey and boundary marks in the form set forth below to Tehsil Office Kanungo:-

Statement showing the conditions of Survey and Boundary marks at the time of Kharif harvest inspection year

Tehsil, District

Name of estate in which the pillar is built	No. of pillar (if any)	Survey / Khasra No. in which the pillar has been laid down	Condition of pillars	Action needed	Remarks by the Kanungo and other visiting officers
---	------------------------	--	----------------------	---------------	--

A—Survey marks

B—Boundary marks

Note – A consolidated copy of the above statement shall be submitted by the Tehsildar to the Deputy Commissioner.

FORM LV
(See RULE 72)

REGISTER OF PATWARI CIRCLES

A register of Patwari Circles of each tehsil shall be maintained by the District Kanungo in the form set forth below:-

REGISTER OF PATWARI CIRCLES OF TEHSIL DISTRICT

1	2	3	4	5	6	7	8	9	10	11	12	
Name of Field Kanungo's Circle	Number and name of Patwari Circle	Name of Patwari, father's name and caste, native village, date of appointment and date of	Detail of Estates included in circle									Special remarks of the Character of the work.
			Name of estate	Total area	Cultivated area	Total Land Revenue Assessment	Number of Survey / Khasra entries	Number of Khatauni entries	Number of Khewat entries	Year		

Note—A copy of the above register with the omission of column 12 shall be kept by the Tehsil Office Kanungo.

**FORM LVII
(See RULE 72)**

WORK-BOOK (ROZNAMECHA-KARGUZARI) FOR KANUNGOS

Each Kanungo shall keep a work-book (roznamcha-karguzari) in the form set forth below in which he will enter from day to day the work done by him:-

Work-Book (roznamcha-karguzari) Kanungo Circle

Tehsil, District,

Name of Kanungo

Day and date	Name of Estate visited and work in hand	Date of previous visit to circle	Abstract of work of the day	Remarks

**FORM LVIII
(See RULE 72)**

**WORK-BOOK (ROZNAMCHA-KARGUZARI) FOR TEHSILDARS AND NAIB-TEHSILDARS /
HEAD MUNSHIS**

Each Tehsildar and Naib-Tehsildar (Head Munshi) shall keep a work-book (roznamcha-karguzari) in the form set forth below in which he will enter from day to day the work done by him:-

Work-Book Revenue Officer Circle, Tehsil, District,

Name of Revenue Officer

Day and date	Detail of Work done	REMARKS

FORM LX
(See RULE 72)

LIST OF RENTS

A list of rents in the form set forth below shall be appended to the holding slip (Form XXXVIII)

List of rents **Estate, Tehsil, District, Year**
.....

Serial No.	Khatauni No.	Names of owner and tenant written short	Land with details of soil	Rent with rate and amount	Date when rent was fixed	Crops grown	Remarks

**FORM LXI
(See RULE 72)**

LIST OF KHATAUNI TOTALS

A list of Khatauni totals in the form set forth below shall be appended to the holding slip (Form XXXVIII)

List of Khatauni. Total Estate, Tehsil, District, Year

Khatauni No.	How many Survey / Khasra Nos.	AREA AND CLASSES OF LAND											Grand Total	REMARKS
		Cultivated							Uncultivated					
								Total				Total		

⁵¹FORM LXII
(See RULE 72)

DAY BOOK

In the estates where the land-revenue is collected by Patwaris, a Day Book for each transaction shall be maintained for each estate, in the form set-forth below:-

.....Day Book..... Estate, Hadbast No. Tehsil.....
....., District, Year

Serial No.	Date	Khewat No.	Name of owner with description Year and Season (Kharif or Rabi)	Miscellaneous <u>Land Revenue</u>	Land Revenue	Liabie to Local Cess	Free of Cesses	Water Rate	Development Cess	Local Rate	Historical Mosque Fund Cess	Mutation Fee	Total	Patwari's Receipt No. Dakhala No. date and place of payment if the amount remitted through Tehsil Office under sub-rules (2) and (3) of Rule 46 of the West Pakistan Land Revenue Rules 1968	Signature of Patwari	Remarks

⁵¹ Forms LXII, LXIII, LXIV, LXV and LXVI added by Board of Revenue, West Pakistan's notification No. 534/69/526-U(I) dated 15th September, 1969, published in the Gazette of West Pakistan, Extraordinary, October 9, 1969.

