

THE ASSAM RESETTLEMENT MANUAL, 1948

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The Assam Resettlement Manual

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PART I

Assam Act VIII of 1936

The Assam Land Revenue Re-assessment Act,
1936

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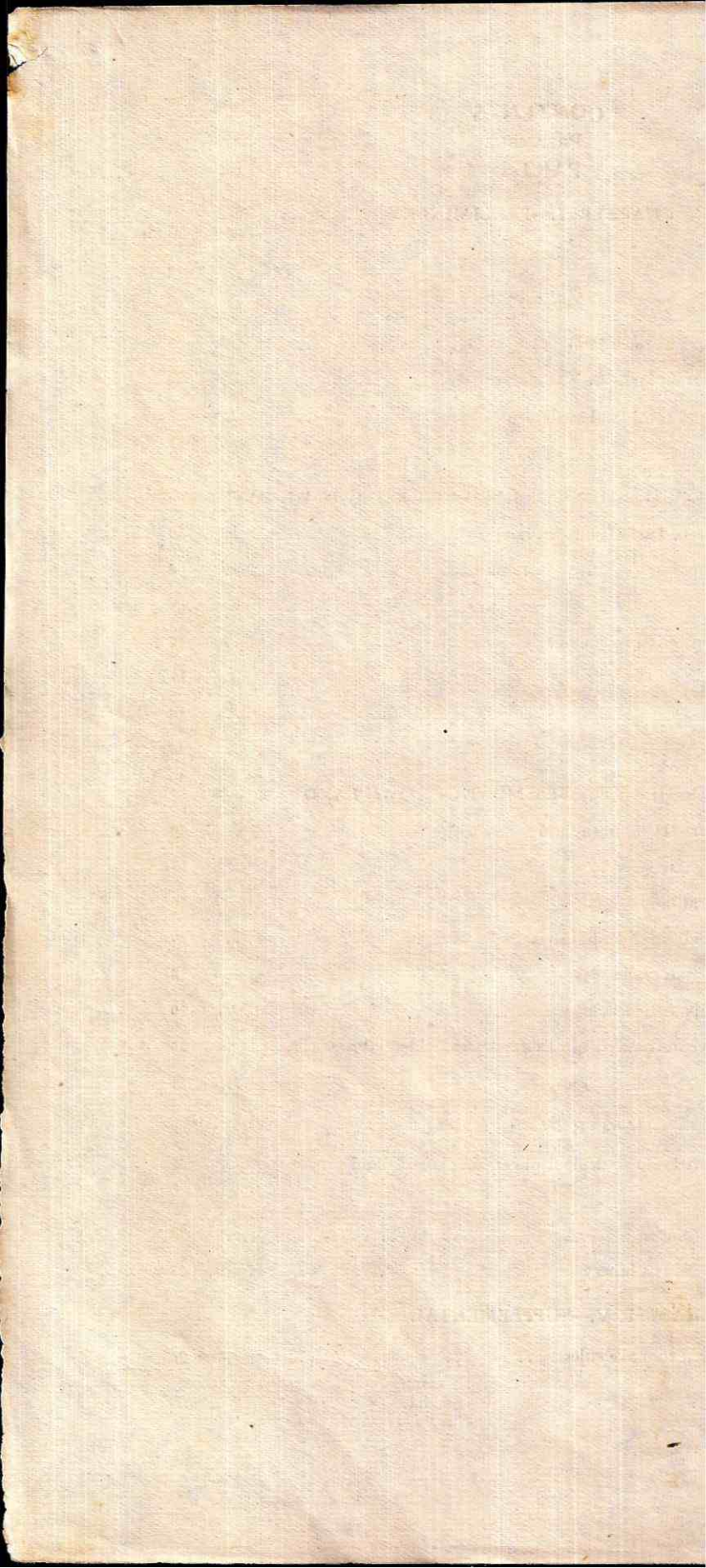
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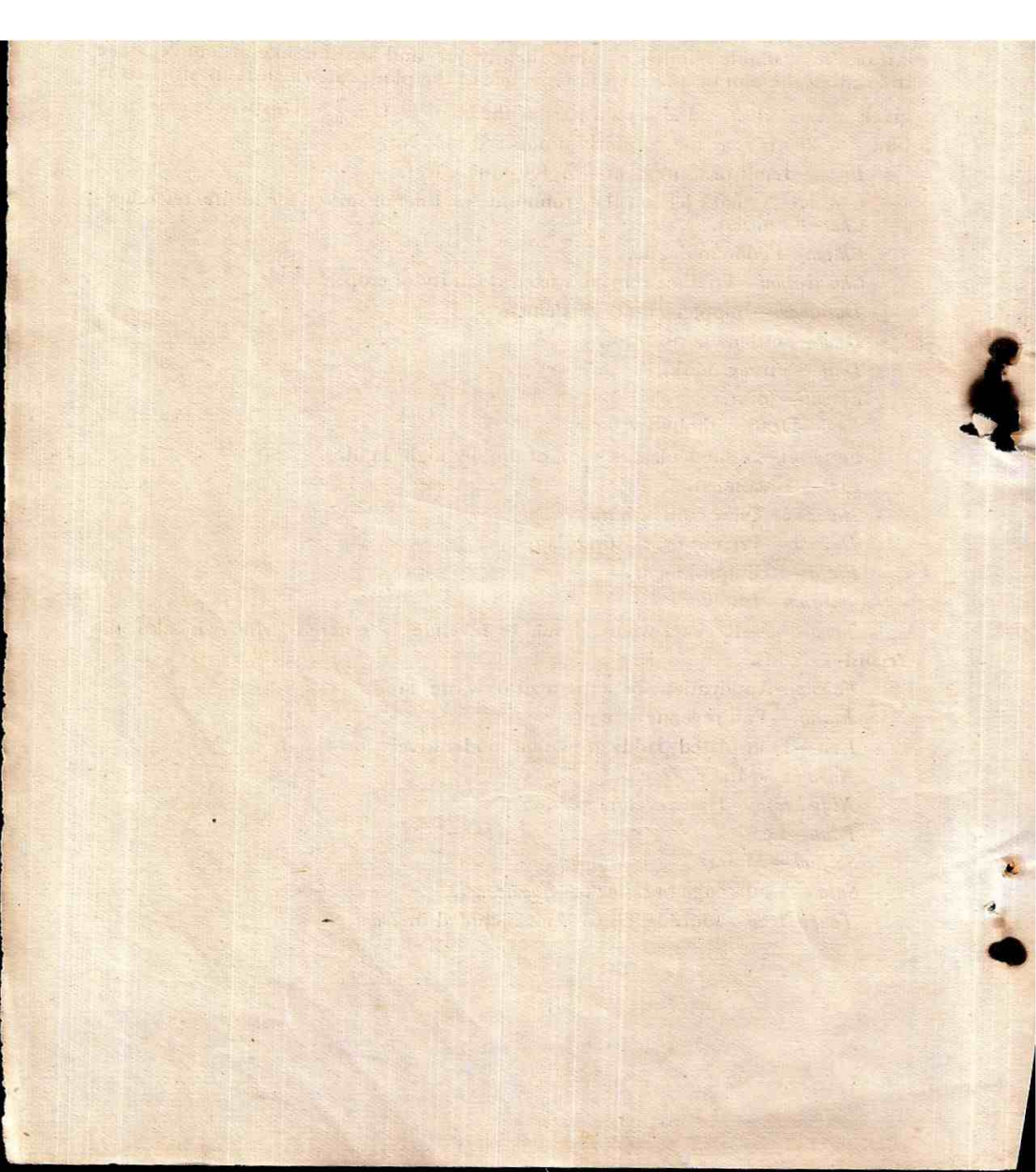
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GLOSSARY OF IMPORTANT VERNACULAR WORDS

- Ahu*—Broadcast autumn rice grown on comparatively high land.
- Adhi*—Produce rent usually at half of the produce.
- Badar List*—List of errors to be corrected.
- Barga* }
Bhag }—System of tenancy on produce rent.
- Bao*—Broadcast winter rice-grown on low land.
- Beparar Thai*—Trade site.
- Batwara*—Partition.
- Batta*—When numbering the plots in a map serially, if one is left out, the last or the available number is subsequently put and for the sake of convenience in locating the plot on the map, a reference to the plot near which it is situated is given in the *chitha* and also on a part of the map E. G. $\frac{20}{206}$. This will show that plot No. 206 is near the regularly numbered plot No. 20.
- Bigha*—Land measurement—14,400 square feet.
- Chanda*—A mark left on the ground at the time of survey for future reference.
- Chat*—Omitted.
- Chitha*—Field catalogue.
- Chukti-Adhi*—Produce rent at a fixed quantity of crop.
- Dariabadi*—Supplementary settlement.
- Daul*—Settlement abstract.
- Dhip*—Survey mark.
- Ejmali*—Joint.
- Faul*—Dead without any heir.
- Faringati*—A land classification of usually high land.
- Frar*—Absconded.
- Halabadi*—New cultivation.
- Hal dag*—Present or existing dag.
- Istafa*—Relinquishment.
- Jotrahin*—Insolvent.
- Jamabandi*—Register where 'Jama' or revenue is entered which is also the record-of-rights.
- Kabula*—Application for settlement of waste land.
- Khiraj*—Full revenue paying.
- Lahi*—Transplanted paddy grown on moderately low land.
- Nabalak*—Minor.
- Nisfi-Khiraj*—Half revenue paying.
- Patta*—Lease.
- Sabalak*—Major.
- Safa*—A full page of *chitha* or *Jamadandi*.
- Tauzi-Bahir*—Outside Touzi—not included in *Daul*.



PART I

ASSAM ACT VIII OF 1936



PART I
THE ASSAM LAND REVENUE RE-ASSESSMENT
ACT, 1936 (ASSAM ACT VIII OF 1936)
[Published in the *Assam Gazette* of the 16th December 1936]

An Act to regulate re-assessment of Land Revenue in Assam

Preamble. WHEREAS it is expedient that the process of revising the assessment of the land revenue in Assam should be brought under closer regulation by statute :
It is hereby enacted as follows :—

CHAPTER I

PRELIMINARY

- Short title. 1. (1) This Act may be called the Assam Land Revenue Re-assessment Act, 1936.
- Extent. (2) It extends to those areas in the province of Assam in which section 29 of the Assam Land and Revenue Regulation, 1886 (hereinafter referred to as the Regulation) is, or may be, in force and in such areas the provisions of the Regulation shall be subject to the provisions of this Act. Regulation I of 1886.
- (3) It shall come into force at once :
Provided that anything which had already been done under the Regulation (or the rules made under the Regulation), but for the doing of which this Act prescribes new conditions or a new procedure ; shall be deemed to have been done in accordance with the provisions of this Act.
- Definition. 2. In this Act, unless a different intention appears from the subject or context,—
- (i) the terms defined in the Regulation and not defined in this Act shall have the same meanings as in the Regulation.
- “Village.” (ii) “village” means, subject to any general or special orders of the Provincial Government, the area surveyed and recorded in any survey made by or under the authority of the Government as a distinct and separate village.
- “Established Village.” (iii) “established village” means a village where, in the opinion of the Provincial Government,
- (a) the cultivated fields and homesteads are permanent, and
- (b) the area of waste land, settled and assessed as waste or available for settlement, is inconsiderable.
- “Immature village.” (iv) “immature village” means a village which is not an established village.
- “Assessment group.” (v) “assessment group” means a group of villages or estates which are included by the Settlement Officer, subject to rule, in one set of proposals for assessment.

"Prescribed."	(vi) "prescribed" means prescribed by rules under this Act.
"Rule."	(vii) "rule" means a rule made under this Act.
"Settlement."	(viii) "settlement" with reference to any local area or class of estates means a special operation carried out in pursuance of a notification under section 18 of the Regulation for the revision of the land revenue demand of that local area or class of estates.
"Major settlement."	(ix) "major settlement" means a settlement of any local area or class of estates extending over not less than 20 square miles.
"Last settlement."	(x) "last settlement" with reference to any local area or class of estates means the last general revision of the land revenue demand of that area or class of estates whether carried out in pursuance of a notification under section 18 of the Regulation or not.
"Town land."	(xi) "town land" means any land within an area declared or deemed to be a municipality or notified area under the Assam Municipal Act, 1923, and any other land which the Local Government may as hereinafter provided declare to be town land for the purposes of this Act. Assam Act I of 1923.
"Special cultivation."	(xii) "special cultivation" means cultivation which involves either owing to the nature of the crop or owing to the process of cultivation a much larger expenditure of capital per acre than is incurred by most of the cultivators in the Province.

Declaration of any specified area as town land. 3. (1) The Provincial Government may at any time, by notification, signify its intention to declare any specified area which is not already town land to be town land for the purposes of this Act.

(2) A copy of the notification under sub-section (1) shall be published in such places within the area concerned and elsewhere as the Provincial Government may by general or special order direct.

(3) Any person affected by the proposed declaration may, within six weeks from the date of publication of the notification, submit any objection in writing to the Provincial Government through the Deputy Commissioner and the Provincial Government shall take his objection into consideration.

(4) After considering all the objections received under sub-section (3), the Provincial Government may, by notification, declare the area or any part thereof to be town land for the purposes of this Act.

Bar to application of Act to certain land. 4. Nothing in this Act shall apply to the settlement of land over which no person has the right of a proprietor or settlement-holder.

Issue of notification of major and town land settlement. 5. Notwithstanding anything contained in section 18 of the Regulation, the notification mentioned therein shall be issued in the case of every major settlement and of every settlement of town land not included in a major settlement.

Forecast re-
port.

6. (1) Before issuing any notification of settlement under section 18 of the Regulation for any local area or class of estates, the Provincial Government shall require from an officer appointed for the purpose a forecast report. The report shall explain the main factors justifying a revision of the assessment and shall indicate the probable financial results of the settlement of the local area or class of estates, as a whole, and also, as far as can be foreseen, of each part thereof which is distinct in character. The report shall be published in the Gazette at least three months before the issue of the notification of settlement and along with the report there shall be published a notice specifying a date on or after which it is proposed to issue the notification and the Provincial Government shall consider any objection or suggestion with respect to the proposed notification that may be received before the date so specified from any person likely to be affected thereby.

(2) If the local area to be settled is not less than a subdivision of a district or if the class of estates to be settled extends over more than one subdivision, the officer appointed for the preparation of the forecast report shall be an officer not below the rank of Extra Assistant Commissioner and he shall be relieved of all other duties for such period as the Provincial Government may judge to be necessary for the proper preparation of the report.

CHAPTER II

RE-ASSESSMENT OF LAND NOT BEING TOWN LAND

Bar to applica-
tion of
provisions of
Part II to
town land.

7. The provisions of this part shall apply to the settlement of any local area or class of estates not being town land, and in applying them, town land shall be left out of account.

General pro-
posal of re-
assessment.

8. In the framing of general proposals of re-assessment for each assessment group, the Settlement Officer shall have regard to the changes which have occurred in the locality since the fixing of the existing assessment, more particularly in respect of—

- (i) the economic condition of those who live mainly by agriculture,
- (ii) the value of agricultural produce,
- (iii) the cost of production, and
- (iv) the letting and selling value of land.

Detailed ass-
essment of
estates.

9. (1) Subject to the provisions of section 25, in the determination of the amount of the assessment proper for each estate the villages and the fields shall be classified and a fair rate per bigha shall be fixed for each class of land in each class of village:

Provided that land settled or used for special cultivation may be assessed at a fair all-round rate per bigha.

(2) In classifying the villages within each assessment group for the purpose of determining how the revised assessment of the group should be distributed amongst them, the Settlement Officer shall have regard to their existing assessment and to their relative advantages and disadvantages, more particularly in respect of—

- (i) the fertility of the soil,
- (ii) the economic condition of those who live mainly by agriculture,
- (iii) facilities of communication, accessibility to markets, and liability to damage by natural causes or from wild animals.

(3) In classifying the fields the Settlement Officer shall have regard to the comparative value of the land for the purposes of agriculture.

Bar to enhancement on account of improvements.

10. The land revenue of an estate shall not be liable to enhancement on the ground of drainage works, irrigation works, or similar improvements effected since the last settlement at the expense of the settlement-holder or of any person holding under him or of any agency other than Government or a Local Authority, except Village Authorities under the Assam Rural Self-Government Act.

Limitation of demand.

11. (1) The total revenue assessed on an assessment group shall not exceed 10 per cent. of the gross produce of the group as determined by the Settlement Officer.

Limitation of enhancement.

(2) The incidence of the revenue, that is to say, the total revenue assessed divided by the total settled area on which it is assessed, shall not exceed the incidence of the revenue immediately before the settlement by more than 30 per cent. in the case of the entire area or class of estates notified for settlement or by more than 40 per cent. in the case of any village which was an established village at the last settlement:

Provided that for the purpose of applying this subsection, any land which, in the opinion of the Provincial Government, had, immediately before the settlement, been held on concessional terms and any villages which were immature at the time of the last settlement shall be left out of account.

Graduated enhancement.

12. (1) If the total revenue assessed under this part on all the estates held by the same owner or set of co-owners within any assessment group exceeds the former revenue on the same area and the revenue as thus enhanced exceeds Rs.12, then subject as hereinafter provided,

- (a) in any case in which the enhancement exceeds 25 per cent. but does not exceed 100 per cent. of the old revenue, it shall be effected gradually by quinquennial increments each not exceeding 25 per cent. of the old revenue;
- (b) in any case in which the enhancement exceeds 100 per cent. of the old revenue, the case shall be referred to the Provincial Government for orders.

(2) When the old revenue is less than Rs.12 and the enhanced revenue exceeds Rs.12 the old revenue shall be taken to be Rs.12 for the purpose of applying sub-section (1).

(3) It shall be the duty of the Settlement Officer, at the time of offering settlement, to endeavour to give effect to the concession mentioned in sub-section (1), and in case of omission, it shall be open to the settlement-holder to apply for it to the Settlement Officer within one year of the offer of settlement.

Explanation.—For the purposes of this section any land which is held on annual lease as well as any land which, in the opinion of the Provincial Government, had immediately before the settlement been held on concessional terms, shall be left out of account.

Term of assessment. 13. The term for which the land revenue is assessed shall not be less than 30 years, provided—

(i) that the Local Government may fix a shorter term for villages which are immature, or which, having been immature at the last settlement, were assigned a shorter term than the rest of the assessment group in which they were included, and

(ii) that the offer of settlement of any land which is assessed as used for agricultural purposes may contain a condition that if the land is used for commercial or industrial purposes the assessment may be revised in the prescribed manner before the expiration of the term of the lease.

CHAPTER III

RE-ASSESSMENT OF TOWN LAND

Application of provisions of Part III to town land. 14. The provisions of this Part shall apply only to town land under settlement.

Division of town land into classes. 15. Town land shall be divided into the following main classes:—

- (a) agricultural land (including agricultural residences),
- (b) residential sites,
- (c) trade sites.

The Settlement Officer may make as many sub-classes under each main class as he considers necessary.

Rates of revenue for agricultural land. 16. The rates of revenue for agricultural land shall not exceed by more than $7\frac{1}{2}$ per cent. the rates fixed for similar land in the highest rated adjoining village.

Rates of revenue for land classed as residential sites. 17. The rates of revenue fixed for land settled with a right of renewal and classed as residential sites shall not exceed 25 per cent. of the annual value of the sites.

Rates of revenue on land classed as trade sites.

18. The rates of revenue for land settled with a right of renewal and classed as trade sites shall not exceed 50 per cent. of the annual value of the sites.

Rates of revenue for temporarily settled land.

19. The rates of revenue for land settled without a right of renewal for a period not exceeding three years shall not exceed the full annual value of the sites.

Explanation.—For the purposes of sections 17, 18 and 19, the annual value shall mean the gross annual rent at which the land may be reasonably expected to let and shall be determined, wherever possible, from recent records of sales and leases relating to lands of a similar description and with similar advantages in the vicinity.

Graduated enhancement of revenue on agricultural land and residential sites.

20. (1) The provisions of section 12 shall apply to agricultural land.

(2) If the total revenue assessed on all the residential sites held by the same owner or set of co-owners within a town exceeds the former revenue on the same area and the revenue as thus enhanced exceeds Rs. 12, then—

- (a) the revenue demand for the first 3 years, shall not exceed double the old revenue or 25 per cent. of the enhanced revenue whichever is greater ;
- (b) the revenue demand for the next 3 years shall not exceed three times the old revenue or 50 per cent. of the enhanced revenue, whichever is greater ;
- (c) the revenue demand for the next three years shall not exceed four times the old revenue or 75 per cent. of the enhanced revenue, whichever is greater.

(3) When the old revenue is less than Rs. 12 and the enhanced revenue exceeds Rs. 12 the old revenue shall be taken to be Rs. 12 for the purpose of applying sub-section (2).

Term of assessment.

21. For land settled with a right of renewal the term for which revenue is assessed shall be not less than 30 years :

Provided that for reasons to be recorded the term of settlement may be for a shorter period :

Provided also that the lease which is issued for such land may provide that the revenue may be re-assessed before the expiry of the term of the lease if it appears to the Deputy Commissioner that (a) agricultural land has been converted into a residential site or a trade site or *vice-versa* or (b) a residential site has been converted into a trade site or *vice-versa*.

CHAPTER IV

GENERAL

Application of provisions of Part IV to settlement of certain class of land.

22. Except as otherwise provided, this Part shall apply to the settlement of any local area or class of estates, whether comprising town land or not.

Classification of land.

23. (1) The classification of every field or site shall, if so required by the settlement holder, be decided after local inquiry by an officer not below the rank of Assistant Settlement Officer.

(2) The settlement-holder may, within thirty days of any decision under sub-section (1), appeal to the Settlement Officer, or to any Additional Settlement Officer that may be appointed by the Provincial Government for the purposes of this section, who shall decide the correct classification after local inquiry. The order of the Settlement Officer or Additional Settlement Officer shall, subject to the provisions of section 151 of the Regulation, be final.

(3) Notwithstanding anything contained in the Court-fees Act, 1870, there shall be payable on any petition of appeal presented under sub-section (2) a court-fee calculated at the rate of one rupee for each field or site included therein subject to a maximum of Rs.20 in respect of fields or sites situated in the same village, the petitioner being entitled, if the appeal is successful, to the refund of the fee in proportion to his success. VII of 1870.

Rate report
of the Settle-
ment Officer.

24. (1) The Settlement Officer shall embody his proposals for each assessment group in a rate report as nearly as may be in the prescribed form and shall submit the report to the Commissioner of Division.

(2) Subject to rule, the Commissioner shall publish the report and, after considering any objections that may be received, and after such further inquiry, if any, as he may deem necessary, submit the report with his recommendations for the orders of the Provincial Government.

Assessment of
revenue on
land used as
fishery.

25. Notwithstanding anything contained in this Act, where land originally settled as land is used as a fishery, the revenue thereon, instead of being assessed on the basis of a rate per bigha, may be assessed according to the annual value of the fishery.

CHAPTER V

SUPPLEMENTAL

Power of
Provincial
Government
to make
rules.

26. The Provincial Government may, subject to the condition of previous publication, make rules for the purpose of carrying out the provisions of this Act, provided that in complying with the requirements of section 25 of the Assam General Clauses Act, 1915, the Provincial Government shall publish the rules in draft at least 30 days before the next meeting of the Assam Legislative Council [or the Assam Legislative Assembly whichever first occurs]* and shall defer consideration of the rules until there has been an opportunity for notice of resolution to discuss them in the said Council [or Assembly]*

II of 1915.

* Inserted by the Adaptation Order.

PART II

Rules under the Assam Land Revenue
Re-assessment Act, 1936

PART II

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PART II

CHAPTER I

*RULES UNDER SECTION 26 OF THE ASSAM LAND REVENUE RE-ASSESSMENT ACT, 1936 (ASSAM ACT VIII OF 1936)

Formation of Assessment Groups vide Section 2 (v)

Unit of assessment.

1. The unit of assessment is the village, but for the convenience of submission of assessment proposals, the Settlement Officer will divide the whole area under settlement into a number of suitable blocks called Groups, each consisting of a number of villages, and for each Group he will submit a separate rate report.

A Group.

2. A Group—

- (i) should as far as possible include a compact area of country ;
- (ii) should be as far as possible homogeneous in geographical, agricultural and economic conditions ;

- (iii) should be if possible conterminous with a block of fiscal division ;

and

- (iv) should not cover too many villages. The most convenient size for a Group is about 200 villages, and no Group shall exceed 400 villages without the prior sanction of the Provincial Government.

Groups to be formed of number of villages.

3. If the area under assessment is an estate or class of estates the unit of assessment will be the land in each village belonging to the estate or class of estates, and the Groups shall be formed of a number of such villages as laid down in Rule 2.

Consideration in formation of groups.

4. In forming Groups the Settlement Officer shall take into consideration the constitution of Groups at the last settlement, as the retention of the same Groups will facilitate comparison.

Above rules not to apply to land settled for special cultivation.

4A. The foregoing rules shall not apply in the case of an assessment group for land settled for special cultivation and the formation of groups for such lands and the mode of assessment will be governed by considerations which the Settlement Officer, subject to the approval of Government may consider suitable.

Revised assessment in lands other than town lands, vide Section 13, proviso (ii).

Revision of Assessment according to subsequent use of land.

5. When land assessed as used for agricultural purposes, is subsequently found to be used for commercial or industrial purposes the assessment upon the land shall be revised by the Deputy Commissioner in accordance with rule 6.

How assessment is to be revised.

6. The assessment shall ordinarily be altered to the assessment which would be made upon the land if it were classed as the highest class of homestead land to the village.

But the Commissioner may by notification published in the official Gazette fix for any village, or any part thereof or for any unsurveyed area, a multiple of the agricultural assessment, as the revised assessment, such multiple not to exceed ten. The notification

*Published under Revenue Department Notification No.1988-R., dated the 27th April 1940.

shall be published simultaneously in the village or locality concerned and the settlement holders shall be entitled to submit objections in writing through the Deputy Commissioner. The Commissioner shall take all such petitions into consideration, and shall then confirm, or amend the preliminary notification or may stop proceedings.

7. Where only a portion of a big field is used for commercial or industrial purposes, the revised assessment shall be levied on that portion only, subject to a minimum of one quarter of a bigha.

8. The revised assessment shall be levied from the first day of the agricultural year on which the non-agricultural use was discovered.

Revision of assessment where land is subsequently used for agriculture only.

Revision of assessment to run the terminal year of the local area.

9. When any land which has been assessed as used for commercial or industrial purposes is subsequently used for agriculture only the Deputy Commissioner may, on the application of the settlement holder, remove the non-agricultural assessment and assess the land at the rate appropriate to the agricultural use and equivalent to that imposed on similar agricultural land in the village or locality.

9A. The assessment revised under rules 6 to 9 above shall be liable to revision in the manner laid down in the aforesaid rules whenever there is a change in the use of the land from agricultural to commercial or industrial or *vice versa* and shall subject to such revision run to the terminal year of the local area or class of estates as the case may be.

Rate Report, vide Sections 24(i) and (ii)

What Rate Report should contain.

10. The Settlement Officer's rate report for each assessment group shall contain his proposals for the assessment of each village within the group. The report, besides giving a general outline of the physical and agricultural condition of the Group, shall deal succinctly with such of the following subjects as may throw light upon the pressure of the existing assessment and the capacity of the people to bear the proposed assessment. As far as possible, present circumstances should be compared with those obtaining when the existing assessment rates were fixed—

- (i) Position and boundaries of the Group; total and survey area; number of villages.
- (ii) Natural features.
- (iii) Character of cultivation; modes of cultivation; rainfall; irrigation, manuring, and double cropping; liability to damage by natural causes, including wild animals and insect pests.
- (iv) Cost of cultivation; cattle, agricultural labour and grazing facilities.
- (v) Population.
- (vi) Communications, trade and industry; markets for disposals of surplus agricultural produce; prices of agricultural produce; exports and imports.
- (vii) Previous revenue history; effect of the existing assessment on the more highly assessed villages; agricultural calamities of the past settlement period; improvements made at either public or private expense.
- (viii) Settled area; extensions of cultivations; area held by *ex-tea* garden labourers, other foreigners and immigrants; conversion of annual lands into periodic.
- (ix) Relinquishments.

13
The Rate Report with the volumes of
village ^{statement} ~~Statesmen~~ and ^{notes} ~~notes~~ shall be
submitted to the D.L.R., who will
after necessary examination publish
the Rate Reports, hear objection and
submit the Assessment Proposal with
his recommendation to the Commis-
sioner who will forwards it to Govt.
with his comments.

- (x) Crop statistics ; double cropped and uncropped percentages.
- (xi) Subletting ; percentage of settled area sublet ; rates of rent ; area held by foreigners as sub-tenants ; price of land.
- (xii) Soils—their nature and fertility ; land classing.
- (xiii) Average outturn of agricultural produce ; estimated value of the gross produce and its relation to the proposed revenue.
- (xiv) Collection of revenue ; coercive processes used.
- (xv) Economic condition of the people in general and of agriculturists in particular ; subsidiary occupations ; standard of living ; health ; water-supply ; educational facilities ; indebtedness ; consumption of exciseable articles.
- (xvi) Proposed assessment with a summary of the grounds in support of it ; comparison of incidence of past and proposed assessments both for the group as a whole and for its constituent fiscal divisions.
- (xvii) Effect of application of provisions relating to deferred enhancements.
- (xviii) Proposed term of settlement.
- (xix) Proposed assessment of lands outside towns but used for commercial and industrial purposes, subject to the limitation, as regards assessment of revenue, imposed by the terms of any particular instrument of settlement or lease respecting the land covered by that instrument or lease.
- (xx) Rates proposed for the assessment of waste lands both in surveyed and unsurveyed areas.
- (xxi) Revised assessment of *nisf-khiraj* and special estates ; *lakhiraj* lands.

11. To the rate report shall be annexed—

- (i) a map of the group showing the villages,
- (ii) a set of tabular statements, in forms approved by Government, showing the results of present and past classification ; the areas held from Government under different tenures ; the crops grown ; and the proposed assessments.
- (iii) a draft for the notification of the new rates proposed for the assessment of the group.

12. With the rate report shall also be submitted a set of village assessment statements in forms similar to those prescribed for the group as a whole in Rule 11 (ii) above ; together with a short note on the circumstances of each village with special reference to the criteria mentioned in sections 8 and 9 of the Act.

12A. The provisions of rules 10-12 shall apply to rate reports on special cultivation with such modifications as the Settlement Officer may, subject to the approval of Government, consider suitable.

13. The rate report with the volumes of the village statement and notes, shall be submitted to the Director of Land Records who will forward them to the Commissioner of the Division with such remarks as he may consider necessary. A duplicate copy of the report alone shall be submitted to the Commissioner with the recorded opinion of the Deputy Commissioner. The rates for each class of land in each village which are ^{accepted} by the Commissioner as *prima facie* suitable, shall be published in the official Gazette, and simultaneously or as nearly as may be by the Settlement Officer in each village ; and

annexure to
the rate re-
port.

Submission
village
assessment
statements
with rate re-
port.

Rules 10-12
apply to spe-
cial cultiva-
tion rate
report.

to whom
the report
is submit-
ted.

period of six weeks shall be allowed for the submission of objections to the Settlement Officer. The Settlement Officer will forward objections received by him to the Director of Land Records with his remarks for transmission to the Commissioner. After considering the objections, the Commissioner shall submit the rate report, with enclosures and the objection petitions, and his recommendations, to the Provincial Government for final orders. The orders of the Provincial Government shall be communicated to the Settlement Officer through the Director of Land Records.

Forecast report vide section 6.

Forecast
report.

14. The report required under section 6 of the Act shall be submitted to the Government through the Deputy Commissioner and Commissioner who shall record their views.

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Part III

EXECUTIVE INSTRUCTIONS

CHAPTER I

General

1. These instructions supplement the rules issued under the Assam Land Revenue Re-assessment Act, 1936 (hereinafter called the Re-assessment Act), the Settlement Rules under the Assam Land and Revenue Regulation, 1886 (hereinafter called the Regulation) and the provisions of the Assam Land Records Manual. Scope of the instructions.

They apply to all *Khiraj*, *Nisf-khiraj* and *Lakhiraj* lands. *Khiraj* lands taken up for special cultivation will be treated like ordinary *Khiraj* lands for the purposes of mapping, record-writing and statistical compilation, but their reassessment will be effected under separate orders. There will generally be a different scheme of land classification for town lands which will also be re-assessed under separate orders. Resettlement operations extend to *Lakhiraj* lands primarily for the purpose of re-assessment of local rates.

2. The instructions apply generally to areas where cultivation is of the established or of the fluctuating type. The latter at one time prevailed in the *chaporis* or the flood plains of the Brahmaputra and her bigger tributaries. The undulating tract of the land and the sandy nature of the soil limited the productivity of these lands which were liable to inundation and other fluvial action. Under the traditional system of cultivation followed by the indigenous people it was held that such lands should be given rest after 2 or 3 years' cultivation. Much of the land is held on annual *patta* in these *chapori* areas and the land classification and checks prescribed will be simpler. If there be any periodic *patta* in the fluctuating areas, the instructions must be strictly applied to their cases. Established and fluctuating areas.

3. Preliminary arrangements for the initiation of the resettlement operations will be made by the circle Sub-Deputy Collectors under the control of the Deputy Commissioner and the guidance of the Director of Land Records. The help of the Assistant to the Director of Land Records may also be requisitioned whenever needed. Preliminary arrangements

The preliminary arrangements will include the following:—

(i) The instructions of the Inspecting Officers bearing on this point recorded from time to time, and also the notes of the Sub-Deputy Collectors and Supervisor Kanungos, in the recorders' note book (Rule 55 of the Land Records Manual), shall be consulted and the current maps examined [and a classified list according to Recorders' lots prepared, *vide* instruction 3 (iv) below] in the light of the instructions to find out if any entire village or any part of it requires resurvey. If only a portion (*e.g.*, an annual block) of a village requires re-survey, the portion should be marked on the current map. If no re-survey is needed or if the re-survey of a part only of a village be needed, blue prints of the current maps of such villages shall be indented from the Assam Survey Office. If the current map of a village is for any reason whatsoever found to be substantially inaccurate but a sufficient number of survey marks exist for the purpose of re-surveying the whole village, skeleton blue prints in duplicate showing only the village boundary with traverse stations and the main natural features will be requisitioned. All requisitions for blue prints must be accompanied by a clean copy of each of the current maps of which blue prints are required.

If the existing boundary marks of any village are insufficient for the purpose of survey a requisition should be sent for re-traversing such village. A list of unsurveyed areas of suitable size which are fit for traverse should also be sent for traversing the villages.

