

THE ASSAM LAND RECORDS MANUAL

PART I

Recorders

Section 1

Appointment and qualification

1. Appointment.—(a) Recorders are appointed by the Deputy Commissioner but during the resettlement period additional temporary recorders purely for the purpose of resettlement operation may be appointed by the Settlement Officer. The sanction of the Director of Land Records shall be obtained prior to appointment of a man who does not possess a certificate of the Assam Survey School or a certificate granted by the Director of Land Records under Rule 13. The sanction of the Director of Land Records shall be obtained prior to appointment of a qualified man over 25 years of age and such appointment should be made only in very special circumstances. In case of a qualified candidate belonging to Scheduled Tribe or Scheduled Caste the age limit may be relaxed up to 30 years.

(b) An appeal from the order of Deputy Commissioner for appointment to a permanent post shall lie to the Director of Land Records within a period of 60 days from the date on which the appellant receives a copy of the order appealed against.

(c) An appeal from the order of the Director of Land Records shall lie to the Government in the Revenue Department within a period of 90 days from the date on which the appellant receives a copy of the order appealed against.

2. Promotion.—Subject to the sanctioned cadre of the district, the grant of grade promotion to a recorder rests with the Deputy Commissioner.

3. Transfer.—The Deputy Commissioner can transfer a recorder from one lot to another within his district but no resident recorder should be transferred from his lot without the sanction of the Director of Land Records.

During the currency of a Re-settlement Operation, the Settlement Officer will exercise the powers of the Deputy Commissioner in respect of temporary, additional recorders working under the Settlement Officer in matters relating to appointment, transfer and promotion.

4. Punishment.—(1) Deputy Commissioners, Sub-Divisional Officers, Settlement Officers, Sub-Deputy Collectors and Assistant Settlement Officers may, in their respective jurisdictions and subject to the restrictions hereinafter mentioned impose on the recorders under mentioned penalties :

(i) Censure, (ii) Withholding of increments or promotion, (iii) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders to the Government of Assam or the Central Government or any other State Government or any local or other authority to whom services of a Government servant had been lent, (iv) reduction to a lower service, grade or post or to a lower time-scale, or to lower stage in a time scale, (v)

compulsory retirement, (vi) removal from service which shall not be a disqualification for future employment, (vii) dismissal from service which shall ordinarily be a disqualification for future employment and (viii) fining :

Provided that no order of dismissal, removal, compulsory retirement or reduction shall be passed except in accordance with the procedure laid down in the Assam Services (Discipline and Appeal) Rules, 1964 :

Provided further that Sub-Divisional Officer, a Sub-Deputy Collector or an Assistant Settlement Officer shall not impose any other penalty than a fine which shall not exceed Rs. 5 (five) at a time.

(2) The following table shows the Punishing and Appellate authority with regard to punishment of Supervisor Kanungos and Recorders (Mandals or Patwaris) (*vide* Revenue Department letter No. RLR 305/58/75, dated 8th October 1963).

Punishing authority		Appellate authority against the order of punishing authority	
Minor punishment e.g. censure, withholding of increments, recovery from pay, etc.	Major punishment e.g. dismissal, removal, compulsory retirement and reduction in rank and pay.	Minor punishment	Major punishment
(1)	(2)	(3)	(4)
I. Supervisor, Kanungos (Both permanent and temporary)—during normal period.			
Deputy Commissioner	Commissioner of Division.	Commissioner of Division	Government in the Revenue Department.
*II. Supervisor, Kanungos (Permanent)—during resettlement period.			
Settlement Officer	Commissioner of Division.	Director of Land Records	Government in Revenue Department.
III. Supervisor, Kanungos (Temporary)— during the resettlement period.			
Settlement Officer	Commissioner of Division.	Director of Land Records	Government in the Revenue Department.
IV. Mandals (Both permanent and temporary)—during normal period.			
Deputy Commissioner.	Deputy Commissioner.	Director of Land Records	Director of Land Records.
V. Mandals (permanent) during the resettlement period.			
Settlement Officer	Deputy Commissioner.	Director of Land Records	Director of Land Records
VI. Mandals (temporary) during resettlement period.			
Settlement Officer	Settlement Officer	Director of Land Records	Director of Land Records.

*(II) Although the Deputy Commissioner is the appointing authority in regard to the permanent staff, the Settlement Officer will pass order for minor punishment on them during resettlement period.

(3) Along with the annual report, the Deputy Commissioner or the Settlement Officer, as the case may be, will forward to the Director of Land Records a statement of all punishment imposed during the year on the records of his district.

(4) (a) An appeal from the order of the Sub-Deputy Collector/Assistant Settlement Officer/Sub-Divisional Officer shall lie to the Deputy Commissioner/ Settlement Officer, as the case may be, within a period of 30 days from the date on which the appellant receives a copy of the order appealed against.

(b) An appeal from the order of the Commissioner, Deputy Commissioner or the Settlement Officer shall lie to the Government, Commissioner or the Director of Land Records, as the case may be, within a period of 90 days from the date on which the appellant receives a copy of the order appealed against.

5. Increase of staff.—Proposals for the creation or the redistribution of lots involving any increase or decrease in the sanctioned staff of recorders of a district will be submitted by the Deputy Commissioner direct to the Director of Land Records. The Director of Land Records will scrutinize and submit them with his recommendation or remarks, if any, to Government for sanction. In submitting such proposals, the grounds for them, together with statistics of total and settled area, number of established and fluctuating and of surveyed and unsurveyed villages, number of periodic and annual dags, land revenue, and if the proposal is based on extension of cultivation, the newly-settled area for the last three consecutive years, in the existing and the proposed lots should be clearly set forth. In this connection any direction issued by Government from time to time regarding the standard size of a recorder's lot should also be borne in mind. Proposals for the redistribution of lots involving neither increase nor decrease in the sanctioned staff of recorders of the district may be sanctioned by the Commissioner after consultation, if necessary, with the Director of Land Records.

6. Residence.—A recorder must be a permanent resident within his lot with his family. But the Deputy Commissioner may grant exemption from the obligation when the recorder's home is within two miles of the limit of his lot. Exemption may be granted by the Commissioner in other cases but only in exceptional circumstances where he is satisfied that such residence would cause undue hardship. Such recorders should submit his application for exemption within two months from the date of his appointment.

A recorder who is not resident within the meaning of this rule or has not secured exemption will receive no promotion in the shape of increment or otherwise, and will be liable to be discharged when he can be replaced by a resident recorder.

7. Under the Government Servants' Conduct Rules, a recorder must make a declaration of all immoveable property held or acquired by himself, his wife or any member of his family living with or in any way dependent upon him.

No recorder is allowed to acquire by direct settlement, for himself or for any member of his family living with or in any way dependent upon him, any right in immoveable property within his lot without specific sanction of the Deputy Commissioner in each case. Any settlement made in contravention of this rule will be liable to cancellation on the ground of fraud.

8. Qualification.—The normal qualifications required of a candidate for appointment as recorder are—

(1) He must be 18 years of age or over and not above 25 years. In case of Scheduled Tribe and Scheduled Caste candidate, the age limit may be relaxed upon 30 years;

(2) He must hold a certificate from the proper authority that he has passed at least the Middle English or Middle Vernacular or Middle English Madrassa standard of instruction;

(3) He must possess a certificate of the Assam Survey School or a certificate granted by the Director of Land Records under Rule 13;

(4) He must not be, in the opinion of the Deputy Commissioner, physically and normally unfit for the appointment.

No permanent appointment will be given to a man who is not resident in his lot or has not been specially exempted from being resident under Rule 6.

9. Survey School Certificate.—(1) All persons holding the office of recorder who do not hold a certificate and who have not been exempted will be required to attend the Assam Survey School and to pass the prescribed examination. The Deputy Commissioner will make necessary arrangement for sending them to the Assam Survey School as early as possible.

(2) Only one recorder at a time will ordinarily be sent from any sub-circle to the Survey School, and during his absence his work may be distributed among the recorders of the contiguous lots, or if in the opinion of the Deputy Commissioner a substitute is required, one may be appointed on grade pay for such period as the recorder under training may require to enable him to qualify. Recorders who are thus deputed for training will be entitled to draw their grade pay during the period of training, whether substitutes are taken or not.

(3) All recorders who are deputed for training to the Assam Survey School will be eligible for travelling allowance as admissible for Class III Government employees for their journeys to and from the school once only.

Recorders, permanent or temporary, deputed for training in the Assam Survey School for regular course or special class course, are also allowed pay and other allowances usually admissible to them and also lodging allowance at Rs. 30 (thirty) per mensem during the period of their training.

10. A recorder who fails to pass the examination at the close of his first term of study will be liable to summary dismissal.

11. Under special circumstances and after consultation with the Director of Land Records, the Deputy Commissioner may permit a recorder who fails to pass at the end of the first term to remain at the school for a second term, but in this case, he will draw no pay until he has succeeded in passing the examination.

12. Recorders who fail to attend regularly after their names have been entered on the school list will lose their pay for each day of absence except when leave is granted by the Principal of the School on urgent private affairs or in case of sickness supported by medical certificate and accepted by the Principal.

13. The Director of Land Records may, on the recommendation of the Deputy Commissioner or Settlement Officer, grant survey certificate to uncertificated men who in the course of extension survey have surveyed independently at least 500 Bighas of cultivated land and whose work has been checked and found accurate by an officer not below the rank of Sub-Deputy Collector/Assistant Settlement Officer. These certificates will be given in exceptional circumstances and when an adequate explanation for non-attendance at the Survey School is submitted. Ordinarily all recorders should have passed through the Survey School. Recorders holding only the Survey Certificates given by the Director of Land Records should at the earliest be sent to the Survey School to the Refresher Course for less efficient mandals :

Provided that during the resettlement operation if sufficient number of trained recorders be not available, arrangement may be made with the Survey School authorities for a six weeks' training of suitable candidates in survey work before the field season begin. The successful candidates will be given the necessary training in map revision and chitha writing and may later be recommended, if their work during settlement is found satisfactory and accurate, for survey certificates under this rule.

When a certificate has been lost or spoilt, the owner, if he requires a duplicate, should apply to his District Officer or to the Settlement Officer if the district is under resettlement, sending with his application a sum of Re. 1. The District Officer or the Settlement Officer will credit the fee to Government and forward the application, with a copy of receipted challan, to the Director of Land Records, Assam for necessary action.

14. **Reward.**—Provision will be made annually for the grant of rewards to recorders who have discharged their duties with conspicuous merit.

Deputy Commissioner may sanction, within their budget limits, rewards (i) for extension survey in accordance with the fixed scale (*vide* Rule 18) and (ii) for good work other than extension-survey upto a limit of Rs. 25 in each case (individual payments over Rs. 25 require the Commissioner's sanction).

Section 2

Duties—General

15. **Principal duties.**—The recorder's principal duties fall under three broad categories, *viz.* (i) maintenance of land records, (ii) collection of agricultural statistics and (iii) assistance in revenue administration.

(i) The first category of his duties includes the recording of mutations, field-inspection, survey of areas newly occupied, preparation of field-map, compilation of chitha, preparation of record-of-right, inspection of survey marks and the keeping of land and revenue records upto date by necessary correction.

(ii) The second category includes recording of area under different crops and other land uses and cropwise irrigated area with source by field-to-field inspection, conducting crop cutting experiments, assisting Supervisor Kanungo in preparation of crop- forecast and compilation of area, crop and irrigation abstracts.

(iii) Under the third category, he is to assist Mauzadar in preparation of his records for collection of revenue. He is to prepare the list of 'faut' 'ferar'

and 'jotrahin' lands, assess newly settled land and detect concealed cultivation. He is to submit report on encroachment of Government land, Professional grazing Reserved, Public grazing reserved and other reserved lands. He is to report about damage of crops or other calamities and do all other works given to him by the circle officer in connection with revenue administration.

Besides the above, he is to assist other Government Departments in various miscellaneous works entrusted to him from time to time by the Deputy Commissioner.

16. In surveyed areas, the procedure for carrying out these duties rests upon the maintenance of (a) a field map, (b) a field catalogue or 'chitha' and (c) a field ledger or 'jamabandi'. The chitha will be in the revised form appended, and will include all the fields (dags) of a village. It shall continue in use for three years. The jamabandi for periodically and annually settled holdings will be in Form 3. Fields periodically settled will be recorded separately from fields annually settled, and for the latter only will a fresh jamabandi be annually prepared, entries affecting the former being kept up-to-date by correction.

The copy of the periodic jamabandi referred to in these rules is known as the local periodic jamabandi. When the local periodic jamabandi becomes clumsy or illegible owing to numerous corrections, a fair copy of the confused entries should be made at the end of the jamabandi with cross reference, and every entry must be compared and initialled by the Supervisor Kanungo.

17. In unsurveyed areas no map is maintained, but the same form of chitha and jamabandi will be used and the records for annual and periodic holdings will be prepared separately.

18. **Unsurveyed areas/their survey.**—Recorders whose lots are as yet unsurveyed will be expected to gradually survey them. When the settled area lies in detached blocks separated from one another by large stretches of jungles, no attempt need be made to lay down village boundaries. Each block can be surveyed and plotted independently by triangulation, its general position being indicated on an index map traced from the quarter inch-Revenue-Survey maps in the district office. Recorders who extend the survey of their lots under this rule will be entitled to a reward calculated at 3 paise per bigha of cultivation. If the different operations in extension survey are carried out by several recorders the reward may be distributed as below :—

Unsurveyed areas/their survey.

3 paise per bigha	Rs. 60-50p. per square mile
(i) Survey	Rs. 20 " " "
(ii) Chitha writing	Rs. 14 " " "
(iii) Area calculation	Rs. 6 " " "
(iv) Revenue calculation.	Rs. 6 " " "
(v) Jamabandi writing	Rs. 4 " " "
(vi) Inking or tracing	Rs. 10 " " "

For the purpose of making this calculation it will be taken into account all settled dags and small sarkari dags of areas not exceeding 25 Bighas each.

In extension surveys, the Supervisor Kanungo should run at least two linear miles of check lines in each square mile of survey *i.e.*, approximately one chain in 12 bighas and the Sub-Deputy Collector at least one check line in each village. No map should be passed and no recommendation for rewards made unless the work has successfully come through both these tests.

19. The assessment of new land.—The recorder is responsible that all land that is taken up on order of settlement of proper authority on proper application is brought on to the chitha and jamabandi as settled and is assessed. When correcting his map the recorder must have with him all sanctioned applications for settlement of waste land of the current year, and after surveying and plotting on the map the areas settlement of which has been sanctioned, he will endorse the applications to this effect and will return these to office.

This rule, however, does not apply to encroachment on Sarkari land and on land reserved for public purposes and on Professional grazing reserved and village grazing reserved. The recorder will note down such unauthorised occupation separately in a blank page in the beginning of the chitha and report to the Deputy Commissioner/Sub-Divisional Officer through the Sub-Deputy Collector for action under Rules 18 and 95 of the Rules under the Assam Land and Revenue Regulation. While reporting encroachment on Sarkari land suitable for settlement, the recorder will briefly mention in his report whether the encroacher is a landless cultivator or is holding land less than 12 bighas in his name and in the name of other members of his joint family.

The recorder will also be responsible for making a separate chitha and Tauzi-bahir jamabandi of his entire lot for all encroached lands in his lot with a view to facilitate assessment of tauzi bahir revenue. The recorder will also prepare a list of persons who hold lands in excess of the limit laid down by the law of ceiling.

20. The striking-off of land from the assessment roll.—No field that has been assessed to revenue in one year may be removed from the chitha and the jamabandi of the following year unless (a) it has been relinquished under the rules by a written notice, (b) it is found to be abandoned and its former cultivator has either died (*faut*), or left the village (*ferar*) or has lost all his resources (*jotrahin*), or (c) its settlement has been annulled by order to this effect.

21. Relinquishment.—Notices of relinquishment will generally be made over to the recorder under the endorsement of the officer receiving them, and the recorder will enter them in a register in Form 5 and will check them in the course of his Spring tour. It should be noted that a part of a dag cannot be relinquished.

The following procedure will be observed in dealing with relinquishment petitions :—

- (1) Every such petition shall be initialled by the Circle Sub- Deputy Collector on receipt, and all petitions received shall be sorted according to the recorder's lots. The petitions will then be made over to the respective recorders keeping a list in a bound register of the number of petitions made over to each recorder. The list of

petitions made over to recorders should be entered in the bound register from year to year.

- (2) The recorder will enter the petitions in a register in Form 5, will check then in the course of his spring tour and return them after enquiry to the Sub-Deputy Collector who will pass orders. The petitions should be kept in the circle office until completion of the supplementary settlement papers and then sent to the district or sub-divisional record room.
- (3) The Sub-Deputy Collector should, in the course of his tours, check and initial the recorders' relinquishment registers and all erasures and interlineations therein in token of their accuracy.
- (4) The recorder will keep the register until the Sub-Deputy Collector has finished checking it and then, under orders of the Sub-Deputy Collector, he will deliver it to the district or Sub-divisional Record Keeper, who will destroy it after 3 years.
- (5) Fields (Dags) that have been relinquished will be excluded by the recorder from the chitha and jamabandi. But he will re- include fields (dags) the settlement holders of which are found by him to be in possession. He will maintain a list of such fields on a blank page at the beginning of the chitha and will assess them with the 50 per cent penalty under Rule 25 of Section 1 of the Settlement Rules framed under the Assam Land and Revenue Regulation.

22. Faut, ferar and jotrahim field.—The recorder will annually prepare for each village in Form 6 a separate list of all fields abandoned by settlement-holders who are dead (faut), untraceable (ferar) or insolvent (jotrahim) noting whether they were annually or peridocially settled. The list in triplicate must be completed by the 1st May.

The recorder should simultaneously make over a duplicate list of such fields to the mauzader, who will be permitted to suggest in writing additions or alterations to the list upto 1st June by which date he must forward it to the Sub-Deputy Collector.

23. Altered assessment of fields converted from agricultural to non-agricultural use.—The recorder will also during his winter tour make a list in Form K appended, of all fields which have been converted from agricultural to non-agricultural use and are liable to altered or additional assessment under the Rules framed under the Assam Land Revenue Re-assessment Act and submit the same to the Sub-Deputy Collector not later than 15th February. These lists are to be checked by the Sub-Deputy Collector during his spring tour and submitted by him to the Deputy Commissioner with his notes and recommendations. If under Deputy Commissioner's orders the assessment is to be altered or additional assessment imposed, the necessary changes will be included in the regular settlement abstract. The changed classification will be entered in the chitha and the recorder's class book under the initial of the Sub-Deputy Collector. The changes in revenue will be calculated and entered in the recorder's jamabandi in red ink. The corrections in the jamabandi register

will be checked by the Registrar Kanungo's in the ordinary way when the recorder attends the Registrar Kanungo's office.

The procedure described above will also apply in the case of town lands which become liable to re-assessment under settlement Rule 74 on change of use.

24. Record of annulments.—Orders for the annulment of settlement will be noted by the recorder in the remarks column of the chitha.

25. Crop inspection tours.—The recorder annually will make two tours of field inspection, *viz.* a spring tour from 15th February, to 15th June and a winter tour from 1st November to 15th January.

During the spring tour the recorder will ascertain and note down in the chitha the settlement and assessment particulars and area under different crops grown during the season. The crop-wise irrigated area will be noted in the chitha against each dag. He will devote the period from 15th May to 15th June, particularly to crop inspection by field to field visit.

On completion of the spring-tour, the recorder will come to Circle Office for the summer-recess in order to prepare the papers for regular settlement and Crop Abstract Part I. He should arrive at office for this purpose by the 15th June without fail and submit village-wise Crop Abstract Part I for his lot to the Supervisor Kanungo within 1st July. He should be permitted to return to his lot as soon as possible and endeavours should be made to limit the period of his attendance to two months.