PART-C (COLLECTION AND BALANCE ETC.)

Collection														Un-Authorised Balance														Over Collection																																																																																																																																																																																																																															
Kharif							Rabi							Kharif							Rabi																																																																																																																																																																																																																																						
Land Revenue							Land Revenue							Land Revenue							Miscellaneous Land Revenue							Miscellaneous Land Revenue							Water Rate							Water Rate							Development Cess							Development Cess							Local Rate							Local Rate							Historical Mosque Fund Cess							Historical Mosque Fund Cess							Mutation Fee							Mutation Fee							Total							Total							Total collection of Kharif and Rabi							Total un-authorized balance of Kharif and Rabi							Land Revenue							Land Revenue							Miscellaneous Land Revenue							Miscellaneous Land Revenue							Water Rate							Water Rate							Development Cess							Development Cess							Local Rate							Local Rate							Historical Mosque Fund Cess							Historical Mosque Fund Cess							Mutation Fee							Mutation Fee							Total							Total							Remarks						

FORM LXVI
(See RULE 72)

REGISTER OF AREA AND ASSESSMENT OF CULTIVATION IN UNSURVEYED LAND

In the areas where assessment is made-on unsurveyed land a register of area and assessment shall be maintained in the form set-forth below

REGISTER OF AREA AND ASSESSMENT OF CULTIVATION IN UNSURVEYED LAND

Estate _____ Kharif _____ Book _____ No. _____

 Tehsil _____ District _____ Year _____
 Deh _____ Rabi _____
 _____ Leaf No. _____

Land Revenue														<u>Measurement</u>			
<u>Rates and Cesses</u>														Length	and	Breadth	
Date of measurement	Serial No.	Name of occupation with description	Name of cultivation with description	Name of makan or Survey / Khasra N/C	Source of irrigation	Soil classification and crops.	East	West	South	North	Calculation of area	Total area (in acres)	Rate of assessment per acra	Land Revenue	Local Rate	Total	Remarks

52 APPENDIX B

SCHEDULE

**CHARGES FOR INSPECTION OF RECORD OF PATWARIS AND FOR GRANT OF COPIES OF EXTRACTS THEREFROM
(See Rule 36(3))**

Sr. No.	Nature of work	Charges
	<u>COPIES OF EXTRACTS CHARGES</u>	
1.	Register Haqdaran Zamin including extracts, in connection with the preparation of abstracts.	Rs. 50/- per Khatuni holding in Urban as well as Rural areas.
2.	Khatuni Ishtimal or Khatuni Killabandi or Khatuni paimaish bandobast.	-do-
3.	Register Haqdaran Nakhlistan	-do-
4.	Naqsha Haqdaran (Ishtimal)	Rs. 100/- per khata
5.	Fehrist Muawziat Darakhtan	-do-
6.	Inspection Note attached to periodical records (Register Haqdaran Zamin)	Rs. 50/-
7.	Fard Badar	Rs. 100/- per Fard Badar
8.	Pending Dakhil Kharij	Rs. 100/-
9.	Interrogatories in pending Dakhil Kharij	Rs. 100/-
10.	Counterfoil of decided Dakhil Kharij	In rural Area Rs. 100/- per mutation and in Urban/Cantt. area Rs. 100/- per mutation.
11.	Shajra Nasib	Rs. 10/- per item (Part 'A') of Shajra Nasib Rs. 100/- per ghuri (Part 'B')
12.	Naqsha Chahat Nul Chahat	Rs. 50/- per well/tubewell
13.	Fard Taqseem Ab or Naqsha Haquq Bed Kohi	Rs. 50/- per statement.
14.	Wajib-ul-Urz	Rs. 10/- per item
15.	Naqsha Haquq Panchakis	Rs. 25/- per Jandar or Panchaki
16.	Orders of the Collector (Settlement Officer) determining the assessment of Tariqa Bachh.	Rs. 50/- per first 200 words and Rs. 20/- per every additional 100 words or part thereof.
17.	Dhal Bachh Malia Mustaqil or Ghair Mustaqil	Rs. 25/- per khata (no fee being charged if copies required for recovery of land revenue)
18.	Fard fee Ishtimal	Rs.25/- per khata
19.	Demand statement (Canal)	Rs.25/- per khata
20.	Settlement of Grazing dues	Rs.25/- per khata (no fee being charged if copies are required by the Headman (Lambardar) for the recovery of arrears of grazing dues)
21.	Register Girdawari including extracts from register girdawari called for by Courts / offices in connection with the preparation of 5 yearly abstract of yields	Rs.25/- per khasra No. for entries in a single volume
22.	Register Taghayyurat-e-Kasht	Rs.25/- per khasra No.
23.	Daily diary (Roznamcha Waqiyati)	Rs.50/- per entry made on one subject except as provided in subsection (i) of Section 42.