All requisitions for blue prints as well as for the re-traverse or new traverse should be submitted to the Deputy Director, Assam Surveys, through the Director of Land Records—to the former at least six months before and to the latter at least a year before the resettlement operations start—so that the blue prints and re-traverse or traverse sheets may become available before the commencement of the field work in connection with the resettlement operations.

The blue prints and re-traverse or traverse sheets when received should be kept flat in tin-lined boxes in charge of the Registrar Kanungos.

(ii) When the blue prints are received from the Assam Survey Office, the post-resettlement *dags* (except the *dags* falling within the portions marked for re-survey, if any) will be traced from the current maps in the recorder's hand on to one copy. Nothing is to be traced on the skeleton blue prints.

(iii) A draft resettlement *chitha* showing the old *dag* numbers, area, *pattdars*, names, class of tenure, the present field classification (and where necessary its area), shall be prepared by copying respectively from the first four columns and columns 12 and 13 of the current *chitha* in the recorder's hand except in villages which are intended to be completely re-surveyed. The crops recorded in the recorder's *chitha* in the previous spring tour may also be copied in pencil in the proper column.

(iv) A complete classified list shall be prepared of villages for—

- (1) Map correction.
- (2) Map correction with partial re-survey.
- (3) Complete re-survey—
 - (a) on skeleton blue prints,
 - (b) on re-traversed blue prints,
 - (c) on newly traversed polygons.

and the list shall show as accurately as possible the number of *dags* in each village.

Transfer of
Land Re-
cords staff to
the control
of the Settle-
ment Officer.

4. During the resettlement operations the permanent Land Records staff of recorders and Kanungos will work under the orders and control of the Settlement Officer and all appeals connected with appointments, promotions and disciplinary measures will lie to the Director of Land Records instead of to the Commissioner (*vide* Rules 1 to 4 of the Assam Land Records Manual). This instruction applies, *mutatis mutandis*, to the district Sub-Deputy Collectors employed in the resettlement operations.

Operations
of Resettle-
ment.

5. The resettlement of land shall consist of the following processes:—

- (a) Map revision (survey and demarcation).
- (b) Preliminary record-writing and field classification.
- (c) Record attestation.
- (d) Submission of Assessment Report.
- (e) Revenue attestation.
- (f) Offer of settlement.

6. During resettlement operations involving re-assessment of revenue, the preparation of tenant's record-of-rights if ordered under Sections 17 and 18 of the Regulation will be framed under the provisions of the Regulation and not under Chapter IX of the Assam Temporarily-settled Districts Tenancy Act, 1935. The order under Section 18 of the Regulation will ordinarily specify the classes of tenants in respect of whom the record-of-right is to be framed and will state if the record is at all to extend to tenants—other than privileged *rai-yats* and occupancy *rai-yats*—holding land on leases the term of which is not longer than one year. Preparation of tenant's record-of-rights.

Settlement Rules 78-82F govern the procedure for the preparation of the record under the Regulation. It will be noticed that the operation consists of the following stages, namely:—

- (1) Preliminary survey and record-writing.
- (2) Record attestation.
- (3) Preliminary publication and disposal of objections.
- (4) Preparation of Final Record.
- (5) Publication of Final Record.
- (6) Distribution of Final Record.

Of these the first stage should be taken up and finished simultaneously with stage (a) in Settlement Rule 55. It should not ordinarily be difficult to take up and finish the second stage along with stage (b) in Settlement Rule 55. The third and subsequent stages should be taken up when the Assistant Settlement Officer is free to take them up after supplying the Settlement Officer with the material necessary for the Rate Report under Settlement Rule 58.

Should any of the stages after the stage of record attestation of the tenants' record-of-rights necessitate any change in the *dag*-boundaries inked up in black Indian ink, the Settlement Officer's order should be taken. It may be that taking the village map as a whole the corrections are so few in number that no separate maps under Settlement Rule 82D showing tenancies need be printed and that the changes may be effected in red ink as *badar* correction.

7. The conduct of resettlement operations is complicated by the necessity for preparing the ordinary regular and supplementary-settlement abstracts or *dauls* for which, during the currency of the resettlement operations, the Settlement Officer will be responsible. Enquiries into *faut*, *ferar* and *jotrahin* cases and relinquishment petitions have to be done as usual. Excepting in the year of map revision, the survey for regular and supplementary settlements has to be carried on each year, more specially in *chapori* areas where cultivation may still be of a "fluctuating" type. But the other branches of the ordinary Land Records work, e.g., recording of mutations in the existing records or corrections of *jamabandis* for the field mutations sanctioned in the course of the resettlement operations, the compilation of the crop statistics and the demarcation of estates according to the current maps are suspended. Simultaneous disposal of ordinary settlement work.

8. The Settlement Officer is responsible that the map and records upon which he bases the re-assessment correctly represent facts as they stand at the time each village is attested, that is to say, that the map shows the actual existing boundaries of estates and holdings and that the records give the correct areas of these estates and holdings and correctly state the names of the proprietors, settlement-holders and tenants, if any, in possession of the estates and holdings respectively. Responsibility of the Settlement Officer for correct maps and records.

Field programme.

9. In district resettlements, two-thirds of the district will generally be taken up for map revision and preliminary record-writing in the first field season. During the next season, in addition to the record attestation of this area, preliminary record-writing will be completed for the balance of the district. The record attestation of the latter area will remain over for the third field season. In no case should map correction and record-writing precede record attestation by more than one year.

Strengthening of Staff of recorders.

10. It is generally impracticable for the permanent recorder to manage the entire resettlement work of his lot. The existing lot areas may be altered by subdividing the lots or otherwise and smaller lots formed, and a temporary staff of additional recorders may be entertained according to requirements. The resulting series of lots should be so allotted that generally speaking each of the permanent recorders may be responsible for a part at least of his permanent lot area. A recorder may on an average be expected to deal with 3,000 *dags* in a field season if changes in survey are not likely to be numerous. This number has to be reduced in proportion to the extent of re-survey work to be done and in cases where a whole lot has to be re-surveyed, 1,500 *dags* may be considered enough for one recorder. In the backward tracts also less *dags* may be given to each recorder as allowance must be made for the total area covered. Each recorder, permanent or additional, will be made responsible for the timely completion of the work and map correction in the lot assigned for preliminary record-writing to him.

On the completion of preliminary record-writing, the recess work may be conveniently distributed among the recorders in suitable groups selected according to their capabilities. Thus, those who are good at drawing will be put on map-inking, those whose arithmetic is rapid and correct on area-totalling, and revenue calculation and those with good handwriting on the preparation of the final copies of *Chitha* and *Jamabandi* and so on.

Roster of villages for map correction.

11. The order in which the recorder is to take up map correction and record-writing in the villages of his lot should be settled before field work commences and should be noted on the front page of his diary.

Kanungos.

12. For closer control and better supervision of the work of the recorders the Kanungos' sub-circles will be temporarily redistributed into smaller charges, and additional Kanungos will be appointed so as to provide a Kanungo for every 8 to 10 recorders.

Each Kanungo should be supplied with a copy of the *majmuli* map of his sub-circle and a list of the villages in his charge, giving the number of *dags*, the total area of *khiraj*, *nisf-khiraj*, *lakhiraj*, grants and special tenures and the total unsettled area in each village.

Mass or party system of field work.

13. In the case of areas which are unhealthy or where communications are somewhat difficult, the field work in connection with the map revision and preliminary record-writing may more conveniently be done on the mass or party system. Under this system for the purpose of field work the areas need only be redistributed into Kanungos' smaller charges and not into recorders' sub-lots and each Kanungo with a batch of about 8 recorders will work through the block assigned to him from one end to the other. This will enable the Kanungo to be in close touch with his recorders and to exercise constant supervision over them even in backward areas.

Special classification party.

14. Ordinarily where conditions affecting the relative productive value of lands have not materially changed since the previous resettlement field classification will be done by the recorder in charge of

map revision and preliminary record-writing in respect of the area in the light of the existing classification. Where however the existing classification of lands is unsatisfactory either because the bulk of the lands was taken up after the last resettlement and the lands were not classed under proper supervision or because of fluvial or other action affecting the composition of soil, level of land, liability to inundation, etc., the Settlement Officer will consider whether the area concerned is wide enough to justify the formation of a special classification party to be put in charge of the classification work. The party will consist of a Kanu go and a few experienced and reliable recorders and will have to be trained for the work by actual classing work being done in some villages under the close and detailed supervision of the Settlement Officer himself.

15. It is essential that before field work is taken up the staff should be given special training to ensure that they are all acquainted with the proper procedure. The Director of Land Records himself may start the training of the Assistant Settlement Officers and supervise it at the initial stage. The Assistant Settlement Officers will themselves conduct the map revision, *Chitha* writing and field classing in a village for a week or so under the supervision of the Settlement Officer so that the practical application of the instructions contained in the Resettlement Manual is clear to all. Each Assistant Settlement Officer will train in similar fashion the Kanungos under him for a period of about ten days. The villages in which the training of the Kanungos is carried out should be adjacent, and the Settlement Officer and the Assistant Settlement Officer, should constantly supervise the training. Thereafter, each Kanungo will train the recorders under him for about ten days in a village or villages near the circle headquarters under the close supervision of the Assistant Settlement Officer and the guidance of the Settlement Officer. Each recorder will, on commencement of work in his lot, be treated as if he were under training until the survey or map correction of the first village in his lot was finished. During this period it is most important to ensure that he receives constant guidance and help at every step from the Supervisor Kanungo and the Assistant Settlement Officer. Naturally the progress in the first village will be slow but the proper training of the recorders being thus ensured, the slow progress during the first stage will be more than compensated by the rapid and accurate work in the subsequent villages.

Preliminary training.

In districts where survey work preponderates, it may be useful to take the permanent recorders through a short refresher course in survey for a week or ten days in a village near the circle headquarters before the resettlement training of the Assistant Settlement Officers starts.

If a sufficient number of temporary recorders trained at the Assam Survey School or holding survey certificates granted by the Director of Land Records and Surveys be not available, arrangements may be made with the Survey School authorities for a six weeks' training of suitable candidates in survey work before the field season begins. 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 rule 13 of the Assam Land Records Manual.

16. When training of the staff has to be done, it may not be possible to begin preliminary record-writing before the 1st December; for record attestation field work may begin on the 1st November; in both cases the field work should be completed by the 15th May.

Duration of field season.

Resettlement
budget.

17. The resettlement budget will include not only the provision needed for the extra staff employed for the resettlement operations but also that needed for the permanent Land Records staff, the latter being omitted from the Deputy Commissioner's budget estimates during the period of the operations.

Rewards.

18. Provision should be made in the budget for rewards to be given to such of the Kanungos and recorders as acquaint themselves well in the work entrusted to them whether in office or in the field. In granting rewards the Settlement Officer will take into account not only the quality and quantity of work turned out but also the special nature of the work done, e. g., map-inking, compilation of statistical figures for group reports, etc.

Preparation
of the ordi-
nary settle-
ment ab-
stracts or
Dauls.

19. The measurements and enquiries made by the recorders during the season of map correction and preliminary record-writing will be utilized for the preparation of the *supplementary settlement abstract* of the current year in the month of March as well as of the regular settlement abstract of the coming year in August following. The recorders will keep lists of the new fields measured and recorded in the course of map correction. From these lists, *Dariabadi* (or *Halabadi*) *Jamabandis* will be prepared in the field and without coming into office. In villages in which map correction and record-writing are not completed by the 1st February, supplementary settlement may be neglected. In established villages the supplementary settlement is generally of small account, but arrangements should be made to take up earliest in the season those villages—whether in established or in fluctuating areas—in which supplementary settlement is of any importance. For the *regular settlement* of the coming year the recorders should similarly prepare lists of new fields and of fields liable to be altered or to additional assessment, together with lists of fields to be excluded as *faut, ferar* or *jotrahin*, and should also verify relinquishments; (*vide* rules 19 to 23A of the Assam Land Records Manual). For this purpose it will be necessary that they should make a rapid tour of their villages during April to measure areas taken up for cultivation or going out of cultivation on account of *pattadars* being *faut, forar* and *jotrahin* since the completion of map correction and to verify relinquishments. In the light of the results of these operations the periodic *Jamabandis* will be corrected and new *Jamabandis* will be written for the fields to be annually settled after the recorders have come into office. The permanent Supervisor Kanungos will at all times be responsible for the consolidation and timely submission of the settlement abstracts.

In the subsequent years of the resettlement operations the Settlement Officer will have to make special arrangements for the annual revision of the land revenue rolls necessitated by the opening up of new lands and exclusions for *faut, ferar, jotrahin* cases and relinquishments.

CHAPTER II

MAP REVISION AND CHITHA WRITING

A—Map revision

Map on
which a
recorder
is to work.

20. Before beginning his field work each recorder will be given a copy of the blue prints or the re-traverse or traverse sheets pertaining to the villages in his lot (*vide* paragraph 3) the other copy remaining with the Registrar Kanungo for use in case the first copy is spoilt in any way. In the case of areas which are not marked out for fresh

survey (as distinct from map correction) all post-resettlement *dags* if not already in print should be traced on the blue prints in pencil from the current working map of the permanent recorder. In the case of areas marked out for re-survey or fresh survey no such tracing should be done in the blue prints or re-traverse or traverse sheets, as the case may be.

Each of these prints or sheets will, before commencing field work thereon, be mounted on a strawboard by pasting a narrow piece of fine *Malmal* cloth along the borders and covering the edges of the sheet and the strawboard, and the sheet will remain so mounted till the resettlement work thereon is finished, the map is inked up in Indian ink and finally passed for despatch to the Survey Office for vandyking. Every care must be taken to keep these (original) maps neat and clean and free from any mark of coloured ink other than the lines, figures, etc., in Indian ink meant to be reproduced in the process of vandyking. It may be noted that neither the blue ink lines—printed or drawn—nor any pencil marks on the blue prints will come out in vandyking. It must be clearly understood that nothing is to be drawn or written on these maps in the field except with the drawing pencil only.

Besides the prints or sheets indicated above, the recorder should have the current working map and the classification map of each village also for reference.

21. To each map a slip for Inspecting Officers' remarks will be attached at a corner of the strawboard. Before the field work begins, the Assistant Settlement Officer will examine each map, and if he finds that in any village it is necessary to direct special attention to any particular branch of map revision (e.g., the examination of *sarkari* fields where concealed cultivation is suspected, the survey of a changed river, the resurvey of a block of annual or *kabula* lands, etc., etc.), he shall make a note to this effect on the slip for the guidance of the recorder. Map slip.

During the inspection of field work, the Inspecting Officer should record on the slip attached to the map a very brief note showing exactly what testing he has done and in what part of the village and containing his opinion of the quality and speed of the recorder's work.

22. Map correction includes the careful examination of the boundaries of all fields, the correction of all boundaries which are not correct according to present possession, the inclusion of any occupied land which has escaped unassessed, the amalgamation of similar adjacent fields in the same ownership and the division of partitioned fields. Scope of map correction.

The re-numbering of *dags* in the map and the re-calculation of areas will ordinarily be done in office after the field work is over.

23. The unit of plotting is the *dag*, that is to say, a parcel of land forming (i) if settled, the whole or part of a single estate or holding and constituting a compact block, generally similar in character of its soil or cropping (e.g., *basti*, *rupit*, *faringati*, *bao*, *chara*, *patit*, etc.) or (ii) if unsettled, a block of fairly uniform character (e.g., hills, rivers, railways, roads, paths, culturable lands, etc.). *Dags* which can be amalgamated in accordance with the above description may be amalgamated. The holdings of tenants must be plotted separately except when they are found to be in occupation on leases the term of which is not longer than one year. Unit of interior survey.

24. It will be found that, whether from mistakes in the survey or changes since the survey, cases occur in which the *dag* boundaries of the map supplied do not indicate correctly the limits of the *pattadar's* or tenants' actual present possession. The recorder should begin his field Map correction—cadastral fields.

work by running at least two cross check lines across each village between theodolite stations and make a *chanda* and put in a peg at every five chains: he will make corrections of the field boundaries separately within each block so formed by the pegs and the village boundaries. If the map is found on the whole to be fairly accurate, the recorder must walk along the boundaries of each field, with the map, comparing by visual inspection the field and map boundaries, frequently verifying measurements with a 20 link *tar* (pole) and making necessary corrections in the boundaries of *dags* in pencil according to possession; rice fields adjoining *sarkari* lands or occupied high land must be specially tested, as it is in such cases that encroachments are most common. Errors not exceeding the length of a *tar* (20 links) need not be taken into account unless the land be very valuable, *e.g.*, in towns.

If due to distortion of map, the cross check lines reveal a discrepancy of more than $1\frac{1}{2}$ per cent. between the ground and the map measurements, the matter shall at once be reported through the proper channel for the orders of the Settlement Officer. Such a village may have to be re-traversed and re-surveyed.

If on running the cross check lines it appears that the changes in the internal survey are very numerous indeed, the existing map may be discarded and a fresh survey may be made, but no such resurvey of a whole village shall be commenced without the sanction of the Settlement Officer. If there be any serious error extending over a whole block of printed *dags* re-survey of the same may be undertaken with the previous sanction of the Assistant Settlement Officer.

Nisf-khiraj
and Lakhiraj
fields.

25. In *Nisf-khiraj* and *Lakhiraj* estates the interior survey must be overhauled according to the present possession of tenants and, if necessary a re-survey made. Each tenant's holding must appear on the map. As in such estates numerous changes may have taken place since the last resettlement, special attention should be directed to their survey.

Map-correc-
tion—post re-
settlement
fields.

26. Every field added to the map since the last resettlement must be very carefully examined as to the accuracy in its survey. If such *dags* were printed in blue they should be specially marked on the blue print. Blocks of 50 *bighas* or under of such land must be *partalled* by the recorder by running one checkline and larger blocks by two or more lines. Such lines should be run, if possible, between theodolite stations, but if this be found very difficult short lines may be run, between Kanungo's *dhips* or the *chandas* marked in the cross checklines of the village, provided the points selected are first carefully verified. Triangulation from any two fixed points may be freely resorted to. Fields adjoining cadastral fields may be verified by *tar* measurements in the method described in instruction 24 but the position of new fields inside *sarkari* blocks must be verified by check-lines or by two measurements from the nearest block of cadastral fields.

If in any block an error of a *chain* be discovered the whole block must be re-surveyed.

Errors of 20 links and under may be neglected.

Disputes.

27. Should any dispute occur during map revision or *chitha*-writing the recorder will survey according to possession marking out the disputed area on the map if necessary with a suitable letter and note the existence of the dispute by entering the word "*bibad*" in the remarks column of the *chitha*. In the case of petty disputes the Kanungo should endeavour to bring the parties to agreement and, if successful, should take their signatures in the *chitha*.

28. Adjacent fields of a like nature in the same ownership should be amalgamated by neatly crossing out in pencil the common boundary or boundaries. Amalgamation.

29. If the shareholders of an *ejmali* patta wish to partition amicably their land according to possession and point out the new boundaries, the recorder will survey the boundaries as pointed out, provided all of them agree and give their consent in writing by putting their signatures in the *chitha* or otherwise. If any co-sharer objects, or if there be dispute about possession, the recorder will not effect the partition. Partition.

30. Every *sarkari* field must be carefully explored to ensure that no occupation has escaped mapping. Special attention should be paid to the edges of such fields, where encroachments are most common. Under this head falls the check of field boundaries along roads, rivers and railways. Changed river banks must be surveyed, and care is necessary in mapping road-side fields. Sarkari dags.

The road-side reservation should be plotted with measurements from the centre of the road in the case of town lands and from the toe of the road embankment in rural areas.

31. New and changed boundaries should be plotted in distinct pencil continuous lines. All unnecessary lines must be crossed out in pencil. Pains must be taken to keep the map neat, and when its revision is complete, it should be cleaned with an eraser. Manner of plotting.

32. Fresh survey may be undertaken either on a blue print, a skeleton blue print, a re-traverse sheet of an old village or a new traverse sheet of an extension survey village. In either of these cases, the survey must be done on the correct principles of cadastral survey, detailed instructions about which will be found in Schedule A. A fresh *chitha* will have to be written for the village in each of these cases. Fresh survey.

33. No change will be made in the numbering of the existing *dags* on the map until the completion of map revision and *chitha*-writing. In the case of amalgamation the dividing line between the two *dags* will be crossed out in pencil and the amalgamated *dag* encircled on the map and the *chitha* entries pertaining to the *dags* scored through. When a cadastral *dag* is split up into two or more parts one part will retain the number of the parent *dag* and the rest will be allotted numbers consecutive to the last number in the *chitha*; the latter will also be entered on the spare pages at the end of the *chitha* with cross reference against the original *dag*. All pencil boundaries of *dags* will be inked up in blue (cobalt) at the recess office. In map correction villager *dags* will then be serially renumbered in vernacular figures in blue (cobalt), the renumbering starting from the north-west corner ending at the south-east corner. The changed numbers will also be entered in red ink against the old ones in the *chitha*. In the case of fresh surveys, if the *dag* numbers used in the field have run serially from the north-west to the south-east corner of the maps, the same shall be retained and inked up in blue (cobalt). Numbering of fields on the map.

34. The recorder will recalculate, while in the village, the areas of the new and changed fields as far as they are required for the preparation of the settlement abstracts (*Dauls*). All other area calculations will be done at the recess office. Area calculation.

35. The rate of progress in map correction should not fall short of fifty *dags* a day. With experience, the outturn should be considerably higher. Rate of progress.

36. Each Assistant Settlement Officer should have a *majmuli* map of his circle, as well as a list of all Kanungos and recorders under his charge, showing the number of villages and fields in each recorder's lot Supervision and check.

Supervisor
Kanungo. 37. Kanungos must visit each recorder's lot two or three times a week, special attention being paid to lazy or inefficient men and to lots where work is backward.

If a Kanungo finds work backward in any lot or the work of a recorder specially bad, he will report the matter for orders without delay.

Amount of
check. 38. Supervising officers in checking map revision will generally follow the Land Records Rules, but the check must be closer and more detailed. The map should be checked during the progress of the work, and check should not be deferred until revision is complete.

The Kanungo's test in each village consists of:—

- (a) The check of 100 per cent. of changed field boundaries.
- (b) The verification of 30 per cent. of unchanged fields in each block of 100 *dags* in serial numbers ;
- (c) The running of at least one check line for each 150 bighas of new lands settled since the last resettlement.

Map certi-
ficate. 39. On the completion of map revision in a village the Kanungo or the Assistant Settlement Officer, after finally checking the work, will write on the face of the map the following certificate in pencil:—

“Certified that the recorder has finished map revision, and that, after examining his work, I am satisfied that it is correct”.

B.—Settlement Chitha

Chitha-
writing. 40. In the case of villages where map revision is done on blue prints *chitha*-writing and classification will ordinarily be carried on simultaneously with map correction, but if any part of such a village has to be re-surveyed, the *chitha*-writing and classification of fields within that part may be taken up on the completion of the survey. In the case of villages marked for fresh survey or resurvey, *chitha*-writing and classification will generally follow the completion of the survey.

41. The *Chitha* will include all the fields of a village whether settled or unsettled.

Entries to
be made in
advance of
field work. 42. In the case of villages or areas for map correction, before taking the field the recorder will fill up in ink (if it has not already been done) columns 1, 2, 3, 4, 12 and 13 of the Resettlement draft *chitha* from the current *chitha* of the village.

Column 1 will show the field numbers as they stand.

Column 2 will show the field areas as they stand.

Column 3 will be filled up in the case of all settled fields by copying the name of the proprietor or settlement-holder as shown in the current *chitha*. The name of each joint *pattadar* should be entered in a separate line and serially numbered. In the case of unsettled fields the word “*Sarkari*” will be entered.

Column 4 will be filled up for settled fields only which will be described according as they are held on *khiraj* (periodic or annual) lease or are *Nisf-khiraj* or *Lakhiraj*; if the land is held on *patta* issued for tea cultivation the word ‘tea’ will be added. Column 12 will show the existing classification of each field. Column 13 will show the existing class area of each field.

In the case of villages for re-survey or new survey, an entirely new *Chitha* will be prepared on the basis of actual possession as survey proceeds.

The number of lines to be entered on each page in making entries in the *Chitha* will be fixed by the Settlement Officer and must be strictly observed. Uniformity in this matter will greatly facilitate totalling.

43. Under no circumstances may entries be made in the remaining columns of the *Chitha* except in the field. (But if the Settlement Officer so directs, the crop entries made in the current *Chitha* in the previous spring tour under rule 84 of the Assam Land Records Manual, may be copied in the Resettlement draft *Chitha* in pencil). All entries made by the recorder in the field shall be in pencil, but they should be inked in by him every evening on the completion of the day's field work, black ink being used for the purpose except where otherwise provided. Entries to be made in the field.

44. Column 5:—This is the most important column in the *Chitha*. If the *pattadar* (column 3) is in possession, the column will be left blank. If the *pattadar* is not in possession, the name of the person (*Dakhalkar*) must be entered (with a number corresponding to that in column 3 where there are more *pattadars* than one) indicating by one word the manner in which the possession has originated (*i.e.*, inheritance, purchase, mortgage, exchange, etc.). The entries must be initialled and dated by the recorder. If any dispute exists about possession, the recorder will not enquire into the dispute, but enter the word "*bibad*" in the remarks column along with the names of the contending parties. The recorder must be very careful not to confound *dakhalkar* with tenant. The latter will be entered in column 6. Column 5 of the *Chitha*.

The above procedure applies to both periodic and annual lands. But in the case of annual *pattas* in the districts of Lakhimpur and Darrang, and in such areas in the remaining districts of the Assam Valley as the Commissioner may prescribe, the name of the actual *dakhalkar* may be entered at once in column 3 by the recorder, provided there is no dispute; if there is a dispute, no correction should be made until the matter has been enquired into at least by the *Kanungo*. In the case of periodic *patta*-holders no correction should be made without the sanction of an Assistant Settlement Officer. The name entered in Column 5 will be transferred to Column 3 in red ink as soon as mutation is sanctioned.

(The rules for the treatment of annual lands in the district of Lakhimpur, as approved by Government, will be found in Schedule C.)

45. In column 6 will be entered the name of the tenant (if any), the length of possession, the area held and the rent payable, *e.g.*, "Ghinlaga 10 years—2 bighas—Rs. 4." (Proper attention should be paid to the filling up of this column as *khatians* or a record-of-rights of tenants will have to be prepared on the basis of these entries). If a lump sum is paid for several fields, the total rent should be entered against the first *dag* number of the holding and against subsequent *dags* the entry "See dag No." should be made. If rent is not paid in cash, the nature of the tenure and the rent paid in kind should be given, *e.g.*, *Chukti-adhi*, 6 *puras* of *dhan* per *bigha* (it should be noted that under Section 13 of the Assam Temporarily-settled Districts Tenancy Act the status of *raiyyat* is denied to tenants holding land on ordinary *adhi*, *barga* or *bhag*). Service tenures should be entered with the special conditions, if any, attaching to the same. Additional information if any required by Government order on the lines contained in Section 80 of the Assam Temporarily-settled Districts Tenancy Act should be entered in this column. Column 6.

Special care should be taken to enter the particulars of tenancies in *nisf-khiraj* and *lakhiraj* estates.

46. Columns 7-11 refer to settled fields only. In filling up these columns the relevant rules of the Assam Land Records Manual will generally be followed. Columns 7-11.

The crops grown in each field will be entered in column 7, and the areas covered by them in Column 8. If a settled field or part of a settled field is uncropped, the uncropped area will be entered in column 11, with the entry in column 10 as *fallow* or *waste*, according as it has, or has not been cultivated during the three years preceding.

Land under grass of any kind is to be shown as *waste* except that land under *sun* grass in the Surma Valley will be shown as under "*sun*" in column 7 with the area in column 8. Clumps of bamboos included in house gardens will be recorded as *basti*.

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

Record of double cropping. 47. When the same field, or the same portion of a field has borne more than one crop within the year, both will be entered in column 7 and the areas of both will be given in column 8. The recorder must ascertain by careful enquiry and by inspecting the land whether there has been a preceding crop or not. The area which has borne more than one crop within the year will be repeated in column 9. This will facilitate totalling, as columns 8, 11 and 15 minus column 9 should correspond with column 2.

Land classification, columns 12 and 13. 48. In the areas for map correction the old classification will have already been copied into the resettlement draft *Chitha* from the recorder's working *Chitha*. The recorder should check the classification of each *dag* in accordance with the scheme sanctioned for the resettlement, which is not likely to differ very widely from the existing scheme, and make corrections where the condition of the land has changed since the last resettlement and the old classification is found to be clearly inappropriate. In doubtful cases the old classification should be retained. In the case of *bastis* which have come into existence since the last resettlement, the classification will be one class lower than would normally be the case. If any existing *dag* is found to contain *rupit* lands of different classes, the areas under the various classes may be marked off by dotted lines on the map, and the letters क, ख, ग, etc., etc., used to signify the different class areas both in the map and the *Chitha*. The different parts of a *basti*, however, need not be classed under different heads; the *basti* areas should be classed as a whole. The alterations made in the classification of *dags* should be marked in red pencil in the classification map for facility of check.

In the case of areas for partial or complete re-survey or fresh survey, each *dag* will be carefully inspected by the recorder and correctly classified according to the sanctioned scheme. In the case of re-surveyed areas a thorough check of the new classification should be made with the help of the old classification map by separately marking the new class blocks on it. The different classes of *rupit* lands in the same *dag* may, as noted above, be marked off on the map by dotted lines and signified by the letters क, ख, ग, etc., in the map and the *chitha*.

Columns 14 and 15. 49. Columns 14 and 15 are for unsettled plots only. One or other of the following words should be entered:—

Road (or embankment).

Under water.

Reserve.

Waste.

50. Column 16 :—In this column settlement-holders who are Column 16. foreigners should be designated as :—

- (a) Tea garden labourers.
- (b) *Ex*-tea garden labourers.
- (c) Nepalis.
- (d) Marwaris.
- (e) Immigrants of the cultivating classes.
- (f) Others.

Reference to disputes in regard to entries in columns 5 and 6 will also be made in this column by entering the word "*bibad*".

In the case of reserved lands, the public purpose for which the area has been reserved (*e. g.*, grazing ground, camping ground, burial ground, road-side lands, unsettled tanks, etc.,) should be noted in this column. A list of the reserved *dags* should be prepared on a blank page at the beginning of the *Chitha*.

Entries *ex*-teagarden labourers holding lands as tenants should be distinct from those where they hold as settlement-holders.

51. Further detailed instructions about map correction and *Chitha*-writing will be found in Schedule B.

52. Before commencing to write the *Chitha* two or three days' notice should be given to the *gaonbura* or *sarpanch*, as the case may be, so that *pattadars* and tenants may be present to give necessary information. Notice to Gaonbura or Sarpanch.

53. The *Chitha*, like the map, must be checked in progress and not merely upon completion. All the entries against each *dag*, including the classification, must be checked in the field and intitialled by the Kanungo either during preliminary record-writing or during attestation. The percentage to be checked in the first field season shall be at least 50. Particular care must be exercised in checking entries in columns 3, 5, 6 and 12 of the *Chitha*. Kanungo's check of Chitha-writing and classification.

54. The *Chitha* will be signed by the Kanungo when passed by him.

55. Further instructions about the duties of the Kanungo in the first field season will be found in the Schedule D.

56. No village should remain unvisited by the Assistant Settlement Officer during map revision and *Chitha*-writing.

Assistant Settlement Officer.

It will be the duty of the Assistant Settlement Officer to see that Recorders and Kanungos work steadily and of himself to check the map revision and *Chitha*-writing in the manner laid down in instructions 38 and 53. The amount of checking to be done by him will be fixed by the Settlement Officer. Ordinarily numbers already tested by Kanungo should be selected for check.

57. In addition to checking maps and records the Assistant Settlement Officer will pass all undisputed mutations and partitions recorded in the *Chitha*. Where this task proves to be very heavy extra help may be requisitioned by the Settlement Officer to have the work completed in the first field season. The Assistant Settlement Officer should also pass necessary orders about the conversion of annual *pattas* into periodic and also about resignation of lands not required by the settlement-holders and about petty disputes during map correction. The object of doing this work in advance of attestation is to enable a reasonably correct *draft Jamabandi* to be drawn up and placed before the people at attestation, and also to relieve the Attestation Officer of a large amount of routine work in the field. Field Mutation and Partition.

C.—Classification of Land

District
scheme of
classification. 58. It will be one of the first duties of the Settlement Officer to examine the scheme of classification adopted at the last resettlement of the district with a view to ascertaining if any modifications of the scheme are necessary with due regard to the comparative value of the lands for the purposes of the existing system of agriculture. Local people should be consulted as to whether in their opinion the old classes correctly indicate the use to which the land is put as well as correctly represent the principal differences in the net out-turns and rental values of different kinds of lands. The nomenclature employed for the purpose of classification will, if in accordance with popular ideas and custom, enable villagers to follow classification and exercise an useful check over the classifying agency. Proposals regarding the number and names of the classes under which land is to be classified will be formulated by the Settlement Officer in consultation with the Director of Land Records and must receive the approval of Government ordinarily before the staff get their training for resettlement work.

According to the system of agriculture prevalent in the province the lands may be broadly divided into (i) rice lands, (ii) *bastis* and (iii) other lands. The main basis of classification of rice lands is the level with reference to its water retaining capacity; they are commonly differentiated by the names of the recognised classes of rice crop usually grown on the lands. High level lands are suitable only for growing broadcast *ahu* or *aus* (early-rice). Lands of gradually lower levels are fit for transplantation of *ahu* (autumn rice), *lahi* (lighter variety of winter rice) and *Sali* (heavier variety of winter rice) according to the supply of water required for the success of the crop. In the still lower levels which are inundated every year and are not usually fit for transplantation are sown broadcast *baou* or *amon*. There are again still lower levels which are so heavily flooded that even *baou* or *amon* crops generally fail. Apart from the level of the land the composition of its soil materially affects its productivity. Soft and loamy clay is very good for paddy cultivation whereas soils which are sandy or of hard clay are positively inferior. Other extraneous advantages and disadvantages serve to accentuate the differences in the productive capacity of lands. Irrigation for instance increases productivity whereas untimely inundation affects the standing crops adversely. Similarly some lands are specially fertile owing to the manure washed down from house sites while in others over-shadowed by shady trees the paddy crop never attains to full maturity. The Settlement Officer has to determine the classes of rice lands according to the suitability of the lands for the different rice crops, composition of the soil and the material extraneous advantages and disadvantages, if any, to which the lands are subject.

Bastis or homesteads are classified according to the extent to which they are stocked with valuable garden crops and trees. The best class of homesteads will generally provide the owner with a substantial income from the sale of fruit or garden produce. At the other end of the scale will be homesteads which contain little or no vegetation. Traders' shops which owe their existence to individual initiative and enterprise of shop-keepers rather than to the situation of the site may be classed as temporary trade sites but assessed as the best class of homestead. For purposes of statistical compilation, these areas may be included among the best class of homestead. Trade sites in the vicinity of *hats* or town lands or crossing of roads and rivers are sometimes so valuable that even the highest agricultural assessment may be too low for them, they should be classed as permanent trade sites (*Beparar thai*).