During the Winter tour, in addition to supplementary settlement work, the recorder will make field-to-field inspection and collect detailed land uses statistics including area under different crops, cropwise area irrigated with source and note down the same in the chitha. He will be very particular in recording information on double and multiple cropped areas and also see that area under winter paddy harvested during the month of October are recorded in the chitha. He will devote the periods from 1st November to 30th November and from 1st January to 15th January specially to crop inspection work.

On completion of Winter tour, the recorder will come to Circle Office, and prepare the supplementary settlement papers, Crop Abstract Part II, Irrigation Abstract and Area Abstract under supervision of the Supervisor Kanungo. He should attend Circle Office not later than the 15th January and should not be detained for longer period than at most a month.

The crop year for this purpose will be taken to commence on 1st July and end on 30th June. The crop Abstract Part I which the recorder will prepare during the summer recess, and Crop Abstract Part II, Area Abstract and Irrigation Abstract which he will prepare during the winter recess, will relate to this crop year.

26. Correction of jamabandi register.—When the recorder's recess station is not at the headquarters of the Registrar Kanungo, he will, towards the end of the summer recess, go to the Registrar Kanungo's office with his chitha and jamabandi in order to make the transfers and correction referred to in Rules 100-103.

On these occasions the recorder should not be detained for a longer period than one week in the Registrar Kanungo's office, and to facilitate the disposal of work, the recorders should be sent to the Registrar Kanungo's office in batches (Rule 100) and not all together.

27. Absence from duty.—No recorder may, except in very special circumstances, get leave of absence even without pay during the following periods, except on production of a medical certificate signed by Medical Officer-in-charge of a dispensary :—

Amendment Suggested by the Sub-Committee.

Committee :—

(1) November 1st to date of submission of the area crop and irrigation abstracts,

(2) March 1st to date of completion of all papers of the regular settlement.

Provided that in cases of illness of which the duration is short or the character severe the certificate of the Sub-Deputy Collector may be accepted by the Deputy Commissioner, and in cases of emergency Sub-Deputy Collectors may grant casual leave into 10 days in the year.

In all cases not covered by these certificates, when a recorder does no work during the months mentioned he will lose at least double the pay otherwise due to him for the period of idleness.

28. The recorders have been declared to be ministerial officers with effect from the 1st January, 1932 (*vide* Government Order No. 264-R, dated the 20th January, 1932). Their services are, therefore, superior for all purposes irrespective of their pay. They are entitled to travelling allowance at rates admissible for Class III Government Officers and single second class fare for their Railway and Steamer journey on duty.

The rates of halting allowances for the period of eight weeks in the year for recess at circle headquarters shall be 0.50 P. a day when there are no barracks and 0.25 P. a day when there are barracks. Halting allowance at the usual rate for the period of halt in excess of 8 weeks for recess work at circle headquarters is admissible in individual cases where the halt or detention was in public interest and was necessitated by causes beyond the recorder's control and is certified as such by the Sub-Deputy Collector. Recorders living within two miles of recess headquarters are not entitled to halting allowance.

The rates of mileage and halting allowances (other than for recess referred to above) shall also apply to journeys and halts outside the recorders' lots.

29. Diary.—(1) The recorder shall maintain a diary in a paged bound book in which he shall enter each day what work he has done during the day, where he has been working, and where he spent the night.

(2) On a blank page in the beginning of the diary should be recorded the date, attested by the Supervisor Kanungo, of filing for his lot,—

- (a) The last paper of the regular settlement;
- (b) The last paper of the supplementary settlement; and
- (c) The crop statement.

At the beginning of the diary on a blank page should also be given (d) An abstract showing the total of Khiraj, Nist-khiraj and Lakhiraj land in each village of his lot as well as the total area of the grants and special tenures.

(3) When the Sub-Deputy Collector, the Supervisor Kanungo or any other officer inspects the recorder's work, he will briefly record the results of his inspection in the recorder's diary against the date of his visit.

(4) When the recorder has occasion to visit the circle or Sadar or any Government office, he will invariably obtain in his diary the signature of the officer-in-charge of the office he attended, attesting the number of days on which he was occupied.

(5) *Weekly abstract diary.*—Every Sunday the recorder will forward to the Sub-Deputy Collector's headquarters (using the service stamp, if available) a weekly abstract diary in Form 14. Failure to submit the diary will be punishable with fine of 0.50 (fifty) paise or any other action.

The abstract diaries should be destroyed six months after the period to which they relate.

30. Attendance on Mauzadar.—The recorder should attend the Mauzadar when required by him on official duties and in connection with the disposal of chitha mutations, but a recorder should never be called outside his lot or at a time when the Sub-Deputy Collector requires his services.

31. Information to raiyats.—The recorder must give the raiyats any information touching their own holdings which they may require of him, especially as to the dag numbers of the fields they may wish to relinquish. Recorder should know for every village in his lot the rates per bigha at which unsettled lands can be taken up and will inform any person desiring to know. He will also give any other information regarding land matters to any person desiring to know.

32. Demarcation of holdings.—Application for demarcation of holdings shall be affixed with court-fee stamps on the following scale or on such other scale as may be fixed by the Government from time to time. The scale will be double for town lands—

- (a) For the first 5 bighas or a part of the same Rs. 2.00.
- (b) For the next 5 bighas or any broken part, another Re. 1.
- (c) For every subsequent 5 bighas or part thereof Re. 1 and so on.

No stamps will be required for pointing out the boundary of any land used for public purposes or land under the Co-operative and Collective farming or any land donated under the Bhoojan Movement.

33. Survey mark.—A register of all permanent survey marks in each village will be maintained in Form 7. The recorder should visit each mark annually, noting the visit in his diary and recording in the register the condition of the mark and any repairs which may be needed. He must take early action to cause these repairs or renewals to be effected.

The recorder will also annually inspect all the boundary marks of the areas which have been reserved for public purposes within his lot, such as

grazing grounds, and supply such information regarding them as may be required by the Deputy Commissioner.

Such marks will be entered in the Register of Survey marks in the spare pages at the end of the book under a separate serial number beginning with number one.

In addition to the register, each recorder will keep a 'mujmuli' map of his lot on the scale of 4 inches to the mile, showing all the marks which have been assigned to his charge. There will be a separate serial for each lot, beginning with number I, and the numbers in the Mujmuli map will correspond with the numbers in the register. This serial will run through all the marks in the same lot, whatever be their nature, and will run from north-west to south-east. No mark should be assigned to two or more recorders. In the distribution of marks the recorder on the north or west of a mark will take precedence of the recorder on the south or east.

The mujmuli map should indicate the various marks by the following symbols :—



Stone prism,



Square mark of stone masonry or concrete,



all other marks, including kanungo's dhips.

When a simul or other tree has been planted in accordance with Rule 35, a cross will be placed above the afore-mentioned symbols. Although only these three symbols will be used on the mujmuli maps, the entries in the register will describe the marks in the fuller detail in accordance with the descriptions in the actual returns.

Marks which have disappeared and have been definitely abandoned should not be shown in the register or in the mujmuli map. When a new mark is erected it will be entered on the map in red ink and will receive a new page in the register and a serial number immediately following the last existing number on the map.

An abstract of all the marks will be kept on the fly-leaf of the register of each recorder.

34. Maintenance of Survey marks.—In established villages the recorder is responsible for maintenance of all boundary marks and all simul trees, mounds, or stones which may have been put up at the time of the cadastral survey or since the completion of the cadastral survey.

35. Where the *odolite* stations shown in the maps are marked by a simul tree planted 5 feet magnetic north of the odolite peg, should the tree die or be destroyed, the recorder shall replace it by a cutting not less than 10 feet long, 6 inches in diameter in the middle, planted 3 feet deep in the ground. Around this should be erected a mound will rammed and fenced with bamboo. These mounds must be maintained uninjured.

No simul tree that has been planted to show the survey mark will be replaced except during the rainy whether. The best time for replacing injured

or dead simul trees is immediately after the weather breaks in the spring i.e. during the months of April, May and June. No replacement, construction or major repairs shall be made, unless the circle Sub-Deputy Collector personally inspects such survey marks and recommends to that effect.

36. In certain cases where the survey marks interfere with traffic or are in danger of being washed away it is necessary to remove such survey marks. In all such cases, the Deputy Commissioner's orders must be taken and following procedure observed.

Trijunction points, which are marked by stone prisms, should never be interfered with unless it is necessary to move the prism to prevent it from being washed away. In such cases the prism should be conveyed to the nearest the-odolites station which is free from danger and set up there. In the case of an ordinary *the odolite* station which it is desired to move, the mound should be shifted one, two or three chains as may be convenient, in a straight line towards one or other of the adjacent stations. The change thus made should at once be indicated, not only on the recorder's map for the current year, but also on all copies of the map in office. In this connection it should be remembered that the change will often have to be indicated on two and in the case of trijunction points on three, different maps.

Should the recorder be unable to discover or be doubtful about the exact position of *the odolite* station or boundary mark, he must never mark it permanently on the ground except under the direct supervision and in presence of the Supervisor Kanungo.

37. **Making over charge.**—Should a recorder be transferred, he must personally make over to his successor all the registers and papers and instruments of his lot. The recorder shall prepare the charge report in triplicate and one copy shall be sent to the Circle Office. A list of pending papers of the lot shall also be prepared in duplicate at the time of making over charge and one copy will be sent to the Circle Office.

38. **Registers and returns.**—The following registers and statements shall be maintained and prepared by the recorder :—

- (1) A copy of the re-settlement class map and the class book.
- (2) Current chitha.
- (3) Periodic jamabandi.
- (4) Annual Jamabandi.
- (5) Relinquishment Register.
- (6) Faut, ferar and jotrahin list.
- (7) Register and mujmuli map of survey marks.
- (8) Area and crop statement.
- (9) Diary.
- (10) Settlement Abstract.
- (11) Note book of map checking.

- (12) A statement showing the sanctioned bigha rate of each village.
- (13) A register of annulled estates.
- (14) A register of encroachment cases.
- (15) A register of persons who hold lands above the limit laid down in the law of ceiling (150 bighas).
- (16) Irrigation Abstract.
- (17) A register of the Members of the gramsabhas under the Assam Gramdan Act, 1961.

Section 3

Maintenance of the field map

39. New map when required.—In villages in which cultivation changes but little, the recorder may carry on a single map for three years, a new map being brought into use when a new chitha is rewritten. In villages in which changes are numerous, and in the case of all fluctuating villages, he will work upon a fresh map each year. The year or years for which the map is used should be clearly written on the face of the map and duly attested by the Supervisor Kannugo.

40. Care of map.—The recorder must keep his map clean and protected from damp.

41. Chain testing.—The recorder must maintain close to his house, on a level piece of ground, a measuring standard 66 feet long, whereby to test his chain and off set pole. The total distance must be marked off on the ground by large permanently fixed pegs of wood (not bamboo), and must be divided into ten equal divisions of ten links each by smaller pegs. All recorders must often test their chains and rectify any errors that may be found. Every recorder must know how to correct the length of his chain *viz.*, by opening or closing the joints of the rings.

42. Instrument.—All recorders should be provided with a talc or cellulose square showing Katha squares on a scale of 16 inches to a mile, a pair of compasses, a cardboard scale and a 20 link pole and an offset lip. The recorders of tracts in which cultivation fluctuates, or is spreading will also be supplied with a Gunter's chain, a plane-table, a cross-staff or optical square, a lead pencil and a piece of rubber and other materials that are required for survey work.

43. Verification of relinquishment.—The recorder will verify on the ground all fields shown in the map in pencil, correcting the boundaries where necessary. After verifying a relinquishment, he will cross out the boundary if it is in pencil, but if it is printed or in ink, he will leave it unchanged and deal with the field under Rule 62. The pencil boundaries crossed out as above will be rubbed out in the winter recess. The same procedure will also apply to fields excluded from settlement by order. Owing to the increase of population and the consequent demand for land, the practice of resignation even of annual lands has been much reduced and over large area is now practically unknown.

44. Field work.—During his field tours the recorder will (1) survey and bring on to the map all areas that have been settled upon application, (2)

survey all new cultivation and extensions of cultivation, carefully exploring the unsettled lands and sarkari dags of his villages to ensure that no new cultivation or extension of cultivation escape notice, (3) go round the periodically settled fields of his villages and make any corrections on the map which are needed in order to give effect to orders passed by the Sub-Deputy Collector or other officer duly empowered in mutation proceedings, and (4) inspect all the areas reserved within his lot for public purposes (e.g. road-side lands, grazing or camping grounds etc.) and report encroachments, if any. The encroached areas in respect of Sarkari lands or lands reserved for public purposes within his lot will be plotted on the map in pencil and taken over to the encroachment register and Tauzi-Bahir jamabandi to be maintained under Rule 19.

Extensions of cultivation in lakhiraj estates and fee-simple grants held for ordinary cultivation are to be surveyed and numbered in separate dags according to blocks of cultivation for the assessment of local rates.

45. Alteration of periodic fields.—(i) The recorder shall not, without the previous sanction of the Sub-Deputy Collector, alter the boundaries of a periodic field. The Sub- Deputy Collector shall give such sanction only in the case of an admitted error in mapping the boundary of contiguous fields. When the Sub-Deputy Collector gives such sanction, he shall himself revise the recorded areas and the recorded revenue of the fields concerned. Admission of such an error by the parties shall be noted in the remarks column of the chitha with thumb impression or signature of the parties concerned duly attested by the Sub- Deputy Collector.

(ii) Bad mistakes in survey should be reported to the Sub-Deputy Collector for orders.

(iii) When a portion of a dag has been transferred and when the parties so desire it, the recorder shall survey the transferred portion and shall show its boundaries in pencil in his map, but he shall not assign to it a separate dag number nor ink it and shall not make a separate entry in the chitha, without the previous sanction of the Sub-Deputy Collector.

46. Safe guard against assessing highland rice-fields twice.—Land which the recorder finds during his winter tour to have been taken up for cropping with highland rice during the summer following will not be surveyed or assessed by him till he commences his tour for the regular settlement.

47. Numbering new fields.—The following procedure will be observed in numbering new fields :—

(1) The natural numbering of fields is from the north-west to the south-east corner of the village. The original maps were prepared on his system.

(2) When a new field is inserted in a map already prepared, the new field will receive a number immediately consecutive to the last number in the chitha. If the natural sequence of number is thereby broken on the map, then in the chitha and jamabandi, though not in the map, the new field will receive a fractional number which will indicate where it lies. Thus, if the last number in the chitha be 250 and a new field be surveyed in the neighbourhood of field No. 79, the new field will appear in the map as 251 and in the record as 79/251.

(3) If a village is large and there is much sarkari and fluctuating land in it the village should be divided into convenient blocks and certain number should be set apart for each block. Thus, first block 1-75, second block 76-100, and third block 101-160 and fourth block 161-200. The blocks should be bounded where possible by natural features; otherwise by straight lines drawn between the odolite stations or kanungo's dhips. the numbers should be so assigned to each block that there is no likelihood of the numbers running short. Thus if it appears that a block will require 50 numbers, 75 may be allotted, and so on. For the purpose of numbering the fields each block will then be treated as a separate village and the system explained in clause (2) will be followed block by block. Separate pages of the chitha will be kept for each block. When a field falls in two blocks, it will be numbered according to the block in which the larger portion falls. The system of block 'numbering' will be adopted in all large newly surveyed villages which have much sarkari and fluctuating land and also in all villages of this nature for which a new edition of the map is brought out.

48. Method of survey.—In surveying, the following instructions must be observed :—

- (1) All measurements must be made by means of the chain except in the case of short offsets not exceeding a chain in length, which may be measured with the 20 link tar.
- (2) Chain lines should ordinarily run from one survey mark to another. But when the marks are far apart, or high grass or jungle intervene, triangulation may be resorted to. Triangulation may be freely used for plotting of blocks of fluctuating cultivation, or of cultivation isolated in jungle, which the recorder need not attempt to locate precisely on the map.
- (3) New fields on the edge of permanent fields may be measured by 'tar', care being taken that the measurement is started from the boundary of a field about the correct position of which there is no doubt.

49. The boundaries of new fields and changed boundaries of old fields are to be plotted in pencil continuous lines. The recorder will show the new roads, ponds and other changes in the physical features on the map.

50. The boundaries of periodically settled and annually settled fields (including the crossing out of obsolete boundaries) will be inked up in office : Provided that in the immature and fluctuating villages where temporary cultivation is practised and when the boundaries of holdings are subject to changes due to either floods or non-maintenance of permanent boundaries the annual dags may be kept in pencil.

51. Preparation of map for new field work.—When a fresh map is taken, the recorder will bring it up-to-date before leaving office for his spring tour by transferring to it all changes which are shown upon the map used by him during the tours last preceding.

When annual dags are traced on a new map, the traces must be immediately checked by lines in the field.

52. If the changes since the map was printed would necessitate much plotting over printed lines in a part of the map, it will suffice to make a trace of that part only which should be neatly pasted over that portion of the map of which it is a trace. On it should be shown in ink the boundaries of the village and any permanent survey marks and roads, etc. and the boundaries of the periodic fields not resigned or abandoned. If, however, the changes affect the whole map an up-to-date trace must be made for vandy-king a new set of maps as detailed in the following rule.

53. **Vandy-king.**—When a new map is to be printed under the above rule or when the stock of any map has been exhausted, it is no longer necessary or desirable to have a trace made, but two blue prints of the original map should be called for from the drawing office, Shillong.

The following instructions should be observed in using them :—

- (1) (a) One copy should be taken out in the field and each dag on the map should be compared with corresponding features on the ground.
- (b) Where no changes have occurred, the blue lines on the map on the boundaries of such dags should be left as they are until the map is brought to office, when they will be inked up.
- (c) Where changes have occurred, the blue lines showing the original boundary (which has changed) should be crossed out in pencil, the changes e.g., change in the existing boundaries, sub-division of dags, new cultivation or changes in the course of any stream or road should be accurately surveyed, plotted in pencil and when taken to office, inked up. In case of amalgamation of two dags and to prevent any doubt on the matter when the plots are being re-numbered, the link symbol "S" for connecting two plots should be drawn in pencil across the blue line that is not to be inked up.

- (2) (a) When the revised blue print has been completed in every respect, and the dags, where necessary, have been renumbered in ink, the second copy should be very neatly and carefully inked up in accordance with the field copy of the revised blue print. The second copy should be kept flat in office and should not be rolled up, as creases or creaks will be re-produced as black lines in the print.
- (b) The ink used should be freshly ground up Indian ink of sufficient consistency, so that all lines and letters made with it will, when dry, be perfectly black and opaque, when examined by holding the map upto the light.
- (c) The lines and figures should not be drawn too fine, but should be clear, firm and not ragged. The figures should not be made too small, e.g. vernacular 3, when made shall, looks like O in the printed maps.
- (d) Nothing should be pasted to either the front or back of the map, and erasures should, as far as possible, be avoided.

- (3) The class division of dags, whether made at the re-settlement or afterwards, should be shown in dotted lines in ink in both copies of the blue print.
- (4) There should be an endorsement on the fair copy of the blue print map to the following effect under the signature of the Deputy Commissioner "This map was made under the authority of Government in (year) and has been corrected upto (year)".
- (5) The fair copy of the map as thus revised will be sent in original carefully rolled round a ruler to the Drawing office for re-production.
- (6) The Drawing office can supply blue prints only when the original maps are stored there. Maps made before the Vandyke process was invented *i.e.* about 1907 are usually not fit for immediate re-production. But black prints in stock in the district, if sent to the Drawing office, can nearly be always re-produced in blue. Consequently when blue prints are required, a clear copy of the existing black print, with absolutely nothing written on it, should be sent to the Drawing office from the district stock.