⁵² Substituted by Board of Revenue, Punjab notification no. 49-2010/30-LR-II, dated 9th January, 2010, published in the Punjab Weekly Gazette Part I 20th January, 2010.

24.	Field Book	Rs.20/- per khasra No.
25.	Statement contained in village Note Book	Rs.20/- per statement
26.	Abstracts of Quinquannual average of Dakhil Kharij	Rs.20/- per statement
27.	Fard Taqseem (Register of allotment of Colony Land)	Rs.50/- per khata
28.	Parcha Zamindarn	Rs.50/- per khata, except as provided in note No.6 given below
29.	Register Scheme Ishtimal	Rs.50/- per khata
30.	Inspection of papers relating to the quadrennium / consolidation documents, including relevant entries of Register Dakhil Kharij	Rs.50/- for 4 years record
31.	Tracing of Field Map	Rs.50/- per khasra No.
32.	Tracing of Tatimma Shajra	Rs.50/- per khasra No.
33.	Preparation of plans called for by Courts or Officers in connection with Civil and Revenue suits.	Rs.50/- per khasra No.

D-	URGENT COPIES OF EXTRACTS REQUIRED WITHIN 24 HOURS.	Rs.100/- in addition to the normal fee payable for serial Nos.1 to 29 and 31 to 33.
----	---	---

NOTES: (1) For the purpose of fee for copies of extracts from Register Haqdaran Zamin in rent cases, the total number of Khatuni holdings should be taken into account irrespective of the fact whether they are cultivated by the landowner himself or by the tenant or sub-tenant, and in calculating the fee the number of khata of which the copies or extracts are given may be ignored.

(2) For extracts, under serial Nos.1 and 21 and plans under Serial No.33 if prepared in connection with the temporary alienation of land in satisfaction of decree of Civil Court, the charge shall be subject to maximum if Rs. 100/- in a single case, irrespective Zamindar Register Girdawari or both, and whether or not, they involve the preparation of plan.

(3) A receipt of Form XXII shall be given to the payee for the fee actually realized, one fourth of the fee thus realized shall be retained by the Patwari and three fourth shall be credited into the Government Treasury under the receipt head "0124017-Land Revenue Copying and Inspection Fee of Patwaris records".

(4) Patwaris are forbidden to prepare and supply copies or extracts of papers not shown in this Schedule.

(5) In the case of inspection of the Patwaris record by sub-Inspector of Co-operative Societies under serial No. 30, for the business of the Society, no fee shall be charged.

(6) In the case of parcha zamindaran under serial No. 28, the Patwari is entitled to this fee, except at the close of Settlement, Consolidation of holding or killabandi operations in the special cases where the Collector may see reasons to supply the parcha zamindaran, free of charge, at other time also.

(7) Any person desiring to obtain the certified copies of the revenue records in possession of the Patwari, may apply to the Tehsil Office Kanungo for this purpose giving sufficient information to enable the Patwari to make out the copies. The application need not bear any court fee stamps. The Tehsil Office Kanungo shall give a written acknowledgement of the receipt of such application in Form XXIII, the applicant obtain the required copies from the Patwari within ten days of the receipt of application and deliver the same to the applicant on payment of the fee prescribed under this schedule. For this purpose, the Tehsil Office Kanungo shall maintain a register, for recording:-

- i) The date of receipt of the application;
- ii) The name of applicant with description;
- iii) The nature of record of which copy is desired;
- iv) The name of concerned estate and patwar circle;
- v) The date given for the receipt of the copies;
- vi) The date on which the copies were actually delivered to the applicant;
- vii) Amount of fee realized.
 - (a) Patwari's share.
 - (b) Government share.
 - (c) Total.
- viii) Remarks.