The "other (non-rice) lands" are used for growing rice seedlings, sugarcane, vegetables, mustard and other high land crops. These are commonly classed as *ahutali* (in Kamrup, established areas) or included in class *faringati* (elsewhere in the Assam Valley). In the Surma Valley there are different class names for these lands. There is a '*patit*' class for unculturable land in the Surma Valley but not in the Assam Valley.

In the so-called fluctuating areas of the Assam Valley the classification scheme will ordinarily be very simple, falling under the heads (i) *basti*, (ii) *rupit* and (iii) *faringati*. In some areas a separate class for *bao* may be added where this crop can be grown on the same land from year to year and is more or less certain. In areas occupied by advanced cultivators such as Bengal immigrants the scheme may need further elaboration.

As far as practicable unoccupied waste land available for settlement should be classified in the same manner as land which is already occupied. All waste land the surface of which it is not possible to examine owing to dense jungle, high grass or any other reason will, along with land not available for settlement be entered as "unclassified" in the *chitha*.

59. Classification will be effected by the recorders *pari passu* with map revision and *chitha*-writing. It is essential that the recorders before they are allowed to take the field should be carefully trained in practically classing lands in a few typical villages under the personal guidance of the Assistant Settlement Officer and as far as possible under the eye of the Settlement Officer. Recorder's classing work.

60. It is of the utmost importance that the land classing should be effected publicly and without any attempt at secrecy. The people should be invited to accompany the classers and the signature of the *gaonbura* or *sarpanch* should be taken on the *chitha* in token that the villagers had opportunities of watching the recorders at work. Classing to be effected publicly.

61. Before commencing the classification of a village the recorder will show on a separate copy of the existing map in blue pencil the boundaries of the present blocks of land of the same class. Any change effected in the classification of these blocks should be marked in red pencil as the work proceeds. It is not necessary to indicate the boundaries between the different classes of *basti* land. Classification map.

62. The *dags* of which the classification is altered by the recorder must be checked by the Kanungo either during the first field season or at the time of record attestation. The Assistant Settlement Officer must also check the classification of a large number of *dags* either separately or in blocks as marked on the classification map and enquire into and dispose of all objections against classification at record and revenue attestations. Check of classification work.

D.—Returns

63. Each recorder will submit every Sunday morning to the Kanungo an abstract diary in Form 1, in duplicate, showing for each day the name of the village where he has been working, the number of fields the survey of which he has tested, the number of fields, the *chitha* entries of which he has written, and the place where he spent the night. In the last column of the abstract diary he will show the total number of villages and fields in his lot, the names of villages and the number of fields in which the map revision and *chitha*-writing have been finished and the name of the village in which work is going on. The Kanungo will forward by post the next day one copy Recorder's abstract diary.

of the abstract diaries direct to the Head Clerk, Settlement Office or to the Registrar Kanungo, as the Settlement Officer may direct, and the other copy to the Assistant Settlement Officer.

Inspecting
Officer's fort-
nightly re-
turn.

64. On every alternate Monday each Assistant Settlement Officer and Kanungo will send direct to the Head Clerk, Settlement Office or to the Registrar Kanungo, as the Settlement Officer may direct, a return in Form 2 appended showing for the fortnight ending on the previous Saturday details of the inspection work done. In the last column of the return will be shown the total number of villages and fields in the charge and the total number of villages of which survey or (map correction) *chitha*-writing and classification have been passed up-to-date. The Kanungo will also at the same time forward a duplicate copy of his fortnightly return to the Assistant Settlement Officer who will submit the same to the Settlement Officer after making such remarks as he may consider necessary.

From these materials the Head Clerk or the Registrar Kanungo will prepare without delay a statement in Form 3 appended showing for each circle and for the whole area the total number of villages, the number of villages in which map revision, *chitha*-writing and classification have been finished, the number in hand and the balance.

As the value of consolidated statement is to a large extent lost if it does not represent the recent state of the work it must be in the hands of the Settlement Officer on Monday week following the last day of the fortnight to which the statement relates and the duplicate copies of the Kanungo's fortnightly returns submitted through the Assistant Settlement Officer must also reach the Settlement Officer's hands by the same date.

Every effort must be made to attain this result. Failure to submit diaries and work returns should be punished and the submission of the statement should not be delayed even though all the diaries and work statements have not been received.

Inspecting
Officer's
Diaries.

65. In addition to the fortnightly work statement the following diaries will be submitted by supervising officers every Sunday :—

By Assistant Settlement Officer to Settlement Officer :—A brief narrative diary written day by day specifying the places visited, work done and state of work, etc. Village notes should not be written in these diaries.

By Kanungo to Assistant Settlement Officer (who will forward to Settlement Officer)—A diary in Form No. 1 (Recorders abstract diary) showing day by day the villages visited, the amount of inspection done and the place where the Kanungo halted for the night.

But Kanungos must bring directly to the notice of the Assistant Settlement Officer without waiting to notice the matter in their next diary—anything which requires immediate orders.

CHAPTER III.

PRELIMINARY RECESS

Preparation
of the ordi-
nary settle-
ment jama-
bandis.

66. The recorder will begin his recess work with the preparation of the regular settlement abstracts of the current year. This will be effected by the correction of the local periodic *Jamabandi*, and the preparation of an annual *Jamabandi* (or correction of the annual *Jamabandi* of the year preceding) on the basis of the lists prepared under instruction 19. Effect should be given, as far as possible, to the results of the resettlement revision of map and *Chitha*. Small accessions to periodic fields may be disregarded. Accessions of over a *biga*

should be separately assessed as annual, under the numbers of the main field with the addition of letter Φ . The *plus* and *minus* settlement abstracts and the drafting of the annual *pattas* should then be completed. The ordinary elaborate procedure may as far as possible be discarded. It will not be necessary to effect the mutation correction in the old records.

Note.—The correction of the local periodic *Jamabandi* will not extend to the mutation order during the field season.

67. Apart from the preparation of the ordinary settlement *Jamabandis* the various operations covered by the recess office work are:—

- (i) Boundary comparison ;
- (ii) inking the pencil boundaries and renumbering the *dags* of each village in blue cobalt ;
- (iii) comparison of the map with the *chitha* and renumbering of the *dags* in the *chitha* ;
- (iv) calculation of areas ;
- (v) totalling of *chitha* ;
- (vi) preparation of draft *jamabandi* and *khatians* of *raiya*ts and under-*raiya*ts.
- (vii) writing of *kacha pattas* and duplicate copies of *khatians* of *raiya*ts and under-*raiya*ts.

68. The boundaries of all contiguous villages must be compared and the margins of the different sheets, if any, of the same village must also be similarly treated. The greatest possible care is necessary in doing this in the case of re-traversed and newly traversed villages. Boundary comparison.

69. Recorders trained in map inking will ink up in blue cobalt all pencil boundaries in maps, but the recorder who did the field work of a village may sometimes have to be consulted where the lines are indistinct. The map inking recorder will also renumber the *dags* of the village in blue from the north-west to the south-east corner of the map. Renumbering of *dags* may not be necessary in the villages newly surveyed or re-surveyed. Blue inking of maps.

70. The comparison of the map with the *chitha* is to ensure that no numbers are repeated and that no fields are not unnumbered. In the villages where the *dags* have been renumbered, the new *dag* numbers will be entered in red ink against the corresponding old *dag* numbers in the *chitha*. The recorder who worked in the field may with advantage be employed on this comparison work. Map and *chitha* comparison.

71. Recalculation is to be effected of the areas of all fields of the last resettlement maps that have been altered in blue ink and of all settled fields that have been added to the map since the last resettlement and of all *sarkari dags* also of which the boundaries have since been changed. The numbers of the fields for recalculation in each village should be listed under the Kanungo's supervision and the areas should be calculated independently by two recorders and entered on two different lists of the *dags*. If the Kanungo finds that the areas calculated are within allowable limits as detailed in Schedule F.IV—Area calculation—he will pass the mean of the two calculations as the correct area. If there is a discrepancy beyond the allowable limit, a fresh calculation must be made. Area calculation.

72. Wherever possible, the areas should be checked by the comparison of their block totals with corresponding block totals for the areas as recorded at the last survey. In dividing the map into blocks, an endeavour should be made to select the smallest possible areas, the external limits of which have suffered no change since the last survey. Any difference not exceeding 3 per cent. (5 per cent. in the case of original cadastral villages) should be rateably distributed Comparison of areas by block.

among the new *dags* so as to make the two block totals agree with each other. If the changes in the boundaries of *dags* of any village be so very numerous that a convenient division of the map into suitable blocks becomes very difficult, the total of the areas of all the changed *dags* will have to be reconciled with the old grand total of the old village area minus the total of the areas of the unchanged *dags*.

In the case of the re-surveyed or newly surveyed villages, the grand total of the passed areas of all the *dags* of the village will have to be reconciled with the old survey area or the U. T. area of the village, as the case may be, within one per cent.

Chitha total-
ling.

73. Page and village totals of areas given in column 2 of the *chitha* should be struck independently by 2 recorders and finally passed by a Kanungo on a comparison of the two figures. For this purpose the first totalling will be done on a separate slip and the second in the *chitha* itself. An abstract of the areas by tenures (column 4) will also at the same time be prepared for each page and a total struck for the whole village. The later should be compared with the village total of column 2, and any discrepancies between the two should be reconciled. The Kanungo should also check independently 10 per cent. of the page totals and initial them.

Draft
Jamabandi.

74. The draft *Jamabandi* will then be drawn up alphabetically, the first seven columns only being filled up. At this stage the revenue columns will remain blank. The old number or numbers corresponding to the new *dag* number entered in column 4 may be noted in the last column for reference. Periodic and annual holding will be entered in separate parts of the *Jamabandi*. Annual holdings will be entered in the periodic *Jamabandi* if the Assistant Settlement Officer has already passed orders to that effect, otherwise not. When, however, an annually settled *dag* has been amalgamated with an adjacent periodically settled *dag* belonging to the same person during map revision the new *dag* will be entered in the periodic *Jamabandi*.

Draft Khatians.

75. The recorder will also prepare, from entries pertaining to tenants in the columns of the *chitha*, draft *khatians* for the holdings of *raiyyats* and under-*raiyyats* in Form No. 12, in which the name of the tenant, the name of his landlord, the *dag* number, area, classification, rent, etc., will be entered.

Two copies of the draft *khatians* will be prepared for distribution to the landlords and tenants concerned.

Kacha Patta.

76. The *Kacha pattas* will be extracts from the draft *Jamabandi* and will be written on special forms which will correspond to the *Jamabandi* form in all its principal headings. These will give each settlement-holder a list of the fields which have been found in his possession, and the area and proposed classification of each field. The numbers of the old *pattas* and *dags* may also be added in order to enable the people to easily verify the new *dags* as entered in the *Kacha pattas*.

77. Detailed instructions about the various operations to be carried out at the first recess will be found in Schedule F.

CHAPTER IV

RECORD ATTESTATION

What record
attestation is.

78. Record attestation means the verification of the records and the map of a village by the Attestation Officer (ordinarily an Assistant Settlement Officer). The result of attestation should be to leave the settlement papers as an absolutely correct record of the state of affairs

in the village on the day of attestation. The Attestation Officer will have, working directly under him, a specially selected staff of 5 to 7 attesting Kanungos, whose duty it will be to verify thoroughly the map revision (or survey) and preliminary record-writing work of the village by a careful check of the map and the records, and to get the papers ready for the Attestation Officer. For the formal attestation of the resettlement maps and records the Attestation Officer is himself responsible.

79. Before starting the work, the Settlement Officer should give Preliminaries a preliminary training under his personal supervision to his Assistant to record Settlement Officers and Kanungos in the attestation rules and procedure in a village until they are sufficiently trained in the work. Each Assistant Settlement Officer with his Kanungos should then do the attestation work of two or three villages under the supervision and guidance of the Settlement Officer before being sent out to his circle to work independently.

About a fortnight before the attestation of a village the *kacha pattas* will be distributed by the recorders to the settlement holders concerned. Copies of the *khatians* of the tenants will also be distributed to the tenants concerned and their landlords.

The attesting Kanungo and the recorder who will be specially deputed for his assistance, will compare the first four columns of the resettlement *chitha*, entry by entry, with the old *chitha* and *Jamabandi* so as to ensure that all discrepancies are reconciled.

80. Some days after the *kacha pattas* have been distributed, the attesting Kanungo will, after giving due notice, go to the village with the assisting recorder, taking with him the following papers namely:— Duties of attesting Kanungo.

- (a) the new map, *chitha* and draft *Jamabandi* of the village ;
- (b) the old map, *chitha* and the *Jamabandi*, annual and periodic, of the village ;
- (c) a supply of the following forms :—
 - (i) objections (Form No. 4) ;
 - (ii) disputes, *i.e.*, regarding names of settlement-holders (Form No. 5) or tenants ;
 - (iii) *badar* list (Form No. 6) ;
 - (iv) attestation report (Form No. 7) ;
- (d) all petitions which have been filed by the villagers impugning the accuracy of the map and records and land classing ;
- (e) all petitions for settlement of land and all petitions for periodic settlements of annual land.

81. The Kanungo will first of all note on the appropriate forms all objections which have been made by petition, and will enter up on dispute forms all the cases noted as "disputed" in the *chitha*. He will then (1) test the survey of at least 30 per cent. of the changed boundaries on the map, *i.e.*, boundaries marked in blue cobalt, (2) test completely the *chitha* entries including classification of all the *dags* which have not already been inspected by a Kanungo or officer of higher rank, special attention being paid to the *dags* of which the classification was altered but not checked in the previous field season, (3) enter up in columns 5 and 6 of the *chitha* any changes in possession that are detected by him, and note them in the appropriate column of the *Badar* list and (4) enquire into and report on all disputes and objections. Throughout these proceedings he will give the villagers who ask for it all the information they require concerning their estates or holdings from the map and *chitha*.

82. All corrections in the map at the time of attestation will be made in pencil. All corrections in the *chitha* will be made in violet ink. Every *chitha* entry tested should be initialled by the

Kanungo in violet ink. After the corrections in the map have been passed by the Attestation Officer, the new pencil lines should be inked up in blue at once.

83. Objections on the ground of reduction of area in a *patta* will not be entertained if the difference of area is below the limit of error allowed at area calculation. Where the difference exceeds this the Kanungo must make an effort to locate the difference.

84. Only *bona-fide* disputes regarding the name of settlement-holders or tenants should be entered in the dispute forms. Applications for uncontested changes of names should be recorded by an entry in column 5 or 6, as the case may be, of the *chitha* and the signatures of the parties taken. The attesting Kanungo has no power to decide disputes, but he should always endeavour to bring the parties to agreement and, if successful, should take their signatures in the dispute list.

85. The numbers of the *dags* regarding which any correction is made in the map or records at attestation will be at once entered by the Kanungo in the appropriate columns of the *badar* list. Reference to this list will be necessary for check of such corrections during the recess.

86. The Kanungo will enquire into grazing facilities available for the village and, where such facilities are inadequate, report whether it is possible to reserve additional areas out of the *Sarkari* or the annually settled lands of the village. Such proposed grazing grounds should be temporarily demarcated by bamboos or wooden posts at the corners.

87. The Kanungo will enquire into and report on all applications for settlement of waste land and will also examine all annually settled *dags*. Those which are cultivated year after year which some permanent crops or are used for residential purposes, will ordinarily be recommended for periodic settlement.

88. The attesting Kanungo will scrutinize all disputes and objections of the tenants about any matters concerning their holdings and submit papers with the appropriate forms to the Attestation Officer.

89. After finishing the village the attesting Kanungo will prepare an attestation report in Form No.7, sign it and inform the Attestation Officer that the village is completed.

90. As the attesting Kanungo is working under the direct supervision of the Attestation Officer, he need not submit weekly diaries or any returns of work done.

91. The record attestation of each village shall be taken up by the Attestation Officer in the village. A proclamation will previously be published in the village giving due notice to the people of the date of his visit, and the attestation of the village will be effected by him in accordance with the Statutory Rules as laid down in Sections III and V of the Settlement Rules under the Regulation. It should invariably include a walk through the village, with the map, testing the general accuracy of survey and record-writing including land classing. The Attestation Officer will also dispose of the remaining uncontested mutations, decide all disputes and objections of settlement-holders and finally pass the village. He may also entertain new objections, if any, made before him and pass necessary orders on them.

It will be the duty of the Attestation Officer to dispose of all disputes and objections about the holdings of tenants and to attest all entries in their *khatians*, specially those relating to the rent and class of tenant, whether they are contested or not. The stage of "filing

objections" under rule 82A comes later. These objections are apt to relate to ownership of tenants' interests and will rarely affect the survey of the village and the map finally passed.

92. The Map and the resettlement *chitha*, when passed by the Attestation Officer, will be signed by him as duly attested. He will also complete and sign the attestation report in Form 7.

93. The Attestation Officer should also take the occasion of his visit to make some general enquiries regarding all matters relating to economic and other conditions which will throw light upon the prosperity or otherwise of the people and upon the fairness or otherwise of the existing assessment. He should record the results in the form of a village note.

94. The Attestation Officer should attest at least one or two villages each day and it is necessary that his staff should be sufficiently strong to dispose of at least two villages daily.

95. He will submit every Sunday a weekly progress report to the Settlement Officer showing:—

- (i) Total number of villages ;
- (ii) Total number in which attestation is finished ;
- (iii) Total number in which attestation is in hand.

96. Detailed instructions about the duties of the Attestation Officer and the Attesting Kanungo will be found in Schedule "G".

CHAPTER V

SECOND RECESS

97. The work of the second recess consists in the completion of the maps and records of the resettlement (including tenants' record-of-rights), in the compilation of the statements required for the reassessment reports, and in making fair copies of the records which are to be handed over to the Deputy Commissioner on completion of the resettlement. The operations to be covered are:—

- (i) Correction of records according to attestation orders and orders in "objectons" under Settlement Rule 82A, comparison of maps and records with the *badar* lists ;
- (ii) Recalculation of areas ;
- (iii) Retotalling of *chitha* and draft *jamabandi* ;
- (iv) Preparation of assessment statements ;
- (v) Inking the maps in Indian ink ;
- (vi) Calculation of revenue in draft *jamabandi* ;
- (vii) Preparation of Field-Register ;
- (viii) Preparation of *Jamabandi* Register ;
- (ix) Preparation of local periodic *Jamabandi* ;
- (x) Preparation of recorder's *chitha* ;
- (xi) Preparation of *pattas* and *khatians* ;
- (xii) Preparation of area and crop abstracts ;
- (xiii) Preparation of class-books ;
- (xiv) Preparation of class maps.

98. Items (i) to (iii) of the last instruction will be done as explained in Chapter III only for fields which have been altered by the Assistant Settlement Officer at Record Attestation.

99. The assessment statements of each village will consist of:—

- (i) Area (in *bighas*) as classed at resettlement by tenures ;
- (ii) Area (in *bighas*) as classed at existing settlements by tenures ;
- (iii) Areas (in *bighas*) classed by tenures at resettlement in the year preceding resettlement and the last resettlement ;
- (iv) Area (in *bighas*) as cropped by tenures ;
- (v) Revised *khiraj* assessment.

Village
Assessment
Statements.

Final Inking
of Maps.

100. The maps as corrected at record attestation and after disposal of objection under rule 82A will be inked up in black Indian ink for vandyking ; the annual *dags* will not be inked up without the special orders of the Settlement Officer. This final inking of maps will be done by a specially trained staff of recorders who will be compensated at special rates for good work.

[Detailed instructions about final map-inking will be found in Schedule E].

Each map will be signed by the Settlement Officer, and over his signature the Drawing Office will be authorised to print the following (or similar) certificate :—

“This map was made under the authority of Government in (year) and has been corrected up to (year)”.

In the case of newly traversed villages, the latter part of the above certificate will not be needed. In the case of re-traversed villages, both the year in which the map was originally made and the year in which the village was re-traversed and resurveyed will be stated.

The maps, as thus prepared, will then be detached from the straw boards and sent in original carefully rolled round a ruler to the Drawing Office for reproduction.

Calculation
of revenues.

101. The revenue will be calculated in the draft *Jamabandi* according to the Settlement Officer's proposals and will be altered, if necessary, on receipt of Government orders.

102. The vernacular records which the Settlement Officer makes over to the Deputy Commissioner on completion of the resettlement include, for each village :—

- (1) Vandyked copies of the resettlement map, sufficient to last till the next settlement, both for the recorder's use and for sale ;
- (2) a Field Register in Land Records form No. 1 ;
- (3) recorder's *chitha* in the same form ;
- (4) a *Jamabandi* Register in Land Records form No. 3 ;
- (5) recorder's local *Jamabandi* in the same form ;
- (6) a set of Area and Crop Abstracts in Land Records forms Nos. 9 and 10 respectively.
- (7) The resettlement working *chitha* with which will be bound the recorder's last working map, the attestation files including the list of objections, dispute sheets, *Badar* list and the attestation completion certificate, the original copies of the notices issued and the area slips as also the papers relating to objections under Settlement Rule 82A.
- (8) A class book.

The village Field Register and the *Jamabandi* Register should be strongly bound. The Area and Crop Abstracts will be bound in Volumes by Mauzas.

The Field Register, the Resettlement working *chitha* and the tenant's *khatians* (record of tenant's rights) will go to the Deputy Commiossiner's Record Room. The vandyked maps, the *Jamabandi* Register and the set of Area and Crop Abstracts will go to the Registrar Kanungo's Office.

The recorder's *Chitha* and local *Jamabandi* will remain in charge of the recorder of the lot. He will also be provided with class books for the villages of his lot.

A duplicate copy of the Area and Crop Abstracts will be provided for the Supervisor Kanungo.

103. The Field Register will include all the *dags* in a village whether settled or unsettled. All the columns, excepting No. 5, of the Field Register must correspond with the finally passed entries in the Resettlement working *Chitha*. When passed, the register should be signed by the Assistant Settlement Officer and should be stamped with his seal.

104. The following procedure may be observed for the preparation of the Field Register:—

(a) Each page of the register should usually (see note below) contain five *dags* and the *dags* of the village will at first be written up accordingly in a volume of the *chitha* forms up to the last *dag* number of the village. The first four columns and columns 12 and 13 of the Field Register are then to be filled up from the draft *Jamabandi*. For *Sarkari dags* spaces will be left.

Note.—As the space allotted to each *dag* entry on the above basis will be insufficient to accommodate more than five names of *pattadars*, it is essential to make a list of *dags* in which the number of *pattadars* exceeds five so that the necessary space may be provided when the Field Register is under preparation.

(b) After writing up the columns 1-4, 12 and 13 of all the settled *dags* from the draft *Jamabandi*, the recorder will take the resettlement *Chitha* and taking every page in it in order he will fill up the remaining columns of the settled *dags* in the Field Register and all entries against *Sarkari dags*.

(c) A party of two recorders will carefully compare the Field Register and the resettlement *Chitha dag* by *dag*. Small errors due to copying, etc., may be rectified by the Kanungo and initialled by him. Grave errors are to be brought to the notice of the Assistant Settlement Officer who will take such steps as he may deem necessary to correct them. Reference must always be made to the draft *Jamabandi* in rectifying the errors and no alteration is to be made in the draft *Jamabandi* except by the Assistant Settlement Officer.

If a fair copy of the draft *Jamabandi* has also in the meantime been prepared, a party of three recorders will compare the fair copy of the *Chitha*, the fair copy of the *Jamabandi* and the resettlement *Chitha*, rectifying the errors in the same manner as above.

(d) The Supervisor Kanungo must personally check 10 per cent. of the compared entries in the *Chithas*.

(e) Finally the Field Register is to be totalled by classes of different tenures and any discrepancy with the corresponding class totals of the draft *Jamabandi* and the resettlement *Chitha* reconciled.

105. The recorder's *chitha* will be prepared from the Field Register but the crop columns will not be copied. Column 6 of the recorder's *Chitha* will ordinarily be left blank but the Settlement Officer may direct the entries about any class of tenants to be filled in. The two copies of the *Chithas* will be carefully compared by a party of two recorders. The class totals in the *Chithas* should be done independently and compared, any discrepancies being reconciled by reference to the draft *Jamabandi* and the resettlement *chitha*. (This item of work is generally taken up after the fair copies of the *Jamabandi* have been prepared).

Recorder's
Chitha.

106. A working *Jamabandi* should be prepared from the draft *Jamabandi* for the recorder's use. Periodic holdings and annual holdings will be entered in separate parts. This *Jamabandi* must be compared, item by item, with the Field Register but the revenue columns will be compared with the draft *Jamabandi*. [Paragraph 2 of instruction 104 (c) may be seen]. Sufficient space must be kept in the local periodic *Jamabandi* for recording mutations during the currency of the settlement.

Local Jama-
bandi.

If the Settlement Officer so directs, a copy of the *Khatians* of all or any class of tenants will also be prepared for the recorder's use.

Jamabandi Register.

107. The *Jamabandi* Register will not include annually settled estates. It will usually contain only periodically settled estates. As it is to be used for recording mutations during the inter-settlement period which may extend to thirty years, care should be taken to leave adequate space for the mutations.

Check of Jamabandi Register.

108. The *Jamabandi* Register should be carefully compared by a party of three recorders, item by item, (1) with the draft *Jamabandi* as corrected on the completion of the revenue attestation and (2) with the Field Register. When passed, it should be signed by the Assistant Settlement Officer, and should be stamped with his seal.

Area and Crop Abstracts.

109. The volumes of Area and Crop Abstracts should also be prepared during the recess following attestation. They will show the latest and the most reliable statistics.

110. Class-books need show only the *Sarkari* and annual *dags* with their area and classification. They should also contain lists of the unprinted blocks of annual *dags* by classes with the area of each of the blocks. In fluctuating areas where blocks of annual *dags* are not proposed to be printed on the maps, the fluctuating area may be divided into blocks which may be serially numbered. The remaining *dags* may then be numbered as usual following the serial of the *Pucca* numbers.

110A. Class maps should be prepared by taking a vandyked copy and tracing on it the unprinted annual and *Sarkari dags* included on the Class Books. Trade site areas or blocks may also be shown thereon for convenience of reference.

Progress of Office Work.

111. For every process of office work the Settlement Officer should fix, by careful experiment, a minimum daily outturn, the production of which would be insisted upon. Rapid and accurate working should be encouraged by the offer of rewards varying with the amount of work in excess of the minimum.

Register of Office Work.

112. A register will be maintained in Form 8 appended, recording the progress of recess work in the case of each village.

Fortnightly progress return.

113. An abstract of this register, showing the number of villages completed in each stage, should be submitted to the Settlement Officer for orders every alternate Monday. For the headings of columns 1 and 2 of the register should be substituted in the abstract the following :—

(1) Name of the *Mauza*, *parganah* and group ;

(2) Total number of Villages ;

and for the cross headings "dates on which" will be substituted the words "number of villages of which".

114. Detailed instructions about the various items of work to be done in the second recess will be found in Schedule 'H'.

CHAPTER VI

ASSESSMENT

Soil-Unit System.

115. The method of assessment now in force in all the temporarily-settled districts of the province is what is generally called the soilunit system. The determination of the total assessment which it appears on general considerations an area can bear, the division of the area into a number of groups, the classification of

land according to the use to which it is suitable and is put and enquiries into the economic and agricultural conditions of the villages and the groups are the preliminaries of the soil unit system of assessment. Next, the new assessment decided on has to be distributed among (a) the groups in the area, (b) the villages in the group and (c) the fields in the village. This distribution of the new assessment is based on the soil unit system. For this the relative values of the different classes of land are expressed in some common measure called the 'Soil Unit' and the relative values of the different classes are indicated by numbers called the 'Factors' of those classes, the factors representing the number of 'Soil Units' that a *bigha* of each class of land contains. The areas of the various classes of land in the village being multiplied by their respective factors and the results being added up will give the total number of 'Soil Units' in the village and the existing revenue demand (reduced to annas) divided by the number of Soil Units will show the "incident per Soil Unit" or "Unit incidence" which is a true indication of the pressure of the existing assessment on each village. A comparison of the unit incidences of the various villages will thus be a comparison of the relative incidence of the existing revenue. Unit incidences are calculated for each *Mauza* or *Parganah* in the group and for the group as a whole. Along with the unit incidence the various facts which throw light upon the capacity of the people to bear, without hardship, an altered charge, shall be taken into account. If on general consideration of all these facts it is intended to enhance or lower the present revenue to any extent, it is only necessary to effect a corresponding change in the unit incidence. The new incidence proposed for the soil unit is called the "Unit rate". After a central unit rate is determined for the group, central unit rates are chosen for each *Mauza* or *Parganah* within it. These rates are taken as a standard determination of the unit rates for the villages which are then finally fixed having regard to the comparative circumstances of each village. The Unit rate when multiplied by the soil factors gives the new *bigha* rates in annas of the different classes of land in the village. These are the revised rates which the Settlement Officer will use in calculating the revenue of the different classes of land in different villages.

116. The gross produce of the land in each group should be calculated and its value should be determined by the Settlement Officer. Produce Estimate.
Section 11(1) of the Re-assessment Act lays down that the total assessment on a group shall not exceed 10 per cent. of its gross produce.

117. The unit of assessment is the village, that is to say, rates Assessment Groups.
will be *village* rates, not *group* or *tract* rates. But villages will be dealt with in "assessment groups" which will be determined by the Settlement Officer in accordance with the Rules framed under Section 26 of the Assam Land Revenue Re-assessment Act.

118. For the purposes (1) of arriving at the actual relative pressure Soil Units.
of the existing assessment in different villages and (2) of distributing equitably over the various land classes of a village the assessment which the Settlement Officer adopts for the village as a whole, each *bigha* of land will be taken as represented by a number (termed 'factor') indicating the relative productive capacity of the land class to which it belongs, that is to say, its productive capacity compared with that of other land classes. Each unit composing this number is termed a 'Soil Unit', which in other words is an abstract measure expressing equal productivity. If $\frac{1}{20}$ of a *bigha* of 'Bari' land, $\frac{1}{16}$ of a *bigha* of 'sali' land and $\frac{1}{10}$ of a *bigha* of 'faringati' land are

found to have the same productive value, these respective proportions of a *bigha* of land will form 'Soil Units' of the respective classes of land and the numbers 20, 16 and 10 will be their 'factors'. A *bigha* of land assessed at one rupee, belonging to a land class, the relative value (or factor) of which is rated at 12, will be taken as paying 1.33 anna per soil unit ; and conversely its rate under the revised assessment will be taken as 12 times the rate that is adopted per *soil unit* or the 'Unit Rate', as it is called.

Soil Factors. 119. The determination of the numbers (termed "Factors") which are to be taken to represent the relative productiveness of the different classes of land constituting the scheme of land classification is one of the most important of the operations of resettlement. It should be taken up by the Settlement Officer while the scheme of classification to be adopted for the district is under preparation and the Settlement Officer's proposals must be based on the results of carefully conducted crop experiments and information gathered from responsible and reliable cultivators throughout the first field season. The proposals will take the form of a standard scale of factors representing values, which though generally obtaining, will be liable to modification in the case of particular groups and will be submitted for the approval of Government.

120. A factor of 16 should be adopted to represent the value of the ordinary type of the average class or rice land, and the relative values of the other classes of land should be fixed with reference to this factor.

Factors to represent net produce.

121. The factors are to represent *net*, not *gross* production or value. By far the most reliable basis for their determination is furnished by the results of persistent careful enquiry from experienced cultivators and other responsible people as tested by crop experiments and other material referred to in the succeeding paragraph. It will be found that the reluctance with which villagers will give information as to the absolute assessable value of land will not be manifested to such a degree when they are questioned as to relative value.

Experimental harvestings and letting value.

122. The information collected in these enquiries should be checked and supplemented as far as possible by (1) the results of experimental harvestings carefully conducted on typical plots pertaining to different classes of land and (2) an examination of the actual letting value of the different classes. The making of numerous experimental harvestings will be an important item in the work of resettlement, as the results have a great bearing on the reassessment of land revenue. In dealing with the results of experimental harvestings, it should be remembered that, as the question is one of *net*, not of *gross*, value, a deduction from the gross produce or outturn must be made on account of expenses of cultivation and as the cost of cultivating different classes of land is much more uniform than their outturns, the effect of this deduction will be to accentuate differences.

123. The standard set of factors prepared should be submitted with a report stating fully the information, facts and comparisons on which the scale is based and commenting upon them.

124. A scale of factors should be devised for each group which may be the standard scale or may differ from it. If variations are made in the standard scale, reasons for them should be given in detail in the group rate report.

Change of Factors within the group.

125. As a general rule, the scale of factors adopted for the group should be used for all villages included in the group, as any variations within the group will affect the comparison of village with village which plays so important a part in the determination

(iii) *The Economic Condition of the people.*—Indications of improvement or the reverse may be gathered *inter alia* from their possessions (dress, jewellery, houses, cattle) the extent to which indebtedness or subletting prevails and the facility with which the existing revenue is collected. The past agricultural history of the tract should also of course be examined.

(iv) *The Course of prices.*—Prices are liable to extraordinary fluctuations in a land-locked area where only an insignificant portion of the produce is brought to market and in such conditions their real effect can be easily over-estimated. When, on the other hand, there is an established export trade prices are a valuable indication of the profits of cultivation.

(v) *The rates of rents paid by tenants.*—This is one of the most valuable indications of the value of land (1) if it can be accurately ascertained and (2) if the area sublet is at all considerable. Where rates are paid in kind, their amounts can only be ascertained by estimation and should be used with great caution.

(vi) *The Effect of Improvement in Communication.*—Railways and good cartable roads are a factor of great importance in the condition of the tracts that are served by them. Water transport is generally the cheaper form of export.

(vii) *The Effect of changes in the population or of the development of country.*—An increase of population may mean a smaller surplus for the payment of revenue. On the other hand, it may mean increased profits by subletting or by the employment of cheaper labour. An instance of the effect of development of the country is the demand for produce which arises from the extension of tea cultivation.

Unit Rate.

129. When the unit incidences of all the villages of a group have been calculated the Settlement Officer may have these noted on a copy of the group map along with the old unit rates, if any. This map will be of use in a comparative study of the existing pressure of assessment on contiguous villages. The village and the *mauza* notes should be studied and completed by the Settlement Officer who will then be in a position to fix the unit rates for the villages having regard to the comparative circumstances of each village. The "unit rate" is the new incidence proposed for each soil unit in a village by raising or lowering its 'unit incidence' according to the circumstances of the village. The unit rate will thus indicate the pressure of the proposed assessment while the unit incidence indicates the pressure of the existing assessment.