If there are no changes in the existing black print, it is unnecessary to ask for a blue print for correction and in such cases black prints should be indented.

54. In the case of all villages to be surveyed or resurveyed, the margins of the maps (and sheets) should be carefully compared and a certificate to the effect that "the margins of the sheet village map have been compared with those

of the adjoining sheets village map should be signed by the Supervisor Kanungo and the Sub-Deputy Collector concerned on the copy of the map sent to the Drawing office for re-production.

55. **Filing of maps.**—When the recorder takes out a new map, he will retain the map in previous use till the end of the following winter tour, and will then file it with Registrar Kanungo who will deposit it in the record room for reference at the next re-settlement, after noting clearly upon it the year or years to which it relates (see Rule 191).

56. **Record of map testing by superior officers.**—The recorder will maintain a note-book for all check lines run across his map by any inspecting officers, recording the name of the village, date, the number of the fields from which and to which the check line was run, and results of the check. Entries in this note-book will be made by inspecting officers only. The check line should also be plotted on the map by the inspecting officer by a dot-and-dash line. But this line need not be transferred to a new map.

Section 4

The Chitha

57. **Preparation of chitha.**—Chitha should be a bound, continuous register, each page being used for recording crop information for two or more dags for three successive years. The pages of the chitha should be numbered and certified by the Sub-Deputy Collector. During the three years for which

the chitha will be in use, the entries will be annually corrected and the recorder will see that the corrected entries are a complete and accurate record of the facts of each year.

58. Land classification and record of rights.—The columns of the chitha shall be filled up in accordance with the procedure described below :—

(i) Columns 1 to 7 and column 31 in part will be filled up from the previous chitha before the recorder visits the fields during the spring tour. The field or dag number will be entered in column 1, the classification of land in column 2, and the total area in column 3, columns 2 and 3 are to be filled up for all the fields which are borne on the chitha, whether annual or periodic, settled or Sarkari. In districts where these entries were not made at the time of resettlement, the class of land as recorded for each field in the original class book will be entered in the chitha and copied out each time the chitha is written. In tracts that have not been resettled, the class to be shown in column 2 will be basti, rupit, faringati or tea, etc. For unsettled plots, one or other of the following words, in addition to any class to which it may have been classified, should be entered to indicate its actual state :—

(a) Road, embankment,	(c) Reserve,
(b) Under water,	(d) Waste.

(ii) Column 4 will be filled up in respect of settled dag only, which should be described according as they are held on khiraj (periodic or annual) or Nisikhiraj or Lakhiraj lease. If the land is held on patta for tea cultivation, the word "tea" should be noted. The patta number should also be noted on column 4 along with the type of patta.

(iii) Columns 5 and 6 relating to land revenue and local rate will be filled up from the Jamabandi Register.

(iv) *Field mutation.*—At the time of copying out column 7 the name of each joint pattadar should be entered in a separate line and serially numbered. If there has been a change in the settlement holder, as shown in column 7, the name of the person in actual possession must be shown in column 8 with a number corresponding to that in column 7 when there are more pattadars than one, and a word be entered to indicate the cause of change (e.g., inheritance, purchase, gift, exchange etc.). If an entry has been made in column 8 of the previous chitha, but mutation not yet sanctioned, the entry should be copied in column 8 in the new chitha. The entry in column 8 will be signed and dated by the recorder. The name given in column 8 will be transferred to column 7, as soon as the mutation is sanctioned by the Sub-Deputy Collector. But in the case of annual pattas, the names of actual occupants (dakhalkars) by right of inheritance or share only should be entered in column 8 by the recorder, and such names noted in column 8 will be transferred to column 7 as soon as the mutation is sanctioned by the Sub-Deputy Collector. In case of occupation of annual patta lands by other means or manner, e.g., by transfer, sale, gift, exchange, lease or mortgage, etc., the recorder shall note down the nature of possession (dakhal) with names, father's names and address of the occupants invariably in column 31 and not in column 8, and shall submit a report to that

effect with a copy of the chitha to the Sub-Deputy Collector who will take necessary action in accordance with the latest Government orders and instructions in the matter.

(v) *Tenant's records.*—Columns 9-11 will be filled up when special orders are issued by the Government for the preparation of record of rights of tenants, adhiars and sub-tenants. Changes will be shown by correcting the previous entries.

59. **Record of land-use.**—The nature of current utilisation of uncropped land both settled and Sarkari and its area will be recorded in columns 12 and 13, 18 and 19 and 24, and 25 for the first, second and third year respectively. The class of land-use to be recorded here will be one or more of the following classes :—

- (i) Forests,
- (ii) Barren and unculturable land.
- (iii) Land put to non-agricultural uses,
- (iv) Permanent pastures and other grazing land,
- (v) Miscellaneous tree crops and groves not included in the net area sown,
- (vi) Culturable waste,
- (vii) Current fallow, and
- (viii) Other follows.

All actually forested areas on the land classes or administered as forest under any legal enactment dealing with forest whether State owned or private will be noted as forest. If any portion of an unclassed State forest or a private forest is not actually wooded but put to some other uses, that portion should be included under the appropriate heading of cultivated or uncultivated land and excluded from area under forest, but this will not apply to reserved forest, the total area of which should be recorded as forest.

All lands that are barren and absolutely unfit for cultivation, i.e., lands under barren hills, hillocks, rock, swamps (dalani), silted lands and sandy lands will be noted as barren and unculturable lands.

All lands under house-site (*basti* or *bari* with its sub-classes), trade site (*beporo*, *thai* with its sub-classes) road (*bat*), railway, burial and cremation grounds schools, temples, mosques, play ground, land under water (*panital*) e.g., river, pond and *Fishery pond* land under embankment, bunds, land reserved for other public purposes etc., will be recorded as land put to non-agricultural uses.

All lands reserved as Public Grazing Reserve and Village Grazing Reserve and other grazing lands will be included under permanent pastures and other grazing land.

All lands under scrub jungle, bamboo clump (whether in the home- stead or outside), thatch (*kher*), etc., will be noted as area under miscellaneous tree crops and groves not shown in area sown. The area covered by clumps of bamboos in the homestead should be excluded from the total area of

homestead land and recorded as area under miscellaneous tree crops and groves not shown in area sown. The area of clumps of bamboos outside the homestead should also be noted as area under miscellaneous tree crops etc.

All lands that are cultivable but have not been cultivated so far or once cultivated but lying fallow for more than five years will be recorded as culturable waste.

All fields lying fallow during the current agricultural year will be noted as current fallow.

Fields lying fallow for more than a year and upto five years are to be noted as other fallow.

60. Record of irrigated area.—In columns 14, 20 and 26 will be recorded the source of irrigation from which an area, if any, under a crop has been irrigated. The sources should be mentioned according to the following standard classification :— //

Source of Irrigation	Description
1. Canal.	1. Government canal and 2. Private canal.
2. Tank.	1. Government tank : (a) with ayacut of less than 100 acres. (b) with ayacut of 100 acres and more. 2. Private tank : (a) with ayacut of less than 100 acres. (b) with ayacut of 100 acres and more.
3. Tubewells	1. Run by electric pump. 2. Run by oil engine.
4. Well	1. Government. (a) Masonry (b) Non-masonry.
5. Other Sources	2. Private : (a) Masonry (b) Non-masonry

'Dong'
Stream etc.

61. Crop recording.—(i) The name of the crop sown and its area will be recorded in columns 15 and 16, 21 and 22 and 27 and 28 for the first, second and third year respectively. The irrigated area of a crop will be noted separately from its unirrigated area and the former will be encircled to distinguish it from the latter. If, for example, dag number 55 has 10 bighas under paddy of which 6 bighas are irrigated, then the crop paddy will be entered in columns 15, 21 or 27 as the case may be, and against it, both 6 bighas and 4 bighas will be

noted one below the other in columns 16, 22 or 28 as the case may be, and 6 bighas will be encircled to indicate that it is irrigated.

(ii) If a crop is grown on unsettled land, its name and area should be recorded in columns 15 and 16, 21 and 22, 27 and 28 for the first, second and third year respectively. The fact that it is unauthorised cultivation should be noted in column 31.

(iii) When more than one crop is grown in a field, the different crops occupying different parts of it, the area covered by each crop should be ascertained by eye-estimation and entered. Crop areas need not be measured and should never be plotted on the map.

(iv) If crops for which special columns are provided in the Crop Abstract are grown on homestead land, they should be separately recorded, their areas being deducted from the total area of the homestead land and the balance being recorded as house-site of basti or bari. The area covered by clumps of bamboo in the homestead also should be excluded from the total area of homestead and recorded separately in the column meant for uncropped area.

The area of clumps of bamboos outside the homestead should also be noted in the same column.

(v) While recording the area of long-duration crops, e.g., sugar-cane, covering more than one crop-year, it is necessary to show the area sown during the year distinctly from the area harvested during the year, because it is the area harvested which alone has to be used for estimating the production. The area harvested during the current year should be recorded as "areas harvested during the year but sown in the previous year". The area sown during the current year should be recorded as "area sown or prepared for sowing during the current year but to be harvested next year".

(vi) If an area is sown after green manuring, the area should not be counted both under green manure crop and the crop sown after green manuring, but only under the latter.

(vii) When the same field or the same part of a field has borne more than one crop within the year, both will be entered in columns 15, 21 and 27 and the areas of both in columns 16, 22 and 28 for the first, second and third year respectively. Double cropping is generally effected by broadcasting rice before the crop which the recorder finds on the ground. The recorder must ascertain by careful enquiry and by inspecting the land whether there has been a preceding crop or not.

(viii) The area which has borne more than one crop within the year will be repeated in columns 17, 23 and 29 for the first, second and third year respectively.

(ix) In column 30 will be recorded the name and number of scattered trees in areas other than the compact orchards. In case of compact orchards their areas will be recorded in crop columns. In recording the area of compact orchards in crop columns of the chitha, the recorder will take care to see that in the case of mixed orchards the names of all the component fruits and the

gross area of the mixed orchards are entered. He will then allocate the gross area to the component fruits by eye estimation.

(x) Where one crop only is sown on a field, it will be entered against that field, whether it comes to maturity or not. When two crops are sown on a field, first a rainy season crop and the second a cold-weather crop both crops will be shown against the field, whether either of them comes to maturity or not.

(xi) Where one rainy-season crop is sown and fails and another rainy-season crop is then sown, the second crop sown, and not the first, will be shown against the field, whether the second crop comes to maturity or not. Similarly, when one cold-weather-crop is sown and fails and a second cold-weather-crop then sown, the first cold-weather-crop will not be shown but the second cold-weather-crop will be shown whether it comes to maturity or not.

(xii) *Crop-mixture.*—No separate column for recording area under mixed crops has been provided in the chitha. A major crop-mixture will be treated as a separate crop and only the gross area will be recorded in the chitha and Crop-Abstract. The apportionment will be done at the district level in accordance with the ratios fixed on the data collected in course of crop cutting experiments. For example, in case paddy and arahar are sown together in a field, this mixture will be noted as paddy-arahar and its gross area only will be entered in the chitha. In case of minor crop-mixtures, the gross area of the mixture should be allocated to various components by eye-estimation at the field- level itself and the net allocated area of each component crop should be recorded in the chitha against the name of each component crop entered in the previous column.

(xiii) Even when two varieties of the same crop are sown on a field at the same time, but harvested in different crop-seasons (for instance, when early rice and late rice are sown together), this also will be treated as mixed crop.

(xiv) Area sown with a vegetable or any other crop should be recorded only once during the season in which it is sown, irrespective of whether it gives one or more harvest in the same season or different seasons of the same crop-year. The estimate of yield-rate per unit area should take into account all the harvests obtained during the year. When the same variety of vegetable is sown in two or more seasons, the area should be recorded separately, once in each season.

(xv) Area sown mixed with a number of crops either simultaneously or after some interval in the same season should be recorded only once in the sowing season either as gross area under the mixture or as allocated net areas under its different components, irrespective of whether the components are harvested in the same season or in different season.

(xvi) If a crop or crop mixture is sown in an area when a crop or crop mixture sown in it in the preceding season is about to be harvested, the area should be counted in each of the seasons in which the sowings of the respective crops have been done.

(xvii) If the area under a crop is one-tenth of a bigha or less, it should be ignored under that crop, and included in the area under the chief crop or any other major classification which its use justifies.

62. Treatment of relinquished dags.—When entire dags are excluded from settlement as relinquished, the recorder shall substitute the word 'sarkari' in column 7 in place of the name of the pattadar. Should the boundaries and numbering of the relinquished field have been erased or cancelled (Rule 43), the chitha entry will be scored out, the area of the field being added to that of the adjacent sarkari dag, but fields of different classification should not be amalgamated with one another. If in any case fields are amalgamated and consequent alteration in the dag numbers is involved, the fact should be noted in the remarks column of the Class Book. If the field is again taken up wholly or in part, it will be dealt with in the same manner as any other sarkari dag.

63. Exclusion of faut, ferar and jotrahin fields.—A similar procedure will be followed in the case of dags that have been brought by the recorder on to his faut, ferar and jotrahin list and land excluded from settlement by order (e.g. land acquired or annulled), the name of the holder being scored out and the word 'sarkari' being substituted.

64. The net area irrigated should be shown within a circle in columns 16, 22 and 28 for the first second and third year respectively, and the source of irrigation noted in columns 19, 20 and 26 for the first year, second and third year respectively. The irrigation abstract will be prepared by the recorder and submitted in time.

65. The revised chitha form has been so devised as to enable recording of the details of both settled and un-settled lands in the same set of columns, the latter being distinguished from the former by a reference to column 7 meant for recording the name of pattadar. If the land is not settled with any pattadar, the word 'sarkari' will be written in column 7 to indicate that the land in question has not yet been settled. In case the sarkari land is kept reserved for public purposes, the entry in this column should be "Reserved Sarkari" and the purpose for which it is reserved should also be noted in column 31.

66. Recording of land under bunds.—(1) The area under permanent bunds should be shown separately in the chitha. The area of a field bund or strip which is given a separate dag number will be recorded under the land-use to which it is put, e.g., under rupit if sown with crops; under land put to non-agricultural use if used as passage only; under miscellaneous tree-crop if used to grow trees; under grass land if used to grow grass for cattle.

(2) The area under flood control or soil conservation embankment and all irrigation-bunds along with the irrigation-work should be shown as land put to non-agricultural use. If crops are grown in the bunds, the area cropped should be shown under the crop concerned. In no case such bunds should be shown in any other classification.

67. In column 31 the settlement holder who are not indigenous should be designed as,

- (a) Ex-labourer of tea garden.
- (b) Nepalis.
- (c) Marwaris.

- (d) Tea-garden employees other than labourer.
- (e) Others, such as, railway labourer, immigrants of the cultivating classes from East Pakistan acquiring Indian Citizenship and other States of India.

If a field has been reserved by special order or by acquisition for a public purpose (e.g., for grazing, for camping ground, for public institutions, roads, religious institutions, unsettled tanks, etc.), the facts should be noted in column 31 and repeated in the fair copy of the chitha. A list of fields so reserved should be maintained on a page in the beginning of the chitha.

68. When copying the chitha. The recorder will reserve at least 10 pages at the beginning for the following purposes—

- (1) Remarks made and orders passed by Sub-Deputy Collector or Supervisor Kanungo when inspecting the village.
- (2) List of dags newly settled at Dariabadi or regular settlement and resettled relinquished dags.
- (3) List of dags excluded owing to relinquishment, of dags faut, ferar and Jotrahin and of dags excluded under special orders.
- (4) List of dags reserved from settlement with notes of areas and purpose of reservation.
- (5) List of reserved dags encroached upon with space for area of encroachment, name and address of encroachers, date of report, note of subsequent orders received and result of action taken.
- (6) A list of sarkari dags of the village with areas. The original area of such dags recorded in last resettlement should be noted against each dag.

69. Old field chithas.—When a field chitha has been re-written, the old copy will be deposited in the circle office and remain there until the field chitha has again been re-written. It will then be destroyed with order from the Deputy Commissioner.

Section 5

The Jamabandi

70. Separate Jamabandis are prepared for (a) périodic pattas, (b) annual pattas recorded at regular settlement, (c) annual pattas recorded at supplementary settlement. In addition, there are separate jamabandis for special tenures such as nisf-khiraj.

71. The Jamabandi Register.—The principal record of periodic and special pattas, that is to say, of 'land holding' tenures, is the jamabandi register. This is the jamabandi prepared at the last preceding re-settlement of the district. Land Revenue and local rate payable by pattadars are incorporated in the jamabandi register which is a permanent record and continues upto the terminal year during the currency of resettlement. It is maintained by the Registrar Kanungo, and kept up-to-date by making necessary corrections. Fields will be struck off as relinquished or excluded for faut, ferar or jotrahin or under special orders, or added as newly settled on the basis of the recorder's chitha.

No mutation of names can be effected without the order of the Sub-Deputy Collector or an officer duly empowered.

72. The local periodic jamabandi.—A duplicate copy of the jamabandi register (called the local periodic jamabandi) is kept by the recorder for reference. It will be made available to mauzadar or tahsildar when required for the preparation of the annual collection register (wasil, tahsil or touzi). Any alteration made in the jamabandi register must be made in this copy also.

A list of all dags which have been effected by orders of field partition together with the dates of the orders concerned must be kept permanently on a page of the local periodic jamabandi and must always be referred to when a new map is brought into use by the recorder under Rule 39 and particularly when the map is collected for re-printing under Rule 53.

73. Fresh jamabandis will annually be prepared by the recorder for annual pattas as recorded at regular settlement and at supplementary settlement. The jamabandis will be duly verified and checked by the Supervisor Kanungo. They need not be copied. The originals will be kept by the recorder but will be made available to Mauzadars or Tahsildars for preparation of the annual collection register (wasil, tahsil or tauzi).

74. Entry of land classing in the jamabandi.—In the annual jamabandi, columns 6 and 7 will be filled up from the relevant columns of the chitha in accordance with the nature of lands-use, and the same procedure will be followed in case of periodic jamabandi as well while making entries in the case of new holdings that have changed by gaining or losing fields and the revenue of which is to be recalculated.

75. Recorder's copies of jambandis, periodic or annual, will remain with the recorder during the current settlement. The annual jamabandis of the previous three years will be deposited in the circle office for three years, after which these will be destroyed with orders from the Deputy Commissioner.

Section 6

Spring Tour

76. When the recorder leaves office for spring tour with effect from 15th February, he will take with him.

(1) The village map, (2) the chitha, (3) the re-settlement class map and the class book, (4) the relinquishment register, (5) sanctioned applications for waste land, (6) the supplementary settlement pattas for distribution, (7) all pending petitions for pointing out boundaries and (8) all pending applications for waste land.

77. Operation of spring tour.—The recorder's main work during the spring tour will be as follows :

- (a) Distribution of pattas.
- (b) Survey of new lands.
- (c) Verification of relinquishments.
- (d) Preparation of faut, ferar and Jotrahin lists.

- (e) Preparation of chitha.
- (f) Collection of crop statistics.
- (g) Inspection of survey marks.
- (h) Inspection of Sarkari dags and V.G. Rs.
- (i) Disposal of pending petitions for pointing out boundaries.
- (j) Enquiry into application for waste land.
- (k) Enquiry of persons having land in excess of ceiling.

78. Distribution of pattas.—The recorder should complete distribution of all supplementary pattas by the 1st of March.

79. Mapping of new cultivation.—New cultivation and extensions of cultivation will be entered as they are mapped areas being calculated on the spot.

80. Verification of relinquishments.—Relinquishment petitions when received from the circle officer will be verified on the ground and necessary entries made in the field chitha. A list of verified relinquished dags will be kept on a blank page of the chitha.

