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THE
ASSAM
LAND RECORDS MANUAL



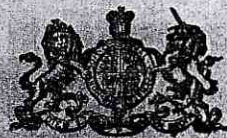
Published by Authority

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PRINTED AT THE EASTERN BENGAL AND ASSAM
SECRETARIAT PRINTING OFFICE

1903

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LAND RECORDS MANUAL.

PART I.—MANDALS.

Section 1.—Appointment and qualifications.

1. Mandals will be appointed by the Deputy Commissioner, but save in the case referred to in Rule 6, the sanction of the Director must be obtained when it is proposed to appoint a man who does not possess a second-class survey certificate or an equivalent certificate from the Director.
Appointment.
2. Subject to the sanctioned scale, the grant of grade promotion to a mandal rests with the Deputy Commissioner. But if the Director recommends the grant of promotion to a particular mandal, his recommendation is to be accepted unless the Commissioner disagrees.
Promotion.
3. As it is desirable to localise mandals as far as possible, no mandal is to be transferred from one circle to another without the sanction of the Commissioner.
Transfers.
4. The punishment and dismissal of mandals vests in the Deputy Commissioner, and appeals from the Deputy Commissioner's orders lie to the Commissioner, who will consult the Director of Land Records and Agriculture before disposing of appeals from orders of dismissal. If the Director recommends the punishment or dismissal of a mandal, his recommendation will be accepted unless the Commissioner disagrees. In subdivisions, the Subdivisional Officer will exercise the powers vested in the
Punishment.

Deputy Commissioner, subject to the Deputy Commissioner's approval. An annual statement of punishments imposed by the district authorities will be submitted to the Director for record in his office.

5. A mandal is expected to make his home in his circle, permanently residing in it with his family. But the Deputy Commissioner may exempt from residence a mandal whose home is within two miles of the limit of his circle. And if the circle lies in country that is annually inundated, and contains no village in which a mandal can be reasonably expected to take up his abode, the Commissioner may permit him to make his home in the nearest suitable village, although beyond the two miles limit. A mandal who is not resident within the meaning of this rule, and has not secured exemption, will receive no promotion and will be liable to dismissal if he can be replaced by a resident mandal.

6. The family of a mandal who is resident according to the meaning of the foregoing rule will have a qualified hereditary claim to his appointment—that is to say, in the event of the mandal's death, or of his vacating his circle otherwise than on dismissal, he will be succeeded by a member of his family if such a member is forthcoming who is qualified in all respects save in the possession of a survey certificate. The person claiming succession need not be the legal heir of the previous incumbent, and need not even be connected with him on the father's side. A son-in-law may be admitted to succeed. But if there are several claimants, all equally qualified, succession will go to the one nearest in relationship. Provided that a person succeeding under this rule will be liable to removal, with forfeiture of the family's hereditary claim, if he does not secure a survey certificate within one year of the date of his appointment. He will be allowed to attend the survey school for one year without payment of fees.

7. No one will be appointed to be a mandal who is not of 18 years of age or over, who has not been educated up to the lower primary standard, who in the opinion of the Deputy Commissioner is physically or morally unfit for the appointment, or save with the sanction of the Director, or in the case referred to in Rule 6, who does not possess a second-class survey certificate.

No permanent appointment will be given to a man who is not resident in his circle or has not been especially exempted from residence under Rule 5.

8. (1) All persons holding the office of mandal who do not hold a second-class certificate, and who have not been exempted prior to 1st April 1895, will be required by the Deputy Commissioner to attend the Survey School and to pass the prescribed examination.

(2) Only one mandal at a time will ordinarily be sent from any one mauza to the Survey School, and during his absence his work will be distributed by the Sub-Deputy Collector amongst the remaining mandals of the mauza: provided that if, in the opinion of the Deputy Commissioner, a substitute is required, one may be appointed on Rs. 4 a month and maintained at Government expense during such period, not exceeding two terms, as the mandal under training may require to enable him to qualify.

9. A mandal who fails to pass the examination at the close of his second term of study will be liable to summary dismissal. The Deputy Commissioner may, under special circumstances, permit the mandal to remain at the School for a third term, but in this case he will draw no pay until he has succeeded in passing the examination.

10. Mandals who fail to attend regularly after their names have been entered on the School list will lose their pay for each day of absence, except in case of

sickness supported by medical certificate, and accepted by the Deputy Commissioner.

11. A mandal who has obtained a second-class certificate will be allowed to study for the first class during two terms under the conditions noted in Rule 8 (2). If he passes the first-class examination, he will receive a first-class certificate.