Use of the group in arguing from aggregate to detail.

130. The village is the unit of assessment, the process in regard to the assessment of individual fields being one from aggregate to detail. The rates of assessment of individual fields will be found out by multiplying the proposed unit rate by the respective soil factors of the different classes of land, the products being carried to the nearest anna. Like the village, the assessment group should be also used, though in a more general fashion, as a unit of assessment, an estimate being framed of the change which may fairly be made in the assessment of the group as a whole and of the *mauzas* or *parganahs* within it before proceeding to determine the changes which may fairly be made in the assessment of individual villages.

Central unit rate for group.

131. The results of the Settlement Officer's enquiries into the economic and other conditions prevailing in the village and the locality and of his calculation of gross produce made under instruction 116, will conveniently be brought to bear upon the assessment of the group as a whole. The incidence of the existing assessment of the group per soil unit should be raised or lowered in the proportion of the change of assessment which general considerations appear to justify, and the

resulting figure should be adopted as a central unit rate for the group. The unit incidence for each *mauza* or *parganah* in the group should also be calculated and a central unit rate for each decided on in the same way. The Settlement Officer is not bound to follow these central unit rates in fixing the village rates, but they will serve him as a standard in deciding upon the rate which should be adopted for each village. *Prima facie* the group rate is suitable for each average village of the group, and it should be made the starting point of calculation.

132. Should an assessment group include an area covering villages which differ greatly from the others in their general conditions, a separate unit incidence should be calculated, and a separate central rate framed for such area.

133. Before fixing village rates it is well that the Settlement Officer should determine in his own mind a maximum rate above which he will not go. This maximum should generally be with 25 per cent. of the group rate, and should very rarely exceed the group rate by more than 33 per cent.

Maximum village rate.

134. Reasons for assessing a village at a higher rate than the group rate are (i) that the land taken as a whole is of more value than the average and (ii) that the group rate gives a less enhancement on the existing revenue than is justified by a rise in prices or by other considerations of a general character.

Discrepancies between village rate and group rate.

Explanation

Reason (i).—This reason gains in force with the heterogeneity of a group. This is to say, the more dissimilar its villages are the greater the differences which can reasonably be made in their rates.

The value of land depends on a large number of circumstances, many of which are very obscure and require patient enquiry for discovery. The principal circumstances which tend to raise its value are (1) superior quality of soil, (2) cropping capacity which repays industry or intelligence, such as, for instance, the feasibility of manuring or rotation of crops, and (3) Superior advantages for disposal of produce. But there are other circumstances of hardly less importance. Local peculiarities of rainfall and of sub-soil water may have much effect. So also, the supply of drinking water and general healthiness. The caste of the cultivators may further affect the question. To deduce a conclusion regarding the relative value of land by marshalling all these considerations would be extremely difficult; but, as a matter of fact, a clue can generally be found in the extent of the demand which exists for land in the village, and in the standard of comfort of the cultivators.

It must, however, be remembered that the superiority of soil to which reference is made here is superiority *class for class* and not the inclusion of a larger proportion of good classes than the average. The latter advantage is, of course, brought out in the soil classing and duly affects the unit incidence. Indeed the tendency of the soil unit system is to bring out the lowest incidences in villages which include unusually large proportions of good soils, so that, instead of requiring specially high unit rates, they are more largely enhanced than the average by the applications of the standard rate. (This is as it should be. The cultivators in villages containing a large proportion of good land are generally better off than those of less favoured villages: their rents or revenue demands press less on them: and a low incidence rightly indicates that this is the case.)

A brisk demand for land indicates that it is valuable, but it does not indicate the measure of enhancement which may be imposed. It may be the result of over-population, the injurious effects of which would be aggravated by enhancement.

Land may be in great demand in one village, because the cultivators hold other land on easy terms in another village. Care must be taken in these cases to consider both villages together.

Reason (ii).—This results from the fact that the existing assessment is higher than the average.

The group rate may be exceeded, but not so as to bring out the full enhancement justified by prices..

135. Reasons for assessing a village at a lower rate than the average are (i) that the land, taken as a whole, is of less value than the average, (ii) that the cultivators are in poor circumstances, (iii) that the group rate will give a larger enhancement than is justified by the rise in prices or by other conditions of general character, and (iv) that the group rate will give a larger enhancement than can be safely imposed *per saltum*.

Explanation

Reason (i).—The causes which lower the value of land are the converse of those which have been referred to in the explanation to instruction 134 as raising it. Special causes are (1) liability to floods, (2) the depredations of wild animals and the outlay infencing necessitated thereby, but there are numerous other causes. Cases have been known in which land was in low demand, because the village was supposed to be haunted.

The general indications of low value are the absence of a demand and a low standard of comfort amongst the cultivators.

Reason (ii).—Poverty may be the result of poverty of land. It may also have resulted from unfortunate accidents of season in the past, for which due allowance should be made. Lastly it may have come from the subdivision or fragmentation of holdings below the smallest size admitting of profitable farming. Where this occurs, allowance must of course be made for it. A fair assessment may (and does) discourage subdivision, but a sudden enhancement may simply pauperise the cultivators.

The distinction between farming for profit and farming for subsistence vitally affects the question of revenue enhancement. It is often observed that *pam* cultivators can pay higher than others, notwithstanding the loss and inconvenience they suffer by living at a distance. The explanation is that *pam* cultivation is often carried on as a farming speculation,—as a means of profit not as a means of subsistence.

Reason (iii).—This is the result of an abnormally light assessment and the enhancement can, therefore, be reasonably pitched at a higher percentage than would be justified by prices alone.

Reason (iv).—The percentage of enhancement may of course be larger for a village than for a group, but it should very rarely exceed 33 per cent. in the former case.

136. Another reason of importance for taking a lower rate for a village than might seem fair on general grounds is the inclusion in estates of a large proportion of waste land. This consideration, it is true, may affect individual estates more than the village as a whole, but, as a precaution against over-assessment, it should be given weight in assessing the village as a whole, unless it is evident that

most of the waste land lies in a few estates, has been taken up as a speculation or yields a substantial profit. The assessing officer should have by him figures showing the proportion of waste included in the settled area of the villages, and if the proportion is above the normal, and the conditions mentioned above do not exist, allowance should be made by taking a lower unit rate than would otherwise be reasonable.

137. For the future assessment of unsettled waste which has not been classified but has been left as "unclassified", an all-round rate in annas per *Bigha* will be adopted for each village. It should, as a general rule, conform to the rate at which land in the village suitable for cultivating *ahu* or mustard, is for the most part assessed, unless the adoption of a lower or higher rate is justified by special reasons. In this case the reasons should be stated. The rates of all waste land while unsettled are, however, liable to revision at the pleasure of Government.

138. Ordinary scattered shops in the villages carrying on a profitable business, may be assessed, if Government so orders, as the highest class of homestead land in the village, but important trade sites near *hats* or at the junction of main roads may be classed as trade sites (*Beparar thai*) and assessed at a multiple of the rate of agricultural assessment of such lands, such multiple not to exceed ten. The Settlement Officer will deal with such areas in a separate paragraph in his rate report. Trade sites in villages.

139. The Settlement Officer's conclusions for each assessment group will be reported for sanction in a Rate Report as laid down in the statutory rules framed under section 24 of the Re-assessment Act. The present circumstances should, as far as possible, be contrasted with those obtaining when the existing assessment rates were fixed as required by rule 11 (ii) framed under the Assessment Act. To each report will be annexed statistical tables in Form No. 9 showing (1) area as classed at resettlement, (2) area as classed under the existing settlement, (3) area classed by tenures, (4) area as cropped, (5) revised *khiraj* assessment and (6) a list of villages with proposed unit rates and the resulting revenue. Along with the report will also be submitted the village notes bound up, mauza by mauza, containing assessment tables relating to each village in the same forms as used for the group as well as the notes regarding the circumstances of each village (*vide* instruction 127). Areas in the Rate Report and its annexures will be given in *bighas*, but to the heading of each tabular area statement should be added the note "(1 *bigha* = $\frac{1}{3}$ acre approx.)". Rate Report.

140. The procedure to be followed in submitting the assessment report will be found in rule 13 framed under section 24 of the Re-assessment Act. The report together with the village statements and notes shall be submitted to the Director of Land Records, who will forward them to the Commissioner with such remarks as appear necessary. A second copy of the Report alone will be sent by the Settlement Officer to the Commissioner through the Deputy Commissioner who will record his opinion regarding the pitch of assessment, etc. The rates for the different classes of land in each village, which are accepted by the Commissioner as *prima facie* suitable, will be published in Form 10 in the Gazette and simultaneously or as nearly as may be by the Settlement Officer in each village, and a period of six weeks allowed for submission of objections to the Settlement Officer. Submission of Rate Report.

141. As soon as the Rate or Assessment Report has been submitted forms of notice to the people of new *bigha* rates must be filled up (6 copies for each village) and kept ready pending the telegraphic Local notification of proposed rates

communication from the Commissioner about the preliminary publication of the rates in the Gazette. The notice will show the name of the *muza* or *pargana* and village, the sanctioned land classes and proposed (*bigha*) rates for the various classes and the latest date for filing objections to the proposed rates.

142. On receipt of the telegraphic intimation from the Commissioner of the publication of the proposed rates in the Gazette, the notice will be completed by writing in the last date for receipt of petitions of objection. Each recorder will then affix one copy of the notice on the village notice-board if any and distribute four copies to four leading landholders of each village taking their receipt on the back of the sixth copy.

Objections to proposed rates. 143. Petitions of objection to the new rates will be received by the Settlement Officer without stamps and will be forwarded to the Director of Land Records with his remarks. The Director of Land Records will also record his opinion on each of the objection petitions and will forward these to the Commissioner for the submission of the report with enclosures and objection petitions along with his recommendations for the orders of Government. The Government's orders will on receipt be communicated to the Settlement Officer by telegraph by the Director of Land Records.

Office procedure pending final orders. 144. Pending the receipt of the final orders of Government the revenue should be calculated for each *patta* according to the *bigha* rates for different classes of land as fixed by the Settlement Officer, and entered in the draft *Jamabandi*, at the same time.

145. Calculation will be done by a Kanungo in charge of a party of five or more recorders. One recorder will first calculate the revenue on all the *pattas* of a village from the revenue tables supplied, entering the result on separate slips of paper.

146. When the calculation in respect of a village is completed the Kanungo will take the slips of paper and lock them up. The *Jamabandi* will be handed to a second recorder who will recalculate the revenue, *dag by dag*, if required, and enter it in the *Jamabandi* in pencil. The two results will then be compared by the Kanungo who will ink up the correct results after recalculation, when necessary.

147. As the calculation revenue for each *patta* will differ slightly from that actually assessed, each calculating recorder will enter in the remarks column the additions or deductions made on or from the calculated revenue. This is in order to make the revenue agree with the figure calculated from the class tables of the village.

The so-called fluctuating (or *chapori*) areas. 148. Resettlement of *Chapori* areas will be effected in a much simpler fashion. The scheme of land classification will be simple and the use of the soil unit system will be unnecessary. It will suffice to settle for each village suitable *bigha* rates for the few classes in which the village land is thrown. Unsettled waste which is available for settlement should, when taken up after the resettlement operations, be ordinarily assessable at the rate fixed for *faringati* (i.e., land suitable for growing *Ahu* and mustard).

149. Rate Reports will be submitted for groups of "fluctuating" villages, as for groups of "established" villages; and for each fluctuating village, a village assessment statement will be drawn up, to include the Settlement Officer's notes and the reasons for his conclusion. Villages, the circumstances of which are similar, may be noted upon together—a reference being made in the village assessment statement to the note that applies to them.

150. The Rate Reports for 'established' and 'fluctuating' areas will ordinarily deal in detail with cadastrally surveyed areas, *i.e.*, areas which have been traversed by means of a theodolite and surveyed by means of chain, optical squares, etc. Areas not so traversed and surveyed are termed 'non-cadastral' areas. The groups covering submontane or *chapori* tracts are apt to include within their boundaries considerable areas which are non-cadastral. The Settlement Officer will, in a separate paragraph of his Rate Report, make proposals for the assessment of settled lands and unsettled waste in such areas. Periodic leases should not ordinarily be issued and if issued a clause should be inserted in the *patta* that the land will be liable to be cadastrally surveyed, classed and assessed on the basis of actual possession and that the *patta* will hold good only until the offer of settlement on the basis of the cadastral survey is made. Non-Cadastral Areas.

151. Agricultural lands in towns will be assessed on the soil unit system, the pitch of assessment, however, being regulated by the provision of section 16 of the Re-assessment Act. Assessment of towns.

The assessment of residential sites and trade sites must be related to their annual value. As explained in Section 19 of the Act "annual value" means the gross annual rent at which the land may be reasonably expected to let and shall be determined, wherever possible, from recent records of sales and leases relating to lands of a similar description and with similar advantages in the vicinity.

To ascertain the annual value of the different classes of residential and trade sites, information must be collected under the following heads:—

- (1) Rental of land where land alone is let out.
- (2) Rental of house let out with the land attached thereto.
- (3) Sale price of land in recent years.

Rentals of land where land alone is sublet are by far the most satisfactory basis for determining the annual value. Unless such cases are numerous, special care must be taken to see that the lands concerned are typical of the class and represent the average. Where any lands are distinctly above or below the average in regard to advantages and disadvantages allowance should be made for this fact in working out the mean annual value for the particular class of land.

Where houses along with lands attached thereto are let out the rental theoretically represents both ground rent as well as rent for the building. It is almost impossible to say in such cases how much of the combined rental corresponds to ground rent unless there are cases in the neighbourhood where land of similar quality is alone sublet. Whereas land has in itself a definite annual value according to its intrinsic advantages for the purposes served in the locality by the particular class of land, the expenditure on the building and the return received are both somewhat speculative. To try to deduce the ground rent from the combined rental by calculating the value of the building, a suitable return on it at the current rate of interest, annual repairs, taxes, depreciation, etc., is not likely to lead to satisfactory results. Nevertheless the Settlement Officer should carefully examine these cases in the light of the results yielded by an examination of cases where land alone is sublet and work out average annual value for the class concerned. Here too he must see whether the lands under examination are typical of these classes and represent the average.

Prices of land may be ascertained from the sale deeds registered in Registration Offices and from those produced by people. The Settlement Officer should satisfy himself that the deeds represent

bonafide transactions and that rights conveyed are similar, and that the consideration money as entered in the deeds represents the full value of the rights conveyed. Allowance should be made in working out averages for those cases which pertain to periods of boom or depression, if any, preceding the resettlement operations. Three to five percent. of the average sale price may be taken as the annual value of the lands pertaining to a class.

The rules and instructions about the preparation of records, the submission of group reports and the subsequent procedure applicable to the ordinary villages, apply, so far as may be, to the town lands, also.

A copy of the town map showing the blocks of the different classes of non-agricultural lands in different colours should be annexed to the assessment report of the town.

CHAPTER—VII

REVENUE ATTESTATION

Check on receipt of orders. 152. On receipt of Government's orders on the assessment report of the revenue calculation should be checked and altered, if necessary, in the draft *Jamabandi* and the *pattas* prepared.

Procedure at revenue attestation. 153. The revenue attestation of each village will be taken up by the Attestation Officer in accordance with the relevant Settlement Rules framed under the Regulation. The Revenue *kacha pattas* or extracts from the *Jamabandi* with the calculated or assessed revenues (*vide* instruction 147) which are issued to the settlement-holders should show the changes in classification subsequent to record attestation and have foot notes notifying the contents of sections 12, 20 and 23(2) and (3) of the Re-assessment Act.

154. Objections to the classification of land should be disposed of in accordance with section 23(1) of the Act.

155. After a list has been prepared of the *pattas* for which graduated enhancement is claimed, the old revenue on the land held in the new *pattas* must, if necessary, be calculated in office and the enhancement calculated according to the provisions of section 12 or 20 as the case may be of the Act and noted in the *Jamabandi*.

156. After completing examination of the *pattas* listed for graduated enhancement, all other *pattas* of which the new revenue exceeds Rs. 12 must be examined in the same way to see if they are entitled to graduated enhancement.

157. Cases of enhancement over 100 per cent. as well as any other cases which, in the opinion of the Settlement Officer, deserve special consideration, should be submitted through the Director of Land Records to the Government for orders. Cases in which, on further consideration, the Settlement Officer would alter the classification or the unit rate of a whole village should be reported at the same time through the Director of Land Records and the Commissioner for sanction.

158. When the aforesaid examination is complete the graduated enhancements of revenue will be entered in the draft *Jamabandi* over the Assistant Settlement Officer's signature, and the preparation of the fair copy of the *Jamabandi* undertaken.

159. When a deferment of enhancement is spread over two or more *pattas* the Assistant Settlement Officer will generally distribute the diminution roughly over the *pattas* in which there has been an enhancement over 25 per cent., but no attempt at arithmetically accurate proportionate distribution need be made.

160. The assessment of *nisf-khiraj* estates and the determination of the local rate payable on them, and also the determination of the local rate payable on *lakhiraj* estates, will be taken up along with the assessment of the *khiraj* lands of the group in which they are situated. The re-assessment of tea or special *khiraj* estates should be dealt with separately. Nisf-khiraj and special tenures.

161. *Nisf-khiraj* estates will be assessed upon their actual assets: that is to say, waste land will not be taken into account unless it is found to yield a regular income.

162. Ordinarily, the revenue payable by a *nisf-khiraj* estate will be half the revenue assessable on non-waste lands contained therein calculated on the basis of the unit rate adopted for the village, *plus* half the amount of any income which the owner is found to derive regularly from wastelands, but for special reasons, and to avoid a very large *per saltum* enhancement, the Settlement Officer may propose to charge less than half the revenue calculated as above. Any such cases should be noticed in detail in the Rate Report.

163. The local rate payable on *nisf-khiraj* and *lakhiraj* estates will be calculated in accordance with section 2(5)(b) of the Assam Local Rates Regulation.

CHAPTER—VIII

OFFER OF SETTLEMENT

164. The *khiraj* (periodic and annual) and *nisf-khiraj patta*s shall correspond in all particulars with the entries in the final copy of the *Jamabandi* which is the record-of-rights within the meaning of section 40 of the Regulation, and shall be signed and sealed by the Settlement Officer. The distribution of *pattas* will be effected in accordance with the relevant settlement rules framed under the Regulation at convenient centres and the Settlement Officer should keep himself carefully informed of the progress of work, and should be ready to intervene promptly should any hitch occur. Distribution of patta.

165. The Officer tendering the leases will inform the settlement-holders of the provisions of Settlement Rule 63 regarding the acceptance and refusal of settlement.

CHAPTER—IX

166. Before leaving the district the Settlement Officer should start the recorders and Kanungos on their ordinary land records duties. The recorders should be supplied with copies of the final re-settlement *chitha*, *Jamabandi*, class maps and also copy of the class book. Initiation of ordinary land records work.

CHAPTER—X

ADMINISTRATIVE

167. By the 15th of each month the Settlement Officer will forward to the Director of Land Records a return in duplicate in Form II appended, showing the progress made in the operations of re-settlement up to the end of the month preceding. The Director will transmit a copy of this return to the Government.

168. The Settlement Officer should consider the desirability of extending field survey to any area which he finds unsurveyed and should, as far as possible, initiate operations for its survey during his tenure of office.

169. The Settlement Officer may take advantage of the local knowledge acquired by him to formulate proposals for the revision of the district scheme of recorders' lots, or for the improvement of the *personnel* of the staffs of recorders and *gaonburas*, but it should be remembered that alterations in the limit of charges involve a dislocation of business and a loss of local knowledge, and they should be recommended only when clearly desirable.

170. The Director of Land Records will be the expert adviser of the Settlement Officer, the authority through whom the Settlement Officer will make references for the Government's orders, and the Controlling Officer of the Settlement Department for accounts purposes.

APPENDIX

Forms

Form No. 1—Recorder's weekly abstract diary.

„ „ 2—Fortnightly return of Kanungo's inspection of map
correction and record writing.

„ „ 3—Fortnightly general abstract of progress of map
correction and record writing.

„ „ 4—List of objections.

„ „ 5—Dispute sheet.

„ „ 6—*Badar* list.

„ „ 7—Completion Report of attestation.

„ „ 8—Progress Register of office work.

„ „ 9—Tables for Rate Report.

„ „ 10—Notification of rates.

„ „ 11—Settlement Officer's monthly progress return.

Form 1.

Recorder's weekly abstracts diary

Name of Mauza Name of recorder.....
Parganah

Nature of work done	Amount of work done on each day of the week (state in terms of <i>dags</i>)							State of work up-to-date.
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1	2	3	4	5	6	7	8	9
(1) Survey tested ..								Number of villages in the lot.....
(2) <i>Chitha</i> writing completed.								Number of <i>dags</i> in the lot.....
								Survey finished in villages and <i>dags</i> ...
								<i>Chitha</i> writing finished in villages and <i>dags</i> .
Where spent the night								Survey/ <i>Chitha</i> writing proceeding in village.

From 2.

**Return of Kanungo's Inspection of Map correction and Record
writing for the fortnight ending Saturday, the _____**

Name of Officer _____

Number of fields of which survey tested without check line	<i>Partals</i> run			Fields tested by <i>partals</i>	Total number of fields tested in map revision	Number of which <i>chitha</i> entries tested	Names of recorders visited	Names and number of villages visited in each lot	State of work up- to-date
	Number	Length	<i>Katans</i>						
1	2	3	4	5	6	7	8	9	10
									Total number of villages.....
									Total number of <i>dags</i>
									Number of villages of which survey passed.....
									Number of villages of which <i>chitha</i> writing (and classification) passed.....

[illegible]

[illegible]

Form 5.

Dispute sheet

Dispute No.

Name of village	Name of recorder	Disputed fields. Old New Patta No. ^{Old} ^{New}
-----------------	------------------	---

Particulars of parties

First party	Second party	Third party (if any) :—
-------------	--------------	-------------------------

Claim of first party	Claim of second party	Claim of third party
----------------------	-----------------------	----------------------

Witnesses examined on citation of first party :—	Witnesses examined on citation of second party :—	Witnesses examined on citation of third party :—
--	---	--

Decision, with summary of reasons :—

Initial of recorder and date when order carried out.

Badar List

[illegible]

Form 7.

Completion Report of Attestation

Mauza Village
 Parganah

(To be filled in by attesting Kanungo).

Total number of *dags*.....

Number of changed *dags* of which survey tested.....

Number of *dags* of which *chitha* entries tested.....

Number of *dags* of which classification tested.....

Number of disputes enquired into.....

Number of objections enquired into.....

Supervisor Kanungo

(To be filled in by Attestation Officer).

Mutations (all finished or not)

Disputes (all finished or not)

Objections (all finished or not)

Number of *dags* tested.....

Survey.....

Chitha

Classification

The papers are now complete and I pass the village.

Attestation Officer.

Progress Register of Resettlement Office work

Dates on which

Before record attestation effected

After record attestation effected

Number of recorder's lot	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	Remarks
		Name of village		Maps and records received in office	Boundary compared	Maps blue inked	Map and <i>chitha</i> compared	Areas recalculated	<i>Chitha</i> totalled	Draft <i>Jamabandi</i> prepared	<i>Kacha patlas</i> drawn up	Maps and records received in office	Map and records corrected according to attestation orders	Areas of changed <i>dags</i> recalculated	<i>Chitha</i> retotalled	<i>Jamabandi</i> retotalled	Maps inked up in black	Village assessment statements prepared	Revenue calculated in draft <i>Jamabandi</i>	Revenue <i>Kacha Patlas</i> drawn up	Deferred enhancement cases examined	<i>Pattas</i> drawn up	Field Register prepared	<i>Jamabandi</i> Register prepared	Area and crop Abstracts prepared	Recorder's Local <i>Jamabandi</i> prepared	New <i>chitha</i> for recorders prepared	Class book prepared	Vandyked maps compared	

Form 9.

Tables for Rate Report

Village—

Group

Mauza

(or Parganah)

I.—Areas, in *bighas*, as classed at resettlement(1 *bigha* = $\frac{1}{3}$ acre)Land class heads according to district scheme
of land classing.

1

2

Khiraj for ordinary cultivation*Khiraj* for special cultivation

<i>Nisf-khiraj</i>	{	Cultivated.....
	
		Waste.....

<i>Lakhiraj</i>	{	Cultivated.....
		Waste.....

Special Estates (if any)

Unsettled.....

Total—

II.—Areas in *bighas*, as classed under existing settlement(1 *bigha* = $\frac{1}{3}$ acre)Land class heads according to existing
Settlement

1

2

Khiraj for ordinary cultivation*Khiraj* for special cultivation

<i>Nisf-khiraj</i>	{	Cultivated.....
		Waste.....

<i>Lakhiraj</i>	{	Cultivated.....
		Waste.....

Special Estates (if any)

Unsettled.....

Total—

IV.—Areas in *bighas*, as cropped
(1 *bigha* = $\frac{1}{3}$ acre).

[illegible]

V (a)—Revised *Khiraj* assessment (for established villages).

	Revenue	Incidence per settled <i>bigha</i>	Incidence per cropped <i>bigha</i>	Percentage of settled uncultivated to total settled area	Present unit rate	Unit incidence	New unit rate proposed	Resulting revenue	Percentage + or — on present revenue	Biglia rates (in annas) Land Class	Present	Proposed
1	2	3	4	5	6	7	8	9	10	11	12	13
1. As now found (Cols. 2 to 8) and proposed (Cols. 9 to 12).												
For } 2. At last preceding re- Col- } settlement. umns } 2 and 3 } 3. In year preceding re- only. } settlement.												

Present revenue	Incidence per <i>bigha</i> of—		Revenue proposed	Incidence per <i>bigha</i> of—		Percentage (Plus or Minus)
	Settled area	Cropped area		Settled area	Cropped area	
1	2	3	4	5	6	7

Pargana
Mauza

[illegible]

Pargana
Mauza

[illegible]

Form 10.

NOTIFICATION OF RATES

Resettlement of the
of villages in the
of the

District.

group
Subdivision

Khiraj land taken up for ordinary cultivation in the above mentioned group of villages has been recorded as belonging to one or other of the following land classes :—

2. Villages falling within the group have been classified into different sub-groups according to the circumstances of the villages. The rates per *bigha* for each class of land in each sub-group of villages are shown in the Schedule A below. The rates are proposed on the understanding that the land so assessed is used for agricultural purposes and lands which are not so used will be liable to proper or altered assessment in accordance with the rules in force.

Form 10—*concl.*

3. *Nisf-khiraj* lands have been classified in the same manner as *khiraj* lands taken up for ordinary cultivation and lands in these estates will be assessed at rates which do not exceed half the rates assessable on *khiraj* lands taken up for ordinary cultivation in the same village.

4. The term of settlement will be _____ years and will take effect from the 1st April _____; provided that in *nisf-khiraj* estates the demand may be revised in or after the _____ year of the term so as to provide for the assessment of lands brought under cultivation and for the release from assessment of lands falling out of cultivation, after the commencement of the settlement.

5. The rates of revenue assessable in the case of trade sites within certain villages outside towns are shown in Schedule B below.

✓ 6. Rates of assessment on land taken up after conclusion of the resettlement operations will be liable to revision in or after the _____ year of the term of the group.

✓ 7. Rates on waste land which is unoccupied and unsettled are liable to revision at any time at the pleasure of Government.

8. The rate of assessment of *khiraj* lands in non-cadastral areas will be per *bigha* till such time as the land is not traversed, surveyed and classed. Thereafter the lands will be assessed at rates sanctioned by Government on receipt of assessment proposal in respect of them.

9. Any objection to these rates or suggestions for their modification should be submitted on or before the _____ to the Settlement Officer who will forward them to the Director of Land Records with his remarks for submission to the Local Government through the Commissioner of the Divisions.

The Settlement Officer or his Assistant will give information on any point in connection with these rates on application being made at the Settlement Office at _____

10. *Khiraj* land taken up for special cultivation and town lands will form the subject matter of separate assessments.

SCHEDULE A

In the following villages
having unit rate of _____

namely,

Mauza _____

Village. _____

The rates per *bigha* will be :—

Class _____

Rs. a. _____

SCHEDULE B

In the following villages
land used for non-agricultural purposes when classed as trade sites will be assessed at the rates noted below and in other villages at the highest class of homestead land rates :—

Mauza _____

Village _____

Rate _____

Form 11.

Settlement Officer's progress return

District.....

Month.....

Branch of work	Programme for settlement year	Work done			Outstanding	Remarks
		In previous month	In month under report	Total		
1	2	3	4	5	6	7
Survey, record-writing and classification (villages).						
Record Attestation (villages) ..						
Submission of assessment proposals (villages).						
Revenue Attestation (villages) ..						
Distribution of final <i>pattas</i> (villages)						
Fairing of Settlement maps and records (villages) :—						
(1) Inking of maps						
(2) Field Register						
(3) <i>Jamabandi</i> Register						
(4) Area and crop abstracts ..						
(5) Recorder's Local <i>Jamabandi</i> ..						
(6) Recorder's <i>Chitha</i>						

General remarks of Settlement Officer

General remarks of Director of Land Records and Surveys

Order of Local Government

Khatian of tenants. (Settlement Rule 81 and Resettlement Instruction 75)

Khatian No.....

Village.....

Mauza.....

Parganah.....

Name, father's name and residence of tenant	Lands in the possession of tenant								Name, father's name residence and status (whether <i>pattadar</i> or <i>raiyyat</i>) of land lord.	Remarks (Patta number, etc.)
	Old <i>dag</i>	New <i>dag</i>	Area	Class	Length of pos- session	Rent in cash, kind, etc. (Column 6 of the <i>Chitha</i>)	Special condition if any	Status of the tenant (e.g., <i>raiyyat</i> privileged occupancy, non-occupancy under <i>raiyyat</i>)		
1	2	3	4	5	6	7	8	9	10	11

SCHEDULES

Schedule—

- A.—Map-work.
- B.—Treatment of the map and *chitha* in map correction.
- C.—Rules for treatment of annual lands in Lakhimpur district.
- D.—Duties of the Supervisor Kanungo.
- E.—Instructions for map inking.
- F.—The First Recess work.
- G.—Instructions regarding Record Attestation.
- H.—Instructions for second Recess work

SCHEDULE A

Map-Work

Map-work includes—

- (1) Complete new survey from traverse plot.
- (2) Complete new survey from blue print.
- (3) New survey of part of a village and map correction of part of a village.
- (4) Map correction.

(1) COMPLETE NEW SURVEY FROM TRAVERSE PLOT

(A) Traverse station test

The recorder will invariably test the length of his chain before he starts survey. He will first find out the traverse stations on the grounds. He will then measure by chain the distances between them. He will mark *chandas* on the ground every 5 chains. He will note the measurements direct on the *khaka*. If his measurements agree within one link in the chain with the map measurements he will carry on with the survey. Otherwise he will report to the Supervisor Kanungo for orders.

(B) Blocks

The recorder will divide up the village into blocks by running one or more chain lines breadthwise across the village. He will mark all *katans* on the ground. He will note the *katans* on the *khaka*. He will make *chandas* every 5 chains.

(C) Quadrilaterals

The recorder will now divide each block into quadrilaterals with sides 10-15 chains long by connecting up stations, *chandas* or *katans*. He will note the *katans* at once on the *khaka* while marking the same on the ground.

(D) Plotting

The recorder will now plot from his *khaka* all the *katans* and *chandas* which he has recorded while running block and quadrilateral lines. He will distribute the error proportionately. He will note the *plus* or *minus* correction per chain on the *khaka* by the side of the total length of the line.

(E) Detailed Survey by quadrilaterals

The recorder will plot the village boundary in the first quadrilateral taken up. He will mark *katans* on the ground, and plot direct on to the map. He will fill in other details by running *shikmi* lines between *chandas katans* or other fixed points taking offsets on both sides. No *shikmi* lines are to be more than 3 chains apart and no offsets should be more than $1\frac{1}{2}$ chains in length. All *shikmi* lines will be shown by unbroken lines on the *khaka*. No *shikmi* line will cross more than one quadrilateral.

(F) Boundaries of *dags*

(1) *Baris* in the same ownership will be made into one *dag*. (2) Land growing *Sali*, *Lahi* or *Bao* in the same ownership will be shown as one *dag*. (3) *Faringati* land adjoining *Bari* or *Rupit* land will be shown as a separate *dag* only if the area exceeds one *bigha*. Otherwise it will be shown with the *Bari* or *Rupit* land it adjoins.

(G) Cultivation outside traverse boundary

When the village adjoins a non-cadastral area the recorder will plot cultivation outside the village boundary by triangulation. He will run proof and *shikmi* lines in the triangle. He will show the position of the triangle and proof and *shikmi* lines on the *khaka*.

(2) COMPLETE NEW SURVEY FROM A BLUE PRINT

(A) Traverse station test

The recorder will first find out on the ground the traverse stations and Kanungos' *dhips*. He will then measure by chain the distances between the traverse stations. He will mark *chandas* on the ground every 5 chains. He will note the measurements in a field book. He will carry on with the survey if his measurements are within $1\frac{1}{2}$ links in the chain of the map measurement. Otherwise he will report to the Supervisor Kanungo for orders.

(B) Blocks

The recorder will divide the village into blocks by running one or more chain lines breadthwise across the village from one station to another. He will mark all *katans* on the ground. He will record the *katans* in a field book. He will make *chandas* every 5 chains.

(C) Quadrilaterals

The recorder will now divide each block into quadrilaterals with sides 10—15 chains in length by running lines between stations, *chandas* or *katans*. He will note the *katans* in the field book while marking the same on the ground.

(D) Plotting

The recorder will now plot from his field book all the *katans* and *chandas* which he has recorded while running block and quadrilateral lines. He will distribute the error proportionately.

(E) Detailed survey by quadrilaterals

The recorder will plot the village boundary in the first quadrilateral taken up, marking the *katans* on the ground. He will plot direct on to the map. He will fill in other details by running *Shikmi* lines between *chandas*, *katans* or other fixed points, and taking offsets both sides. No *shikmi* lines are to be more than 3 chains apart and no offset should be more than $1\frac{1}{2}$ chains in length.

(3) NEW SURVEY OF A PART OF A VILLAGE AND MAP CORRECTION OF A PART OF A VILLAGE

When part of a village needs resurvey the survey will be done by the same methods as complete resurvey. Resurvey in part will, of course, only be undertaken under the orders of the Assistant Settlement Officer. Resurvey in part when ordered will ordinarily be done before the map revision and *chitha* writing of the other portion of the village. The recorder will start the work by running two cross check lines in the village. He will use these lines as base lines to form quadrilaterals in the part to be resurveyed.