81. Preparation of faut, ferar and jotrahin lists.—The recorder will prepare in Form 6 a list of unoccupied fields, the settlement-holder of which has died leaving no heir (faut) or who has left the place leaving no trace of his whereabouts (ferar). He will also enter separately un-occupied fields the settlement holder of which is bankrupt (jotrahin) and has abandoned the whole of his cultivation and any fields which he has been ordered to exclude as jotrahin by the Deputy Commissioner.

A list of faut, ferar and jotrahin fields will be kept on a blank page of the chitha.

82. Entry of name of Dakhalkar.—During his tour, the recorder will visit as many of the fields of his lot as possible and in the case of fields held on periodic pattas in which changes of possession (other than sub-tenancies) have occurred but not yet registered shall enter in column 8 of the chitha the name of the unregistered dakhalkar (occupant), indicating in one word the manner in which possession has originated (i.e., inheritance, purchase, gift, mortgage, exchange, etc.). These entries should be in ink and signed and dated by the recorder. But in the case of annual pattas, the names of actual occupants by right of inheritance or share only should be entered in column 8 by the recorder and in case of occupation by other means, e.g. by transfer, sale, gift exchange, lease or mortgage, etc., the recorder shall note down the nature of possession with names, father's name and address of the occupants invariably in column 31 and not in column 8 and shall submit a report to that effect with a copy of the chitha to the Sub-Deputy Collector who will take necessary action in accordance with the latest Government orders and instructions in the matter. [Vide also Rule 58(i)]

83. Particulars of new fields.—Necessary particulars of the fields newly surveyed must be entered in the field chitha at the time of survey. If the new field forms a portion of a sarkari dag, the number of that dag should be quoted

in the margin and copied in the chitha each time it is re-written. A list of new fields surveyed must be kept in a blank page of the chitha. Land which has been applied for, but the settlement of which has not been sanctioned, should not be shown on the map.

84. During their tours, the recorders shall record area under the crops grown during the season including the ones not mentioned in the Crop Abstract Part I. The area under minor crops, for which no separate columns are provided in Crop Abstract Part I should be added to miscellaneous food crops or miscellaneous non-food crops as the case may be in Crop Abstract Part II.

In case of irrigated land, cropwise irrigated area with source will be recorded in the relevant columns of the chitha as for procedure laid down in the previous section.

Section 7

Summer Recess

85. **Automatic fine.**—Recorders who fail to appear in office on the 15th June will be fined 0.25 P for each day of absence unless exempted by the Sub-Deputy Collector. A register of attendance of the recorders will be maintained in the circle office.

86. **Work in recess.**—The duties of the recorder during the summer recess will be as follows :—

- (a) Verification of areas.
- (b) Correction of local periodic jamabandi.
- (c) Preparation of the annual jamabandi.
- (d) Totalling the annual and local periodic jamabandis.
- (e) Totalling the chitha.
- (f) Preparation of the village and circle plus and minus settlement abstract.
- (g) Correction of the jamabandi register, consequent on mutation, relinquishments, etc.
- (h) Completion of map.
- (i) Verification of the classification of new fields.
- (j) Preparation of crop abstract Part I.

87. **Verification and classification of areas.**—For all new fields surveyed during the spring tour, the recorder will recalculate the area by the tale square and check the relevant columns of the chitha. Where the new field formed part of a sarkari dag, he will make a corresponding alteration in the area of the sarkari dag.

88. At this stage, corrections in the local periodic jamabandi will be limited to adding new fields and deducting those excluded. Corrections necessitated by mutation need not be undertaken until the lot plus and minus settlement abstract has been completed.

89. Fields newly settled will be entered in the local periodic jamabandi and the fields excluded will be struck out. Necessary corrections must be made in the page and village totals. After the completion of the lot plus and minus settlement abstract and when effecting changes consequent on mutation, relinquishment, etc., the jamabandi register must be corrected in the same manner so as to bring the two records into agreement in all respects.

The page totals of the jamabandi need not be altered every year on account of inclusion and exclusion of fields. It will be sufficient if a note of the changes giving the details required for the plus and minus settlement abstract is recorded at the bottom left hand corner of the page.

The periodic pattas provisionally excluded for faut, ferar or jotrahin shall not be struck out until the receipt of the Commissioner's order.

90. **The annual jamabandi.**—The recorder will then prepare his annual jamabandi for each village, obtaining the necessary particular, from his chitha. No copy need be made.

91. The recorder will calculate the revenue to be assessed on new fields by multiplying the area of the field by the sanctioned bigha rate of its class.

92. The sanctioned bigha rates are those notified in the Assam Gazette with the orders sanctioning the assessment. They are calculated by multiplying the factor of the class of the land fixed in terms of annas by the unit rate of the village, the result is the rate in annas. Fractions of an anna less than 6 pies should be ignored. Fractions of an anna equal to or greater than 6 pies should be treated as one anna. In the districts or areas where either the unit rate or the factor has been fixed in terms of decimal coinage, the unit rate multiplied by the factor of the class of land will give the rate in Paise which may be rounded off to the nearest paise. Fraction of a paise equal to or greater than half the paise should be treated as one paisa and fraction of a paisa less than its half should be disregarded. The same method of calculating bigha rates is to be used in villages assessed on the unit rate system for the first time in extension survey.

93. **Rates in unsurveyed areas which have not been resettled.**—In surveyed areas which have not been resettled the revenue to be assessed on new fields will be calculated according to orders issued by the Government.

94. **Preparation of village abstract and totals.**—After correcting the local periodic jamabandi the recorder will make an abstract of the local periodic jamabandi for each village, showing class-wise the additions and deductions of both area and revenue. He should make this on a spare page at the end of the register. He will make a similar abstract of the annual Jamabandi.

95. **Totalling and comparison of chitha and jamabandi.**—(a) After totalling the periodic and the annual jamabandis, the recorder will total his field chitha by tenures. The total of the khiraj area abstracted from the field chitha must agree with the total khiraj area in the periodic and annual jamabandi.

(b) The recorder will also make page total of areas under individual crops and note it at the bottom of each page. He will then copy down the page totals

of area under different crops in the crop abstract form for obtaining the totals for the village as a whole. He will prepare the village-wise consolidated crop abstract for his lot and submit the same to the Supervisor Kanungo within 1st July along with the crop abstracts sheets for each village where page totals are noted.

96. The preparation of the village and lot plus and minus settlement abstract.—A plus and minus settlement abstract in Form 11 will then be prepared for each village. From the several village abstracts the recorder will compile a consolidated abstract (in the same form) for his lot. Each recorder will be provided with a bound volume of printed forms of abstract used for each settlement regular and supplementary. The volume will remain in the recorder's possession.

97. To facilitate the preparation of the general settlement statement (daul) for the mauza, the recorder will prepare a similar abstract for each village and for the lot for all tenures other than khiraj.

98. The pages of the jamabandi should be numbered and duly certified by the Sub-Deputy Collector. The recorder should make an abstract showing—(a) the number of each page containing entries of emigrants, (b) the classes of immigrants entered on that page, (c) the total area shown on the page as settled with each class, (d) the number of each page containing entries of scheduled tribes and scheduled caste settlement holders with total area settled with them. Thus the total of the village, the lot and the mauza or pargana should be made out.

99. Discrepancies from patta calculation.—If after the jamabandi is corrected for mutations and partitions there is a difference in the revenue owing to patta calculation, the difference should be reported to the Deputy Commissioner or the Sub-Divisional Officer.

100. Correction of jamabandi register.—After filing his *plus* and *minus* settlement abstract, the recorder will proceed to correct the local periodic jamabandi and the jamabandi register so as to carry out changes which have been sanctioned and which appear over the initials of Sub-Deputy Collector and other officers duly empowered in the field chitha. In all cases the recorder will initial and date the correction and quote the date of the order.

When a view to minimising the detention of the recorders at the Registrar Kanungo's office, of the Registrar Kanungo should, in consultation with the Sub-Deputy Collector and subject to the approval of the Deputy Commissioner or Sub-Divisional Officer, draw up a regular programme for corrections to be done by recorders in batches (*see* Rule 26).

101. Changes ordered by the Court.—At the same time that the recorder makes these corrections in the jamabandi register, the changes already made by the Registrar Kanungo in the jamabandi register shall be brought on to the recorder's field chitha and the local jamabandi.

102. Register of mutations.—The recorder will then fill up for his own lot a blank form of the annual statement of mutations (Form 15). He will then sign the form and make it over to the Supervisor Kanungo who will submit it

with a consolidated statement for his sub-circle to the Sub-Deputy Collector. The latter will send all the returns to the Registrar Kanungo (Rule 185).

103. Visit to headquarters.—When the recorder spends his recess elsewhere than at the headquarters of the district or sub- division, he will, for the purpose of complying with the above rules, visit the sub-divisional headquarters for a period not exceeding one week. He must take with him his own field chitha and the local periodic Jamabandi.

104. The recorder may on no account leave his recess headquarters either for the purpose of the foregoing rule or for any other cause until he has completed his *plus* and *minus* settlement abstracts.

105. Issue of new annual and periodic pattas.—(1) It will be the duty of the recorder to prepare during the summer recess new pattas for annual holdings or periodic holdings for which new pattas have been ordered to be issued. The recorder may propose the issue of periodic pattas for lands which satisfy the conditions mentioned below, the fulfilment of which must be stated in a report to be submitted through and certified by the Supervisor Kanungo. But no periodic patta should be proposed or ordered to be issued unless formal applications have been made affixing court-fee stamps worth Rupee one or higher denomination as may be fixed by Government from time to time and premium for conversion of annual land to periodic has been paid in one or more instalments and at the rate as fixed by Government from time to time.

All applications for conversion should be enquired into and disposed of, as far as possible, within a period of three months from the date of receipt of the application.

2. The conditions to be fulfilled are as follows :—

- The land should be demarcated and actually surveyed and its survey and area calculation should be tested by the Supervisor Kanungo. The land must be in a village which has been traversed, surveyed, mapped and classed.
- The land must be actually cultivated with some permanent crop, such as, transplanted rice or permanent broadcast winter rice or permanent rice seedlings or permanent cold weather crops or occupied for permanent residential purposes.

Provided that periodic pattas will not be issued in contravention of the provisions of Section 23 of the Settlement Rules framed under the Assam Land and Revenue Regulation and no new periodic patta shall be issued in respect of land within one chain (66 feet) of the 35 feet reservation along roads maintained by the State or the Union Government without special orders from the Government.

Provided further that no new periodic pattas will be proposed or ordered to be issued, if there exists any dispute over possession or over *prima facie* title of the land in question.

3. Notwithstanding anything contained in the foregoing parts of the rule, no new periodic pattas shall be proposed or ordered to be issued for lands

within an area covered by a mining lease or situated within a town area or within 2 miles from the town area or within such distance from the town area as may be notified by the State Government from time to time, except under special orders of Government and on payment of such premium, if any, as may be fixed by Government from time to time.

106. Survey for supplementary settlement.—The recorder will then prepare his field map for the ensuing tour by inking up periodic and annual fields newly settled.

Provided that in the immature and fluctuating villages where temporary cultivation is practised and where the boundaries of holdings are subject to changes due to floods, or non-maintenance of permanent boundaries, the annual dags may be kept in pencil.

Section 8

Winter Tour

107. Operation of cold weather tour.—The recorder's work in the winter tour will fall under the following heads—

- (a) Distribution of patta.
- (b) Supplementary survey and settlement.
- (c) Recording of area under different crops, both irrigated and unirrigated separately and collection of other land uses statistics.
- (d) Inspection of survey marks.
- (e) Preparation of a list of fields converted from agricultural to non-agricultural uses.
- (f) Preparation of a list of persons possessing or acquiring land in excess of the total holding permissible under the law on ceiling.
- (g) Recording of seasonal crops areas under different and different land utilisation.

108. Distribution of pattas.—The recorder should complete distribution of regular settlement pattas by the 15th November.

109. In surveying and mapping supplementary settlement lands the recorder will follow Rules 44-49 and he should again visit all sarkari dags to ensure that no land taken up escapes assessment. All sarkari lands taken up for possession without obtaining orders of settlement shall be assessed to tauzi-bahir revenue and carried to tauzi-bahir jamabandi and recorder shall submit encroachment reports for such unauthorised occupants.

The recorder will inspect all the fields including those already inspected in the spring tour for recording of area under different crops and collection of other land uses statistics. While collecting information about fallow land, the recorder will ascertain from the cultivators accurately the period of keeping the land fallow and then record as current fallow, other fallows or culturable waste land as the case may be. Current fallow denotes land which is kept fallow for the current year; old fallows denote land kept fallow for 2 to 5 years. Culturable waste denotes land kept fallow more than 5 years and also includes

lands which have never been cultivated but fit for cultivation. He will devote the period from 1st November to 30th November and 1st January to 15th January for recording of area under crops and collection of other land uses statistics. Proper care should be exercised in recording double and multiple cropping area.

Section 9

Winter recess

110. The duties of the recorder during the winter recess will fall under the following heads—

- (a) Verification of areas, check with class map and the note book.
- (b) Preparation of the annual supplementary jamabandi.
- (c) Totalling of jamabandi and field chitha.
- (d) Preparation of village and circle supplementary *plus* and *minus* settlement abstract.
- (e) Preparation of the area abstract.
- (f) Preparation of the crop abstract Part II.
- (g) Preparation of new pattas.
- (h) Copying field chithas for the ensuing year.
- (i) Preparation of irrigation abstract.

It is desirable that, if possible, the recorder should be permitted to perform these duties in his lot under the supervision of the Kanungo, as this arrangement will leave him more time for his field work.

111. **Class of pattas new and re-included.**—All lands taken up in the supplementary settlement will be treated as annual. Lands of the kinds mentioned in Rule 105 will be converted into periodic at the following regular settlement. When periodic pattas are provisionally excluded from regular settlement under Rule 208, the pattas will not be cut out in the jamabandi but a note will be left in the remarks column of the jamabandi that they are provisionally excluded, to facilitate the preparation of the jama-wasil or tauzi by the mauzadar or the tahsildar.

The enquiry by the Kanungo and the Sub-Deputy Collector under Rules 158 and 207 must be finished before the supplementary settlement. Those pattas the lands of which are found to be occupied by the pattadar should be restored in the periodic jamabandi in the supplementary settlement and should not be converted into annual; the previous note in the remarks column in the jamabandi being crossed out. In cases where the land is not occupied, a report should be submitted to the Deputy Commissioner for obtaining the sanction of the Commissioner to the exclusion and the entries in the jamabandi will be cut out after the sanction of the Commissioner is received.

112. **Supplementary settlement abstract, crop abstract, pattas, and irrigation abstract.**—(i) The recorder immediately on coming to office will start the lot *plus* and *minus* settlement abstract. He will then prepare village-wise area,

crop and irrigation abstracts for his lot which should reach the Supervisor Kanungo within the specified time.

(ii) While compiling the area abstract, the recorder will first obtain the page totals of the chitha for area in accordance with the classification of land on the basis of its use and note down the page totals in the area abstract form for compilation of the village totals. As provided in the area abstract, these are to be obtained separately for settled land and unsettled lands. Page totals should also be made in the chitha in respect of crop abstract Part II and irrigation abstract. The recorder will submit the village-wise consolidated abstracts along with the compilation sheets to the Supervisor Kanungo. The Supervisor Kanungo will keep the compilation sheets with him for one year after submission of the abstracts to the Circle Officer.

(iii) The forest area of the village will consist of two parts. The first part will be for the cadastral area and the second part for the non-cadastral area. Part I will be obtained from the chitha and noted in column 2 of Area Abstract. The second part, *i.e.*, forests in non-cadastral area, may be roughly estimated by the recorder and noted in column 14 of Area Abstract. The two parts will be added and noted in column 28 of the Area Abstract.

This, however, will not give the total forest area. The forest areas under the control of the Forest Department will be still left out. As this forest area cannot be accounted for in this chitha and area abstract to be prepared by the Recorder, these figures should be obtained from the District Forest Authorities at the district level as the third part of the forest area in the district. The sum of all these three types of forest area should be noted in the Area Abstract at the district level.

(iv) The definitions and explanations for other classes of land-use are given under Rule 59.

(v) Authorities at the various levels will submit the area abstract for their respective jurisdictions in accordance with the following time table—

(a) Recorder to Supervisor Kanungo.	1st March.
(b) Supervisor Kanungo to Circle Officer.	15th March.
(c) Circle Officer to Deputy Commissioner	31st March.
(d) Deputy Commissioner to the Director of Statistics with copy to Government.	15th April.
(e) State Government to Central Government.	15th May.

(vi) Crop abstract has been split up into two parts. The recorders will prepare the crop abstract in Part I after the spring tour and in Part II after the winter tour.

Columns have been provided for recording of all the crops on all-India basis excepting some crops which are either grown in negligible area or not

grown at all in Assam. Columns have been provided for recording the area irrigated and area unirrigated in respect of each of the crop. These columns may be filled up from the chitha.

The method of mixed cropping is rarely practised in Assam. In Hill districts where Jhum cultivation is done, mixed cropping is resorted to in some areas. In the plains districts mixed cropping is not extensively done except in case of Autumn (*Ahu*) and winter (*Bao*) paddy. Two crop mixtures are generally sown and the practice of sowing 3 or 4 crops as substantial components of the mixture is rare. Some columns have been provided in crop abstract for recording the major crop-mixtures only.

The authorities at the various levels will submit the crop abstract for their respective jurisdiction in accordance with the following time table—

(a) Part I—

- (i) Recorder to Supervisor—1st July, Kanungo.
- (ii) Supervisor Kanungo to—15th July, Circle Officer.
- (iii) Circle Officer to—30th July, Deputy Commissioner.
- (iv) Deputy Commissioner—15th August, to the Director of Statistics with copy to Government.
- (v) State Government to—16th September, Central Government.

(b) Part II

- (i) Recorder to Supervisor—1st February, Kanungo.
- (ii) Supervisor Kanungo—15th February, to Circle Officer.
- (iii) Circle Officer to—1st March, Deputy Commissioner.
- (iv) Deputy Commissioner to—15th March, the Director of Statistics with copy to Government.
- (v) State Government to—15th April, Central Government.

(vii) After the completion of the area and crop abstracts for his lot, the recorder will prepare annual pattas for supplementary-settlement lands (Dariabadi).

(viii) The recorder after preparation of the area and crop abstracts and preparation of annual pattas for supplementary settlement lands, will prepare the irrigation abstract in the prescribed form.

The authorities at the various levels will submit the irrigation abstract for their respective jurisdictions in accordance with the following time table—

- (i) Recorder to Supervisor Kanungo. 1st February
- (ii) Supervisor Kanungo to Circle Officer. 15th February.

(iii) Circle Officer to Deputy Commissioner. 1st March.

(iv) Deputy Commissioner to the Director of Statistics with copy to Government. 15th March.

(v) State Government to Central Government. 15th April.

(ix) During the currency of a resettlement operation, the Settlement Officer will be responsible for collection of crop and land uses statistics and compilation of area, crop and irrigation abstracts.

113. Preparing new draft Chitha.—The recorder will then prepare from the current field chithas in accordance with Rule 57 new field chitha for a third of the villages of his lot. In cases of sanctioned mutations the entry in column 7 (names of pattadar) will be changed according to the orders passed. In cases where an entry has been made in Column 8, but mutation not sanctioned, the entry will be repeated. When a recorder has re-written the field chitha of a village in accordance with this rule, every dag of the new chitha will be compared by another recorder with the corresponding dag of the old chitha. Both the recorders will sign and date the fly-leaf of the new chitha. The Supervisor Kanungo will also compare at least 16 per cent of the dag of the new chitha with the corresponding dags of the old chitha and will initial the dags which he compares. The Kanungo will then sign and date a certificate on the fly-leaf of the new chitha to the effect that he has carried out this comparison. When a chitha is rewritten, sufficient space should be left between each field entry for recording the crop statistics.