(4) MAP CORRECTION

(A) Check

The recorder must first run two check lines lengthwise and breadthwise across the village, marking the *katans*, making *chandās* at every 5 chains and keeping a field book of the same. If the length of the check line on the ground agrees with the map measurement within $1\frac{1}{2}$ links of a chain the work of map revision will be proceeded with. Otherwise the matter must be reported for orders of the Assistant Settlement Officer. The recorder will note in the field book the *plus* or *minus* correction applied to each check line.

(B) Dag correction

Work will be started from the north-west corner of the village. Recorders must satisfy themselves by inspection that the boundaries of all *dags* are correct and must check a large proportion by actual measurements with a 20-link tape. Mistakes up to 20 links can be neglected. Any bigger mistake of survey will be corrected by plotting the correct line on the map, and crossing out the wrong line thus ‡. If however the survey correction involves an area exceeding half a bigha out of any *dag* and also involves a change of ownership in that area, the recorder should treat the portion as separate *dags* giving the number ③, ④ etc., on the map and recording them in the *chitha* just below* the parent *dag* with the letters ③, ④ etc., added to them, filling up all the entries in the *chitha* against each portion and adding "Dispute" in the remarks column together with the name of the person or persons found in possession. These map correction 'disputes' involving small portions of *dags* should be disposed of by the Assistant Settlement Officer in the same field season.

Before correcting the boundary of any *dag* the recorder will always measure the boundaries of adjacent *dags* effected by such correction. He will distribute any error proportionately.

*Note.—If no space is available just below the parent *dag*, this can be done at the end of the *Chitha* with necessary cross-reference in both the places.

(C) Combined sheets

In the case of two old villages being combined to form one sheet the recorder will run separate check lines across the old villages, provided that the traverse stations are in existence and are shown on the new sheet.

(D) Jungly villages

In the villages in which the view is obstructed by jungle before running the check line the recorder will clear a straight line by means of three flags between a traverse station and another traverse station or *chanda*. No check line is to be run without first ascertaining the position of the two fixed points.

SCHEDULE B

Treatment of the map and *chitha* in map correction

Any correction made in the map must be at once noted in the *chitha*.

1. *Survey correction*.—Errors up to 20 links will be neglected. Recorders as a rule are far too prone to make corrections involving 10 or 15 links only. When the boundary of a *dag* is corrected, the area of the *dag* will be struck out in the *chitha* against the *dag* to which a part of another *dag* comes the following will be noted in the remarks column “অনুক অমুক দাগৰ অংশ আছে”. Against the *dag* from which a part is taken, the following will be noted in the remarks column “অংশ অনুক অমুক দাগত যায়”. It is sometimes found convenient to indicate the accretions to a particular *dag* by noting below its number, the number of the *dag* from which the accretion accrues, the letter “অ” being added to this latter number only when a part of this *dag* comes over.

When a new *dag* is made from one existing *dag*, the new *dag* will receive a number consecutive to the last *dag* number in the *chitha*. Against the parent *dag* the following will be noted in the remarks column “অংশ অনুক দাগ” and against the new *dag* “অনুক দাগৰ অংশ”.

2. *Amalgamation of dags*.—The recorder may amalgamate similar *dags* in the same ownership. Annual *dags* may be amalgamated with periodic *dags* only with the previous permission of the Supervisor Kanungo. The Supervisor Kanungo, will report all such cases to the Assistant Settlement Officer for his approval. To facilitate checking this recorder will maintain a list of such *dags* on the grant *dag* of the *chitha* as in rule 3 below. *Dags* of different tenure (e. g., *Khiraj* and *nisf-khiraj*) must not be amalgamated.

When *dags* are amalgamated the recorder will keep one number only in the map, encircling the superfluous numbers.

The superfluous *dag* boundaries will be struck out thus—, against the *dag* number kept the following will be noted in the remarks column of the *chitha* “অনুক অনুক দাগ চাৰিল” and against the superfluous *dag* numbers “অনুক দাগত চাৰিল”.

When whole *dags* are amalgamated the total area will be shown against the number kept.

If mutation is needed before amalgamation can be effected, the recorder will record the mutation and, provided there is no dispute, amalgamate the *dags*.

3. *Partition*.—Contested partitions will not be taken up at all. The parties should be referred to the Settlement Officer. Field partitions will be made by recorders according to possession provided that all the parties in the *patta* appear and give their consent and each share is clearly demarcated on the ground. The signatures of the parties will then be taken in the remarks column of the *chitha*. In the *chitha* against the number of the parent *dag* (the area of which will be crossed out) the letter ত will be written in brackets and the name of person in whose share it will be entered in column 5 as the *dakhalkar* and in the remarks column the word “*batwara*”. Immediately below the parent *dag* if there be space or otherwise at the end of the *chitha* the new *dags* created will be entered and given the letters খ, দ, etc., with the name of the person to whom they will fall in column 5 along with the old *patta* number in column 4. In the map the parent *dag* will be shown as ত and the other *dags* খ, দ, ধ, etc. The crop columns will be filled up in all cases.

There may be cases in which it will be possible to amalgamate the *dags* formed by a partition with adjoining *dags* in the same ownership. In such cases the ordinary rules regarding amalgamation of *dags* will apply.

The above rules do not apply to partitions of *lakhiraj* and *nisf-khiraj* lands. Such partitions will be effected in regular cases.

4. *Chitha writing in newly surveyed or resurveyed villages*.—On completion of the survey, the recorder will begin by numbering the *dags* in the map beginning from the north west corner and working to the south-east corner. As he numbers

each *dag* on the map he will enter it also in a new *chitha* and fill up all the columns excepting those for areas as well as column 5. The names of the present *dakhalkars* will be entered direct in column 3 on the basis of possession.

When only part of a village requires resurvey and the changes are numerous a fresh *chitha* will usually be compiled for the resurveyed portion only. In such cases the connected old *dag* numbers in the *chitha* and all entries against them will be struck out and the words “छफ़ि” written in the remarks column against each *dag*. The *dags* in the resurveyed portion will be numbered serially beginning from the last number already used in the *chitha*, the existing *dag* numbers on the map being all encircled, and the other columns filled up as in the case of newly surveyed villages. In the case of periodic fields, however, the connected old *dag* numbers also will be noted in the remarks column of the *chitha* as “চাৰেক দাগ অমুক”. In certain cases it may be more convenient to retain the old *dag* numbers on the map. In such cases only the word “छफ़ि” should be entered in the remarks column of the *chitha* against each altered *dag* and the area in column 2 crossed out. It will not be necessary to make any cross references about the changed boundaries unless any periodic *dag* number has to be altogether omitted, which should be explained by cross references. Before re-writing the *chitha* of resurveyed block the recorder will in every case obtain the orders of the Supervisor Kanungo on the method to be adopted.

5. *Crop entries*.—The Land Records and Resettlement Manual rules will be followed subject to the following additions:—

(1) When the area of a *dag* has been increased by amalgamation or decreased by partition the area of the *dag* will not be known in the field. Hence all that can be done when more than one crop is grown on the *dag* is to fill up by a rough estimate the areas of the minor crops (columns 7 and 8) and keep the area column of the main crop blank. This will then be filled up after the area of the *dag* has been calculated in office.

(2) In such *dags* there may also be parts which are double cropped. If in such cases the double cropped area cannot be entered at once in column 9 of the *chitha* the crops of which the area will have to be carried to column 9 will be marked with × in column 7 and a similar cross will be marked in column 9.

(3) In settled *dags* other than *basti dags* “bamboo” will be shown in column 7 as a crop with the area in column 8.

6. *Column 16 of the chitha*.—In this column settlement-holders who are foreigners should be designated as:—

- (1) Tea-garden labourers.
- (2) *Ex*-tea-garden labourers.
- (3) Marwaris.
- (4) Nepalis.
- (5) Immigrants.
- (6) Other foreigners.

Land held by *ex*-tea-garden labourers as tenants may be noted in the remarks column the word ভলতীয়া being added.

7. *Tenancies*.—Detailed information about tenants must be collected in accordance with the rules. A separate plot will not however be made for a tenant's holding on *khiraj* land unless he has been in possession for *three continuous years* or the term of his lease exceeds one year. In the cases of tenancies of less than three years' duration or on leases the term of which does not exceed one year the approximate area, the name of the tenant, the rent paid and the period of occupation should be entered in column 6 of the *chitha* against the *dag* concerned.

In *nisf-khiraj* and *lakhiraj* lands the above rule does not apply and all tenancies where the possession or the term of the lease exceeds one year must be separately mapped and recorded in the *chitha*.

These rules do not apply to areas in which the land is valuable for trade

purposes. In such cases the *dag* of each tenant regardless of the length of possession or term of the lease must be shown separately.

8. *List of annual dags for conversion to periodic.*—Annual *dags* the boundaries of which are clearly demarcated and which are under permanent cultivation will be listed on the first page of the *chitha*. The Assistant Settlement Officer after inspection of such *dags* will give orders as to whether they will be made periodic or not. If he orders a *dag* to be made periodic he will write “*myadi*” in column 4 of the *chitha* below the entry annual land, initial and date it so that when preparing the draft *jamabandi* these *dags* will be entered into periodic *pattas*. This work must be finished in the first field season.

9. *Land in possession of Government Department.*—All land in possession of Government Departments should be entered as “*Sarkari*” in column 3 and the name of the Department in occupation noted in the remarks column, e. g. “*Garkaptani*”, “*Jungly office*”, etc. Land which is allowed to be occupied without consideration or settlement by local bodies will also be entered as *sarkari* with the name of the local body and the use to which it is put entered briefly in the remarks column.

10. *Mutations.*—In recording mutations the recorder will invariably note the following three points serially :—

- (1) Whether the name is to be in addition to or in lieu of—e. g. ৩ নং ব লগত বা ৩ নং ব স্থলত,
- (2) The names and fathers' names of the new *Dakhalkars* by giving serial numbers, and
- (3) The reason of the possession e. g. উঃ সূঃ, বঃ সূঃ, সঃ সূঃ, অঃ সূঃ, এৰা সূঃ, বঃ সূঃ,

11. *Mortgages.*—The name of the mortgagee in possession will be entered in column 5 for mutation “in addition to” (লগত) and not “place of” (স্থলত) the original *pattadar* (mortgagor).

12. *Newly occupied lands.*—If any *sarkari* land (available for settlement) is found to be occupied the name of the occupant will be entered in column 3 and the word নতুন in column 4 of the *chitha*. If the newly opened land adjoins the *patta* lands of the same individual and does not exceed half a *bigha* in area the matter will be treated as a survey correction. In other cases a separate *dag* must be plotted. A list of newly settled *dags* must also be kept at the beginning of the *chitha* for the purpose of compiling a *Tauzi Bahir* list for the current year.

13. *Encroachments on Grazing Grounds and other areas reserved from settlement.*—Encroachments on these reserves must be shown on the map as it will be necessary to report the encroachers to the Deputy Commissioner for ejectment. The encroached portion will be indicated by dotted lines on the map with symbols ৩, ৭ etc., and the names of the trespassers entered in a list in a blank page at the beginning of the *chitha*. Encroachments on *Sarkari* roadside land will be similarly dealt with.

14. *Resignation of dags.*—If a person wishes to resign the whole or portion of a *dag*, whether annual or periodic, a note will be kept in column 4 of the *chitha* to the effect that the *pattadar* does not want resettlement (“*Istafa*”). If the *pattadar* wishes only to give up a part of a *dag* a new *dag* will have to be made for the resigned portion and a new number assigned to it at the end of the *chitha*. In such cases the remarks অংশ অস্বীকৃত দাগ will be made against the parent *dag*. Against the new *dag* at the end of the *chitha* the words অস্বীকৃত দাগ অংশ will be entered in the remarks column and in column 4 the word “Resigned”. The other columns will be filled up by the recorder as in the parent *dag*.

15. *Survey marks.*—As a new Register will have to be prepared after the settlement the following procedure will be observed :—

Each recorder will be given a few forms of the Register of survey marks which after a few changes of headings he will keep bound in book form. The existing numbers of the survey marks will be found entered on the working maps of the village and before the recorder starts the field work of a village he should enter the numbers of all the survey marks of that villages in one or more forms serially one below the other—no form however should be used for more villages than one.

As map revision proceeds he should inspect all the marks and enter the kind and condition of the marks in the column of the form for inspecting officer's remark, and take steps for getting marks repaired if necessary. At the end of the field season the bound book of survey marks register will be made over to the Kanungo concerned.

16. *General.*—(1) No mandal will strike out any path shown on the map without the consent of Supervisor Kanungo.

(2) At the beginning of the *chitha* the mandal will make out the following statement:—

Block dag Nos. as used in the <i>chitha</i> .	New cultivation or <i>Tauzi Bahir</i>		<i>Faut Ferar, Jatra- hin</i>	Annual dags to to be- come <i>Myadi</i>	Annual dags be ex- cluded from settle- ment	<i>Istafa dags</i>	Encroachments		Dags not avail- able for settle- ment	
	Dag No.	Years of occu- pation					No of dags	Name of encroa- cher	No. of dag	Reason

(3) Roads and paths passing through *sarkari* land will invariably be shown on the map.

(4) In addition to showing in the *chitha* the *dags* not available for settlement a list of the *dags* will be made on the map also, but the reasons for the reservations will be shown only in the *chitha*.

(5) Assistant Settlement Officers should make a point of visiting all Trijunction stones, and comparing the boundaries of all the villages themselves.

(6) Distances found on running a check line are not to be written inside the map, but off the village boundary, an arrow being used to indicate to which line they refer.

SCHEDULE C ✕

RULES FOR TREATMENT OF ANNUAL LAND IN LAKHIMPUR

1. Land under annual *patta* which is not being cultivated or otherwise utilised, will not be resettled.

Examples:—Land under heavy jungle, land which has been used by Nepales for sugarcane growing, if the cultivation has ceased.

Note.—Any case in which land is demarcated but not otherwise utilised will be dealt with by the Settlement Officer at his discretion on the merits of each case.

2. Land under annual *patta* will, if cultivated, be settled with the actual cultivator. If there is a tenant on the land who is cultivating with his own plough and bullocks, he will be given settlement. If the *pattadar* is cultivating through servants he will get settlement even though he himself be a non-cultivator.

A Tea Garden will get settlement of land held by it under annual lease if the land be cultivated or otherwise utilised by labourers on the working force of the garden.

Exceptions :—(a) Settlement may be made with a *pattadar* or his heirs temporarily unable to cultivate if they are agriculturists and likely ultimately to cultivate for themselves, *e. g.*, settlement may be made with the minor sons of a deceased *pattadar*.

(b) Settlement may be made with the *pattadar* if he has incurred considerable expense himself in opening the land or if he has given material assistance to the actual cultivator in settling, and the latter admits the tenancy.

3. Any case of annual land held by recorders or other Government servants outside their own villages will be reported to the Settlement Officer for orders.

(These rules were approved in Revenue Department letter No. 1081-R. of 11th April 1931).

SCHEDULE D

DUTIES OF THE SUPERVISOR KANUNGO

It will be the duty of the Supervisor Kanungo to see that the recorder under him does not realise illegal gratification from *raiya*s for doing the work for which he is paid by Government. The Supervisor Kanungo will at once report any such cases to his Assistant Settlement Officer. His further duty is to see that the progress of recorder's work is satisfactory, and to report to the Assistant Settlement Officer against any recorder who is incapable or lazy.

The Supervisor Kanungo must endeavour to detect errors as soon as they occur. He must check a considerable percentage of traverse, block and quadrilateral lines on the ground. He will check the plottings of all quadrilaterals. He will check the plotting of *katans* on the block and quadrilateral lines. He will keep a field book, giving details of his check lines and rectifying errors when found.

Check lines will be shown in a dash and dot line, and the total length, initials and date will be written away from the map detail with an arrow mark and encircled. *Ails* will not be cut by such lines. The correction applied will be noted.

In cases in which adjoining villages have no *dhips* in common the Supervisor Kanungo must plot common *dhips* on the two maps, obtaining their position by triangulation. He will see that extensions of cultivation in non-cadastral areas which adjoin cadastral villages are brought on to the cadastral map as far as space admits. When the survey of a village is complete he will compare the boundary with those of surrounding villages and add a certificate that this has been done at the foot of the map.

Before attempting to check a recorder's work, the Supervisor Kanungo will invariably test the chain in use. He will chain any line in which the recorder has had to apply a correction of more than one link in a chain.

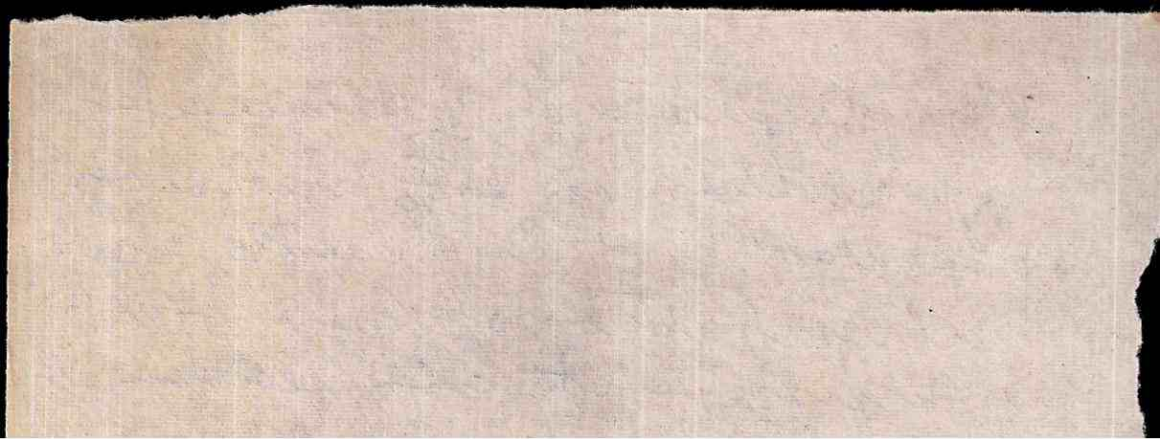
In cases in which *dags* are found surrounded by jungle the Supervisor Kanungo will decide whether these *dags* will be plotted by triangulation or by running *shikimi* lines.

The Supervisor Kanungo is allowed to sanction the amalgamation of annual and periodic *dags*, but he will report all such cases to the Assistant Settlement Officer for his approval. The Supervisor Kanungo, will enquire into all cases in which the recorder is not being helped by the villagers. He will report whether the lack of help is due to the inefficiency of the recorder, or to the indifference of the villagers, and if necessary will order certain leading men to help the recorder. If they refuse, necessary action can then be taken.

The Supervisor Kanungo must see that no recorder strikes out the name of a periodic *pattadar* unless the *pattadar* has had an opportunity of stating his case.

The Supervisor Kanungo will report at once any grievance or grievances of recorders so that steps to remedy them may be taken.

Duplication of settlement
operation is ^{confined} ~~to~~ to provision
of works of land records and
classification of land for
assessment and revenue
purpose etc.



SCHEDULE E

INSTRUCTIONS FOR MAP INKING

I—Map Inking—Training

1. Ink should always be of sufficiently deep colour. A little gamboge should be mixed with the ink prepared. Whenever new ink is prepared, trial lines should be drawn on a white piece of paper and the colour of the ink should be tested by holding this paper against the light. If the lines are found to be of too light a colour, more ink must be added until lines are found to be of a deep black colour and opaque. [Vide Rule 53(2) (b) of the Land Records Manual.]

The line pen should also at the same time be adjusted by drawing trial lines on a white piece of paper and it is only when the pen gives lines of the required breadth, that the pen should be used on the map. The recorder has to get his eyes accustomed to this by drawing lines on the extra piece of white paper [vide Rule 53(2) (c) of the Land Records Manual].

2. The most important point in map inking is to make all the lines and every part of each line, of the same uniform breadth and of deep black colour. All the lines and figures drawn must be clear and firm and not ragged. This result will be obtained only if the above rules are strictly followed by the recorder whenever new ink is prepared and whenever new ink is put into the pen. On filling the pen with new ink, it is never to be used on the map before trial lines on the extra paper are found to be of the required uniformity of breadth and depth of colour.

3. All lines must be drawn from the left to the right and never in any other direction. It must be borne in mind that if lines are drawn in any other way, the line pen will be spoiled.

4. The line pen is not to be withdrawn from the map in the middle of any line. The line pen can be withdrawn only when the extreme end of the line has been reached or at least when its junction with a cross line has been reached.

Great care has to be taken in drawing long lines—the recorder has to get himself accustomed to controlling his breath when drawing long lines breadth if taken in the middle of the line will make the line uneven and shaky.

5. Lines should be drawn from the top part of the map towards its bottom and from the left to the right of the map, so that the hands may not be placed on the portion immediately after it is inked up.

Hands should never touch the map direct, a separate sheet of clean paper should always be kept between the hands and the map. Otherwise the map may be spoiled.

6. Boundary lines should be drawn with the big line-pens available and should be of double the breadth of the inner lines.

7. Numbering should be distinct and should be sufficiently big for clear reproduction. All the parts of the numbers should be of a black deep colour. In ordinary village maps, vernacular figures should be used. In grant maps, English figures are to be used. All the figures will generally point to the North. If the situation of the *dag* does not allow this in any case, the figure should point to the West. When all the figures of a number cannot be written inside a *dag*, the last figure should only be written with a small dash to the left or all the figures should, if convenient, be written just outside the *dag*, close to the boundary line. [Vide Rule 53(2) (c) of the Land Records Manual].

8. In putting conventional signs (*alamats*), instruction 12 below should be strictly followed. No unnecessary *alamats* should be drawn.

9. The Assistant Settlement Officer-in-Charge will supervise the work of the map inking party during the training and afterwards also, though each Assistant Settlement Officer will have to see to the proper completion of the final inking of the map of his own Circle and will have to certify to the same effect on each map.

10. The line pen, saucer and the sponge must be washed clean daily at the end of the day's work and the pen should be properly dried with a clean rag

Fresh ink must be prepared every day sufficient for that day's work only.

11. The Assistant Settlement Officer-in-charge will try to arrange two recorders to come to office earlier and to prepare ink for the recorders, so that the inking work may be started as soon as the latter come to office. The two recorders may be either allowed to leave office earlier or may be allowed sufficient leisure during the working hours. (This instruction is essential for final inking and may not be so necessary for blue inking).

12. The following *alamats* of the Table of Conventional signs issued by the Drawing Office will be used in the maps:—

(1) Mile stone—as in serial No. 1 of the Table.				
(2) Grant (special estates) boundary as in serial No. 5 ditto.				
(3) District boundary—as in serial No. 6 of the Table (As in the last resettlement map.)				
(4) <i>Nisf-khiraj</i> boundary—As in serial No. 7 of the Table.				
(5) <i>Lakhiraj</i> boundary Ditto No. 9 ditto.				
(6) Boundary along river or road common to two units. Ditto No. 12 ditto.				
(7) Boundary along river or road not common to two units. Ditto No. 13 ditto.				
(8) Tank with embankment. Ditto No. 17 ditto.				
(9) Railway line (single) Ditto No. 20 ditto.				
(10) Tea Garden (bushes) Ditto No. 25 ditto.				
(11) G. T. S. with name Ditto No. 26 ditto.				
(12) Trijunction stone Ditto No. 28 ditto (80 links side.)				
(13) Theodolite station Ditto No. 29 ditto (80 links diameter.)				
(14) <i>Nisf-khiraj</i> , <i>Lakhiraj</i> or special estates boundary mark. Ditto No. 30 ditto (40 links square.)				
(15) Church (<i>pucca</i> building.) Ditto No. 34 ditto.				
(16) Mosque (<i>pucca</i> building.) Ditto No. 35 ditto.				
(17) Hindu Temple (<i>pucca</i> building.) Ditto No. 36 ditto.				
(18) Post Office ... Ditto No. 37 ditto.				
(19) House ... Ditto No. 41 ditto.				
(20) Market ... Ditto No. 42 ditto.				
(21) <i>Pucca</i> well ... Ditto No. 53 ditto.				
(22) Direction of flow of river. Ditto No. 55 ditto.				
(23) North point ... Ditto No. 58 ditto.				
(24) Inspection Bungalow Ditto I. B.				
(25) Dak Bungalow ... D. B.				
(26) Kanungo's <i>Dhip</i> ... (60 links diameter.)				
(27) Reserve stone or <i>dhip</i> ... (40 links diameter.)				
(28) Masonry pillar on District boundary. ... (40 links square within 80 links square.)				

13. Inkers should be trained in drawing lines freehand. Ten to fifteen days' training will be sufficient for the purpose. The best ones of the lot trained should only be employed on final map inking. Maps drawn freehand are found to be the best.

II.—*Final Map inking.*

1. The general principles of map inking will be found in the rules issued for training in map inking. The special points regarding the final map inking only are noted here.

A Kanungo should be specially trained in map inking to be placed in charge of the map inking party. Any Assistant that he may require to expedite the work, should also be well trained in map inking.

The recorders who did best in the blue inking of maps in the first recess should ordinarily be selected for the final map inking. One or more recorders should be properly trained in writing village names, etc., in the vernacular and English. Ordinary inkers will only draw lines and figures and *alamats*. All other writing will be done by the recorders specially trained for it.

2. As soon as the attestation corrections of a contiguous group of villages of a *mauza* have been finished, the attesting Kanungo or the Kanungo in-charge of map inking will get the following list prepared from the *Chitha* by a good recorder and will check it thoroughly and will sign it:—

মোজাব নাম

গাওঁৰ নাম

১	বন্দোবস্ত নহব কণীয়া দাগ
২	বহী দাগ
৩	শেষ দাগ নম্ব
৪	চবকাবী দাগ
৫	শ্রো
৬	একচনা দাগ
৭	শ্রো
৮	মতবা
৯	“যবজি” দাগ
১০	“চা” কচলব দাগ
১১	মতবা

Hal dag numbers only will be written.

3. The above list, the *shildhup* register form of the village and the map will be made over to the Kanungo in charge of map inking.

4. The map inking Kanungo will visually compare the boundary of the village with the surrounding villages and see to the following (i) that all the boundaries of the village are correctly inked up, (ii) that the margins of the different sheets of the same village are correctly inked up, (iii) that the trijunction lines are correctly drawn, (iv) that the names of the surrounding villages (with the name of the mauza when it differs from the mauza of the village) are correctly written. (v) that the roads, rivers, *jans* and *gobats* in common between two villages are correctly dotted and (vi) that the names of the roads, rivers, etc., as well as of the *basti* or hamlets in the village are correctly written. The names of surrounding villages etc. in Tea Garden maps will be written in English and in village maps in vernacular.

5. The map inking Kanungo will also see that the Cadastral number of the map, the name of the village, the name of the *mauza*, the scale of the map and the years of survey are correctly written inside a circle in a corner of the map. In village maps, these will be written in the Vernacular while in Tea Garden maps, these will be written in English.

6. In a spare corner of the map, the Kanungo will put down serially (i) the বন্দোবস্ত নংৰ লগীয়া দাগ (ii) the বটো দাগ and (iii) the শেষ দাগ নম্বৰ . If these are already written he will see that these have been written serially. The বটো দাগ and the শেষ দাগ নম্বৰ as well as the *dag* numbers inside the map will be written in English in Tea Garden maps, and in village maps all these and other entries will be in Vernacular.

7. In fully established villages where the number of annual *dags* will be very few, all the *dags* will be black inked. The Assistant Settlement Officer himself should select such villages and the map inking Kanungo has nothing more to do on these maps before they are made over to the inking mandal. In the case of such villages *sarkari* and annual *dags* have not to be noted in the list mentioned in instruction 2 above.

8. The remaining villages again will have to be divided into two groups. In the first group there will be villages in which there will be no periodic *dag* at all. In such villages the Kanungo will neatly tick off in pencil the *hal dag* numbers of the *sarkari dags* only and these *dag* boundaries and their numbers and the village boundary only will be black-inked in such villages. The Kanungo will also have to note down in pencil the class or classes in brief in each annual *dag* and will have to encircle the blocks of the same class of contiguous *dags* by a ring of dotted lines by the side of the boundary lines or class dots concerned. But these rings of dotted lines will not be black-inked at this stage. These will be black-inked in dotted lines along the actual boundaries of annual *dags* of the actual class dots and the classification will also be written in Indian ink inside the block after the classifications have been finally passed at revenue attestation. No annual *dag* boundaries or *dag* numbers will be black-inked in such maps.

9. In the case of the second group of villages which will contain both periodic and annual *dags*, the Kanungo will write neatly in brief the classification in pencil inside each annual *dag* and will then encircle each block of annual *dags* of the same class by a ring of dotted lines. No lines or *dag* numbers inside such rings of dotted lines will be black-inked. The dotted lines between the blocks of different classes of annual land will be black-inked and the name of the classification will be written in Indian ink inside the block after the classifications have been finally passed at Revenue Attestation. The dotted lines will of course be drawn along actual boundaries of the annual *dags*, but if any annual *dag* has been divided into ক, খ, etc., for classification, the classification dots will of course pass through that *dag* along the actual class dots. It may be noted that stray annual *dags* scattered inside a block of periodic *dags* should be inked up and such *dags* should not be encircled by dotted lines and such *dags* should be scored through in the list of annual *dags*.

In none of the above groups of villages is it necessary to mark *sarkari dags* of the same class into blocks nor is it necessary or convenient to amalgamate such *dags* at this stage. The printed map of blocks of annual *dags* will really consist of a series of rings of dotted lines without any numbers but with the classification noted inside each ring. When the printed maps are received the original resettlement maps will have to be brought from the Assam Survey Office, Shillong, and the boundaries and *dag* numbers of the annual fields will have to be filled in in pencil on the printed maps inside the rings of dotted lines and this is how the maps will be made to represent the *dags* that will be found in the *chitha*.

It may be added that when a block of annual *dags* is bounded on any side by periodic *dags* or *Sarkari dags* that boundary or boundaries will of course be inked up in black continuous lines representing the boundaries of periodic or *Sarkari dags*. To show that it is also the common boundary of a block of annual *dags* dotted lines in pencil will be drawn by the Kanungo along the side of the boundary lines in order to make the ring of dotted lines complete, but in final inking

of class boundaries after revenue attestation, the dotted lines along the boundaries of periodic or *Sarkari dags* will not be inked up and in such cases there will not be complete ring of black-inked dotted lines.

10. The Kanungo will also look up the *shildhip* register of the village and will cross out distinctly in pencil the *dhips* which could not be traced in the field. Such *dhips* will not be inked up. The Assistant Settlement Officer will decide which *dhips* are to be maintained and strike out those which are not necessary. Such *dhips* which are excluded will not be black-inked nor entered and numbered in the Register of survey marks (*vide* Director of Land Records' No. 589/1867-75, dated the 1st May 1918).

11. After the map has thus been made ready for final inking, the Kanungo will initial the map and will make it over to a recorder who will ink up the boundaries of all required *dags*; and their *hal* numbers, (which latter should now be written in the central position of the *dag*) ink up the village boundary, fill up all the conventional signs (*alamats*) inside the map (for which he has to refer to the list of *basti dags* and tea cropped *dags*) and also write up the *dag* numbers noted in a corner of the map but the headings over these *dags* will not be written by this mandal. The *alamats* should be drawn according to the instructions contained in the rules for training in map inking.

12. After the interior inking of the map has thus been completed, the map will go to a recorder selected for writing up the names, etc., outside the boundary line of the village. This recorder will write up the name, etc., of the village and of the surrounding villages, will draw the trijunction lines, the scale and the north line and will write the names of rivers, roads, etc. He will, however, not write up the certificate of the Settlement Officer or the notes about symbols of survey marks and grant boundaries, etc., which will be done at the Drawing Office.

13. While the recorders will thus be inking up the maps, the Kanungo and his Assistant will go round and see that all work is being done correctly and properly.

14. After the map has been completed it should be gently rubbed clean with an eraser and a pair of good recorders will thoroughly compare the map with the *Chitha* (a fair copy if available) and the Kanungo will reconcile all discrepancies found and make the necessary correction.

The final comparison of the inked up map and *Chitha* must be done very carefully. One recorder will serially read out from the *Chitha* the *dag* number or *batta dag* number, as the case may be, and the area and column 4 also: the other recorder will look to the *dag* on the map and see if the area be approximately correct and look most carefully round the *dag* to see that all the boundaries of periodic *dags* are linked up and that there is no unnumbered space around it. This is the most important part of this final check. In the case of the *sarkari dags*, the entry in the remarks column of the *chitha* will be read out to see if the reserved *dag* number has been noted on the margin of the map. Similarly the list of *batta dags* on the margin of the map should always be checked. Any discrepancy found should be reconciled by the Kanungo by reference to the resettlement draft *chitha* and the old working map.

After this final check the map should be taken out of the strawboard and the Kanungo should scrutinize the map by holding it against the light and see that the Indian ink used has at all places been of sufficient consistency and the lines and figures are quite opaque as required for proper vandyking. The map should also be examined with a magnifying glass to satisfy oneself that there has not been any omission in inking up the details of the map. Special attention should be paid to the roads, rivers, *gobats*, etc., on the boundaries as well as inside the village as shown on map. The Kanungo will then certify on the map (in pencil) that the map has been properly black-inked.

15. No blue ink will be allowed to the final inking party.

16. The map will then be put up to the Assistant Settlement Officer who will make a thorough check of the map with the help of a magnifying glass and satisfy himself that the map has been properly black-inked in all respects and certify on the map that it is ready for vandyking.

17. Black-inked maps will not go out of the Record Room excepting for Revenue Attestation and without the special order of the Assistant Settlement Officer at any other time.

SCHEDULE F

THE FIRST RECESS WORK

Preliminaries

1. Every recorder on joining at office, will prepare duplicate copies of *Tauzi bahir* lists of the villages done by him in the field. He will make over the lists to the permanent lot recorder.

The *Tauzi bahir* lists of the villages done by the temporary recorder no longer in service are to be prepared by the lot recorders.

The lot recorder will correct his local periodic *Jamabandi* and the annual *Jamabandi* of the year preceding on the basis of the lists of new fields and of *faut*, *ferar*, and *jotrahin* and relinquished fields prepared at the beginning of the resettlement draft *chitha*. All changes in *dakhalkar*'s names in the case of annual *dags* at resettlement, must be carried into the annual *Jamabandi*. This may, sometimes necessitate a change of *patta* also, i. e., a new *patta* may have to be written for a *dag* or a *dag* may have to be transferred to another existing *patta*. The *Jamabandis* will have to be corrected from the Mauzadar's *faut*, *ferar* and *jotrahin* lists, as provisionally approved by the Settlement Officer and from the relinquishment petitions also. When the local periodic *Jamabandi* and the annual *Jamabandi* have thus been corrected, the lot recorder will prepare his village and lot abstracts and the permanent Kanungo will be responsible for the consolidation and timely submission of the *Dauls* of his sub-circle. It has to be remembered that until the new rates come into force, *Dauls* will have to be prepared at the existing rates of all villages.