There should be a few blank pages in every chitha on which the Sub-Deputy Collector and the Supervisor Kanungo will note each visit which they make to the village itself and any instructions which they give to the recorder in respect of that village.

Section 10

Unsurveyed Areas

114. As most of the unsurveyed areas would be surveyed either on traverse or by triangulation under Rule 18, there should be very little unsurveyed area in any district, but where there is unsurveyed area, the following rules will be observed.

115. Duty of recorder.—In unsurveyed as in surveyed areas the duty of the recorder is to enter correctly in a chitha, the name of every person occupying land, the area occupied, the class of the land, the crop grown and the other particulars prescribed and to keep the record correctly up-to-date year by year. In unsurveyed areas the records to be kept by a recorder do not include a map but he will keep a rough sketch in pencil-drawing showing the areas with plot numbers, indicating the position and direction of the north line on the sketch and if possible with reference to the nearest cadastral village.

116. Tour and recess.—The recorder will tour at the same seasons and be in recess from the same dates as are prescribed for the recorder of surveyed areas.

117. **Method of survey.**—In order to ascertain the area of each field, the recorder will measure the four sides with a 'tar' of 12 feet and enter the lengths in the proper columns in the chitha. The average length multiplied by the average breadth gives the rough area.

118. **Numbering of fields.**—Fields will be numbered serially for each village. So far as possible, unchanged cultivation will retain the same number from year to year, but the number of a periodic field must never be changed.

119. **The chitha.**—The recorder will write up the chitha at the same time that he surveys the fields, entering the boundaries of the fields on the north, south, east and west as well as its position with reference to the field, if any, preceding it in the chitha. The chitha will contain all fields, whether annual or periodic, and will be rewritten every year. He will maintain in a blank page of the chitha a list of new fields.

120. The other forms and registers to be maintained for unsurveyed areas are as follows—

(1) Annual Jamabandi	Form 4.
(2) Periodic Jamabandi	Form 4.
(3) Relinquishment register	Form 5.
(4) Faut, Ferar and Jotrahin list	Form 6.
(5) <i>Plus</i> and <i>minus</i> settlement abstract.	Form 11.

121. The recorder will deal with relinquishments, and faut, ferar and jotrahin cases in the same manner as is laid down for surveyed areas.

122. The recorder will prepare the annual jamabandi. He will also correct the periodic Jamabandi in the manner prescribed for correcting the periodic papers in surveyed areas.

123. The lot *plus* and *minus* settlement abstract and the area, crop and irrigation abstracts will be prepared in the same form and at the same time of the year as for surveyed areas.

124. When unsurveyed areas have been surveyed under the procedure described in Rule 18, they will, of course be dealt with as surveyed.

PART II

Kanungos

Section 1

Supervisor Kanungo

125. (i) In each district there is a sanctioned cadre of Supervisor Kanungos. Supervisor Kanungos have been declared to be ministerial officers with effect from 1st August, 1933 (*vide* Government order No. 2109—R, dated the 15th July, 1933). Appointments to the office of the Supervisor Kanungos are made by the Deputy Commissioner from among the recorders of his district. A register of candidates considered by the Deputy Commissioner suitable for the post should be maintained in each Sub-division. Only those who have successfully passed the Special Class course of the Assam Survey School should ordinarily

be selected. Previous sanction of the Director of Land Records should be obtained when it is proposed on special grounds to appoint a candidate who has not passed the Special Class course of the Assam Survey School.

(ii) (a) An appeal against the order of Deputy Commissioner for appointment to a permanent post shall lie to the Director of Land Records within 60 days from the date on which the appellant receives a copy of the order appealed against.

(b) An appeal against the order of the Director of Land Records shall lie to the Government in the Revenue Department within a period of 90 days from the date on which the appellant receives a copy of the order appealed against.

(iii) No school fees will be charged from those recommended by the Deputy Commissioner for admission for training to the special class. When a recorder is deputed for training to the Special Class at the Assam Survey School to qualify for the post of Supervisor Kanungo and the Deputy Commissioner is satisfied that his work cannot be carried on without a substitute, a substitute may be appointed on usual grade pay during the period of such training not exceeding one term. The charge should be paid from the budget of the Deputy Commissioner concerned.

(iv) *Transfer*.—Transfers of Supervisor Kanungos within the district will be made by the Deputy Commissioner. Transfers from one district to another should be exceptional and opinions of both the Deputy Commissioners concerned should be taken before the transfer is made. Such transfers will be made by the Director of Land Records. When the Director of Land Records has recorded, in an inspection memo, that is necessary in the interest of efficiency that a Supervisor Kanungo should be transferred from one sub-circle to another sub-circle, such transfer will be carried out.

(v) Rule 7 regarding the acquisition of immoveable property and the settlement of land with recorders applies *mutatis mutandis* to Supervisor Kanungos.

(vi) Rule 27 in respect of travelling allowance and mileage applies *mutatis mutandis* to Supervisor Kanungos.

126. Punishment.—The Deputy Commissioner has power to suspend Supervisor Kanungo and impose minor punishment (e.g. censure, recovery from pay, etc.) subject to an appeal to the Commissioner. Orders involving a major punishment (e.g. dismissal, removal, compulsory retirement, reduction in rank), will be made only by the Commissioner. During resettlement period, the power of the Deputy Commissioner in this respect will be exercised by the Settlement Officer. Regular proceeding should be drawn before punishment according to the procedure laid down by Government from time to time. When the Commissioner is in doubt as to the order, appellate or original which he should pass in regard to the punishment of a Supervisor Kanungo, he may consult the Director of Land Records. Along with the annual report, the Deputy Commissioner or the Settlement Officer, as the case may be will forward to the Director of Land Records, a statement of all the punishments imposed during the year on the Supervisor Kanungos of his district.

127. Increase of staff.—Proposals for the creation or redistribution of sub-circles involving increase or decrease in the sanctioned staff of Supervisor Kanungos of a district will be submitted by the Deputy Commissioner direct to the Director of Land Records. The Director of Land Records will scrutinize and submit them with his recommendations or remarks, if any, to Government for sanction.

Proposal for the redistribution of Sub-circle involving neither increase nor decrease in the sanctioned staff of Supervisor Kanungos of the district may be sanctioned by the Commissioner, if necessary, after consultation with the Director of Land Records.

In submitting such proposals, the grounds of these together with statistics of the population, the total and settled area, number of established and fluctuating surveyed and unsurveyed villages, number of recorders, land revenue and, if the proposal is based upon extension of cultivation, the newly settled area for the last three consecutive years in the existing and proposed Sub-circles should be clearly set forth.

128. A Supervisor Kanungo should maintain a bicycle in good condition for which he may be granted advance by the Deputy Commissioner.

129. (a) A number of monthly field allowances at Rs. 20 and Rs. 15 generally equal to the number of Supervisor Kanungos, is allotted to each district for distribution amongst them. They will be granted and may be withdrawn by the Director of Land Records. Although an allowance will generally be available for each Kanungo they will be granted only to those who thoroughly deserve it. No field allowance will be drawn during any period of training in the Assam Survey School.

(b) Rewards will be given to Supervisor Kanungos for exceptionally good work, e.g. in resettlement and extension survey.

130. Residence.—The Supervisor Kanungo of each sub-circle will live in his sub-circle at the place which is fixed by the Deputy Commissioner to be his headquarters.

131. Disbursement of pay.—The pay of Supervisor Kanungos whose headquarters are more than 10 miles distant from Sadar or Sub-divisional headquarters may be remitted by postal money order. Provided that (1) when a Supervisor Kanungo is expected in the Sardar or Sub-Divisional headquarters in connection with his work within a short period after the close of the month, his pay may be kept over and given to him on his arrival, (2) when the Supervisor Kanungo's headquarters are also the headquarters of a circle and a peon is about to be sent there on other business, the Supervisor Kanungo's pay may be sent to him through the peon.

132. Leave of absence.—A Supervisor Kanungo must not leave his sub-circle excepts provided for in these rules without the written permission of the Deputy Commissioner. No Supervisor Kanungo must, save in very special circumstances, be given leave of absence, even without pay, during the following periods except on production of a medical certificate signed by a medical officer-in-charge of a dispensary :—

- (1) November 1st to date of filing the area and crop abstract.
- (2) March 1st to date of completion of all papers of the regular settlement.

Provided that in case of illness of which the duration is short, or the character severe, the certificate of the Sub-Deputy Collector may be accepted by the Deputy Commissioner.

In urgent cases the Sub-Deputy Collector may grant casual leave upto 10 days in the year.

133. Taking over charge.—Should a Supervisor Kanungo be transferred, he must personally make over to his successor the whole of the books, papers and instruments of the Sub-circle making a detailed list of all the papers and instruments in triplicate. A copy of the list should be sent to the Circle Officer with the signatures of both the relieved and the relieving Supervisor Kanungos.

134. Information to raiyats.—It is one of the principal duties of a Supervisor Kanungo to give the raiyats any information touching their holdings which they may require of him.

135. Diary.—The Supervisor Kanungo will maintain diary in a paged bound book in the form prescribed in which he will enter each day an abstract of the nature and amount of each item of work done during the day, where he has been working and where he spent the night.

136. When the Supervisor Kanungo attends Government Office or Court or has occasion to attend upon any Government Officer, he should obtain the signature of the officer-in-charge or officer concerned attesting the number of days for which he was detained or number of days on which he attended.

The diary should show under the signature of the Sub-Deputy Collector, the date on which the Supervisor Kanungo submits,—

- (a) the last regular and supplementary general settlement (daul) for his sub-circle,
- (b) the area and crop abstract of his sub-circle.

137. If the Supervisor Kanungo has made any local enquiries, his diary should show the nature of the case and officer under whose orders he has worked.

138. Each Supervisor Kanungo will keep an inspection book in which the superior officers visiting the sub-circle will record their remarks.

139. Entries to be made in recorders' diary and note- book.—Whenever a Supervisor Kanungo visits a recorder or inspects his works, he must also examine his diary, and note in it the fact of such visit or inspection, the general character of recorder's work and any orders passed by him. He will enter in the recorder's note-book the results of any check lines that are run.

140. General responsibilities.—The Supervisor Kanungo is responsible for—

- (i) the punctual submission of all returns and statements prescribed,

- (ii) the proper and punctual performance by the recorders of their prescribed duties,
- (iii) providing guidance to backward recorders in their duties,
- (iv) the equipment of the recorders of his sub-circle with the necessary survey instruments and the recovery of the price of any instruments lost or damaged otherwise than by fair wear and tear.

141. Report of recorders' bad work.—Should a Supervisor Kanungo consider that a recorder's book is slack or badly done, he will report the fact to the Sub-Deputy Collector, with such details as may be necessary to enable suitable orders to be passed.

He must also at once report to the Sub-Deputy Collector any recorder who is found, by an examination of the weekly progress returns, to have submitted a false return of the work done by him during any week.

142. Check of recorder's chain.—The Supervisor Kanungo will be supplied with a wired tape for the check of the recorder's chains in his sub-circle.

143. Check of recorder's measuring standard.—When the Supervisor Kanungo visits a village in which the recorder has laid out his measuring standard, he must check the standard with his tape and correct it, if necessary.

144. Kanungo's dhips.—In localities where for any reason the survey is difficult it will be the duty of the Supervisor Kanungo to have earthen mounds erected not less than four feet high and six feet in diameter at the base, for the purpose of assisting the recorder in his work. These mounds must be carefully placed in position by the Kanungo himself and marked by him on the recorder's map. They will then be entered in the recorder's majmili map and in the register of survey marks.

145. Duration of tour.—The Supervisor Kanungo will be on tour throughout the recorder's Spring and Winter tours. The prescribed minimum of touring is 200 days. Of these 200 days, at least 50 nights will be spent outside headquarters.

146. The Supervisor Kanungo will forward to the Sub-Deputy Collector every Sunday an abstract of his diary for the past week in Form 13. Such statements will be destroyed six months after the period to which they relate.

Check of recorders' field work

147. The Supervisor Kanungo will be on his rounds of testing the recorders' work and seeing that they work correctly, during the whole of the recorders' two field seasons. He will also ensure that the recorders correctly record in the chitha the areas under different crops and areas of land put to other uses. He will check intensively the crop recording work in respect of at least one village of each recorder. In each of such villages spot verification will be done on the entries made by the recorder in respect of at least 30 days. To make the supervision more effective, the technique of random sampling will be adopted for selection of villages and dags. The Statistical Officer posted to the district will make available the list of selected villages to the Circle Officers

during the last week of May for spring tour and 2nd week of November for winter tour. Like the recorders, the Supervisor Kanungo will also devote the period from 15th May to 15th June during spring tour and 1st November to 30th November and 1st January to 15th January during winter tour for checking the work of the recorders in respect of collection of agricultural statistics.

The District Statistical Officers will provide necessary guidance for selection of dags. The particulars of land utilisation of the selected dags as observed by the Supervisor Kanungo and as recorded by the recorder in the chitha will be noted in the form supplied by the Statistical Officer. The Supervisor Kanungo will submit two copies of the form immediately after the checking to his Circle Officer.

148. General character of check.—The Supervisor Kanungo's checks are of two kinds, first, by measurement and second by inspection. The first is effected by the chaining of check lines; the second by visiting a field, examining its boundaries and its features and by making enquiries concerning it.

149. Check by measurement.—Check by measurement, that is to say, by chaining check lines, is most necessary in the case of new fields, brought on to the map whether in the course of the regular survey or in that of the supplementary survey. The aggregate length of check lines run each year should not be less than 160 chains for every square mile of new cultivation including land taken up in the supplementary settlement. A check line should be run through any block of new cultivation exceeding 50 bighas in extent. But it should rarely be necessary to run a check line of greater length than 50 chains, and ordinarily lines of 20 to 30 chains will suffice.

150. Fluctuating villages.—In fluctuating villages where no survey marks are fixed the check lines need not be connected with any theodolite points and may be run from field corner to field corner. In all other cases the check lines should, as far as possible, start from and end upon, permanent survey marks.

151. Correction of errors.—The Supervisor Kanungo must himself correct errors which he discovers in the course of his check chaining, unless they affect the chained distance within individual fields by less than 5 per cent (*i.e.*, 1 link in 20) or unless they entail a complete re-survey. In the latter case he must record a formal order in the recorders' note book for re-survey of the fields and this re-survey must be effected immediately.

152. Discrepancies that are not due to error.—Discrepancies between the recorder's survey and the Supervisor Kanungo's check may be due to the expansion or contraction of the map paper or to differences between the chains used for survey and for check respectively. Care must be taken to secure that such discrepancies are not treated as errors and that the recorder's survey is not altered on their account.

153. Record of map checking.—Details of check lines will be entered (1) in the recorder's note book and (2) in a field book of the Supervisor Kanungo. The details must show any differences of total distances and Katan distances, as found on the ground and as shown by the recorder on the map. The date

of the check, the name of the village and the numbers of the fields on which the check line began and ended should be entered. The check line should be marked on the recorder's map by a dot-and-dash line.

154. Check by inspection.—Check by inspection should be effected in the case of not less than 20 per cent of the entries in the Chitha. It should include (1) the general examination of field boundaries to ascertain whether any change is needed, (2) the comparison of the Chitha entries for crop (including double crop), current fallow or other fallow and culturable waste with the facts as seen on the ground and (3) the ascertainment, by such enquiry as is possible of the correctness of the entry showing the settlement-holder in possession.

155. Omission of newly taken land.—One of the most important purposes of the Supervisor Kanungo's inspection is to secure that newly taken land is surveyed, recorded and assessed, and if it is found that newly-taken land has escaped assessment, it will lie with the Supervisor Kanungo to explain how it escaped his check. In making this check, he will be assisted by the list of newly-taken fields entered by the recorder on a blank page of the Chitha.

In unsurveyed areas there is every likelihood of unassessed cultivation. Each year the Supervisor Kanungo must visit the unsurveyed areas, if any, within his sub-circle in order to ascertain whether any cultivation has escaped assessment.

156. Correction of Chitha entries.—Errors that are found by the Supervisor Kanungo must be corrected by him. He must initial in the Chitha every number that he checks by inspection, and he must mention in his diary the map number of all fields so checked in each village.

157. Check of Relinquishment.—The Supervisor Kanungo will check as many as possible of the entries in the list of relinquished fields and in the list of fields of which the assessment is to be altered or on which additional assessment is to be imposed on account of their conversion to non-agricultural use.

158. Check of fault, ferar and jotrahin lists.—In the course of the months of May or June or during the following cold weather, the Supervisor Kanungo must check every entry in the recorder's list of fault, ferar and jotrahin settlement holders and must attest the list with his signature. He is responsible for the detection and correction of errors. If his check is not effected until the cold weather and he finds that fields have been wrongly listed and have been excluded from settlement, he must submit a report for their re-inclusion in the papers of the supplementary settlement or their assessment as Tauzi-Bahir. The Supervisor Kanungo will forward to the Sub-Deputy Collector the recorder's list of fault, ferar and jotrahin fields noting on it the entries which he has checked and retaining a copy with him.

159. Inspection of boundary marks.—When the Supervisor Kanungo visits a village, he must satisfy himself that all tri-junction marks are in proper order and in the case of established villages, that theodolite stations and supplementary mounds are plainly visible on the ground.

Check of recorder's recess work

160. Control and check of recess work.—The Supervisor Kanungo will personally direct and control the work of his recorders during the recess, and will be responsible that the various tasks to be completed are taken up systematically by each of them, and that each one of them understands what is expected of him.

161. He will check 10 per cent of the area calculations and land classification for new and changed fields.

162. Check of the calculation of new assessments.—The assessments calculated by the recorder for new and changed fields must be checked by totalling the areas of such fields class by class, by calculating the assessment for the class totals and by comparing the result with the total assessment obtained by adding up the individual assessment of the fields.

163. In tracts that have been resettled, the Supervisor Kanungo is responsible that his recorders understand the calculation of revenue by the soil-unit system. He should check the revenue calculations in the case of 10 per cent of the new fields to ascertain whether the correct multipliers have been used (Rule 92).

164. Check of totalling.—The Supervisor Kanungo will check at least ten per cent of the page totals in respect of crop and other land uses statistics in case of experienced recorders and twenty per cent in case of inexperienced recorders. He will compare the page totals checked by him with the entries made by the recorders in the respective abstract form submitted by the recorders along with the villagewise consolidated abstracts. He will sign against each page total in the abstract form whose totals are checked in the chitha. He will check the village totals in respect of at least 20 per cent of the villages before preparation of the consolidated villagewise statement for his sub-circle. Village-wise statements for crop, area and irrigation abstracts are to be prepared in duplicate and one copy of each of them should be submitted to the Circle Officer on or before the specified dates.

If the recorder does not submit the crop abstract Part I on 1st July (if 1st July happens to be holiday or a Sunday, on the next opening day) and crop abstract Part II, area abstract and irrigation abstract on 1st February (if 1st February happens to be a holiday or Sunday, then on the next opening day), he will submit a list of defaulting recorders to the Circle Officer immediately.

165. Check of comparison.—He will further compare :—

- (1) five percent of the Jamabandi entries with the corresponding chitha entries,
- (2) the Jamabandi total area with the Chitha total area of settled holdings,
- (3) the entries of the relinquishment register with the Chitha,
- (4) the entries of faut, ferar and Jotrahin lists with the Chitha.

166. The Supervisor Kanungo will check a certain number of entries in each *plus* and *minus* settlement abstract.

167. He will sign all the field Chithas and Jamabandis as passed by him.
168. He will compare all new pattas with the Jamabandi and initial them.
169. He will scrutinise each map as inked up and see that it has been inked up in accordance with rules.

170. **Check of mutations.**—He will check at least ten percent of corrections of the local periodic Jamabandi effected by the recorder under Rule 100. In the Cachar district where mutation is the main work of the recorder, the check shall be twenty-five per cent.