2. The Assistant Settlement Officers will divide the permanent and additional recorders equally among the Kanungos. They will also select one Assistant for each Kanungo. If any permanent recorder is selected as Kanungo's Assistant, or for map inking, *Daul* work of the lot should be entrusted to another recorder.

It is to be noted that annual *Jamabandis* are not to be copied this year but will have to be brought up-to-date by making additions and alterations.

3. The Assistant will help the Kanungo to compare boundaries of villages by making traces and to pass areas and to compare and check the totals in area slips, and *chithas* and *Jamabandis*.

4. The Assistant Settlement Officers will select two recorders out of each Kanungo's party for a week or ten days' training in map inking.

5. Every recorder, unless he has thorough experience of area calculation work, should be given training in the work for two or three days at least.

6. While the boundary comparison, map inking and renumbering should be done at a stretch for all the villages of all the mauzas in each circle, the other works will be taken up for one or two mauzas only in each circle at the beginning, so that the records of these mauzas may be ready for attestation by the end of the October next. The villages of these mauzas will, at the very start, be equally divided among all the Kanungos of the Circle. The villages of the other mauzas of the circle will also later on be equally divided among the Kanungos remaining at office.

While trying to get records of some mauzas ready for starting attestation in time, each Assistant Settlement Officer must also have the map and *chitha* comparison work of all the villages in his charge completed before he goes out for attestation.

The Assistant Settlement Officers will select, in consultation with the Settlement Officer, the mauzas in which the Record Attestation should first be started.

7. The recorder who inks up a map in blue cobalt will make an endorsement to the same effect in blue ink at a corner of the map.

8. Each Kanungo will maintain one Progress Register in the form appended and also one Register of daily outturn of work of Kanungos and recorders. The fortnightly progress return will have to be compiled from the Supervisor Kanungo's Progress Register and the list of monthly rewards will have to be prepared from the Register of daily outturn of work.

(a) Progress Return of the First Recess Work for the Fortnight ending the 15th of194
 (b) Progress Register last day of

Serial No.	(a) Number of villages of which												
	(a) Name of circle	Name of mauza or Pargana and number of villages in each mauza or Pargana	Preliminary record-writing completed	Boundary comparison completed	Blue inking and renumbering completed	Map and Chitha comparison completed	Area calculation completed	Area passed	Chitha totalled	Draft Jamabandi prepared	Kachha Patta drawn up	Re-settlement Chitha and old Jamabandi compared	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	

I.—Comparison of Boundary, etc.

(A) (1) Each Supervisor Kanungo and Additional Supervisor Kanungo will compare the boundaries and margins of different sheets of the villages supervised by him in the field.

(2) Comparison of all the boundaries and margins of all newly traversed or re-traversed and post-resettlement villages will have to be done. In the other villages, the changed portions only will have to be compared by making traces and the other portions will have to be checked by visual inspections—if any palpable mistake is found, the portion concerned will have to be “traced” and compared.

(3) All boundary comparison must be done with reference to some adjacent traverse stations—the margins to be compared with reference to some fixed line on the maps.

(4) Boundary comparison should proceed part by part from the north-west corner—three or more adjacent stations being taken at a time and corrections, if necessary, being applied within this area.

(5) Where the difference in the lengths of traverse or margin lines exceeds one link per chain, field book is to be made from one map and it is to be plotted on the other map by applying corrections.

(6) A note should always be kept in red ink on a page of the *chitha* of the village as regards wide differences in boundaries and margins and this will have to be reconciled at the time of attestation by local enquiry. A similar note will have to be kept also when a sufficient number of common points cannot be found between newly traversed or re-traversed villages and their contiguous old villages, and if necessary, comparative maps will have to be obtained from the Drawing Office.

(7) When the same *pattadar* has got a small plot in one map and a bigger plot in the adjacent map, it will be permissible, if advisable, to include the whole area of the *pattadar* in the same map, making necessary corrections in the *chithas* of both the villages concerned. Similarly in the case of villages with two or more sheets, it is permissible where convenient, to show entire *dags* on the margin on the appropriate sheets.

(8) Where a river or a stream forms the boundary between two villages, the changed course of the river or stream if the distance between the courses is small should be taken as the present boundary between the villages concerned and the necessary alterations made in village areas. It should be so even if the river or stream forms the boundary between two different mauzas.

(9) All traces made for boundary and margin comparison are to be preserved and put up to the Assistant Settlement Officer, who will check and certify on the map that the boundary and margin comparison has been correctly done.

(B) If any periodic or otherwise permanent *dags* could not be plotted on re-traversed sheets in the field on account of jungles, these should be plotted in their correct places with reference to the neighbouring traverse stations.

(C) The 35' reservation of road-side lands should be verified and corrected if necessary.

N. B.—It has to be noted that no new periodic *pattas* are to be issued for lands approximately within 100 ft. of any Public Works Department road. [*Vide* Settlement Rule 23 (2) framed under the Regulation].

II.—Blue Inking of Maps and Renumbering of *Dags*.

(A) (1) Selected recorders only will ink up and renumber maps. A map will be inked up and renumbered by the same recorder. In such altered villages, the revision recorder may sometimes have to be consulted to ascertain the correct boundaries of *dags*; sometimes *chithas* have also to be consulted to find out the amalgamation of *dags* or their parts.

(2) All pencil lines along boundaries of *dags* are to be inked up. Existing blue lines will not be inked up, unless these are very indistinct at any place. Existing *dag* numbers, whether in blue or pencil, are not to be inked up. Indistinct existing *dag* numbers may be touched with drawing pencil, if necessary.

(3) The letters ठ, ञ, etc., used in disputes or partition cases, are to be inked in blue. Similarly, the dotted lines and the letters क, ख, etc., used for different classes of lands in the same *dag*, are to be inked up.

(4) All scorings on blue or pencil lines are to be re-done in blue with sufficient gaps but the pencil lines scored through are not to be inked up.

(5) The *dag* numbers or ठ, ञ, etc., amalgamated with others, and encircled in pencil, should be encircled in blue ink.

(B) (1) All numbering in maps is to be started at the north-west corner and will end at the south-east corner.

(2) Before putting down the number in any *dag*, its boundary must be carefully looked round. In doing so, the recorder may sometimes detect that a *dag* in the portion of the map already numbered, has been omitted to be renumbered. As soon as this is detected, a *batta* number must be given to that *dag* without waiting for the completion of the numbering of the whole map. It is to be noted that all ठ, ञ, *dags* for *batwara* or disputes will have to be given *hal* numbers if these have not been amalgamated with other *dags*. There will, however, be only one *dag* number for all the क, ख divisions of a *dag* for classification.

(3) The new number should be put down in a corner of the *dag*, preferably the north-west corner.

(4) In newly traversed or re-traversed villages the same serial of *dag* numbers was used in the whole map in the field. If this numbering has been done correctly from the north-west corner to the south-east corner of the sheet and if there have not been too many *batta dags*, it will be convenient not to use a fresh serial of *dag* numbers and the *dag* numbers used in the field may be re-written in blue in corners of the *dags* concerned. In all other maps, a new serial of numbers will have to be given from the north-west to the south-east corner of the sheet.

(5) When the same village has more than one sheet, the same serial number will continue in all such sheets, as if all the sheets together formed one single sheet.

(6) At a spare corner of the sheet, headings 'बाँटा दाग' and 'देश बदाग नम्बर' will be written in blue and as soon as any *batta dag* number is used by the Mandal on the map, it will be written in full with the adjacent *dag* at the top, below the heading 'बाँटा दाग' and when the map has been fully numbered, the last *dag* number will be written in pencil below the heading 'देश बदाग नम्बर'. This last *dag* number will almost invariably be changed at attestation. (Any *batta dags* used at attestation will similarly be at once put down by the attestation Kanungo under the heading 'बाँटा दाग' and the last number used put down under the proper heading in blue). The list of reserved *dags* on the map of the village will also have to be renumbered with *hal dag* numbers in blue ink. The last *dag* number is to be noted on a page of the *Chitha* also.

(7) No other writing or drawing will be done on the map or on its boundary at this stage.

(8) The recorder must carefully go over the whole map with his eyes and fingers to see if any *dag* has been left unnumbered before he makes over the map to the Kanungo.

(C) The Kanungo must make a thorough and careful visual inspection of the map to see that the inking and renumbering have been properly and completely done before he makes over the map to the comparing party.

III.—Chitha renumbering and map and Chitha comparison.

(A) (1) Two recorders will take up this work. (It will be desirable to have, if possible, in this party the recorder who did the field work of the village.) They will prepare a note book each page of which will be divided by a vertical line on the left hand side of which all mistakes found out by them during comparison will be noted and in the right hand column the Supervisor Kanungo or the Additional Supervisor Kanungo will write out how the mistakes are corrected.

(2) A vertical line will be drawn in pencil on each page of the *Chitha* to the left of the existing *dag* numbers and the new number will have to be written to the left of the existing *dag* in red ink.

(B) (1) One recorder of the party will have the blue map and the working map of the village in his hand and the other will take up the *Chitha*. The former will read out the *hal dag* numbers serially from the blue map—the serials of *dags* should in no case be overlooked excepting that the intermediate *batta dags* have to be dealt with when they are come across. Along with the *hal dag*, this Mandal will also read out the corresponding old *dag* (by referring to the working map, if necessary) and the other recorder will find out the old *dag* from the *Chitha* and will write the new *dag* number in red to the left of the vertical line drawn before. After reading out the *hal dag* number the recorder with the map must invariably look round the *dag* boundary and see that it is properly inked up and that all the surrounding *dags* have also got *hal dag* numbers. This is very important.

(2) The recorder with the map will then read out the amalgamated entire or part *dags* from the blue map (referring to the working map, if necessary) and the other recorder will see that these are correctly entered in the remarks column of the *Chitha* and will tick off in red ink the entire or part *dags* amalgamated and will also cross out the area of the *dag* in black ink if this has not already been done. If any portion of the *dag* has gone to any other *dag*, the word '५' will be written below the old *dag* number and cross references will similarly be checked in the remarks column of the *dags* concerned.

(3) The second recorder will then look up the amalgamated entire *dags* and see that these *dags* have the same ownership, the same tenure and the same class and that, if any mutations were to be recorded to bring the *dags* to the same ownership, this has been done and passed by the Assistant Settlement Officer. Any mistake on these points will have to be put up to the Assistant Settlement Officer for orders. The recorder will then write the word '५' to the left of the amalgamated *dags* scored through in the *Chitha*.

(4) The second recorder will also see that the cross references about amalgamations have been noted in the remarks columns of both the entire and part *dags* amalgamated.

(5) The second recorder will then look up the other columns of the *Chitha* of the *dag* with a *hal* number and see that all the necessary columns including crops are filled up and inked according to rules.

(6) The first recorder will then read out the next serial *hal dag* from the blue print and continue to work in the same way as stated above. It may be repeated that the recorder must stick to the natural serial of the *hal* numbers.

(7) By working in the above way, when the first recorder has come up to the last *dag* of the village, the second recorder will look up all the *dags* in the *Chitha* from the first to the last page, seeing that each old *dag* has either been given a new number in red to the left side or the word '५' has been written there. Any omission found will have to be noted in the mistake list prepared and *batta* numbers will have to be given where necessary.

(8) When this has been done, the note book in which the mistakes have been noted, will be put up to the Kanungo and when the mistakes have been passed and corrected by the Kanungo or the Assistant Settlement Officer, this item of the recess work will be treated as complete.

(9) As soon as the mistakes are passed and corrected the mistakes list sheet must be attached to the *Chitha*. It must be noted that details as to how the mistakes are corrected must be written against each mistake. The Assistant Settlement Officer himself must frequently verify the corrections of the mistakes and this duty is exceedingly important.

IV.—Area Calculation.

For the purpose of area calculation, villages will be divided into four groups and work done according to the procedure described hereinafter and consisting of calculation in—(*Samples of the Area slips required are appended*).

- (a) Newly traversed or retraversed or otherwise wholly resurveyed villages ;
- (b) *Maprevision*—Post resettlement villages ;
- (c) Last resettlement villages in which there has been heavy revision work ;
- (d) Last resettlement villages in which charges due to map revision have not been numerous.

মোজা

ਗਾਉ

ব্লক প্ৰস্তুত-কাৰক মণ্ডলৰ নাম

১ম বাৰ কালিকৰা মণ্ডলৰ নাম

कालि पाछ कब। काननगुब नाम

চাবেক		হাল		
দাগ নং	কালি	দাগ নং	কালি	গুহ কালি

২য় বাবৰ

গাওঁ

মোজা

১ম বাৰ কালিকৰা মণ্ডলৰ নাম

শুদ্ধকালি পাছ কৰা কাননগুৰ নাম

দাগ নং	কালি	শুদ্ধ কালি	দাগ নং	কালি	শুদ্ধ কালি

(A) Newly traversed or re-traversed or otherwise wholly re-surveyed villages.

(1) The area slips will be prepared from the *Chitha* in No. 2 Area slip (काजीब रुद्ध), writing the *hal dags* in the serial in which they appear in the *Chitha*, making separate blocks for each 15 pages (*safas*) of the *Chitha*, keeping space for putting down the totals of all the lines required for the block at its end and noting the number of the *safas* at the top. Each line of entries in the area slips will be numbered 1, 2, 3, etc., and the totals of the blocks by रु, थ, etc. The total, of all these blocks रु, थ, etc., will have to be carried at the end of the slips to find out the total area of the village as found out from the summing up of the areas of all the individual *dags*.

(2) When all the *dags* of the *Chitha* are entered in the area slip, unless the *dags* in the *Chitha* were in the natural serial of 1, 2, 3, etc., without any break, the natural serial numbers will be written on a sheet of paper and by going over the *dag* numbers continuously in the area slip, the corresponding numbers will be marked off on the sheet containing the natural serial numbers and when this has been done, the sheet of the natural serial numbers will be looked into to see that all the numbers have been marked off and that there has not been any *chat* number or double number. Any mistake found in numbering must be reconciled before the area slip is regarded as complete. The name of the village with the last *dag* number is to be noted at the top of the sheet of natural numbers and the same sheet is to be attached to the area slips.

(3) When the areas of all the *dags* have been worked out for the first time, and the area slip is made over to the Kanungo, he will enter all the *dags* in the same serial in No. 3 Area slip without making any reference about the *safas*, and will lock up the first working area slip and will make over the second working area slip to a second recorder who will work out the area of all the *dags* again.

(4) In preparing area slips of the villages of all sorts, all the entries will be made in pencil and all calculations will also be written in pencil.

(5) When the first and second workings of a village are in the Kanungo's hands, he will compare the two workings and when the calculations are found to be within the following limits, he will find out the *mean* of the two figures and put it down at once in ink in the proper column of the slip No. 2.

(a) The difference allowed in passing areas is as follows :—

3 per cent. (or 3 *lessas* per *bigha*) up to 10 *bighas*, the minimum difference allowed being 2 *lessas*.

2 per cent. (or 2 *lessas* per *bigha*) between 10 and 20 *bighas*.

1 per cent. (or 1 *lessa* per *bigha*) for all areas above 20 *bighas*.

(6) The Kanungo will then enter in No. 3 area slip the *dags* of which the areas have not been passed, will lock up the first and second workings and will make over the area slip for third calculation to a third recorder. When this is done, the three workings will be compared and when the area in any two of these is within the allowable difference, the mean will be written in ink in the proper column of the Area slip No. 2. The same procedure may have to be followed for the fourth time, also, but when the number of unpassed *dags* is few, the Kanungo himself should work out the areas of these *dags*, enter the calculation, in the last area slip and note the correct mean in the proper column of the slip No. 2.

(6) (A) When more than two calculations for any *dag* have been made and any calculation shows a difference of more than half a *bigha* with any other calculation, the Kanungo or his Assistant passing the area, must verify the passed area by actual calculation on the map and must write under his initial in the last area slip the area extracted by himself.

(7) The areas of all big *dags* and *dags* of inconvenient sizes like roads, *nalas*, rivers, etc., should be worked out by planimeter. It is very unsafe to work out the area of any big *dag* with the talc square, when the whole *dag* is not covered by the talc. It is wrong to think that area calculation by the planimeter takes more time than in the case of calculation by talc square. The recorder who will work

out the area for the first time will write down "P" against the *dags* of which the areas should be calculated by planimeter. When the Kanungo will begin to pass the areas of the first and second workings, he will enter the *dags* marked "P" in a separate sheet of No. 2 Area slip and will make over the slip to a recorder for the first calculation of areas of the *dags* by planimeter, making a note to this effect at the top of the slip; the recorder will write up the readings on the spare space of the form and will enter the calculated area in its proper place against the *dag* concerned. When the first working is finished, the slip will be locked up and the *dags* will be entered in a sheet of No. 3 Area slip for second calculation. The same procedure as noted above will be followed by the recorder doing the second working. The areas of these *dags* will have to be passed and recorded in the same way as in the case of calculation by talc squares by comparing two or more workings if required. It must be noted that in taking down readings from planimeter, over writings and use of rubber are strictly forbidden. If any wrong figure is written through over-sight or mistake, the whole line must be scored through and the correct reading is to be written above again.

(8) As soon as the map is available from the above works, the Kanungo will mark off the *plus* and *minus* offsets on the map by the symbol + or - ऋ or - ऌ, etc., and will enter these + and - symbols in one No. 2 Area slip and will note 'Offset areas' at the top of the slip and will make it over to a recorder for the calculation of areas. The same symbols will be entered in a No. 3 area slip for the second working and the areas of the offsets will be passed in the same way as in the case of individual *dags* by comparing two or more calculation by talc square or planimeter as the case may be.

It is to be noted that the work of a village will make good progress if all the above areas are passed at about the same time.

(9) When all the above areas have been passed, the Kanungo will make over the first working area slips of *dags and offsets* to a recorder with a clean sheet of area slip in which he will enter the totals of all the lines, striking a total of each block of 15 *safas* and striking a grand total for the village and striking grand totals separately for the *plus* and *minus* offsets. When the recorder returns the papers to the Kanungo, the latter will lock up the slip containing the totals and will make over the above the first working area slips to a second recorder with instructions to write up his totals in the area slips themselves striking grand totals for the village area and the *plus* and *minus* offsets. When both the totals are in the Kanungo's hand, he will compare these and will reconcile any discrepancy found.

(10) The Kanungo will then put up the file of area slips and *plus* and *minus* offsets to the Assistant Settlement Officer who will compare the areas with U.T. area of the village or the total cadastral area, as the case may be, and if the two sets of areas are within one per cent. of each other, the Assistant Settlement Officer will record the area passed for the village. If there is any discrepancy beyond the limit allowed, all previous work will have to be revised to find out the mistake. In the case of villages totally resurveyed on blue prints, it may be necessary to check the page totals of the Field Register; sometimes areas of certain cadastral *dags* also are found to be wrong—this can be found out by visual comparison of the areas of the Field Register with the *dags* of a clean cadastral map.

(11) As soon as the village area is passed, the Kanungo will look over the pages of the *Chitha* and will enter in a sheet of No. 2 Area slip the *dags* which have been classifield by division into ऋ, ॠ, etc., writing ऋ, ॠ, etc., below the *dag* number concerned. When all such *dags* have been entered in the slip, the Kanungo will make over the slip to a recorder with instructions to work out the areas twice at least of the smaller portion or portions of the *dags*—the area of the biggest part will not be calculated. Thus, where there are only two classification divisions in a *dag*, the area of one division will be worked out twice; when there are three divisions, the areas of two smaller divisions will be worked out twice and so on. The Kanungo will then note the full areas of the *dags* from the

Chitha into the area slip, will work out the mean of the areas calculated (re-working the areas if necessary) and find out the area of the biggest division by subtracting the areas of the smaller part or parts from the full area of the *dag* concerned. All passed areas of the १, २ divisions of *dags* should be written in ink and these areas of divisions of *dags* will have to be entered in the *Chitha* in the proper column.

(12) All area slips for the first working must have page numbers and each sheet of the file of area slips must bear the name of the Mauza and the village and the signature of the worker.

(13) For the file of the area slips of each village there must be a title page in which the different stages of work from the old and new *Chitha* comparison and preparation of area slips up to the entering of areas from the slips into the *Chitha* should be noted with the signatures of the workers.

(14) The Kanungo will take the help of his Assistant in all work regarding area calculation and check of *Chitha* and *Jamabandis*.

(B) Map revision—Post-resettlement villages

(1) As soon as the map and *Chitha* comparison and the renumbering of *dags* in the *Chitha* are finished, the first thing to be done in such villages is to compare the areas of the Resettlement *Chitha* with the areas of the original Post-resettlement *Chitha*, *dag* by *dag*, marking the area in the Resettlement *Chitha* by a red line to the left of the area where the areas in the two *chithas* agree; the area is to be marked even when it has been scored through in the field if the areas in the two *chithas* are the same.

(2) Then the area slips No. 2 will be filled up from the Resettlement *Chitha* by 15 *safas*, as in the "A" group villages with the additional rule that the *dags* of which the boundaries have not been changed and, therefore, the areas have not been scored through during the field work and the areas of which, also, have under rule 1 above been marked off with red lines to the left, should be circled and the areas of such *dags* should at the same time be entered against the *dags* in the area slip. Spaces for totals will be kept as in the "A" group villages.

(a) The *dags* in the area slip are to be compared with a list of numbers in natural serial, as in the "A" group villages.

(3) At the time of the first area calculation, the areas of the *dags* which have not been encircled and are without areas, will only be calculated and entered in the slip.

(4) For the second calculation, the Kanungo will enter all the *dags* serially in No. 3 Area slip without any reference to *safas*, and the areas of all the *dags* will be calculated and entered in the form.

(5) In passing the areas, the system of work for the encircled *dags* will differ from the system of passing the areas of the other *dags* by taking the mean of the calculated areas; in the case of the encircled *dags* if the area entered in the first working area slip be within allowable difference of the second or any other calculation, the area in the first working area slip will be taken as the correct area (without taking the mean) and will be entered in ink in the proper column of the area slip No. 2. When the area in the first working area slip is not found to be within allowable difference of any other calculation, mean will have to be taken of the calculations which are within such limit and this mean will be entered in ink in proper column of the area slip No. 2 as the correct area.

(6) In all other respects the same system will be followed as in the "A" group villages. The total area of the village is to be within one per cent. of the total area of the original Post-resettlement *Chitha* and the area as found in the Area Register.

(7) When any cadastral village has been revised since the last resettlement and the changes have been very numerous, such villages should be treated as Post-resettlement villages and the areas compared with the original revision *Chitha*.

(C) Last Resettlement villages in which there has been heavy revision work.

(1) In this group will be included the last Resettlement villages in which changes made in the last field season have been very numerous or in which there has been a very large number of Post-resettlement *dags*, so that block-making will not be practicable. Numerous changes have taken place in many of these villages due to changes of the course of rivers, etc., or construction of a new road or alterations in the boundaries of roadside lands. All such villages will come under this group.

(2) In these villages the first thing to be done is to compare the areas in the Resettlement *Chitha* with the areas in the Field Register, *dag* by *dag*, marking, as in 'B' group villages, the areas in the Resettlement *Chitha* by a red line to the left when the areas of the Resettlement *Chitha* agree with those in the Field Register. Even scored through areas, found to agree with the areas of the Field Register, are to be marked by red lines in the Resettlement *Chitha*. In the case of the last Resettlement villages in which numbering was done by blocks, a list of the block letters and the number of *dags* used in the blocks according to the Field Register should be made in the proper column of the statement at the beginning of the Resettlement *Chitha*. This will at once supply the information as to which of the *dags* in the Resettlement *Chitha* are Post-resettlement *dags*.

(3) The area slips will then be prepared from the *Chitha*, in the area slip No. 1 by 15 *safas* as in the above groups. The *dags* will have to be entered under the two headings 'চাৰেক' and 'হাল': under the heading 'চাৰেক দাগ' will be entered the *dags* of which the areas have been marked by red lines but are not scored through and the areas of these *dags* will also be entered at once in the slip; and under the heading 'হাল দাগ' will be entered all the other *dags* of the village, i.e., *dags* of which areas have been marked by red lines but have been scored through in the field as well as the *dags* of which the areas have not been marked by red lines. Among these latter Post-resettlement *dags* of which the areas have not been marked by red lines, there will be some 'হাল' *dags* of which the areas are not scored through: Such *dags* will be encircled and areas of these *dags* will at once be entered in the slip.

(a) In the case of the 'চাৰেক দাগ' the old *dag* number will be written by the side of the corresponding *hal dag* number and in the case of the *hal dags*, only the *hal* numbers will be written. Spaces for writing up totals will be kept as in other groups of villages.

(b) The *hal dag* numbers in the area slips will then be compared with a list of *dag* numbers in the natural serial and any mistakes found will be reconciled.

(c) When any *hal dag* has been formed out of two or more entire cadastral *dags*, the numbers of these cadastral *dags* are to be noted below the *hal dag* in brackets and the areas of such *dags* will not be calculated but will be found out by totalling the areas of the cadastral *dags* and will be entered at once in ink in the area slip.

(4) The areas will have to be calculated for the other *dags* under the heading 'হাল দাগ' but the areas of the encircled *dags* will not have to be worked out for the first time and the system of passing areas will be the same as in 'B' group villages.

(5) The rest of the work of area calculation will be done under the principles followed in the above groups. Separate totals will have to be made for the *dags* under the headings 'চাৰেক দাগ' and 'হাল দাগ'.

(6) The grand total of the areas of the "চাৰেক দাগ" will have to be subtracted from the village total according to the Field Register and the balance of the area will be compared with the grand total of the areas of the *hal dags*, taking into account the *plus* and *minus* off-sets, if any. The two areas should be within 1 per cent. of each other. Greater discrepancies, if any, have to be reconciled by revising the work done and sometimes by checking the areas and totals of the Field Register also.

(D) Last Resettlement villages in which changes due to map revision have not been numerous.

(1) In such villages, which will be selected by the Assistant Settlement Officers by inspecting the maps, area calculation will be done by the block system, *i. e.*, each smallest possible block of altered cadastral *dags* with unchanged outer boundaries will be dealt with separately, the areas of the *hal dags* inside the block being worked out and made to agree with the areas of the cadastral *dags* inside the block.

(2) First of all, the *hal dag* numbers in the *chitha* will be compared with a list of the serial *dags* and then the areas of the Field Register and the Resettlement *Chitha* are to be compared, marking the agreed areas by red lines, as in the case of the villages of other groups.

(3) Then the area slips will be written on the area slips form No.1 and will be prepared from the blue map with the help of the working map and a clean copy of the cadastral map and will be checked with the *chitha*. This work will require two recorders the first of whom should have the maps in his hands and the second the *chitha* and the area slip. The first recorder will go over the blue print serially from the *hal dag* No. 1, will determine the boundary of the block by looking to the blue map and the clean copy of the cadastral map and then read out the cadastral *dags* first, which will be entered in the area slip under the heading 'চাবেক দাগ' by the second recorder. The first recorder will then read out from the blue print all unscored post-resettlement and present resettlement intermediate *dags*, if there be any in the block, referring to the working map, if necessary, and these *dags* will be entered by the second recorder in the area slip under the heading 'চাবেক দাগ' with a dash in the area column, which will mean that no areas are to be noted against these *dags*, as the areas of these *dags* will be covered by the areas of the cadastral *dags* already noted. The second recorder will then read out the numbers under 'চাবেক দাগ' one by one from the area slip and the first recorder will find out the corresponding *hal dag* number from the blue map and it will be entered by the second recorder under the heading *hal dag* in the same line with the corresponding old *dag*: there may be some cases of cadastral *dags* which have been amalgamated with other *dags* and in such cases there will be no corresponding *hal dag* and hence a dash will be entered under the heading 'হাল দাগ' against such amalgamated cadastral *dags*.

As no scored-through post-resettlement or present resettlement intermediate *dags* have been entered under the heading 'চাবেক দাগ' there must be a corresponding *hal dag* against each of these latter *dags*.

(4) After the whole map, has been covered in this way by the first recorder, he will take up the Resettlement *Chitha* and will have the Field Register, also, by his side. The second recorder will read out the 'চাবেক দাগ' one by one, from the area slip, and the first recorder will read out the area of the *dag* from the Resettlement *chitha*, which will be entered by the second recorder against the old cadastral *dag* concerned; the first recorder will put down some sort of mark on the old *dags* thus dealt with. If the area of any old cadastral *dag* is not found to be marked with the red line, the area of that *dag* will have to be noted from the Field Register. In the cases of other old *dags* written under the heading 'চাবেক দাগ' with dashes in the area column, the first recorder will only mark off the *dags* in the *Chitha* and when this has been done for the whole village, he will turn over the pages of the *chitha*, seeing whether (1) all changed and scored-through cadastral *dags* and (2) all changed and unchanged (*i.e.*, not scored-through) post-resettlement *dags* and (3) all present resettlement intermediate *dags* have been marked or not. Any omission must be reconciled.

(5) The area slip will then be made over to a recorder for working out the areas of the *dags* under the column 'হাল দাগ'. When two or more entire cadastral *dags* have been amalgamated into one *hal dag*, the total of the areas of cadastral *dags*

will be the area of the *hal dag*—no fresh calculation will be done, nor will these *dags* be entered in the No. 3 Area slip for second or other calculations. When the first calculation is finished, the Kanungo will enter the *hal dags* in No. 3 Area slip excepting those noted above and the area calculation work will have to be completed in the same way as in other villages.

(6) The system of passing the areas will, however, be somewhat different. As the mean area of each *dag* is found out in the ordinary way, it will be written in pencil in the proper column. When the areas of all the *dags* of a block have thus been passed, the areas under the 'চাৰেক দাগ' and the pencil areas under the 'হাল দাগ' will be totalled in pencil. If the two areas agree, the passed areas under the *hal dags* should at once be inked up. If the totals of the areas of the two columns do not agree but are within 3 per cent. of each other, the differences will be reconciled by proportional distribution, *plus* or *minus*, among all *hal dags*, bringing the total of the areas of the *hal dags* to be the same as the total of the areas of the old *dags*. This *plus* or *minus* area for each *dag* will be written below the area in pencil of each *dag* and the corrected area will be entered in ink in a separate line and the corrected total area of the block will also be written in ink. If there be a difference of more than 3 per cent. in the area totals, the block making as well as the areas of the old and new *dags* are to be checked to find out the reason for the excessive discrepancy. The Field Register should also be consulted to eliminate possibilities of copying errors in the Mandal's *chitha*. Any serious mistake in the areas of old *dags* will have to be kept note of and the total area of the village will have to be altered accordingly if necessary.

(7) The planimeter areas and *plus* and *minus* offsets, if any, will have to be worked out in the usual way as in other villages.

(8) When the totals of the areas of the old and new *dags* of all the blocks have been reconciled, the passed areas will be entered in red ink in the *Chitha* and compared.

(9) As all the *dags* of the village have not been entered in the area slips the village totals cannot be found out from the area slips of these villages. This will be found out from the *Chitha*, as explained hereafter.

N.B.—One per cent. difference is allowed in passing the total areas of villages whether with U. T. area or with the Field Register area.

V.—CHITHA TALLING

(A) (1) It has been noted above that in the case of the villages of the first three systems of area calculations, where all the *dags* of the villages are entered in the area slips, the village total will be found out from the grand total of the area slip. When the village areas have been passed by the Assistant Settlement Officer, the areas are to be entered in red ink in the *Chitha*. In the case of post-resettlement *dags* of which the areas have not been previously scored through but are now altered, the old area will be scored through by a red line and the new area written in red ink below it. Where the old area of a *dag* has not been changed, it will stand in black ink as before.

(2) When the areas of all the *dags* have been noted in the *Chitha*, a party of two recorders should compare and check the areas with the area slips and should then turn over all the pages of the *Chitha*, seeing that all unscored *dags* have got new numbers, and areas.

(3) One recorder will then add up the areas in column 2 page by page, putting down the total at the bottom of column 2. At the end of the *Chitha*, he will prepare an abstract showing the *safa* number, the total area and the names of tenures like মাদি, একচনা, লাখেবাজ, নিফিখিৰাজ, চবকাৰী, etc., leaving the rest of the page of the *Chitha* for filling up classification areas later on. On a separate sheet of paper he will work out the areas under different tenures in the *dags* of

the page and enter these in the proper columns of the abstract made at the end of the *Chitha*, striking a total for each page and comparing this total with the total noted at the bottom of the page. Fifteen *safas* will be written on each page of the *chitha* and the totals of all the *safas* will be carried to the end to find out the total area in the village. These totals by 15 *safas* in the *chitha* will then be compared by the Kanungo with the totals by 15 *safas* in the area slips and any discrepancies will have to be reconciled. The village total found out by totalling the area slips and the *Chitha* pages, must be the same.

(B) (1) In the case of area calculation by the last system (*e. g.*, by blocks), the areas of the *dags* entered in the area slip will be written in the *Chitha* in red ink and compared by a party of two recorders.

(2) One recorder will then add up the areas of the *dags* of each page of the *Chitha* and enter the total on a separate slip according to *safas* and tenures, making a total for each 15 *safas* and striking grand total for the village on the slip.

(3) When this slip is handed over to the Kanungo, he will lock it up and ask another recorder to total the *chitha* in the same way as in the villages of the other groups, *i. e.*, the sum of the areas of the *dags* on each page will be written at the bottom of the page in column 2, then an abstract of the area by tenures will be made page by page at the end of the *Chitha*, the areas of different tenures in the page will be totalled on a separate sheet of paper and entered in the abstract and a total for the page will be struck; this total will be compared with the total already noted at the bottom of the page of *chitha*—these should agree. A total will be struck for each 15 *safas* and a grand total struck at the end. The Kanungo will then check the totals in the slip with the totals in the *Chitha*, reconcile the discrepancies and the correct grand total of the village should thus be found.

(4) This total with the *plus* and *minus* offsets, if any, should be equal to the village total according to the field Register. If there be any slight discrepancy, this may be noted for reconciliation at attestation or may be reconciled by making necessary changes in the area of one or more big *sarkari dags*, keeping a note of it in the *Chitha*.

VI.—DRAFT JAMABANDI

(1) The recorder who is to prepare the Draft *Jamabandi* will first of all correct the mutations in the *Chithas*, *i. e.*, he will carry the names recorded in column 5 of the *Chitha* to column 3, if this has not already been done. In the villages in which the mutations have been passed by the Assistant Settlement Officer, the work will be done in the usual way, giving a new serial number in red ink to the names that will stand. All mutation corrections are to be done in red ink. Last year's office mutations will also have to be posted in the *Chitha*.

(a) In the villages in which the mutations have not been passed by the Assistant Settlement Officer, nothing will be done about the entries in column 5 when 'बिना' has been written in the remarks column. In all other cases, the names noted in column 5 will be carried to column 3. When the entry is 'नगड' in column 5, a new serial number in red ink will be given to all the names in column 3 but when the entry is 'बनड' in column 5, the name or names concerned will be encircled in red ink and a new serial number will be given to the other names excluding the encircled names.

(2) Then the recoder will prepare in ink a file of blank sheets on each page of which he will write one or more letters of the alphabet according to the space that may be possibly required for entries under each letter and each page will be divided by vertical lines for entering *dags* of different tenures of the same persons in the same line against one entry of names. The recorder should first look over

the pages of the *Chitha* and make a list of the letters that are found, making a separate mark against the letter for each of the *dags* involved. This will help him to keep the required space in the file of blank sheets.

(3) The recorder will go over the *Chitha* serially from the first to the last *dag*, enter all the names of column 3 of each *dag* under the first letter of the name of the first person in the *Chitha* and enter the *hal dag* number with the old *dag* number below it under periodic or annual, etc., as the case may be. In the case of intermediate *dags* made at the time of the last field season, *hal dag* will be written at the top and the old *dag* as shown in the remarks column with the word ॐ will be written below with the intermediate *dag* number in bracket by its side. All the *dags* of the same owners will have to be written against one and the same entry of names in the slips and for this purpose when previous entries have already been made under any letter, these should invariably be looked to before any new entry of names is made.

(4) When the slips have been filled up for all the *dags* of the village, the Mandal will bind up a *Jamabandi* book for the village. Each page will generally contain ten *dags* but in between two *pattas* at least one inch space will have to be kept for noting the total area. There should be 5 or 6 blank pages at the beginning and 5 or 6 blank pages after the entry of the last *patta* and then sufficient number of pages will be required for writing up the *safa* totals, each *patta* being treated as a separate *safa*, and at least 4 blank pages more at the end.

Village and mauza name will have to be entered on the first two pages and then at least at the end of every 20 pages at the top of the page.

(5) In writing up the *Jamabandi* the first letter only will be followed without any reference to the subsequent vowels, etc., i.e., entries will be made in the *Jamabandi* in the same serial in which they have been done in the slips.

(a) Every *pattadar's* name must be given a number and must be written in separate line.

(b) Separate *Jamabandis* will have to be prepared for periodic, annual, special cultivation, *lakhiraj* and *nisf-khiraj* lands. When tea has been grown on any ordinary periodic lands of a village, a separate *Jamabandi* will have to be prepared for such *dags*, while the other ordinary periodic lands of the garden will be recorded in a *patta* in the ordinary periodic *Jamabandi* book and will be assessed at the ordinary village rate. The tea lands will be assessed at a flat rate like the lands under special cultivation. All such *Jamabandis* in one single village should be written in the same volume but in separate parts.

(6) The first entries in the *Jamabandis* will be copied from the slips serially as they appear therein putting down the names and the *hal dag* number in their proper columns, and the old *dags* in column 4, the new *dag* in column 5 and the area in column 6 dividing the last named column into two parts by a vertical line. The intermediate *dags* noted within brackets will be written in pencil within brackets and ॐ will be written below the old *dag* number. When *kacha pattas* will be written these intermediate *dag* numbers will not be copied. (They will be required to find out the *hal dag* from the *Chitha*.)

(7) When all the entries have in this way been copied from the slips into the *Jamabandi* volumes, the recorder will go over the *dags* of the *Jamabandi* continuously from the beginning to the end, finding out each *dag* from the *Chitha* by reference to the old or intermediate *dag* number in the remarks column and compare the names written in the *Jamabandi* with the names in the *Chitha*, write up with the area of the *dag*, old *patta* number, the classification, the classification areas in the cases of *dags* divided into ॐ , ॐ , etc., in their proper columns and the amalgamated entire or part *dags* as marked off in the remarks column in the *Chitha* will be entered in the remarks column in the *Jamabandi* after the *dag* number already noted. When portions of *dags* have been amalgamated ॐ to be

(3) In order to pay special attention to the following items of the recess work each Assistant Settlement Officer will prepare a list for (i) villages for margin comparison, (ii) re-traversed villages and (iii) combined villages and will keep a copy of the list himself.

(i) He will see that in the margins of different sheets of a village there are either entire *dags* or that the broken portions of the same *dag* on the margin are marked off by dotted lines on both the maps at the common position. A trace of the margin line, including the dotted portion should coincide exactly with the margin line of the contiguous sheet, as the trace of any boundary line of a map corresponds exactly with the trace of the same boundary line of the contiguous village. Unless this work is properly and carefully done, area calculation can never be done correctly.

(ii) In the case of re-traversed villages, the old village map and the newly surveyed map must be compared and all periodic blocks should be approximately located on the new map and the *dag* concerned will be noted as periodic in column 4 of the resettlement *chitha*, if not already done so. If any periodic *dag* has been omitted to be plotted, it should be done now by reference to fixed common points of the two maps and similarly dealt with. Unless this is done, new *jamabandi* cannot be written for the village.

(iii) In the combined maps, after the renumbering has been finished, the old *dag* numbers should be neatly scored through in pencil. In such maps there are more than one serial number of old *dags* but the *hal dag* numbers in the whole sheet must be in the same serial. The different *chithas* of the combined villages have also different natural serial numbers. So, in filling up the *hal* numbers in the *chitha*, there is likely to be confusion unless the work is very cautiously done. An example may be given—old No.3 in one part of the *chitha* may have the new serial No 5, while the *dag* No.3 in the other part of the *chitha* will probably have the new number 98. So the map and *chitha* comparison work will require to be done by careful workers and will require closer supervision also. As the Assistant Settlement Officer continues to check these works, he will mark off the villages in the list, so that he may know at a glance the progress that has been made.

The Assistant Settlement Officer should make a personal effort to get his staff habituated to the correct ways of area calculation method, which the staff may not be able to follow properly unless special attention is paid to this work by the Assistant Settlement Officer himself.

SCHEDULE G

Instructions regarding Record Attestation

(I) For Attestation Kanungo

1. *Kacha pattas* should be distributed 10 to 15 days before attestation is started.

2. In every village on or before his arrival the attesting Kanungo will issue the printed notice on the villagers intimating the fact of his starting attestation work there. At least five copies of this notice should be issued; one copy should be hung up on the *Gaonbura's* notice board, three copies will be served on leading men of the village and the office copy with the signatures of the persons on whom they are served will be filed with the attestation papers. In big villages a few more copies may be issued, if necessary. The Kanungo will get all the notices previously signed by the Attesting Officer under whom he is to work and only fill in the date of commencement of work before issue.

3. The Supervisor Kanungo will take with him the following records:—

(i) The new map, classification map, resettlement *chitha* and draft *jama-bandi* of the village.

(ii) The old map, *chitha* and *jamabandi* (annual and periodic) of the village.

(iii) All petitions kept for disposal at attestation, viz :—

(a) Mutation applications (b) application for settlement of waste land (c) objections and other miscellaneous petitions, and (iv) necessary attestation forms.

4. He will enquire and find out if there are any undistributed *kacha pattas* in the hands of the *Gaonbura* and if so, will take immediate steps to have them distributed.

He must at the same time start comparison of the first four columns of the Resettlement *chitha dag* by *dag* with the old *chitha* and *jamabandi* where this has not been already done. This work must be finished before the attestation is taken up by the Assistant Settlement Officer.

5. His first duty will be to read out the names of the *pattadars* from the draft *jamabandis* and to enter at once in column 5 of the *chitha* all undisputed mutations as far as they can be ascertained from the villagers present. The numbers of the *dags* against which such entries are made will be noted at the same time in the appropriate column of the *Badar* list (Form No.6 of the Resettlement Manual). In all cases of transfer by sale, gift or exchange the signature or thumb impression of the transferor must always be taken in the remarks column of the *chitha* by the Kanungo before the date of final attestation by the Assistant Settlement Officer. Where, however, such mutations involve a change in the *patta*, whether by transfer of *dags* from one *patta* to another or by amalgamation of *patta*, they must be entered at once in the objection list (Form No.4 of the Resettlement Manual) and no entry need be made either in column 5 of the *chitha* or in the *Badar* list in respect of such *dags*.

6. He will then deal all the pending petitions that were taken by him for disposal at attestation as noted below.

(i) Mutation applications

(a) *Uncontested* :—All uncontested mutations which involve no change in the *patta* by transfer of *dags* or by amalgamation of *pattas* will be entered direct in column 5 of the *chitha*, noting the *dag* numbers in the *Badar* list at the same time, but those which involve a change in the *patta* will be entered in the objection list as stated in the preceding paragraph.

(b) *Contested* :—All contested cases should be entered in the dispute forms.

(ii) Objection petitions

(a) Those involving disputes about ownership of land will be entered in the dispute forms.

(b) All other objections including boundary disputes should be entered in the objection lists.

(iii) Waste land applications

These need not be entered either in the dispute form or in the objection list. The Kanungo will submit his report on the back of the petition for Assistant Settlement Officer's orders.

(iv) Applications relating to grazing or other reserves

These will be entered in the objection list.

(v) Applications relating to reservation of land for other public purposes such as cremation or burial grounds, school, *masjid*, *namghar*, etc. :—

These will also be entered in the objection list.

7. The Kanungo will go through the *chitha* and write up in dispute form the disputes entered in the remarks column of the *chitha* in the previous field season.

8. He will then proceed to hear and record all oral objections made to him by the villagers. It is the duty of the Kanungo to give the villagers all the information they require concerning their estates or holdings and objections found to have been made under any misapprehension need not be recorded, but he must not refuse to record any objection solely on the ground that he considers it to be frivolous, if the objector insists on his objection being recorded and inquired into. Submission of written objections in the village at this stage should be discouraged.

9. After all objections and disputes have been recorded as stated above, he will inquire into them and write a brief note in the case of every dispute and also submit reports on all objections. The cases in which no local inquiry is required should be dealt with first. Where, however, local inquiry appears to be necessary it will be convenient if the *dags* to be visited or their approximate position be marked on the classification map with distinctive symbols, say a blue cross in the case of disputes, a red cross in the case of classification objections and a red circle in the case of other objections.

The Kanungo's note in the case of dispute will deal with the following points:—

(1) Statement of the parties as regards their respective claims to the disputed land.

(2) Facts that can be gathered relating to the dispute from the *chithas* and *jamabandis*—both old and new—as well as from the documents produced by the parties.

(3) Facts ascertained by local inquiry about actual possession, where necessary.

He should under no circumstances make any remarks regarding the merits of the case or any suggestion as to how the dispute should be decided. He should however try to effect an amicable settlement, wherever possible, and in all such cases he will take the signatures or thumb impressions of the parties concerned in token of their consent.

The Kanungo's report in all objections should be brief and to the point but full enough to enable the Assistant Settlement Officer to follow his note without verbal explanations.

In the case of applications for waste land he will survey the area in the actual possession of the applicant on the resettlement map and report if there is any objection to the settlement of the land. Where, however, possession is claimed by rival parties a trace map should also be prepared showing the area as claimed by each party and submitted with the report.

Where a new grazing reserve is proposed to be constituted it should first of all be temporarily demarcated on the ground and shown on the map. The Kanungo will then make a note of all information that is required by the Deputy Commissioner for the constitution of the reserve. A copy of the form in which proposals for new reserves are usually submitted will be supplied to each Kanungo by the Assistant Settlement Officer.

In the case of any proposal for extension or modification of the boundaries of the existing reserves the Kanungo will record a full note explaining the necessity of such extension or modification and mark the proposed boundaries on the resettlement map in pencil temporarily demarcating the same on the ground as in the case of a proposed new reserve.

If there be any petition for cancellation of any existing reserve the Kanungo will keep it for personal inquiry by the Assistant Settlement Officer.

In the case of lands required for other public purposes the Kanungo should make a brief note as to their necessity or otherwise.

Separate report will be submitted to the Settlement Officer regarding all encroachments without making any entry in the objection lists. Similarly all unauthorised occupation of lands by immigrants in prohibited areas should be separately reported to the Settlement Officer for necessary action.

10. All discrepancies between map and in village boundaries must be enquired into by the Kanungo and entered in the objection list for the Assistant Settlement Officer's orders. It often happens that *dags* entered in the *chitha* cannot be traced on the map and *vice versa*. Local enquiry must be made in such cases to find out where the mistake lies.

11. Besides the check of survey, classification and *chitha* entries in connections with objections preferred by villagers the Kanungo must aim at checking:—

(1) The survey of 30 per cent. of the changed *dags*.

(2) All the *chitha* entries of the *dags* of the village which were not inspected by a Kanungo or any superior officer in the first field season, paying special attention to the *dags* of which the classification was altered but not checked at map revision. In areas where new survey was done if the Kanungo finds that adequate *partial* lines were not run in the previous year he will run at least one check line to test the survey.

If all entries relating to a *dag* are checked by the Kanungo he will put his initials in the remarks column but if he checks the entry in any particular column only, e.g., classification, he will initial that column only.

Where the survey of a *dag* is checked, the Kanungo's initial will be in column 2. He will also keep a complete list of all *dags* of which survey is checked on a blank page in the beginning of the *chitha*.

12. No new partition will be taken up by the Kanungo at attestation but complaints about incomplete or badly done partitions effected during the previous year must be enquired into, and if the consent of all the co-sharers has not been taken in writing in the *chitha* in any case, it must be taken now. If any of the co-sharers refuse to give such consent the fact should be noted in the objection list for the Assistant Settlement Officer's orders. This is specially necessary where any of the co-sharers is a minor or a widow.

13. No change should be made in the crop entries of the previous year unless changes in boundaries of *dags* necessitate a correction, in which case the current year's crops will be entered as in the case of all new *dags*.

14. All *dags* of which the classification is proposed to be changed by the Kanungo of his own motion will be noted in the objection list as one item in a separate sheet. The proposed change will be noted briefly against each *dag* or group of *dags* thus—

বা: ক'র পৰা ট: বা:

ভা: বাংৰ পৰা ফং (বে: ঠাই)

Individual objections to classification by villagers will be entered separately.

15. The Kanungo will keep a complete list of all *dags* proposed to be converted into periodic in the objection list as one item, in a separate sheet, where necessary. Only such *dags* as can be converted into periodic according to the provisions of Rule 105 of the Land Records Manual (which should be clearly explained to the Kanungos by the Assistant Settlement Officers) should be included in this list. The *patta* numbers where these new periodic *dags* should be entered should be noted and the annual *pattas* from which they are to be transferred should also be noted.

16. If any classification map has been left incomplete during the previous year this must be completed by the Kanungo before the Assistant Settlement Officer visits the village for final attestation. The *dags* of which the classification is changed by the Kanungo on his own initiative, or their approximate position should be marked on this map by a distinctive symbol, viz. :—a blue circle.

17. *Dags* which have been entered in the dispute forms or objection lists and in respect of which correction, if necessary, will have to be made later on according to the orders passed by the Assistant Settlement Officer need not be entered in the *badar* list. But all other *dags* regarding which any corrections are to be made in the records must be entered in the appropriate columns of the *badar* list for reference in office at the time of checking the attestation corrections.

18. All attestation corrections and new entries made either in the resettlement *chitha* or in the draft *jamabandi* must be in violet ink which will be supplied from office.

The changed boundaries due to correction of survey mistakes or partitions and amalgamations (including crosses) should be left in pencil on the map until the records of the village are finally passed by the Assistant Settlement Officer. As soon as the village is attested by the Assistant Settlement Officer, all such pencil lines should be blue-inked and the Kanungo or recorder attending the Attestation Officer will try to finish this work before he moves to the next village.

19. The Kanungo must see that all entries in the *chitha* except those in the crop columns are inked up before the date of final attestation by the Assistant Settlement Officer. He will be held personally responsible for any omission in this matter.

20. The Supervisor Kanungo will briefly note the condition of all the survey marks visited by him and take steps to have them repaired by the Gaonbura, where necessary.

21. The *faut ferar* and *jotrahin* lists provisionally sanctioned for the preparation of the last regular settlement *Daul* should be verified by the attesting Kanungo in the field and shall be returned to the permanent Supervisor Kanungo at office with his report and the attestation officer's orders on it. The resettlement records will be corrected after final orders in these cases have been passed.

II.—Instructions for Attestation Officers.

1. *Procedure*.—The Assistant Settlement Officer will camp close to his Kanungos and the actual attestation will be done in the village. The Kanungos will report when each village is ready for final attestation, and the Assistant Settlement Officer will have five copies of the attestation notice served in the village as least three days before the date of his visit. (For procedure of service see paragraph 2 of Instructions for Attestation Kanungos.)

2. *Village enquiry*.—The Assistant Settlement Officer will go round the village, testing the general survey and taking with him all disputes and objections. He will visit each *dag* in dispute. He will enquire into annual *dags* fit for conversion into periodic, and also into those of which *pattas* are to be cancelled, and will enter all *dags* required for any public purpose such as grazing reserve, school, *namghar*, etc. on the reserve list on the map and in the *chitha*. He will make special enquiries into grazing ground facilities and will also ascertain whether any existing grazing ground boundaries need adjustment. In regard to transfers of lands included in periodic *pattas* issued after the 27th September 1919, the restrictions imposed by Government in Chapter II, page 174, of the Land Revenue Manual, Vol. I should be referred to. He will sign *chitha* entries checked by him.

3. *Disputes and objections*.—All disputes and objections will be decided by the Assistant Settlement Officers. They may, however, make reference to the Settlement Officer concerning special and difficult cases before passing final orders.

4. *Mutations*.—All uncontested mutations will be disposed of at once. Mutations of annual *dags* will not be carried out by the Kanungos but by the Assistant Settlement Officers.

The Kanungos are on no account to be permitted to strike out the names of periodic *pattadars* on the ground that others are in possession. The orders regarding annual lands already passed should be strictly carried out. [Transfer of post-1919 periodic lands by Miris, Kacharis, Ex-tea-garden labourers and Daflas to non-agriculturists has been forbidden by Government [*vide* Chapter II, page 174, of the Land Revenue Manual, Vol. I].

5. *Waste land applications*.—Settlement will be made solely on the basis of possession. Settlement will on no account be given for blocks of land of which the boundaries have been merely demarcated. Applications for land under heavy jungle will be rejected. The purchase of land under annual *patta* which is still under jungle is not to be taken as justifying the issue of a lease.

Assistant Settlement Officers will take special care to ensure that these orders are not circumvented by dishonest recorders by including the land in the *dariabadi* settlement. To be settled, land must be either under cultivation or obviously has been used in the past for cultivation of seedlings, etc. In the latter case it will ordinarily adjoin the homestead.

Any case about which there is doubt will be referred to the Settlement Officer for orders.

6. *Classification*.—Changes in classification will be made only by the Assistant Settlement Officer who will visit each *dag* before the change is effected. The Kanungos are forbidden to change any classification.

Assistant Settlement Officers need not check classification unless it is disputed.

7. *Village Notes* (*see next page for the prescribed form*).—Assistant Settlement Officers will be supplied with a special form (sample appended) which must be filled up in the *village*. This form will be sent back with the village records as soon as attestation is finished, in sealed packets. **Early despatch is most important.**

8. *Block surveyed villages*.—Attestation will be carried out on the same lines. If *dariabadi* work proves to be heavy the Assistant Settlement Officer will ask for a special recorder to be sent from office. *Dariabadi* work must not be allowed to delay the Attestation Kanungos.

9. *Relinquishments*.—If any *pattadar* wants to relinquish the whole or part of a *dag*, annual or periodic, an entry will be made in the objection form, and a formal order about its exclusion from settlement will be passed by the Assistant Settlement Officer after necessary enquiry has been made.

10. *Faut Ferar*.—If any *dags*, of which the *pattadars* are *faut* or *ferar*, are found to be lying waste, a separate list in the form laid down for *faut ferar* exclusions will be made out, and kept with attestation files. These lists will be put up to the Settlement Officer for necessary orders at the beginning of next recess and necessary corrections will be made in the records on receipt of his orders for exclusion.

11. *Attestation completion report*.—As soon as the attestation of a village is finished, the Attesting Officer must fill in, sign and date the Completion Report of Attestation (Form No. 7 of the Resettlement Manual) and shall file it with the attestation papers.

12. *Weekly Return*.—The names of villages of which attestation has been finished will be shown in each weekly return (A form of Attestation Progress Return is appended.)

VILLAGE NOTES

(To be filled up in the village by the Assistant Settlement Officer)

Population	{	1.	No.	of	Families of	Caste
		2.	No.	of	Families of	Caste
		3.	No.	of	Families of	Caste
		4.	No.	of	Families of	Caste
<hr/>						

Total Families.....

(Strike out inapplicable terms and note fertility of Soile)

1 Situation	
2 Communications (Roads and their nature and size)	
3 Soil { Sand Silt and sand silt	
4 Liability to flood (mention names of streams)	
5 Water supply	
6 Fishing facilities	
7 Grazing grounds	
8 Fuel facilities	
9 Value of land per <i>bigha</i>	
10 Healthiness of village	
11 Subsidiary occupations or special industries	
12 Nearest market, its distance from village, size, price of husked rice, whether paddy sold locally or exported by Marwaris and other traders. Rice per md. paid by Marwaris, etc.	
13 Prevalence of subletting (separate form to be filled up)	
14 Main crops grown	

GENERAL NOTE

State any marked changes from last resettlement, whether village is surrounded by jungle or not, number of opium-eaters in village and whether heavy consumers, size of holdings, and whether land is scarce in neighbourhood, social customs and whether much liquor consumed. Any points of general interest, any history as to origin and traditions or special customs to be mentioned, state if village opened by people from other districts or provinces.

Mauza	Number of villages for attestation	Number attested up to the last week	Number attested in this week
1	2	3	4
Total			

Mauza	Village	Date of attestation
1	2	3

—

Assistant Settlement Officer.

III.—General

(1) When the Kanungo reads out the *jamabandi*, which he should do at different centres in big villages, the recorder will find out the *dags* from the *chitha* and compare the names with those in the *jamabandi*. The Kanungo has to note the following points while reading the *jamabandi* :—

(a) *Clerical errors in names.*—The Kanungo will rectify and initial the errors in both the *jamabandi* and the *chitha* and will enter the *dags* in the *badar* list under the heading “নাম ভুল”

(b) *Shabalak Nabalak Bhul.*—When any minor has become major, the word ‘না’ and the name of the guardian will be scored through by the Kanungo from the *jamabandi* and *chitha* and the *dags* entered in the *badar* form under the heading ‘শাবালক নাবালক ভুল’, but if the name of the guardian of any minor has to be added, it will be entered as a mutation in column 5 of the *chitha*, the name to be recorded in addition (লগত) as guardian (অধ্যক্ষ স্ব.), entering the *dags* under the heading “নামজারি ভুল বা নতুন নামজারি” of the *badar* list.

(c) Note the names of deceased persons by entering মৃত or ৩ before such names in the *jamabandi* and *chitha* and by recording the names of the heirs in column 5 of the *chitha*, if uncontested. Such *dags* will be entered in the *badar* list under the heading “নামজারি ভুল বা নতুন নামজারি”.

(d) Note mutation regarding sales, mortgages, exchanges, etc., in the *chitha*, when uncontested and enter the *dags* in the *badar* list under the heading “নাম জারি ভুল বা নতুন নামজারি”.

(e) Note mistake in the corrections of mutations (either of the map revision or of previous seasons) by making fresh entries in column 5 of the *chitha* and entering the *dags* in the *badar* list under the heading “নামজারি ভুল বা নতুন নামজারি”

N. B. (1)—In cases (c), (d) and (e), mutations will not be recorded in the *chitha*, if a change in the *patta* is involved.

N. B. (2)—At the time of attestation, the change in the possession of annual *dags* will be noted in the column 5 of the *chitha* by the Kanungos and will be passed by the Assistant Settlement Officer as a mutation. No reason for the change need be written in these cases. Such *dags* will also be noted in the *badar* list under the heading “নামজারি ভুল বা নতুন নামজারি”.

(f) Note if more than one *kacha patta* has been issued in the names of same persons. This should also be noted in the objection list for Assistant Settlement Officer's orders for amalgamation.

(2) The points to be noted in the objection list may be summarised as follows :—

(a) *Uncontested mutations causing amalgamation of pattas.*—The Kanungo in his report will give the details about the mutations concerned and note the *pattas* to be amalgamated.

(b) Cases of amalgamation of *pattas* for other reasons, e.g., issue of more than one *patta* in the names of same persons.

(c) Cases for issue of separate *pattas*, e.g., when the names in certain *dags* of a *patta* are changed on account of sale or other reasons.

(d) Cases of transfer of certain *dags* from one *patta* to another, e.g., when certain *dags* have been transferred to a person who has already got another *patta* in the village.

(e) All boundary disputes.

(f) All changes in the boundaries of villages giving details as to how the maps and records of the villages concerned are to be corrected.

(g) Objections preferred against the areas of individual *dags* or mistakes found out by the Assistant Settlement Officer or the Kanungo in the area calculation of any *dag*. It is to be noted that in such cases the total area of the

village will have to be altered or reconciled and necessary entries made in the area slips and other papers.

(h) Annual *dags* to be converted into periodic, with notes about the existing *pattas*, if any, to which the *dags* are to be transferred.

(i) Any annual *dags* proposed to be made periodic at map revision, but now found to be unfit for such conversion, will similarly be entered in the objection list with notes as to the *pattas* affected thereby.

(j) *Istafa Dags*.—Signature or thumb impression of the settlement-holder should be taken and the *patta* from which the *dag* is to be transferred to the list of *sarkari dags* should be noted in the objection list. “*Istafa*” in violet ink is to be written in column 4 of the *chitha* against the *dag*.

(k) All settled *dags* in the contiguous non-cadastral area already surveyed on a cadastral map should be noted with the *patta* numbers where these are recorded, along with details about the non-cadastral *pattas* from which the area is to be excluded. (The *pattas* for such *dags* will henceforth be issued on the basis of the cadastral map and duplicate *pattas* should not be issued on the basis of the non-cadastral *jamabandi* again.) In the case of newly occupied *dags* inside the cadastral boundary or outside it, the word নতুন in violet ink will be written in column 4 of the *chitha* against the *dag*—such *dags* will also be noted in the objection list with a note as to the *pattas* where these are to be recorded and also noting the non-cadastral *pattas*, if any, from which the area is to be excluded.

(l) Applications relating to grazing reserves and reservation of lands for other public purposes should be entered in the objection list.

(m) *Badars* previously noted in the *chitha* but not disposed of, will be entered in the objection list and enquired into and the mistakes rectified.

(n) Objection about classification should be entered in the objection list for enquiry and orders by the Assistant Settlement Officer.

(o) If any partition is allowed by the Assistant Settlement Officer to complete incomplete partitions or for other reasons, and changes in boundaries of *dags* or alterations in *pattas* are necessitated, these should be entered in the objection list.

(3) *Badar lists*.—In the columns for ‘চাৰৈক দাগ’ will be entered the *dag* number against which the *hal dag* has been entered in the *chitha*.

(a) Some additions and alterations have been made in the old forms. *Dags* should not be amalgamated at attestation. Thus the heading for ‘চাৰিল কৰিব-লগীয়া দাগ’ in the old form is redundant. Three additional columns for “নামভুল” and “নামালক সাকালক ভুল” and “টিকনা ভুল” which will be needed may be written by scoring through other redundant headings. (The *badar* form has been modified accordingly.)

(b) In order that all *dags* regarding which uncontested mutations will have to be passed and corrected, may be found together, the term ‘নতুন নামজাৰি’ shall be added to the heading ‘নামজাৰি ভুল’. The mutations recorded at map revision but not then passed by the Assistant Settlement Officer, will have to be passed by him now along with the newly recorded mutations and thus the *dags* with unpassed mutations of the map revision season will also be entered under this heading. In all such cases the *patta* number (periodic or annual) should also better be noted, so that all the *dags* of the same *patta* may be dealt with by the Assistant Settlement Officer at the same time.

(c) There are some headings in the *badar* form under which the number of entries will be very limited. In order to economise the use of forms, these columns in the second and succeeding pages may be used for the headings like ‘নামজাৰি ভুল’ or ‘কালি ভুল’ by making necessary alterations in the headings.

(d) In the column for “*জরিপ ভুল বা কালী ভুল*” will be entered the *dags* of which the survey is found to be wrong on inspection by the Kanungo or Assistant Settlement Officer and the *dags* will be entered by blocks, with a dash below the entry for each block, of which the areas will have to be separately recalculated. It is to be understood that this column will include also the *dags* of which the boundary and consequently the area are changed by order in disputes or objections for partitions, if any, as well as the *dags* newly made for *dariabadi* and regular settlements or in connection with waste land cases and reserves, etc. The areas of the *dags* entered in the *dariabadi jamabandi* and *tauzi-bahir* lists will be provisionally calculated in the field by the Kanungo and his recorder but final calculation of all areas will be done at office at the time of attestation corrections. The blue-inking of the map for changes at attestation will be checked with reference to this list and the area slips will also be written up from the list of *dags* entered under this heading. If the area calculation of any *dag* is found to be wrong, this is also to be entered under this heading.

(e) Under the heading ‘*শ্রেণী ভুল*’ will be entered all newly opened lands which will be classified by the Kanungo and checked by the Assistant Settlement Officer.

N.B.—A certain number of *dags* will be entered in the (1) Dispute sheets, (2) Objection lists, and (3) Petitions, and orders passed by the Assistant Settlement Officer thereon. All other *dags* about which any kind of change is effected and consequently correction will be needed, must be entered in the *badar* list. Records will be corrected by reference to the above papers and hence there must be no change in map or records at attestation which will not be found in either of these four kinds of papers.

(4) *Petitions and Applications.*—All petitions and applications are to be sorted into (1) Disputes (2) Objections (3) Grazing or other reserves (4) Roads and paths (5) Uncontested mutations (6) Waste land cases, and (7) Miscellaneous, and numbered serially 1A, 2A, 3A (এ ১নং, এ ২নং, এ ৩নং, etc.), and these petition numbers will be noted on the Disputes, Objections and *chitha* entries concerned. At the same time a note to see these Disputes, Objections and *chitha* entries will be recorded on the petitions. In waste land cases and miscellaneous petitions Kanungo’s reports will be written on the back of the petitions and Assistant Settlement Officer’s orders will also be passed there.

(5) The Assistant Settlement Officer will first take up Disputes and Objections and look into the petitions, dispose of as many of them as possible, mark off on the classification map the *dags* about which local enquiry is necessary, walk round the village, enquire locally into and decide the remaining disputes and objections including classifications, and test the general accuracy of the survey of the village. He will then take up the *badar* list and dispose of undisputed mutations and other matters, write up village notes and complete the attestation of the village by signing the attestation certificate.

(6) He will take charge of the attestation file, including the notices, Disputes, Objections, *badar* list, petitions, *faut ferar* lists, village notes, subtenancy lists, completion certificate, etc., as soon as the attestation is completed and will send it to office in sealed covers to be opened by himself at the Recess Office when corrections will be made by the Kanungo under his personal supervision.

(7) *Dariabadi work.*—For villages attested up to the end of February *dariabadi Jamabandis* and *pattas* will be prepared by the attesting Kanungo and submitted to the Assistant Settlement Officer who will send the *jamabandis* to the permanent Supervisor Kanungo in office before the end of February for inclusion in the *dawl*.

Similarly where there is likely to be heavy regular settlement work, Mandals will have to be deputed from office in April or May to do these works.

(8) The Survey Marks Register should be attached to the Resettlement *chitha* of the village at this stage and should be bound with the attestation file of the village later on, after recording inspection notes and taking other necessary action.

(9) The following points may be noted about forms :—

(a) Forms of Notices under section 141 of the Land Revenue Regulation will be taken by the Assistant Settlement Officers and used by them when necessary. Forms of Attestation Progress Return will also be taken by the Assistant Settlement Officers.

(b) The Kanungo may be supplied with the following Attestation forms to start with :

(i) Supervisor Kanungo's Notice for attestation (Sample appended).	150	} To be signed by the Assistant Settlement Officer before issue.
(ii) Assistant Settlement Officer's attestation Notice (Sample appended).	150	
(iii) Objection list...	200	
(iv) <i>Badar</i> form ...	200	
(v) Dispute sheets ...	200	
(vi) Attestation Certificate ...	25	
(vii) <i>Faut ferar</i> and <i>Jotrahinn</i> lists ...	25	
(viii) Grazing Reserve Report form (manuscript)	1	
(ix) No. 1 Area slip...	25	
(x) Village note forms ...	25	
(xi) Subtenancy forms ...	25	
(xii) Weekly Progress Return...	50	(For Assistant Settlement Officer).
(xiii) Notice under section 141 L. R. R. ...	25	(For Assistant Settlement Officer).

১নং এটেস্টেচন নোটিচ।

ইয়াৰ দ্বাৰা গাঁৱৰ সকলো মানুহক জনোৱা যায় যে
অহা তাৰিখৰ পৰা উক্ত গাঁৱৰ এটেস্টেচন কাম আৰম্ভ কৰা হ'ব।
যাৰ যি আপত্তি (শ্ৰুণীৰ, কালিৰ, জৰিপ, দখল ও আন আন) আছে বা জানিব লগীয়া আছে,
তাৰিখত ঠাইত কাননগুই
শীঘ্ৰে ব গুৰিত কেচা পট্টা সহ হাজিৰ হৈ জনাব।
পিচত মই নিজে উপস্থিত হৈ বিবাদ ও আপত্তিৰ মিমাংসা কৰি হুকুম দিম।

তাৰিখ এটেস্টেচন অফিছাৰ।

২নং এটেস্টেচন নোটিচ।

ইয়াৰ দ্বাৰা আপোনাক জনোৱা যায় যে অহা... মাহৰ
তাৰিখে...গাঁৱত উপস্থিত হৈ এটেস্টেচনত কাম কৰা হ'ব। আপোনালোকৰ
যিমান আপত্তি, বিবাদ বাটোৱাৰ বা নামজাৰী নিষ্পত্তি কৰিবলৈ বাকী আছে, তাক শুনা যাৰ
ও নিষ্পত্তি কৰা যাৰ। এতেকে আপোনালোক সকলো উক্ত তাৰিখে
গাওঁৰ...ঠাইত আৱশ্যকীয় সাক্ষী ও দলিলাদি লৈ হাজিৰ
থাকিব।

তাৰিখ এটেস্টেচন অফিছাৰ।

SCHEDULE—H

Instructions for Second Recess

Record Attestation Correction

1. In each Circle three or four attesting Kanungos and three or four Assistant Kanungos will do the attestation correction work. Work of six or seven lots will be begun together. Each of the Kanungos and three Assistants will take up the work of one lot beginning with the newly traversed villages. The lot recorder will work with him and will help him to prepare the area slips and will make necessary corrections in his old *chitha* and *jamabandis* as required for the *Daul* at the same time that the Kanungo or his Assistant makes attestation corrections in the Resettlement *chithas* and draft *jamabandis*. Detailed instructions about this will be found under '*Daul*' (*vide* instruction 19 below).