171. **Settlement assessment statement (daul).**—It is one of the most important duties of the Supervisor Kanungo to prepare the settlement assessment statement (daul) for each Mauza or Pargana of his sub-circle. The statement for the regular settlement is due from him on the 1st August and that for the supplementary settlement on the 1st February. Recorders and Supervisor Kanungos shall give a certificate on the dauls to the effect that "all Sarkari dags have been visited and that no occupied Sarkari land has been left unassessed". During the currency of a re-settlement operation, the Settlement Officer will be responsible for getting regular and supplementary dauls prepared by the Supervisor Kanungos.

Registers

172. The most important register to be maintained by the Supervisor Kanungo is the statistical register of village areas. This will be in Form A, B and C, appended. As the register is in three parts it should be maintained in three volumes. A page will be allotted to each village in which he will enter a line of the totals for each year.

173. Other registers to be maintained by the Supervisor Kanungo are :—

- (1) Instrument Ledger Account (Form D).
- (2) Instrument Day Book Account.

174. The Instrument Day Book Account will be in book form showing the receipt and issue or instruments. A few pages will be allotted to each kind of instrument and entries will be made as illustrated below :—

Chains :—In hand on 1st July, 1961	10
Issued to recorder X and Y on 1st November, 1961.	2
	8
Received from Registrar Kanungo on 31st January, 1962	14
	22
	Balance in hand

175. The Instrument Ledger Account will be in Form D. A number of pages will be allotted for each recorder's lot and for each year four lines of figures will be entered, showing respectively (1) the number of serviceable instruments in hand at commencement of the year, (2) the number become unserviceable or lost during the year, (3) the number supplied during the year and (4) balance of serviceable instruments in hand at the close of the year.

Returns

176. Annual return of survey instruments.—On 1st July the Supervisor Kanungo shall submit to the Sub-Deputy Collector an abstract of the instrument ledger account and apply for sanction to write off unserviceable instruments. He will at the same time apply for instruments required to supply deficiencies. The abstract ledger account will be forwarded to the Registrar Kanungo (See Rule 192). The Sub-Deputy Collector will after enquiry sanction the writing off of unserviceable instruments (See Rule 220).

177. Annual work return.—The Supervisor Kanungo will report the results of his inspection work for the twelve months ending 30th September by submitting in duplicate to the Deputy Commissioner through the Sub-Deputy Collector concerned on the 1st October a statement in Form F appended. The Deputy Commissioner will forward a copy of the statement to the Director of Land Records. Each statement must show the work of the preceding settlement year ending on 30th September.

178. On the 1st October of each year he will submit for the twelve months ending 30th September in standardised Form 8, a statement of the condition of the boundary marks in his charge to the Deputy Commissioner through the Sub-Deputy Collector concerned. A compiled statement in this form for the district will be forwarded by the Deputy Commissioner to the Director of Land Records.

179. List of Supervisor Kanungos, returns.—The following is the list of various returns for the timely submission of which the Supervisor Kanungo is responsible:

- (1) Weekly Abstract Diary.
- (2) Regular Settlement Statements for his Sub-Circle by 1st August.
- (3) Supplementary Settlement Statement for his Sub-Circle by 1st February.
- (4) Area, Crop and Irrigation Abstracts for his Sub-Circle on due dates.
- (5) Other crop statistics returns on due dates.
- (6) Annual work return
- (7) Annual instrument return by 1st October.
- (8) Annual survey marks return

Section—2 Registrar Kanungo

180. Appointment and punishment.—Registrar Kanungos are appointed, punished and dismissed by the Deputy Commissioner and appeals against the Deputy Commissioner's order lie to the Commissioner. Deputy Commissioners are expected to give due weight to any recommendation for punishment or dismissal which may be made by the Director of Land Records and in the case of any difference of opinion, the Director of Land Records is at liberty to refer the matter to the Commissioner.

181. Duties.—The main duties of the Registrar Kanungos are as follows:

- (1) Custody and maintenance of the Jamabandi registers.
- (2) Custody and issue of maps.
- (3) Custody and issue of instruments.
- (4) Preparation of recorder's and Supervisor Kanungo's pay bills.
- (5) Preparation of consolidated area crop and irrigation abstracts and crop forecast returns.
- (6) Preparation of the general settlement statements (daul) for the Mauzas and for the whole sub-division.
- (7) The forwarding punctually of all the crop statistics returns to departments concerned.
- (8) Preparation and timely submission of other returns to the Director of Land Records and Government.

182. Maintenance of Jamabandi Register.—The principal duty of the Registrar Kanungo is to maintain the Jamabandi Register up-to-date,

- (1) by correcting it or causing it to be corrected, so as to give effect to the orders passed for mutation or partition or for alteration of classification and altered or additional assessment of agricultural fields converted to non-agricultural use,
- (2) by striking off or causing to be struck off, land which has been relinquished or been excluded as faut, ferar or jotrahin or settlement of which has been annulled and by adding or causing to be added any new land which is settled periodically or any land which is transferred from annual to periodic. All corrections in the Jamabandi Register shall be made in red ink and shall bear, in addition to any other signature, the signature and date of the Registrar Kanungo and a reference to the authority for the correction.

183. Giving effect to orders for mutation and partition.—Orders for mutation or partition shall be carried out in the following manner :—

- (i) In the case of orders for mutation passed by a Court in the regular procedure, the files shall be sent to the Registrar Kanungo, who shall personally correct the Jamabandi Register as required by the order of the Court. He shall sign and date the correction in the Jamabandi Register and shall make a reference in the column of remark of the Jamabandi Register to the number and date of the regular case. He shall also make a note of compliance in the record of the case.

Similar action shall be taken by the Registrar Kanungo in respect of the orders passed by the Civil Court under Rule 118 or by the Deputy Commissioner under Rule 119 of the Rules framed under the Assam Land and Revenue Regulation.

In the case of orders for partition passed by a Court, the record of the partition cases shall be sent to the Sub-Deputy Collector who will give effect to the orders by correcting the map, the Chitha and the local periodic Jamabandi and by preparing separate leases, where

necessary. The corrections thus made in the local periodic Jamabandi will, in due course, be carried to the Jamabandi register by the recorder under Rule 100.

A somewhat similar procedure should be followed in giving effect to orders for annulment or settlement of estates under Section 90 of the Assam Land and Revenue Regulation and also in respect of patta lands acquired for public purposes.

- (ii) In the case of orders for mutation or partition passed by a Sub-Deputy Collector or other officers duly empowered on the recorder's Chitha, the recorder (as required by Rule 100) shall make the initial correction in the Jamabandi Register, shall affix his initials and date thereto and shall make a reference in the column of remarks of the Jamabandi register to the order of the Sub-Deputy Collector or other officers duly empowered. The Registrar Kanungo shall then check, countersign and date the entries which have been made by the recorder in the Jamabandi register. He shall also put his signature with date as a sign of compliance in column 7 of the recorder's Chitha.
- (iii) Both in the case of regular mutations and of Chitha mutations the Registrar Kanungo will see that the orders are properly carried out in regard to the transfer or otherwise of land from patta one to another. When the land is to be transferred to another patta, it will be removed entirely to that patta and the total revenue payable in respect of each patta will be altered accordingly. When the land is to remain in its present patta, the new name will be added jointly to that of the existing pattadar and a note will be made in the remark column of each field concerned to the effect that so much land bearing so much revenue has been recorded in the possession of so and so by virtue of the order of such and such date.
- (iv) *Correction of pattas.*—When a settlement-holder applies, in consequence of an order of mutation, for the correction of his periodic patta, the correction will be made by the Registrar Kanungo. Such applications may be presented before the Circle Sub-Deputy Collector, who will forward them to the Registrar Kanungo and return the corrected pattas on receipt to the applicants.

184. Report of errors.—The Registrar Kanungo will bring to the notice of the Sub-Deputy Collector any cases in which conflicting orders have been passed about the same matter by Courts and by Sub-Deputy Collector or other officers duty empowered in the field.

185. Register of mutation.—When the Registrar Kanungo receives from each Sub-Deputy Collector under Rule 102, the annual statement of mutations, he will prepare an abstract for the sub-division (Form 15) and will bind up the abstract along with the forms received from the Sub-Deputy Collectors. The abstract should be completed before the close of the summer recess and the figures should be available for the annual report.

186. Procedure in registering, exclusion and additions.—As regards the striking out of relinquished and excluded land and the addition of new land, the Registrar Kanungo will obtain his information from the recorder's Chitha. At the close of the summer recess all recorders will be required to present themselves at the Registrar Kanungo's office (Rule 100) and will under his supervision and control to correct the Jamabandi Register in red ink so as to bring on to it erasures and additions made in their Chithas.

187. Transfer of recorder's papers of mutations ordered in Court.—The Registrar Kanungo will, at the same time, see that the recorders correct their field Chitha and the local periodic Jamabandi, so as to carry on to these papers all mutations that have been entered during the past year in the Jamabandi register. To facilitate this, the Registrar Kanungo should keep a list village by village of pattas in which corrections have been made in the Jamabandi register.

The Registrar Kanungo shall correct the Jamabandi in respect of all periodic pattas annulled under the orders of the Commissioner for faut, feror or Jotrahin. The recorder shall copy these corrections to his local periodic Jamabandi and the chitha in accordance with Rule 101.

188. Custody of recorded.—The Registrar Kanungo is responsible for the custody of the spare copies of the village maps. He will keep a map issue register in Form G appended.

The register will contain entries regarding maps sold to the public as well as those issued free of charges for Government purposes. The chalan numbers and dates supporting the sale entries should be mentioned in the remarks column and the chalan should be kept in a separate file for the purpose of check.

189. The maps must be carefully stored on iron racks in the tubes provided for the purpose. In sorting them the following points must be attended to :

- (1) All the copies of a single sheet must be kept in the same tube.
- (2) Copies of two different sheets must never be kept in the same tube, even if they relate to the same village.
- (3) The name of village and mauza or pargana, the number of sheet in the village and the number printed in the sheet must be written on a piece of paper and pasted on the cap of the tube.
- (4) The tubes, when filled must be arranged serially on the rack according to mauzas or parganas.

190. Custody of records.—The Registrar Kanungo will be responsible for the safe custody of all records that are filed with him under the rules.

191. Disposal of old maps.—The Registrar Kanungo will make over to the record keeper for deposit in the revenue record room the old maps which are filed by the recorder under Rule 55 after having them arranged according to the serial number and bound by mauza or parganas. These maps will be destroyed after the next resettlement has been completed.

192. Instruments.—He will retain charge of all instruments kept in stock and will maintain for the year ending 30th June on account of the receipt and

issue of instruments. One or, if necessary, two pages of the book will be assigned to each instrument and headed "chains", "pins", "tapes", etc. The entries will take the form of a simple *plus* and *minus* record, always showing after each transaction the date of transaction and the balance in stock as below :—

Date	No.
In hand 1st July 1960	10
Issued to Supervisor Kanungo on 1st November, 1961.	2
	8
Received from the mathematical instrument office on 1st January, 1962	10
Total in hand and so on	18

He will keep a ledger account in Form D. When, in accordance with Rule 176, the Supervisor Kanungo sends an account of the instruments in his Sub-Circle, he will check the account by the ledger account and report all discrepancies to the Sub-Deputy Collector. New instruments will be issued to Supervisor Kanungos on indents passed by the Sub-Deputy Collector.

193. Forms and stationery.—The Registrar Kanungo will take all steps so that sufficient supplies of the blank forms and stationery required by recorders are kept in stock. He will forward once in each year, before the close of December, to the recorder's recess office, the full supply of blank forms and stationery that may be required by the recorders.

Before making out the indent for forms or stationery, he should ascertain from the Sub-Deputy Collectors their exact requirements.

The indent for stationery should be based on the standard requirements of stationery of the land records staff which is as follows.

Indents should be prepared to ensure that the stationery articles in use each year do not fall below the standard :—

Standard list of stationery to be supplied annually to each Supervisor Kanungo and recorder

Sl. No.	Description of stationery	Standard number required annually by	each Supervisor Kanungo, each Recorder	Remarks
1	2	3	4	5
1	Bank post paper	According to requirements to each sub-circle		
2	P 70 A paper, 30" x 22"	ditto		
3	Cloth tracing 30"	10-20 yds according to requirements of each sub-circle.		
4	Brushes (Camel hair)	3	..	
5	Pencil H. H.	2	3	

1	2	3	4	5
6	Ditto H. H. H. H.	1	1	
7	Drawing pins	...	4	
8	Ruler flat (12")	1	1	
9	Saucer colour	6	1	
10	Colour - Cobalt blue, vandyke brown, cobalt green, indigo, ochre yellow, red chalk.	1 cake each	Nil	This number should be in use and indents should be prepared accordingly
11	Ink, Indian	1 cake	1/2 cake	
12	Erasers rubber (Ink and pencil) large.	1	1	
13	Ink glasses	2	2	
14	Ink powder, blue black	1 packet	1 packet	
15	Ditto, scarlet	1/2 packet	1/2 packet	
16	Steel pin nibs No. 166 Fine	2	2 for drawing purpose.	
17	Ditto red ink	18	18	This includes one for mapping.
18	Penholder, clerical	2	3	
19	Paper blotting	6 sheets	6 sheets	
20	Paper foolscap	6 quires	4 quires	
21	Needle, small	1	1	
22	Cotton thread	1 ball of 2 tolas	1 ball of 2 tolas	

194. **Diary books.**—He will distribute before the 1st June in each year the Supervisor Kanungo's and recorder's bound diary books.

195. **Register of candidates.**—He will maintain a register of certificated candidates for the post of recorder in Form 1. The register of certificated candidates must be carefully kept up-to-date and in the names of candidates who are appointed as recorders must at once be struck out. The name of any candidate who shall not have obtained an appointment or shall have refused an acting appointment within 5 years from the date of his obtaining a certificate, must also be struck out, unless the Deputy Commissioner decides for special reasons to retain it.

The register may be re-written when the Deputy Commissioner considers it necessary.

196. He will maintain a register of pending surveys in the following form and put it up to the Deputy Commissioner or the Sub-divisional Officer, as the case may be, at the beginning of every field seasons :—

1. Name of Mauza.
2. Name of village.
3. Date of request for traverse.
4. Year of traverse.
5. Date of receipt of traverse polygon.
6. Date of despatch of polygon to Sub-Deputy Collector concerned.
7. Date of passing of survey.

197. Crop statements.—The Registrar Kanungo will prepare a consolidated copy of the recorder's area and crop abstracts for the whole sub-division, which will be forwarded to the Director of Agriculture, Shillong so as to reach his office not later than the 1st July. A copy should be given to the Director of Statistics, Shillong and another to the Director of Land Records.

198. Sub-Deputy Collector's diaries.—When the Sub-Deputy Collector's diary is returned by the Deputy Commissioner, the Registrar Kanungo will take action on the Deputy Commissioner's orders and then forward the diary to the Sub-Deputy Collector. They will be kept in the Sub-Deputy Collector's Office and destroyed there after two years.

199. The Registrar Kanungo is responsible for the punctual preparation of recorder's and Supervisor Kanungo's pay bills.

200. Recorder's and Supervisor Kanungo's pay bills.—It is his duty to bring to the notice of the Deputy Commissioner or Sub-divisional Officer any case of delay in returning the acquittance rolls.

201. Orders of Deputy Commissioner.—All orders affecting any recorder or Supervisor Kanungo passed by the Deputy Commissioner or Sub-divisional Officer should be communicated by the Registrar Kanungo to the Sub-Deputy Collector concerned.

PART III

Sub-Deputy Collector

202. General duties of the Sub-Deputy Collector.—(1) The Sub-Deputy Collector is directly responsible to the Deputy Commissioner for proper carrying out these rules. It is his duty to see that the recorders and Supervisor Kanungos act as herein ordered; that the returns and statements prescribed are punctually submitted; that the recorders begin their tours on the proper date; that the Supervisor Kanungos constantly check the work of recorders of his Sub-Circle. He is also responsible for timely submission of circle crop forecast returns and compilation of circle area, crop and irrigation abstracts.

(2) The Sub-Deputy Collector's control over the work of the Supervisor Kanungo should be steady and sustained. It is not enough that deficiencies in their work should be discovered and brought to notice by him at long intervals; what is required is that he should keep a constant watch over the manner in which they are performing their duties, so that any defects in their work may be noticed and remedied as soon as they occur.

(3) The Circle Sub-Deputy Collectors should be regarded as heads of offices in respect of the recorders (mandals and patwaris) subordinate to them for the purpose of maintenance of their service books only (Government letter No. 752-R, dated the 9th March, 1922). The Sub-Deputy Collectors will accordingly attest the service books and the character rolls of recorders and keep them in their custody.

203. Amount touring required.—The Sub-Deputy Collector should be on tour for atleast 125 days including 25 night-halts outside headquarters during the period from 1st October to 15th June. During these tours he will superintend and check the work of every recorder and see that the Supervisor Kanungo performs his duties properly. To enable him to dispose of as many mutation case as possible, he should annually visit every village in his circle. He will check the work of collection of agricultural statistics done by the recorders in some dags of the villages he visits. When on tour, he must always keep the Registrar Kanungo informed of his movements, so that there may not occur the least possible delay in communicating with him from the district or sub-divisional headquarters.

204. Duties during the recess.—A circle Sub-Deputy Collector is also responsible for directing and checking the office work of his recorders during the winter and summer recess. The time occupied in recess inspection is exclusive of 125 days' touring prescribed in the foregoing rule.

205. Diary.—Throughout the year he will keep a diary book, showing, while at office, the nature and amount of checking done, and when on tour the names of villages visited, the names of the Kanungos or recorders whose work he has inspected, an abstract of the nature and amount of each item of field work done, the place where he halts at night, and any other particulars to enable the Deputy Commissioner or Sub-divisional Officer to know how work is proceeding. He will particularly include in his diary the result of the check done by him on the work of collection of agricultural statistics. Each week he will note briefly in his diary the agricultural operations in progress, the crop prospects, the occurrence of epidemics or out-break of cattle-diseases, any calamity affecting the lives of the people and any items of general information.

The diary should be written on half margin and forwarded in original, weekly to the Deputy Commissioner (through the Sub- divisional Officer), who will record his orders and return it to the Registrar Kanungo. After action has been taken on the Deputy Commissioner's or Sub-divisional Officer's remarks, the diary will be filed, unless the Deputy Commissioner has ordered that it should be forwarded to the Director of Land Records. Only those diaries should be forwarded to the Director of Land Records which contain matters of special interest or on which instructions are required. The Director of Land Records will return the diaries to the Deputy Commissioner after recording his remarks or instructions in the margin.

206. Check of recorders work.—The field and office work of the Sub-Deputy Collector will generally be that laid down for Supervisor Kanungos, but, in addition to checking the work of recorders, he should constantly test the accuracy of the checking already effected by the Supervisor Kanungo. In

fluctuating villages he should run at least one short check-line (not exceeding 50 chains) for every 500 bighas of fluctuating cultivation. In fluctuating villages and in villages where cultivation is extending, he should, by a general inspection of Sarkari dags, see that no new cultivation has remained unsurveyed. He should separately report to the Deputy Commissioner or Sub-divisional Officer for orders in all cases in which he finds the work of a Supervisor Kanungo or recorder backward or inaccurate. Any instructions he gives to the recorder should be entered in a blank page of the Chitha concerned, where he should also note the date of his inspection of that village.

He should check at least 5 per cent of the entries and mapping already checked by the Supervisor Kanungo, so as to ensure that the Supervisor Kanungo effects his checking honestly.

207. Faut, ferar and Jotrahin fields.—He should verify on the spot and sign at least 75 per cent of the recorder's lists of faut, ferar and 100 per cent of Jotrahin fields. This verification may be effected by him during the cold weather following the preparation of the regular settlement papers, if he cannot complete his enquiries during the month of June. He will, of course, correct any errors he discovers and if they are not discovered until the winter tour, he will give effect to the corrections by re-including fields in the supplementary settlement papers or by assessing them as tauzibahir. He will during his spring tour check the proposals of the recorder for alteration or additional assessment of fields which have been converted to non-agricultural use.

208. Faut, ferar and Jotrahin exclusion.—At the commencement of the summer recess he will submit to the Deputy Commissioner in Form J appended, an abstract of the recorder's faut, ferar and Jotrahin lists showing the exclusions which are to be made in drawing up the regular settlement papers and indicating in what cases the recorder's lists have been tested and in what cases testing has been deferred to the cold weather. All untested lists are to be assumed to be correct for the purpose of making exclusions from the regular settlement papers, unless any special enquiry is ordered by the Deputy Commissioner on receipt of this abstract. He will also submit to the Deputy Commissioner the list in Form K of all fields which have been converted to non-agricultural use during the previous year, with a note and recommendation as to the rate of altered or additional assessment.

209. Authority to make settlement.—(1) The power of settlement of waste land is vested in the Deputy Commissioner by Rule 2 of the Settlement Rules made under the Assam Land and Revenue Regulation; but under Rule 3 of those rules the Deputy Commissioner may delegate his powers to subordinate officers, and in general, extensive delegation of powers is made to Sub-Deputy Collectors in charge of circles. Delegation of powers may be made by the Deputy Commissioner subject to limitations mentioned below and each Sub-Deputy Collector must acquaint himself with the limits of powers delegated to him. There are, moreover, in most districts special instructions issued by the Government, by the Commissioner or by the Deputy Commissioner applicable to certain areas or to classes of persons by which the power of the Sub-Deputy Collectors to issue pattas or to convert annual pattas into periodic has been

circumscribed. It is not possible to deal with all these in one set of instructions and each Sub-Deputy Collector must ascertain the instructions, general or special, applicable to his area and strictly follow them.

(2) No new periodic pattas shall be issued for lands lying within an area covered by a mining lease except under special orders of Government.

(3) The Deputy Commissioner, the Sub-divisional Officer or the Sub-Deputy Collector must satisfy himself that no public right, such as a village path, is being interferred with by any proposed settlement.

(4) Generally, no new settlement of waste land will be made except on application with proper court-fee affixed to it.

(5) Settlement of land in areas constituted into belts or blocks under the provisions of Chapter X of the Assam Land and Revenue Regulation (Amendment Act, 1947) for the purpose of ordinary cultivation or purposes of ancillary thereto shall be made according to the provision of that chapter and the Rules made thereunder and in conformity with such policy and procedure as laid down by Government from time to time.

(6) The special restrictions on settlement (a) of town lands by settlement Rules 67-69, (b) of road side lands by Settlement Rule 23, (c) of land near a municipality or notified area by Settlement Rule 28 and (d) on settlement of any new land with one who already holds lands upto a ceiling laid down by Government from time to time must be observed.

(7) *Delegation of powers.*—Powers may be delegated to Sub-Deputy Collectors in-charge of circles to make new settlement of land for ordinary cultivation with individual cultivator upon an area of 12 bigha or any other area fixed by Government from time to time. All new settlements of lands will be made only with landless, actual cultivators in order of preference as laid down in the latest Government resolution on land settlement policy. The resolution of 1958, being the latest till now, is printed in Appendix C. When a compact block of waste land comprising an area of 50 bighas or more is available for settlement the area would be settled with local landless cultivators on co-operative basis, with prior approval of Government.

(8) All pattas shall in the first place be annual, but the Sub-Deputy Collector may covert annual pattas into periodic, provided all the conditions of Rule 105 are fulfilled. Annual pattas will be converted into periodic only on receipt of a report from the recorder and Supervisor Kanungo under Rule 105. Not less than 25 per cent of such reports shall actually be tested by the Sub-Deputy Collectors himself. The area of any annual patta to be converted into periodic by the Sub-Deputy Collector shall not exceed 30 bigha or any other area as may be fixed by Government from time to time. For lands exceeding this area, a periodic patta shall be issued only by the Deputy Commissioner and under conditions as laid down in Rule 105.

(9) During the currency of resettlement operations, the powers of the Sub-Deputy Collectors and of the Deputy Commissioner in respect of settlement of waste land and conversion of annual pattas into periodic shall be exercised by the Assistant Settlement Officer and the Settlement Officer respectively.

210. (1) Apart from checking the work of recorders and Supervisor Kanungos, the Sub-Deputy Collector has a most important duty to perform in the disposal of mutation cases. For this purpose he should work upon the recorder's Chitha, enquiring in the village concerned in regard to the accuracy of each entry made in column 8. Entries that are correct and undisputed will be signed by him with date and his signature will authorise the Registrar Kanungos to make the mutation. Entries which are not correct will be struck out by the Sub-Deputy Collector under his signature. In regard to entries that are disputed, he will record in the remark column of the Chitha that there is a dispute, will take a separate note of the case and will, either of his own motion, cause proclamation and notices to be issued for its hearing at office on the date fixed by him, or direct the persons claiming the land to file regular mutation petitions in the circle office.

(2) During each recess the Sub-Deputy Collector should of his own motion take action, as far as possible for disposal in office of all mutation cases which he could not dispose of in the field season.

(3) Mutation cases which are disposed of in office should never be shown in the return as mutation by summary procedure.

(4) All mutation cases in office should be disposed of strictly in conformity with the provisions of Part I, Chapter IV of the Assam Land and Revenue Regulation.

(5) In addition to checking individual field and testing mutations noted by the recorder, the Sub-Deputy Collector should at least once every two years read out each local periodic Jamabandi in the presence of the villagers concerned. As this is the only method of finding out whether the record is up-to-date, special attention must be paid to it more particularly in areas where cultivation is settled, population dense and mutation numerous.

(6) Mutations and partitions of all Town Lands shall be effected by the formal office procedure only, the powers given by Section 58(1) (Part I, Chapter IV of the Assam Land and Revenue Regulation) being used to compel the filing of an application for mutation.

(7) During the currency of resettlement operations, all undisputed mutations and partitions recorded in the Chitha in respect of lands in rural areas shall be passed by the Assistant Settlement Officer (see Rule 57 of the Executive Instructions in the Assam Resettlement Manual). Attached Sub-Deputy Collector though invested with mutation and settlement powers shall not ordinarily exercise these powers unless specially directed by the Circle Officer in writing either generally or in respect of particular areas or cases.

211. **Field mutation undisputed.**—(1) As the majority of transfers are undisputed, the Sub-Deputy Collector should endeavour to suit the convenience of the people and to minimise the office and process serving work by doing as much mutation work as possible in the village itself. When on tour he should, a few days before visiting a village, give notice to the recorder, Sarpanch or Gaobura so that as many villagers as possible may be present. He should also ask the recorder and the Gaobura to get in touch with the local Gaon Panchayat

and to inform it of his impending visit. Ordinarily he should sit in the office of the Gaon Panchayat or the Anchalik Panchayat, as the case may be, for the purpose of passing field mutation and reading the Jamabandi. Having collected a number of villagers he will go through the undisputed changes in possession noted in column 8 of the recorder's chitha, ascertaining from each transferor, if present, if there is any objection to the change. If a transferor be absent, it will be safe to effect mutation if every one of that village present agrees and on production of registered deeds by the transferee. But in case of any doubt as regards possession and *prima facie* title, the Sub-Deputy Collector shall not effect mutation. In cases of inheritance, the absence of any objection, on the part of those present, to the names of the heirs entered by the recorder will be sufficient to justify the effecting of mutation by the Sub-Deputy Collector. No evidence need be recorded, but when the pattadar is present and he agreed to the transfer the fact should invariably be noted in the remark column of the Chitha. The serial number of all registered deeds and the year of registration are also to be noted in the remark column of the Chitha.

(2) It is not unlikely that some mistakes might now and then occur in these summary enquiries. But a safeguard has been provided by Section 53-A(2) of the Assam Land and Revenue Regulation to the effect that any person aggrieved by a summary order may formally submit objection petition within a period of three years from the date of the order for setting aside the said order. Such petition should be made to the Sub-Deputy Collector in cases disposed of by him or by mauzadars. On receipt of the objection petition within the said time limit of three years, the Sub-Deputy Collector shall immediately cancel the mutation order complained of, and proceed as if an application for mutation has been received treating the persons whose names has been mutated as applicants.

212. Disputed cases.—If, when a dispute exists, the Sub-Deputy Collector can bring the parties to agreement without difficulty, he should do so, but he must be careful in such cases to take the signature or thumb impression of both parties in the Chitha. If the parties do not agree, he will not record evidence but leave the case for disposal in office, noting on the Chitha the existence of a dispute.

213. Transfer from one patta to another.—(a) Land will be transferred from one patta to another during the pendency of a settlement, provided that the Sub-Deputy Collector or other officer duly empowered has so ordered when deciding a dispute under the last rule or both sides have consented in writing before the Sub-Deputy Collector or other officer duly empowered to the transfer of the land. When both sides have verbally consented to the transfer of the land, the Sub-Deputy Collector or other officer duly empowered should encourage them to file a joint petition embodying their consent.

(b) When the order of the Sub-Deputy Collector or other officer duly empowered is to the effect that the land shall remain in its present patta but that a change shall be made in the recorded possession, the Sub-Deputy Collector or other officer duly empowered will cross out the entry in column 7 of the Chitha and mark the entry in column 8 for transfer to column 7. All such orders

will be made in the Chitha in blue pencil or ink and will be signed and dated by the Sub-Deputy Collector or other officer duly empowered.

(c) When the order of the Sub-Deputy Collector or other officer duly empowered is to the effect that in addition to a change of name, the land should be transferred to another patta, he shall proceed as in clause (b) and shall also note the particulars of the transfer, thus—"from patta No. 18 to patta No. 29".

(d) When the Sub-Deputy Collector acting under Rule 45(iii) has sanctioned the creation of a new dag, he shall record an order, consistent with the above rules, declaring whether the new dag shall remain in the present patta or shall be transferred to another patta.

214. Undisputed cases of partition.—(1) The Sub-Deputy Collector may at the same time give effect to undisputed cases of partition the survey of which has already been carried out by the recorder. If any of the parties to the partition object, the Sub-Deputy Collector will cancel the recorder's survey and refer the parties to Court.

(2) Partition can be effected in two ways, either by (a) transferring a dag or dags, or a portion or portions thereof, from the patta to another with the consent of the parties, or by (b) issuing new patta where there are no pattas to which partitioned dag or dags can be added.

(3) Before giving effect to partition under this rule, the Sub-Deputy Collector must satisfy himself that no arrears of revenue are outstanding against the estate.

(4) During the currency of settlement the Assistant Settlement Officer will pass all undisputed partition recorded in the Chitha by the recorder.

215. Office mutation procedure.—(1) When formal applications for mutation are received, action will be taken on them as regular revenue cases. That is to say, notices will be issued and the case will be dully enquired into in office, by recording summary evidence, if any. If mutation is ordered, the Circle Officer will fill up the final order in Form 9 with his own hand. It will then be given effect to in the Jamabandi Register and the local periodic Jamabandi.

(2) While disposing of mutation cases in office, the provisions of Part I, Chapter IV of the Assam Land and Revenue Regulation should be strictly followed.

Applications for mutation should be filled in Form 26 [^{10 of Part I (Assamese)}
_{6 of Part II (Bengali)} Assam Schedule XVII] and reports called for on such applications should be in Form No. 8 of Part—1 Assamese

No. 5 of Part II

Bengali—of Assam Schedule XVII. The Registering Officer must in every case satisfy himself by personal inspection of the papers (a) that the application for mutation has been duly verified, is in proper form and contains all the necessary information and (b) that the general and special notices required under Section 52(1) and (2) and Section 56(1) of the Assam Land and Revenue Regulation have been duly published and served respectively. He must record the fact of his having done so as regards (a) on the date on which the application for mutation first comes before him and as to (b) on the date on which

the case is taken up after the provisions of Sections 52 and 56 have been complied with. This duty is of the greatest importance and MUST ON NO ACCOUNT be omitted or left to a subordinate ministerial officer.

(3) The notices mentioned above should be in Form 28 [Assam Schedule XVII, Part I Form No. 5 (English) Form No. 6 (Assamese) and Part II Form No. 5 (Bengali)]. They should be served in the manner prescribed in Section 52 of the Assam Land and Revenue Regulation and the Rule 122 framed thereunder. When the notices have been returned with a certificate of service, the Sub-Deputy Collector should, one month after the date of service, if no objection be preferred, order, without further enquiry, the necessary changes to be made in the Jamabandi register and the local periodic Jamabandi.

(4) If, however, an objection is received, he will proceed to enquire into the case. He will fix a day for hearing, will hear and record necessary evidence, will record his decision and will pass a final order for mutation (if mutation be ordered) in Form 9 of Assam Schedule XVII, Part I. He will ensure that such a final order in the said form is duly given effect to by necessary changes made in the Jamabandi Register and the local periodic Jamabandi.

(5) A mutation case taken up on application for disposal in office should ordinarily be dismissed or struck off with the default of the applicant for mutation provided that the Court or Officer dealing therewith may, at its or his discretion, keep the case pending for reasons to be recorded in the order sheet. Cases dismissed or struck off as above may be revived on a duly stamped application for revival filed within one month of the order of dismissal, if the said Court or Officer be satisfied that there was sufficient cause for the default. Applications for mutations in the cases dismissed or struck off for default and not revived should be sent to the recorders concerned after a month from the date of dismissal with orders for noting the mutations in column 8 of the Chitha for disposal by the Sub-Deputy Collector after local verification under Section 53-A of the Assam Land and Revenue Regulation.

216. Field mutation by Mouzadar.—(1) A Mouzadar who has been duly empowered in this behalf will also, when there is no dispute, dispose of field mutation and uncontested partition cases by the ordinary field mutation procedure when he goes to the village. In effecting partition, he can, with the consent in writing of the parties concerned, order the transfer of entire *dags* (not parts of *dags*) from one patta to another.

(2) If any objection is filed against an order of field mutation passed by a Mouzadar, the Mouzadar will have no power to revise his own order, and the petition of objection, if filed within three years of the order, should be treated as a contested case and disposed of by the Sub-Deputy Collector in the manner indicated in Rule 211(2).

217. Mutation work in office.—During the summer recess, the Sub-Deputy Collector will, after the completion of settlement work, examine the recorders' field Chithas, and—

(a) see that the transfers attested in the field by him or other officer duly empowered are brought on to the local periodic Jamabandi and the Jamabandi Register;

- (b) issue notices and proclamations in all disputed cases left over by him for disposal in office and proceed as laid down in Rule 215; and
- (c) dispose of in the field, even during the recess when practicable, all undisputed mutations left undisputed of by him during the previous field season, or else give them priority in the ensuing field season.

218. Survey of unsurveyed areas.—It will be the duty of the Sub-Deputy Collector to arrange, under the rules for the gradual survey of any unsurveyed areas which his Circle may include. For this purpose and for the purpose of seeing whether there is any concealed cultivation, the Sub-Deputy Collector should make occasional visits to such unsurveyed areas.

219. Supervisor Kanungo's and recorder's abstract diaries.—The Sub-Deputy Collector, when he receives the Supervisor Kanungo's or recorder's weekly abstract diaries, will examine each of them and pass such orders as may be necessary. Whenever necessary, the Sub-Deputy Collector will forward the diaries to the Deputy Commissioner or the Sub-divisional Officer for information or orders together with his remarks.

These diaries should be very carefully examined by the Sub-Deputy Collector, as they are the only means by which he can acquaint himself with the state of work in lots not recently visited by him. When he finds that the work of any lot is seriously in arrears, he should depute another recorder to assist, reporting his action to the Deputy Commissioner or the Sub-divisional Officer. If the arrears are due to the fault of the lot recorder, the latter will be fined and the recorder on deputation may be recommended reward, if found deserving. The amount of the fine and reward proposed by the Sub-Deputy Collector must be submitted for sanction to the Deputy Commissioner or the Sub-divisional Officer.

220. Transfer of instrument.—The Sub-Deputy Collector will control the Supervisor Kanungos in their duty of maintaining supplies of instruments. On receipt of the Supervisor Kanungo's abstract ledger account under Rule 176, with list of unserviceable instruments to be replaced and new instruments to be provided, he will examine the instruments and if they are found unserviceable, sanction their removal from the account. Instruments which can be repaired should be returned to the Registrar Kanungo. The Sub-Deputy Collector is expected to examine a recorder's instruments once a year when he visits the lot and when an instrument has been rendered unserviceable by lack of care in use, he may require the recorder to pay up the cost of a new one. He will forward the sanctioned requirements for new instruments to the Registrar Kanungo. Should he transfer any instruments from one Supervisor Kanungo's sub-circle to another, he should at once report the fact to the Registrar Kanungo for record in his instrument registers.

221. Inspection of Mauza Account and Miscellaneous enquiries.—The Sub-Deputy Collector will make any enquiry relating to revenue matter which is made over to him by the Deputy Commissioner or the Sub-divisional Officer.

222. Annual return.—In the 1st week of October, the Sub-Deputy Collector in charge of a Circle should submit to the Deputy Commissioner,

with a copy to the Sub-divisional Officer, a brief note showing for the twelve months ending 30th September,—

- (1) the total number of days in charge with the number of days spent on tour, with details as to how many were spent in each mauza or Pargana and how many nights halted elsewhere than at headquarters;
- (2) the number of recorders and villages in his circle;
- (3) the number of recorders whose work he has inspected and the villages visited;
- (4) the number and length of check lines run with the number of Katans and offsets. Independent checklines and lines run over other officers' work should be shown separately;
- (5) the number and character of errors found, the number of lines in which they were found and the number of cases in which the recorders were ordered to re-survey;
- (6) the number of Chitha entries tested and the number that they were found incorrect;
- (7) the number of survey marks inspected;
- (8) the number of villages the Jamabandi of which were read out in the village;
- (9) the number of mutation and partition cases effected on the spot;
- (10) the number of mutation cases done in office;
- (11) particulars of any new survey carried out in unsurveyed areas, showing in acres the total unsurveyed areas in the circle, the area surveyed and mapped, the area passed and the amount of rewards paid during the year;
- (12) the area in acres of concealed cultivation discovered, if any;
- (13) the character of each Kanungo's work during the season;
- (14) the names of specially good recorders and the nature of their work;
- (15) the names of incompetent or otherwise useless recorders and the nature of their work;
- (16) the number of resident and non-resident recorders, the number of recorders exempted by special orders from becoming resident up-to-date, the number who have become resident or were exempted during the year;

With this note should be sent a rough trace map on the scale of 1"=4 miles, showing the places at which the Sub-Deputy Collector halted when on tours during the preceding year. The Deputy Commissioner will forward this note and map to the Director of Land Records, stating his opinion as to the character and efficiency of the work done.

223. Circle Registers.—The Circle Sub-Deputy Collector will keep the following registers and files :—

- (1) Register of application for mutation.
- (2) Register of application for waste lands under Section I of the Settlement Rules framed under the Assam Land and Revenue Regulation.
- (3) Register of miscellaneous petitions.
- (4) Diary Register.
- (5) Cash Book.
- (6) Files relating to correspondence.
- (7) Orders and instruction files.
- (8) Inspection Book.
- (9) Counterfoil receipt books.
- (10) Acquittance Roll.
- (11) Dak Book.
- (12) Court fee Register.
- (13) Register of relinquishment petition.
- (14) Conversion Register.
- (15) Encroachment case register.
- (16) Stock and furniture register.
- (17) Stationery articles register.
- (18) Forms register.
- (19) Sub-Deputy Collector's daily Diary book. This Diary book will contain all the particulars of work attended by him.
- (20) Attendance register of office staff.
- (21) Attendance register of field staff during the recess.
- (22) Weekly attendance register of field staff, *i.e.*, recorders and Supervisor Kanungos.
- (23) Log books for each lot and each Sub-Circle. The log books may be maintained for all the Supervisor Kanungos and recorders of the Circle in one big manuscript book allotting a number of pages for each Supervisor Kanungo and recorder showing in index of pages so allotted on a fly page of the book.