(a) The area slips for all the villages of the lot should be written up first of all by reference to the disputes and objections involving changes of *dag* boundaries and to columns 2 and 6 of the *badar* list, so that other recorders may be at once employed on area calculation work. Areas will be re-calculated by block system and at the bottom of each block of *dags*, space, should be left for totalling the areas. Under "চাৰেক দাগ" both the old and the resettlement *dag* will be put down together and under "হাল দাগ" only the resettlement *dags*. Great care should be taken in reconciling the total areas of the "চাৰেক" and "হাল দাগ's", differences up to 3 per cent. being reconciled by + or — to the newly calculated areas. Any greater difference or any mistake in previous area calculation should at once be brought to the Assistant Settlement Officer's notice and should be rectified according to his orders.

(b) The boundaries of the villages newly surveyed in the year of attestation or beforehand should be thoroughly re-checked with those of the adjoining villages by making traces. The same should be done for all the post-resettlement villages also, while the boundaries of the other villages should be compared visually. This final boundary comparison should be done with very great care and the Assistant Settlement Officer will also carefully check the whole of this work and certify on the map that the boundary has been finally checked and found correct.

It must be borne in mind that any change in boundary will involve change in the total area of the village as shown in the area slip and *chitha*, and necessary corrections in all connected papers must be made.

2. The following points should be borne in mind in making attestation corrections:—

(i) The file of relinquishment petitions of the village should be made over by the lot recorder to the attestation Kanungo. While the lot recorder will exclude these *dags* from his *chitha* and *jamabandi*, the attestation Kanungo will similarly exclude these from resettlement *chitha* and draft *jamabandi*, noting date of orders passed on the petition both in the *chitha* and *jamabandi*. These petitions should be filed with the attestation records. In the case of resurveyed villages or resurveyed blocks in blue print villages, comparison of the old map and the resettlement map will be necessary to locate the relinquished *dags* on the resettlement map, as otherwise the resettlement records cannot be corrected.

(ii) A reference to the dispute and objection number with the date of order (*e. g.*, "৩নং বিবাদ ছঃ ২২/৩/৩১ইং") should be noted in the remarks column of the *dag* in the resettlement *chitha*, whether any corrections are needed or not. Similar reference will be made in the remarks column of the draft *jamabandi* only when corrections are involved. In the case of transfer of any *dag* from one *patta* to another in the draft *jamabandi*, a reference should be made about this also (*e. g.*, "২৫নং পটাত চান্নিন", "১৬নং পটায় পৰা আহে"). All such references will be initialled

and dated by the Kanungo. When any correction is made in the draft *jama-bandi* on account of mutations passed in the resettlement *chitha*, the note should be “চিঠার হুকুম ১১/৩/১১ইং”. If any area or classification is corrected in the resettlement *chitha*, or draft *jama-bandi* according to the *badar* list, the note should be “বদর লিষ্ট-মতে”.

(iii) When any new *patta* is written in pursuance of the orders in a dispute or objection, the *patta* should be written at the end of the draft *jama-bandi*. (The break in the alphabetical order has to be ignored.) This *patta* number should be noted against the orders in the dispute sheet and the objection list.

(iv) The attesting Kanungo should note “corrected” with initial and date in the proper column of the dispute sheet and the remarks column of the objection list. After all corrections have been posted in resettlement *chitha* and draft *jama-bandi* with regard to all the *dags* entered in the *badar* list, the attesting Kanungo should make similar endorsement at the bottom of the *badar* list, also.

(v) Due to amalgamation of *pattas*, some *patta* numbers might become *chat*. It will be very inconvenient to renumber all the *pattas*. At the same time, it is inconvenient to have the *chat patta* numbers also. So, after the corrections are completed, the attesting Kanungo will look over the *pattas* serially and whenever he comes across a *chat patta* number, he will put down this number in place of the last *patta* number and will make a cross reference against the *chat* number that it will be found in the serial number so and so (e.g. ৮৭৭২ সফা দেখা). At the time of carrying the *safas* at the end of the *jama-bandi* and at the time of copying the *jama-bandi*, this *patta* should have its proper place according to serial of *pattas*. When a second *chat* number is reached, the next last number will be changed for it and so on. In this way all the *chat* numbers will be eliminated. The Kanungo will make the necessary changes in the *patta* numbers in the dispute sheets and objection lists and the Assistant Settlement Officer should initial those.

(vi) After the *patta* numbers have thus been made into their proper serial, the attesting Kanungo will enter the *patta* numbers in column 4 of the *chitha* in violet ink.

(vii) All attestation corrections must be made in violet ink. When all the corrections have been made, the Kanungo will endorse a certificate to the same effect at the beginning of the *chitha*.

3. The area re-calculation work of each party will be placed in charge of a good recorder who will pass the areas, after those have been calculated by two recorders independently and will reconcile the discrepancies, if any. When area re-calculation work of any village is completed, he will make over the area slips to the Kanungo or his Assistant concerned for entering the corrected areas in *chithas* and *jama-bandis*. The area slips should contain not only the altered *dags* but altered + and—offsets, altered class blocks as well as *dags* of wrong areas and newly added *dags*.

4. The permanent lot recorders who will not be engaged in correction work with the attestation parties, will at first do the other works of *daul* of their respective lots; these works will mainly be the preparation of the *daul* of the non-cadastral areas and corrections necessitated by the Mauzadar's *Faut ferar jotrahin* lists. They will subsequently have their turn to work with the attestation parties for the necessary corrections of *chithas* and *jama-bandis* required for the *daul*.

5. As soon as the attestation corrections including posting of the re-calculated areas of a village have been finished, other additional recorders should be employed to correct the page totals of areas in *chithas* and *jama-bandis* and to write up annual *jama-bandis* for the newly traversed villages.

(i) One recorder will look up the pages of the *chitha*, find out the violet ink entries in column 2 and will make fresh *safa* totals of the areas in the pages having violet ink entries in column 2 and note them down on a separate sheet of paper with the page number. Against each such page number on the sheet, he will enter the corrected tenure totals also. These papers will be kept under lock and key by the Kanungo.

A second recorder will then be given the *chitha* to re-total the pages which have violet ink entries in column 2. He will write the total at the bottom of the column 2 itself. He will then correct page totals at the end of the *chitha* along with the entries by tenure and will re-total the 15 *safa* entries also, but he must not make any corrections in the grand total of the *safas*.

The attesting Kanungo will compare the corrected page totals as recorded by the first recorder with the totals in the *chitha*, check the *safa* entries at the end of the *chitha* along with the total and himself correct the grand total of the *safas* and find out the total area of the village as well as the total areas by tenures.

(ii) Similarly, another recorder will take up the *jamabandi* and will re-total the *pattas* with violet ink entries in the area column and will put down the corrected totals on a separate sheet of paper with the *patta* numbers concerned. A second recorder will then re-do the same totals in the body of the *jamabandi* and will correct the totals carried at the end of the *jamabandi*. The totals of 15 *safas* should also be corrected by him but not the grand total.

The Kanungo will check the *patta* totals and the *safas* and strike the grand total for the village and compare it with the total of the *chitha*.

(iii) If the grand totals and the totals by tenures in the *chitha* and the *jamabandi* do not agree, or if they do not agree with the total area according to the area slip, a different party of two recorders must compare the areas in the *chitha* and *jamabandi* in order to find out the discrepancies, keeping notes of any mistakes found and putting up the same to the Kanungo and the Assistant Settlement Officer for the final passing of the area of the village.

(iv) One recorder will then fill up or correct the areas against the classification of the *dags* of the *chitha* and will make a total of the different classes of land by tenure on extra *chitha* forms, which will be afterwards bound with the *chitha*. Each page should contain 15 *safas* and should be totalled also. After these pages are locked up by the Kanungo, a second recorder will check the corrections against the class entries in the *chitha* and will make a total of the different classes of land at the bottom of the *chitha*, according to different tenures. The Kanungo will compare the two sets of totals as well as check the 15 *safas* and will also find out the grand total of the *safas*.

(v) One recorder will take up the *jamabandi* and will enter the areas against the class entry of each *dag* and will write up the total of the *patta* as well as the totals of the different classes of land on extra *jamabandi* forms, by 15 *safas* and will total the *safas*. These forms will be later on bound up with the *jamabandi*.

Another recorder will then take up the *jamabandi* and will check the areas against the class entries in each *dag* and will total the areas by classes, noting the same at the left hand side of the *patta* and correcting the *patta* total in ink. The Kanungo will compare the two totals and will check the totals of 15 *safas* and will find out the grand total of all the *safas*.

(vi) After the work of items (iv) and (v) has been finished, the Kanungo will compare the grand totals of the class *safas* both in the *chitha* and the *jamabandi*.

If there be discrepancies, the *chitha* and *jamabandi* will have to be compared by a different party of two recorders and the discrepancies reconciled.

(vii) One recorder will then fill up or correct the areas of the crop entries of the settled *dags* in the *chitha* and of the different descriptions of *sarkari* lands. He will then total the crops of the settled lands and the areas of the different descriptions of *sarkari* lands and write up the totals at the bottom of the page of the *chitha*. He will also enter the crop totals in the corrected crop abstract form and will also enter the totals of the different descriptions of *sarkari* lands on the corrected area abstract form. The latter form will have an additional column for "Reserves" and in the *chitha*, also, the areas under Reserves will have to be separately totalled. The recorder will also fill up the other columns of the area abstract form. Each form will have 15 entries only: these will be totalled and the grand total of the village struck on both the forms. These crop abstract forms and area abstract forms will have to be bound with the *chitha*.

6. The round figures in all these statements at the end of the *chitha* and *jamabandis* will have to be put down when the areas have been completely reconciled and these figures should be carefully checked by the Assistant Settlement Officer before the filling up of the Rate Table form is taken up.

7. At the end of the *chitha*, *khatians* for tenancies will have to be prepared, separately for *khiraj* (ordinary), *nisf-khiraj* and *lakhiraj* lands.

8. A list of "Reserve" lands will be made at the end of the *chitha* in the following form:—

Safa No.	Old dag No.	Area	New dag No.	Area	Kind of reserve.	Increase in area.	Decrease in area.	Explanation of the increase or decrease
1	2	3	4	5	6	7	8	9

N.B.—If more than one old *dag* or more than one *hal dag* is covered by the same reserve, all these *dags* should be put down at one place by referring to the old and new maps and the total area of the old and new *dags* will have to be compared and explained.

9.(a) In column 16 of the *chitha* a note has been kept whether a *pattadar* is (i) a Tea Garden labourer, (ii) Ex-Tea Garden labourer (iii) Marwari, (iv) Nepalese, (v) Immigrant (vi) other foreigners. These notes will now be carried to the remarks column of the periodic and annual draft *jamabandis* in violet ink, one entry "অবসরি বনুরা, মাঝোয়ারী" only being written against one *patta*. Then, at the end of the draft *jamabandis*, a statement will be prepared in the following form and a total will be struck for each heading:—

Tea Garden labourers.		Ex-Tea Garden labourers		Marwaris		Nepalese		Immigrants		Other foreigners.	
No. of patta.	Area	No. of patta.	Area	No. of patta.	Area	No. of pat ta.	Area	No. of patta.	Area	No. of patta.	Area
1	2	3	4	5	6	7	8	9	10	11	12

A grand total will have to be struck for all the *khiraj* lands including periodic and annual *pattas*.

(b) Similar entries were made in the remarks column of the *chitha* regarding the lands held by under-tenants also. At the end of the *chitha* a *khatian* will be prepared for such areas in the following form :—

No. of <i>safas</i>	Tea Garden labourers	Ex-Tea Garden labourers	Marwaris	Nepalese	Immigrants	Other foreigners.	Total
1	2	3	4	5	6	7	8

Only areas will be entered under each head and a grand total will be struck for the village.

10. For the preparation of the Rate Tables II and III, figures (i) by tenures and (ii) by classification, will respectively be required for each village, according to the existing settlement for the year ending the 31st March of the attestation season, which will be the figures for the existing settlement. The recorders' *chithas* and *jamabandis* should contain these figures, as these were required for the submission of the regular and supplementary *daul* of the year. If the *chithas* and *jamabandis* were not brought up to date at the time of the preparation of the *daul*, this has to be done now. If any *tauzi bahir* revenue has afterwards been assessed for that year, this area and the revenue will have to be added to the supplementary *daul* figure to make up the actual figures that will be required for the rate tables.

(a) A Rate Table will have to be filled up for each grant or combination of grants covered by the same sheet. If the grant is included in a sheet having ordinary or special *khiraj* lands, the grant figures will be shown in the same table.

(b) In Rate Table I, if the lands for special cultivation or the special estates have not been classified, the whole area should be shown under the column for Table II.

(c) As regards Rate Table II, no details of *khiraj* lands for special cultivation and special estates need be shown. It will suffice if the total areas are shown under the columns "unclassified" and "total".

(d) Areas, by tenures, of the last resettlement will be available from the last resettlement village notes for filling up the third line of Rate Table III. This line will not be filled up for the post-resettlement villages, which will remain blank. If a last resettlement village and a post-resettlement village have been combined, the third line of Rate Table III will show only the figure for the last resettlement village (which will be taken from the first line of the Table III of the last resettlement village Table).

The third line of Rate Table III of the mauza and group will have to be copied from the first line of the same Table in the last resettlement mauza notes, as the figures of the post-resettlement villages have not to be added there.

11. Some difficulty may be experienced in filling up Rate Table V(A). Revenue will have to be found out for the attested area according to the existing rates of revenue to fill up the column for the "revenue as now found". The area and revenue of the year preceding resettlement will be taken from the *dauls* of the attestation year, adding the *tauzi bahir* area and revenue, if any. There will be some difference between this area and the attested area for the following reasons :—

(i) If the whole or any part of the village has been resurveyed, 1 per cent. difference in the total area has been allowed in passing the area of the village. This difference has, therefore, to be ignored in calculating the revenue on the attested area.

(ii) If there has been extension of cultivation in the cadastral area of the village, this will have to be found out, if not already done by comparison of the old and new maps and revenue will have to be calculated on the excess area according to the existing rates of revenue. This will be included in the *tauzi bahir* area and revenue of the village, also.

If any non-cadastral area has been added to the village, revenue will have to be calculated on such area according to the non-cadastral rate.

(iii) If there has been any formal relinquishment petition or if any relinquishment has been allowed in the field, the area and the revenue thereon will have to be excluded from the calculation (this area and revenue stand in the case of the *dauls* for the year of attestation).

(iv) If any new grazing ground or roads, paths, and other reserves are proposed or made at attestation, the area and the revenue thereon will be excluded from the calculation.

(v) If there has been any change of boundary between cadastral villages, the area and revenue concerned will have to be excluded or added, as the case may be.

(vi) If any settled area of the village has been washed away by the change of course of a river, that area and revenue will have to be excluded from calculation.

(vii) The area which will be assessed as "*Beparor Thai*" will be excluded from the calculation along with its revenue.

(viii) If the ordinary *khiraj* land of any Tea Garden has been grown with tea, that area and the revenue will be excluded from calculation.

(ix) All *nisf-khiraj* lands and their revenue will be excluded from the calculation.

The revenue on the attested area will have to be found out after making the necessary additions to and subtractions from the *daul* revenue of the year of attestation and this will be the revenue 'as now found' in Rate Table V (A).

12. To find out the unit incidence of a village, the soil units of all the different classes of land as recorded in the first line of Table I, excluding 'Tea' and '*Beparor Thai*' will have to be worked out by two recorders independently and these workings are to be preserved. For this one recorder will first work on a *khata* in which he will multiply the different classes of land of a village by the corresponding soil factors and will then add up the results to get the total number of soil units of the village. When this *khata* is in the custody of the Supervisor Kanungo, the other recorder will work out the soil units in the same way on a separate *khata*. The figures for the different classes and the total soil units as worked out in the two *khata*s will then be compared and differences will be reconciled. Similar figures for the mauza will also be worked out by two persons independently and correct figures found out.

The present revenue as found out (*vide* instruction II above), being reduced to annas, will be divided in the *khata*s of the respective recorders by the soil units and the unit incidence found. After the new unit rate has been proposed by the Settlement Officer, the total soil units of each village will be multiplied in the *khata*s by the unit rate proposed for the village to get the resulting revenue which will be in annas and will have to be converted into rupees. The figures for columns 3, 4 and 5 of Rate Table V(A) should also similarly be worked out by two recorders in these *khata*s, compared and passed.

(a) One-page in the *khata* will be kept for one village and a sample of the workings in it is shown below :—

Village—Bangaon

<i>Bari</i>	168 × 22 = 3,696.
<i>Takala Bari</i>	57 × 12 = 684.
<i>Salitoli</i>	67 × 20 = 1,340.
<i>Lahitoli</i>	220 × 16 = 3,520.
<i>Faringati</i>	388 × 12 = 4,656.
Total soil units	13,896
	871-12 Present revenue
	16 Rs. 871-12-0.
	13948 (1·00 unit incidence.
	13196
	52·00

Proposed rate ... 1·25.

13896
1·25
69840
27792
13896
16) 17370·00
1085-10 resulting revenue.

Settled *bigha* = × — figures for column 3 to be found out by dividing the present revenue by this figure.

Cropped *bigha* = × — figure for column 4 to be found out by dividing the present revenue by this figure.

Settled uncultivated = — figure for column 5,
(i.e., difference between uncultivated area × 100
total settled area and
settled cropped area).

Figure for column 10. =	<div style="display: flex; align-items: center;"> <div style="border-left: 1px solid black; padding-left: 5px; margin-right: 5px;"> Total settled area. Difference of present revenue and resulting revenue. </div> } × 100 </div>
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Present revenue

(b) All these workings will be done after the Settlement Officer's final orders about the soil factors and village unit rates have been received.

13. It has to be borne in mind that all the Rate Tables will have to be filled up for entire mauzas and groups, as for each individual village. For this purpose it will be convenient to prepare for each mauza a blank book with slip headings separately for each sub-head of the Tables; for each slip heading sufficient space should be kept for entering all the villages of the mauza.

As for example, the slip heading for the first sub-head of Rate Table I will be as follows :—

TABLE I—Khiraj for ordinary cultivation

Serial No.	1	2	Name of village
	3	Bhalbari	
	4	Bari	
	5	Takalabari	
	6	Satitoli or Darupiti	
	7	Lahitoli or Bamruphi	
	8	Jaldaba	
	9	Dalmi	
	10	Jaringaiti	
	11	Tea	
	12	Unclassed waste	
	13	Special estates (?)	
	14	Barabar thali	
	15	Total	

There will be six such slip headings for the six sub-heads of Rate Table I and so on. Totals for all the other statements will also have to be found out for the mauzas and groups in similar way. All the totals for the figures for mauzas and groups should be done twice to ensure correctness.

14. *Fair copying of Jamabandi.*—(i) The recorders' copy of the *jamabandi* will be prepared from the draft *jamabandi* omitting the corrections in column heads and the old *dag* numbers. The periodic and annual *jamabandis* will be written in two separate volumes.

(ii) All *pattas* must be copied serially; some *pattas* with small numbers may be at the end of the draft *jamabandi*; these must be copied in their proper places.

(iii) The names of the mauza, and village and the word 'Periodic' or "Annual", as the case may be, should be written on the first two pages of the volume. The names of the mauza and village should be repeated at the top of every page of the volume.

(iv) Columns 1 and 4 (old *patta* and *dag* number) need not be copied. Every name in column 3 must be given a serial number and must be copied distinctly from the other entries in separate lines.

(v) Nothing written in the remarks column will be copied except the difference between the calculated revenue and the actually assessed revenue as noted in General Instruction No. 147 and the term denoting the class of foreigner *pattadar* noted under rule 9 (a) of this Schedule.

(vi) The *dags* should be copied serially beginning with the smallest number and ending with the biggest in the *patta*. If the draft *jamabandi* does not show the *dags* in this serial, the *dags* will be arranged in pencil in this serial just outside column 4 of the draft *jamabandi* and the *dags* will be copied in the newly arranged serial in the fair copy. More than five *dags* should not be copied on any half page.

(vii) The total area of each *patta* will be written in ink at the bottom of the area column but the class totals will be written in the bottom left hand of the *patta*.

(viii) The *safa* totals, class by class, should be copied at the end of the volume. There should be 15 *safas* on each page, as in the draft *jamabandi*. The totals of *safas* should also be copied.

(ix) As this *jamabandi* will have to last for 30 years, there should be sufficient space for making mutation entries against each *patta*.

(x) When the space for noting mutations is used up, further noting may be done on a blank page at the end with necessary cross references.

(xi) At the beginning of the volume, one page should contain the initials of all the workers on the volume, one page should be kept for writing the unit rate and *bigha* rates of the village and one or more pages should be kept for writing an index of the *pattas*, if needed. All the pages of the volume should be numbered.

(xii) There must not be any erasures or overwriting. Any wrong entry should be neatly scored through in ink and rewritten and initialled by the Supervisor Kanungo or the Assistant Settlement Officer. Erasures by anybody are strictly forbidden.

(xiii) The *Jamabandi* Register will have to be copied out from the Local Periodic *Jamabandi* after the revenue attestation of the village has been finished (*vide* rule 16).

15. *Fair copying of the Chitha.*—(i) Two copies of the *chitha* will have to be prepared, one for the Deputy Commissioner's Record Room (*i.e.*, the Field Register), and the other for the use of the recorder. The former copy will be prepared mainly from the draft *jamabandi*, the crop columns, the tenancy columns and the remarks column of all the *dags* and all the entries against *sarkari dags* being copied from the Resettlement Working *Chitha*.

(ii) Five *dags* only will be copied on each page of the volume. The pages should be ruled accordingly and the *dag* numbers should first be written in the natural serial up to the last *dag* of the village.

(iii) The draft *jamabandi* will then be continuously looked up from the beginning to the end and as each *dag* is reached, all the available entries will be copied in the *chitha* against the *dag* number concerned. When this has been finished it will be found that no entries have been made against the *sarkari dags* and that the tenancy columns, crop columns and remarks column of the other *dags* also remain to be filled up. These will have to be filled up from the Resettlement Working *Chitha*. In doing this, the *dag* numbers in the Resettlement Working *Chitha* should be followed successively.

If in any village there be so many *pattadars* of individual *dags* that it will be impossible to enter 5 *dags* on a page of the *chitha*, it will be convenient to prepare a list showing the *dags* serially and entering against each, from the draft *jamabandi*, the *patta* number in which the *dag* has been recorded. By a reference to this list each settled *dag* will in succession be found out from the draft *jamabandi* and the columns 1 to 4 and 12 and 13 of the *chitha* will be filled in. The other columns will be filled up from the Resettlement *Chitha* as in the above case.

(iv) Every name in column 3 of the *chitha* must be given a serial number and must be written distinctly from others in separate lines.

(v) There must not be any erasures or over-writings. All copying mistakes should be neatly scored through and rewritten in black ink and initialled by the Assistant Settlement Officer or the Supervisor Kanungo, as this copy of the *chitha* will go to the Record Room.

(vi) A party of three reliable recorders will then make a thorough comparison of (i) the Resettlement Working *Chitha*, (ii) the fair copy of the *Chitha* and (iii) the fair copy of the Local Periodic *Jamabandi*. The basis of comparison will be the Resettlement Working *Chitha*, from which all the entries will be read out serially from the beginning to the end. The revenue entries in the fair copy of *jamabandi* will be compared with the same entries in the draft *jamabandi*.

All discrepancies should be entered in a note book and should be corrected in black ink under the Supervisor Kanungo's initial. All grave errors should be brought to the notice of the Assistant Settlement Officer who will take such steps as he may deem necessary to correct them.

All corrections in the classification columns of all the fair copies of the records must be initialled by the Assistant Settlement Officer in black ink. In reconciling all discrepancies, the draft *jamabandis* must always be freely referred to.

(vii) The Supervisor Kanungo will check 10 per cent. of the entries of the fair copy of the *chitha* and *jamabandi* against both the Resettlement Working *Chitha* and the draft *jamabandi*. Besides this, he must go through every *patta* and see that all the *dags* have been copied and that copying has been done strictly according to rules.

(viii) The page totals and classification totals of the Field Register may not be done now but may be done after the recorder's copy of the *chitha* has been prepared. The crop entries will not be totalled at all but the total crop figures will simply be copied at the end of the Field Register from the Resettlement Working *Chitha*.

(ix) The recorder's copy of the *Chitha* will be prepared by copying from the Field Register already prepared. The tenancy columns and the crop columns will however not be copied but the Settlement Officer may order copying of entries about any special classes of tenants.

(x) A party of two recorders will compare the two copies of the *chitha* and all mistakes in the recorder's copy will be corrected under the initial of the Supervisor Kanungo excepting in the classification column which must be initialled by the Assistant Settlement Officer.

(xi) The Supervisor Kanungo will check 10 per cent. of the entries at least.

(xii) The area totalling, page by page and class by class, will then be done independently in the two fair copies of the *chitha* and an abstract by 15 *safas* will be made at the end. The two sets of totals will be compared and corrected and the totals of the village must agree with the totals in the Resettlement Working *Chitha*.

16. *Preparation of the Jamabandi Register.*—The *Jamabandi* Register will be prepared by copying from the Local Periodic *Jamabandi* and will be thoroughly compared by a party of three recorders with the draft *jamabandi* and the Field Register. All discrepancies will have to be reconciled with reference to the Resettlement Working *Chitha*, all the fair copies of the records being also looked up. All corrections in the *Jamabandi* Register must be initialled by the Assistant Settlement Officer. The Supervisor Kanungo will check at least 10 per cent. of the entries.

17. The Assistant Settlement Officers will keep constant watch over the copying and comparing work and will try to check at least 5 per cent. of the entries in the fair copies of *chithas* and *jamabandis*. The Supervisor Kanungos and Assistant Settlement Officers will certify on the volumes as to the check done by each of them.

18. *Return.*—The Supervisor Kanungos will keep Progress Returns in the enclosed three forms at the different stages of the work and will keep a Register of daily outturn of work as at the first Recess.

Progress Return of the Attestation Recess work for the Fortnight ending 15th of last day 19

(Attestation correction for preparation of Rate Tables)

1	Name of Circle and Mauza	2	No. of villages	3	Recalculation of areas	4	Attestation correction	5	Check of attestation corrections in map and records	6	<i>Chitha</i> and <i>Jamabandi</i> re-totalled and agreed	7	Class <i>khatians</i> under existing settlement (Rate Table II)	8	Totalling by tenures (Rate Table III)	9	Classification totalling (Rate Table I)	10	Crop totalling (Rate Table IV)	11	Sub-tenancy <i>khatians</i>	12	Comparison of "Reserves", "existing" and "at resettlement"	13	<i>Khatians</i> of foreigner's lands	14	Filling up of Rate Tables I to IV	15	<i>Khatay</i> areas compared (existing and resettlement) and calculation of revenue as now found	16	Rate Table V partly filled up for fixing the new unit rate	17	Rate Tables V and VI completed	18	Village notes fair copied	19	Remarks
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1	Name of Circle and Mauza	
2	Name of village	
3	Final boundary comparison; check of maps against attestation; check of numbering and of Reserve and <i>batia</i> days	
4	Preparation of block of annual days	
5	Interior inking and numbering	
6	Inking up of names, conventional signs	
7	Preliminary comparison with Resettlement map and <i>Chitha</i>	
8	Check by the Supervisor Kannungo	
9	Class block making and inking of class lines after Revenue attestation	
10	Final comparison of map and draft <i>chitha</i>	
11	Despatch of maps to Drawing office	
12	<i>Vandyked</i> map comparison with original Maps	
13	<i>Vandyked</i> map comparison with Field Register	
14	Inking up in red in pencil <i>days</i> in working maps	
15	Remarks	

19. *Daul*—

(1) Every effort must be made to expedite the submission of the *Daul*.

(2)(i) The annual *pattas* of the newly traversed villages should be issued according to the new records. The Assistant Settlement Officers will, therefore, take up first of all the attestation corrections of the newly traversed villages in all the mauzas in their charge.

(ii) For the newly traversed villages a fresh copy of annual *jamabandi* will have to be prepared for all the land for which new periodic *patta* will issue in resettlement as well as for the remaining annual lands. The *dag* numbers and areas only and not any new classification will be written. Revenue will be calculated at the old or usual flat rate for all the lands.

(iii) It must be borne in mind that the lands covered by these *pattas* must be excluded from the non-cadastral *jamabandis* of the areas concerned. Notes about this were to be made in the Attestation Objection lists of the villages—if this was not done then, it has to be done now by the attesting Kanungo with the Assistant Settlement Officer's orders. There must not be duplicate *pattas* for any land and the Assistant Settlement Officers themselves will be responsible for this. Non-cadastral *pattas* will of course be issued for the areas outside these village boundaries.

(3)(A) Lest the submission of *Daul* should be too much delayed, the idea of issuing annual *pattas* on the basis of new records in the case of cadastral (blue print) and re-traversed villages has to be abandoned. Copying of the annual *jamabandis* should usually be avoided unless the corrections due to *Istafa*, etc., are found to be too many and the old *jamabandis* should be brought up to date in the usual way.

(B) Special attention should be paid to the following points:—

(i) *Jamabandis* must be brought upto date for the relinquishment, *faut*, *ferar*, *jotrahin*, extension of cultivation, etc., noted at attestation as well as for the formal relinquishment applications.

(ii) The annual land of which exclusion for settlement was notified to the settlement holders must also be excluded from the *jamabandi*. Some such *dags* may have been re-included in settlement at the time of attestation and these *dags* are not of course to be excluded.

(iii) When any non-cadastral area has been added to a cadastral (blue print) village, it should have been noted in Attestation Objection list; if it has not been done, it should be done now under the Assistant Settlement Officer's orders and this will be treated as extension of cultivation and should be included in the annual *jamabandi* with the revenue at the old or ordinary flat rate and the area must at the same time be excluded from the non-cadastral *jamabandi*. Such *dags* should be plotted on the recorder's working map and old *dag* numbers should be given and the annual *jamabandi* should show these old *dags* numbers but the areas should be taken from the Resettlement *Chitha*.

(iv) In the case of re-traversed villages, the inclusion in the sheet of any land from the non-cadastral area will not be taken into consideration for the preparation of the *Daul*. Non-cadastral *pattas* will continue. If there be any such area without any previous *patta* for it, that must however be included in the non-cadastral *jamabandi*.

(v) Annual *dags* which have at the resettlement been proposed to be converted into periodic, must remain in the annual *patta* of the *Daul*.

(vi) All changes in *Dakhalkar's* name in the case of annual *dags* effected at resettlement, must be carried into the annual *jamabandi*. This may sometimes necessitate a change of *patta*, also, i.e. a new *patta* may have to be written for a *dag* or a *dag* may have to be transferred to another existing *patta*.

(vii) Annual *dags* amalgamated with other periodic or annual *dags*, must remain as separate *dags* in the annual *jamabandi*. When small portions of any annual *dags* have gone to any other *dag* for map correction, this should be neglected.

(viii) In the case of re-traversed villages, much difficulty will be experienced in giving effect to the *Istafa* and *faut*, *ferar*, *jotrahin*, etc., noted at attestation. The old map of the village and the re-traversed sheet will have to be compared and the

new *dags* concerned will have to be located on the old map and the old *dags* thus found out will have to be excluded from the *Jamabandis*, Periodic or Annual, as the case may be.

Further, all the *sarkari dags* of the old map of the re-traversed village will have to be marked as such on the map and then these *dags* will have to be compared with the re-traversed sheet and the extension of cultivation in the village will thus be found out and this area will have to be included in the annual *jamabandi* by plotting such areas on the old map and giving old *dag* numbers to the plots concerned. This will have to be done only in the cases in which the extension exceeds a *bigha* in individual cases. Otherwise, this should be neglected.

(ix) In the case of resurveyed blocks in blue prints, there were probably some omissions in noting the new cultivation. This will be found out at the time of the preparation of the Rate Table and revenue will have to be realised later on by *tauzi bahir* list. No attempt should be made to find this out at this stage, as this will hamper the *Daul* work.

(x) *Jamabandis* will have to be corrected for the Mauzadar's *faut*, *ferar* and *jotrahin* lists, as provisionally approved by the Settlement Officer. Resettlement records will not be corrected for this at this stage but will have to be corrected later on after the list has been verified in the field.

(4) The Attesting Kanungo and the permanent lot recorder will be responsible for the following items of work:—

(2)(i), (2)(ii partly), (3)(B)(i), (3)(B)(ii), (3)(B)(iii), (3)(B)(vi), (3)(B)(ix) and (3)(B)(x), after verification.

The permanent Supervisor Kanungo and permanent lot recorder will be responsible for the following items of work as well as the completion of the *Daul* and its submission in due time:—

(2)(ii), (2)(iii) (3)(A), (3)(B)(iv), (3)(B)(v), (3)(B)(vii), (3)(B)(viii), and (3)(B)(x).

20. Revenue calculation—

(i) The revenue of each *patta* will be calculated independently by two recorders whose working will be compared and passed by a Kanungo.

The first recorder will work out the revenue of each *patta*, class by class, on a separate *khata*, and find out the total revenue and note the 'এব' 'ধবা' and 'পূর্বক'.

The second recorder will then work out the revenue, *dag* by *dag*, on a separate *khata*, enter it in pencil against the *dag* in the draft *jamabandi* and strike the total for the *patta* and note the 'এব' 'ধবা' and 'পূর্বক'.

The Kanungo will then compare the revenue as calculated by the first recorder with the revenue entered in the draft *jamabandi* against the *dags* and the total revenue, etc., and will also enter the revenues against the class areas noted in the left hand bottom side of the *patta* with the total revenue. If the two workings do not agree a third recorder must recalculate the revenue until the discrepancy is reconciled. The total revenue of the village will be found out by adding up the *patta* revenues by 15 *safas* and verifying it with the total of the revenues of the different classes of land in the village.

In the districts, where the calculation of revenue, *dag* by *dag*, is not required both the recorders will work out the revenues by classes.

(ii) Revenue may be calculated with the help of a table in which the revenue of all the fractions and some multiples of a *bigha* are shown for each rupee and its fractions.

In the Assam Valley, revenue may also be found out by representing the area in decimals of *bigha*, *katha* and *lessa* and multiplying it with the rate of revenue in annas and converting the product to rupees, annas and pies. In the total of the *patta*, the pies have to be eliminated to the nearest anna. If the case of *pattas* of over a hundred rupees revenue, the annas also have to be eliminated to the nearest rupee.

(iii) The rates of revenue of different classes of land are worked out by multiplying the unit rate of the village with the corresponding factors of the classes, the product being taken to the nearest anna. The *bigha* rates of the different classes of land of each village will be found in the village note as well as the *Gazette* in which the sanctioned rates were published.

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