PART IV

Inspections

224. Deputy Commissioner and Sub-divisional Officer.—The Deputy Commissioner and the Sub-divisional Officer will make frequent inspections of the work of each Circle Officer in the district or sub-division. Copies of all memos recorded by the Deputy Commissioner or Sub-divisional Officer in the

course of such inspection will be forwarded to the Commissioner, and the Commissioner will forward to the Director of Land Records extracts from them of such portions as related to the work of maintaining the land records. The main branches of this work the summarised in Rule 222 above. The inspection memos themselves will be recorded in an inspection book to be kept in the Circle Office and will be open to the perusal of all inspecting officers. They will show the steps which have been taken to remedy the defects which have been discovered. A list of the principal points required in a land records inspection will be found in Appendix A.

225. Director of Land Records and his Assistant.—The Director of Land Records will inspect the work of maintaining the land records throughout the State. The Director is responsible for seeing that the work is carried out in accordance with the rules as laid down in this manual and that the staff is in a state of efficiency. The Director of Land Records will record inspection memos and will forward copy of each memo to the Secretary, Revenue Department, Commissioner, Deputy Commissioner and Sub-divisional Officer in case of a sub-division. When the Director of Land Records has recorded in an inspection memo that there has been a failure on the part of the staff to understand or carry out the rules, the Deputy Commissioner or the Sub- divisional Officer in the case of a sub-division will take prompt action to remedy the defects on the lines indicated by the Director of Land Records.

The work of land records will also be inspected by an Officer specially appointed under the designation of Assistant to the Director of Land Records. He will be directly responsible to the Director of Land Records for his work. The main function of this Officer will be to see that the land records staff including Circle Officers are carrying on their duties in accordance with the provisions of the Assam Land Records Manual and maintaining the records up-to-date. In addition to this, the Officer will also inspect the office of the Registrar Kanungo at least once in every two years. He will record inspection memo and forward copies of the same to the Director of Land Records, Deputy Commissioner or the Sub-divisional Officer, Sub-Deputy Collector and other officers as may be required. The Deputy Commissioner or the Sub-divisional Officer will forward copies of those memos to the Commissioner and the Director of Land Records noting thereon what action has been taken to remedy the defects which have been discovered.

The Deputy Commissioner or the Sub-divisional Officer will see that the copies of inspection notes are returned to the Director of Land Records within one month of the date of the inspection with note on the margin showing the action taken thereon.

APPENDIX A

List of the principal points required in a Land Records inspection

(It should be understood that these points are intended to form only a general guide to an Inspecting Officer who should rather make the Land Records Manual the basis of his inspection than rely upon this list and it will be his duty to ascertain and enquire specially into such other points not included in this list as in each particular locality seem to require investigation.

Unless there are grounds for a detailed inspection, the Deputy Commissioner might ordinarily confine themselves to subjects in questions 9, 10, 17 to 20 and also to matter of general discipline).

IN THE OFFICE

The inspection should ordinarily commence with the field chitha and the map, and attention should be directed to ascertain the points noted below :—

1. Whether the Sub-Deputy Collector's visits to the village and any instructions which he gives to the recorders are noted in a blank page in the chitha (Rule 206).
2. Whether the faired chitha has been properly compared and certified (Rule 113).
3. Whether a list of the istafa dags (Rule 80) and of the new fields (Rule 83) is kept in a blank page of the Chitha.
4. Whether particulars of the new fields are entered in the chitha (Rule 83).
5. Whether inspection of crops during the recorder's spring tour (Rule 84) and winter tour (Rule 107) has been duly carried out and crop entries made in the chitha.
6. Whether the name of the unregistered dakhalkar has been entered and dated and signed by the recorder (Rules 58 and 82).
7. Whether the name in column 8 of the chitha has been transferred to column 7 after sanction of mutation (Rule 58).
8. Whether the Registrar Kanungo has dated and signed every mutation correction in the chitha [Rule 183(ii)].
9. Whether there are long pending mutation entries in the chitha and, if so, what action has been taken to dispose of them (Rule 217).
10. Check some mutation corrections in the chitha and (if available) in the Jamabandi Register (Rules 72 and 100).
11. Check some page totals in the Chitha and compare the grand totals of the different classes of land at the end of the chitha with the corresponding figures in the settlement abstract (Rule 96) and the abstract area register (Rule 112).
12. Examine the register of relinquished fields (Rule 21), and list of faut, ferar and Jotrahin fields (Rule 23) and see whether they have been sufficiently verified by the recorder, the Supervisor Kanungo and the Sub-Deputy Collector (Rules 21, 43, 80, 157, 158 and 208).
- 12-A. Examine the list of fields of which the assessment to be altered or on which additional assessment is to be imposed on account of their conversion to non-agricultural use and see whether they have been verified by the Supervisor Kanungo and the Sub-Deputy Collector (Rules 23, 157 and 208).
13. Examine the Supervisor Kanungo's registers and note whether they are properly kept up (Rules 172-175).

14. Go through the recorder's Register of Survey marks and see whether the recorder (Rule 33) or the Supervisor Kanungo (Rule 159) has noted his visits against each mark and whether the entries in the register are supported by entries in his diary.

15. Pay attention chiefly to the new or post resettlement (or post- cadastral) fields, which appear on the map. Such fields, when annual, should be in pencil and when periodic in ink.

16. Check the area calculation and the land classification of the fields referred to in the preceding paragraph and see whether they are correctly entered in the chitha.

(After a short experience you should be able to guess the approximate area of a field by looking at its size on the map. Pick up the dag on the map and make the recorder or the Supervisor Kanungo read out its area and class from the chitha. When you have any doubt as to the accuracy of the area of the dag in question, make the recorder or the Supervisor Kanungo find out the correct area by the talc square. The correct classification of the field can be ascertained from the class book and the class map which remain with the recorder).

17. See whether the istafa, faut, ferar and jotrahin dags have been dealt with according to Rule 43 and whether the necessary corrections have been made in the chitha and the Jamabandi (Rules 58, 87 and 88).

18. The quality and the quantity of the recorder's work depend mainly on the supervision exercised by the Kanungo and the Sub- Deputy Collector. The Inspecting Officer should therefore endeavour to find out whether these officers realize their responsibilities and properly perform their duties, the most important of which are indicated in the next three paragraphs.

19. Note whether the Supervisor Kanungo's check of field work by inspection (Rule 154) and of office work (Rules 160-171) and the amount of check lines run by him (Rule 149) have been sufficient and whether record of the check lines run is maintained in the recorder's note book (Rule 56) and the Supervisor Kanungo's field book (Rule 153).

20. Note whether the Sub-Deputy Collector's work as well as his check and supervision of the recorder's and the Supervisor Kanungo's work, has been sufficient (Rules 201-210).

21. Go through the previous inspection notes recorded in the Supervisor Kanungo's inspection book and see whether due attention has been paid to the orders contained therein and whether the mistakes and irregularities pointed out at previous inspections have been rectified.

IN THE FIELD

22. Field work should be tested by :—

- (a) Independent check lines.
- (b) Check lines over the Supervisor Kanungo's lines.
- (c) By inspection as indicated in Rule 154, particular attention being paid to the entries which appear to have been already attested by

the Supervisor Kanungo or the Sub-Deputy Collector. Encroachments on the edges of unoccupied waste land may be ascertained by measurements from the boundaries of the cultivated fields by means of a 20 link tar.

23. Check some istafa, faut, ferar and jotrahin dags on the ground, specially those which are marked in the chitha or in the diary as already verified by the recorder or the supervisor kanungo.

24. In inspecting sarkari dags and survey marks ascertain from his diary which dag or mark had been inspected by the recorder or the Supervisor Kanungo, and verify on the ground whether the alleged inspection had been really made.

25. To find out whether mutation work is kept up to date or not, read out, or make some one read out, the names of all the pattadars of the village from the jamabandi, in the presence of the Gaonbura or Panchayat and some villagers and ask them whether the people are alive or have transferred any of the land included in their pattas.

GENERAL

26. The points to be attended to here are :—

- the neat or untidy condition of the maps and the registers generally;
- whether the recorder is resident or not;
- his fitness to continue in his work with reference to his age;
- recommendation with reference to the quality of his work;
- whether the recorders get their pay, travelling allowance and reward regularly.

APPENDIX B

1. STANDARDISED FORMS :

(Schedules XXXVII—Assamese and XXXVIII—Bengali)

Serial No.	Description of forms	Remarks
(1)	(2)	(3)
1.	Chitha for Surveyed Villages (Revised)
2.	Chitha for Unsurveyed Villages
3.	Jamabandi for Surveyed Villages
4.	Jamabandi for Unsurveyed Villages
5.	Register of Relinquishments
6.	Faut, Ferar and Jotrahin List
7.	Register of Survey Marks
8.	Kanungos' Annual Return of Survey Marks
9.	Area Abstract (Revised)

10.	(a) Crop Abstract (Revised) Part I
	(b) Crop Abstract (Revised) Part II
11.	Settlement Abstract
12.	Kanungo's Recorder's Diary
13.	Kanungo's Weekly Abstract Diary
14.	Recorder's Weekly Abstract Diary
15.	Annual statement of mutations
16.	Area Statement I
17.	Area Statement II
18.	Area Statement III
19.	Periodic Khiraj Patta (Settlement Officer's)
19-A.	Periodic Khiraj Patta (Deputy Commissioner's)
19-B.	Kabuliyat
19-C.	Periodic Khiraj Patta (Jaintia Parganas) [Settlement Officer] (Obsolete).
19-D.	Periodic Khiraj Patta (Jaintia Parganas) [Deputy Commissioner] (Obsolete).
20.	Annual Khiraj Patta
20-A.	Annual Khiraj Patta (Lakhimpur) [Deputy Commissioner] (Obsolete).
21.	Nisf-Khiraj Patta
22.	Periodic lease for town lands
23.	Short lease for town lands
24.	Register of demarcation advances (Obsolete) (Cancelled)
26.	Application to resign land
27.	Register of Trigonometrical Pillars
28.	Recorders' acquittance roll
29.	Abstract Diary of Sub-Deputy Collectors
30.	Irrigation Abstract

II—FORMS NOT STANDARDISED

FORM A.—Kanungo's Register of Assessed Area

Name of Village—

Name of mouza or pargana—

Khiraj newly added during the year.				Total khiraj of regular settlement.							Total settled area				
Year	Relinquished retaken	New at regular settlement	New at supplementary settlement	Total	Annual	Periodic	Special	Total	Add. Khiraj of supplement settlement	Grand total khiraj	Nish-khiraj	Lakhiraj	Grants	Special tenures	Total settled area
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

FORM B.—Register of cultivated area. [Same as Standardised Form No. 9 for recorders].

FORM C.—Register of cropped area. [Same as standardised Form No. 10 for recorders].

FORM D.—Instrument Ledger Account

Name of mauza or pargana (a)	Number of Recorders lot (b)	Name of recorder (c)	Chains	Pins	Tapes	Plane-table writ stand	Sight-vanes	Compasses	Optical squares	Cross	Cellulose squarer	Cardboard scales	Offset slips	Hard pencils	Rubbers	Colour saucers	Camines cakes	Brushes	Signature of recorder and remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

NOTE. (a) Kanungo's Sub-circle in the case of the account maintained by the Registrar Kanungo.

(b) Will be omitted in the Registrar Kanungo's account.

(c) Name of Supervisor Kanungo in the Registrar Kanungo's account.

A few pages will be allotted to each recorder's lot by the Supervisor Kanungo and to each Supervisor Kanungo by the Registrar Kanungo.

Form F.—Kanungo's Annual Work Return for the year

Number of villages			Number of records			Surveyed Villages			Chittha testing		
Surveyed	Unsurveyed					Part lines					
In which map or chittha tested	Total	In which chittha tested	Total			Whole Chittha tested	Number	Total length	Length of partial area in column 10 and 11	Total number of entries tested	Number of entries found
1	2	3	4	5	6	7	8	9	10	11	12
											13
											14

In columns 12 and 15, the number of entries tested in the field and in office should be shown separately.

Form F.—Kanungo's Annual Work Return for the year

Unsurveyed Villages			Area of concealed cultivation discovered		Number of survey marks inspected	Number of petitions or cases of which enquiries have been disposed of	(a) of which nights spent at Headquarters.		Number of days spent on tour	Number of Sartari dags inspected including reserve dags.				
Chitha testing							(b) of which night spent away from Headquarters.							
Number of entries found														
Total number of entries tested	Correct	Incorrect	In surveyed villages	In unsurveyed villages										
15	16	17	18	19	20	21	22	23						

In columns 12 and 15, the number of entries tested in the field and in office should be shown separately.

FORM G.—Map Issue Register.

MAUZA
PARGANNA

Printed number of village	Name of village	Sheet number (when there are more sheets than one in a village)	Number of copies received or in stock on 1st October	Date of issue	Number sold	Number of issued free	Balance after each day's issues	Signature of recipient	Remarks
1	2	3	4	5	6	7	8	9	10

FORM I.—Register of certificated candidates for the post of Recorder.

Name and father's name of candidate	Caste (Scheduled Castes and other Tribe)	Residence	Date of birth	Date of entry on register.	Date of qualifying in survey.	Character of qualifications	Note of any practical survey work effected.	Remarks	Deputy Commissioner's initials.
1	2	3	4	5	6	7	8	9	10

FORM J.—Abstract of exclusions to be made as faut, ferar or jotrahin in the regular settlement of the year

Name of mauza or pargana	Name of recorder and lot	Name of village	Area to be excluded as faut ferar		Area to be excluded as jotrahin		Supervisor Kanungo	Sub-Deputy Collector	Orders
			Periodic	Annual	Periodic	Annual			
1	2	3	4	5	6	7	8	9	10

**FORM K.—List of fields liable to altered or additional assessment under the
rules framed under the Assam Land Revenue Reassessment Act**

Name of mauza	Name of village	Number of patta and description of tenure	Number of dag	Year in which non-agricultural use was discovered	Nature of non-agricultural use in detail	Sub-Deputy Collector's note and recommendation regarding assessment	Deputy Commissioner's orders
1	2	3	4	5	6	7	8

REVISED CHITHA FORM

Village/town.....mauza.....circle.....District.....

Dag No.	Classification of land	Area	Type of patta and No.	Revenue		Name, Father's name and address of Pattadars	Name, Father's name and address of actual occupant (Dakhalkar) whose name has not been mutated	Name, Father's name and address of Tenant/Adhiar	Type of tenancy/khatian No. and rate of rent etc.	Name, Father's name and address of sub-tenants.
				Land Revenue	Local Rate					
1	2	3	4	5	6	7	8	9	10	11

REVISED CHITHA FORM

Village/town.....mauza circle.....District.....

1st year						2nd year						3rd year						Name and number of fruit trees	Remarks		
Uncropped Area		Cropped Area		Uncropped Area		Cropped Area		Uncropped Area		Cropped Area											
Nature of land use	Area	Source of irrigation	Name of the crop	Area	Area sown more than once	Nature of land use	Area	Source of irrigation	Name of the crop	Area	Area sown more than once	Nature of land use	Area	Source of irrigation	Name of the crop	Area	Area sown more than once				
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

REVISED AREA ABSTRACT FORM

Year..... Village..... Mauza..... Circle..... District.....

Page No.	Settled land												Unsettled land									
	Forest	Bare and unculturable land	Land put to non-agricultural uses.			Permanent grazing land	pasture and other	Land under miscellaneous tree, crops and groves not shown in area sown	Culturable waste	Current fallow	Other fallow	Net area sown	Area sown more than once	Total area sown	Total settled land i.e. Total of Columns 2 to 10	Forest	Bare and unculturable waste	Land put to non-agricultural uses	Permanent pastures and other grazing lands	Land under miscellaneous tree, crops and groves not shown in area sown	Culturable waste	Current fallow
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		

REVISED AREA ABSTRACT FORM

Year.....Village.....Mauza.....Circle.....District.....

Unsettled land								Total settled and unsettled land																
Net area sown	Area sown more than once		Total area sown		Reserve Sarkari		Ordinary Sarkari		Total unsettled land		Total i.e. Total of columns 14 to 22 or total of Columns 25 and 26	Forest Columns 2-14	Barren and unculturable land Columns 3-15	Land put to non-agricultural uses Columns 4-16	Permanent pastures and other grazing lands. Column 5 to 17	Land under miscellaneous crops and groves not shown in area sown. Columns 6 to 18	Culturable waste. Columns 7 to 9	Current fallow Columns 8-20	Other fallow Columns 9-21	Net area sown. Columns 10-24	Area sown more than once. Columns 11-23	Total area sown. Columns 12-24	Total geographical area columns 18-27	Remarks
	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40					

REVISED CROP ABSTRACT PART I (SPRING TOUR) FORM

Village.....Mauza.....Circle.....District.....

Page No.

Ahu (Autumn Rice)		Maize		Pine apple		Citrus fruits (Orange, Lemon)		Mango		Jack fruit		Cocoanuts		Areca nuts		Cashewnuts		Betel leaf.		
Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

REVISED CROP ABSTRACT PART I (SPRING TOUR) FORM

Village.....Mauza.....Circle.....District.....

Beera		Sweet Patoto	Vegetables		Chillies	Castor seed (Endi-muga)	Jute		Mista	Fodder/ crop	Name		Name		Name		Total area (for spring tour)									
Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Remarks								
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48

REVISED CROP ABSTRACT PART II (WINTER TOUR) FORM

Village.....Mauza.....Circle.....District.....

Page No.	Sali (Winter Rice)		Bao (Winter Rice)		Boro (Summer Rice)		Wheat		Chheene		Other cereals		Arhor		Gram		Khesari	
	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

Village.....Mauza.....Circle.....District.....

REvised CROP ABSTRACT FORM

REVISED CROP ABSTRACT PART II (WINDER TOUR (FORM)

Village.....Mauza.....Circle.....District.....

Moong		Matikalai		Masur		Pras		Other pulses		Sugarcane		Potato		Onion		Other vegetables		Chillies	
Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39

REVISED CROP ABSTRACT PART II (WINDER TOUR (FORM)

Village.....Mauza.....Circle.....District.....

Ginger		Turmeric		Other condiments and spices		Tea		Til (sesame)		Rape and mustard		Linseed		Cotton		Tobacco		Miscellaneous Food crops	
Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated
40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59

REVISED CROP ABSTRACT PART II (WINDER TOUR (FORM))

Village.....Mauza.....Circle.....District.....

Miscellaneous Non-Food crops	Mixed crops								Total area sown (for Winter tour)	Total area sown (for both spring and winter tours)	Total	Area sown more than once	Net Area sown. Col. (76)—Col. (77)	Remarks			
	Name.....()	Name.....()	Name.....()	Name.....()	Irrigated	Unirrigated	Irrigated	Unirrigated									
Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Irrigated	Unirrigated	Total	Area sown more than once	Net Area sown. Col. (76)—Col. (77)	Remarks
60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77

IRRIGATION ABSTRACT FORM.

Assam Schedule.....

Due on.....

Year.....

Details of area irrigated from different sources in the village of.....

Area Irrigated from							Net Area irrigated	Gross Area irrigated	Area irrigated more than once.			
Canals			Tanks	Wells		Other Sources						
Government	Private	Total		Tube wells	Other wells							
1	2	3	4	5	6	7	8	9	10			