12. A mandal who obtains a second-class certificate will be eligible for, but not necessarily entitled to, promotion to the second grade, provided that the Deputy Commissioner, on general grounds, thinks him suitable for this grade. A mandal who obtains a first-class certificate will at once be promoted to the second grade, if not already in that grade, and will be eligible for, but not necessarily entitled to, promotion to the first grade.

13. A mandal will ordinarily be allowed to present himself at any Survey School examination without having attended the school, on condition merely of giving the Deputy Commissioner one week's notice: provided that no mandal can appear at the first-class examination until he has obtained a second-class certificate.

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

Section 2.—Duties—General.

15. The mandal's principal duties are *firstly*, the annual revision of the land revenue assessments by the inclusion of newly occupied land, and by the exclusion of land that has been relinquished or struck off; *secondly*, the recording of mutations that occur amongst raiyats, and, in special cases, the recording of mutations that occur amongst tenants; and *thirdly*, the compilation of area statistics.

16. In surveyed areas the procedure for carrying out these duties rests upon the maintenance of (a) a field map, (b) a field catalogue or *chitha*, and (c) a field ledger or *jamabandi*. The *chitha* will be in Form I appended and will include all the fields (*dags*) of a village. It may continue in use for two or for three years, being annually faired out by the mandal for a half or a third of the villages in his circle, according as the total number of *dags* in his circle falls short of or exceeds 6,000. The *jamabandis* for periodically and annually settled holdings will be in Form III. Fields periodically settled will be recorded separately from fields annually settled and for the latter only will a fresh *jamabandi* annually be prepared, entries affecting the former being kept up to date by correction.

17. In unsurveyed areas no map is maintained, and a special form is used for the *chitha* (Form II). The *jamabandi* will be in Form IV, being prepared in separate parts for periodic and for annual holdings.

18. Mandals whose circles are as yet unsurveyed will be expected to gradually survey them. When the settled area lies in detached blocks (*pathars*) separated from one another by large stretches of jungle, no attempt need be made to lay down village boundaries. Each *pathar* can be surveyed and plotted independently by triangulation, its general position being indicated on an index map traced from the four-inch Revenue Survey maps in the district office. Mandals who extend the survey of their circles under this rule will be entitled to a reward calculated at three pies per *bigha* of cultivation.

19. The mandal is responsible that all land that is taken up with or without formal application is brought on to the *chitha* and *jamabandi* as settled, and is

assessed. This rule does not, however, apply to encroachments on land reserved for public purposes which should not be recognized but should be separately reported. When correcting his map, he must have by him all sanctioned applications of the current year, and after plotting on the map the areas settlement of which has been sanctioned, he will endorse the applications to this effect and will return them to office.

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

21.* Notices of relinquishment will be made over to the mandal under the endorsement of the officer receiving them, and the mandal will enter them in a Register in Form VI, and will check them in the course of his hot-weather tour.

22. Fields that have been really relinquished will be excluded by him from the *chitha* and *jamabandi*, but he will not exclude fields the settlement-holders of which are found by him to be in possession. He will submit a separate report on such fields for the orders of superior authority, and will assess them with the 50 per cent. penalty under Rule 52 of Section II of the Settlement Rules.

23. The mandal will annually prepare for each village, in Form VII appended, a separate list of all fields abandoned by raiyats who are *faut ferar* or *jotrahin*, noting whether they were annually or periodically settled. The list must be completed by the 1st May.

* This rule is not to be taken as abrogating any orders in force under which mandals are for special reasons permitted to receive relinquishments from the raiyats direct.

24. Orders for the annulment of settlement will be noted by the mandal in the remarks column of the *chitha*.

Records of annulments.

25. The mandal annually will make two tours of field inspection, *viz.*, a spring tour from 15th February to 15th June (for the regular settlement), and a winter tour from 1st November to 15th January (for the supplementary settlement). On the completion of his spring tour he will come into office (for the summer recess) in order to prepare the papers for the regular settlement, and he should arrive in office for this purpose by the 15th June without fail. He should be permitted to return to his circle as soon as possible, and endeavours should be made to limit the period of his attendance to two months. On the completion of his winter tour he will also come into office unless arrangements can be made (as are desirable) under which he will prepare his supplementary settlement papers in his circle, under the supervision of the kanungo. If such an arrangement is not possible, he should attend office not later than the 15th January, and should not be detained for a longer period than, at most, a month.

Field tours and recesses.

26. When the mandal's recess station is not at the headquarters of the registrar kanungo he will, towards the end of the hot-weather recess, go to the registrar kanungo's office with his *chitha* and *jamabandi* in order to make the transfers and corrections referred to in Rules 94-96.

Correction of jamabandi register.

On these occasions, the mandal should not be detained for a longer period than three days in the registrar kanungo's office, and, to facilitate the disposal of work, the mandals should be sent to the registrar kanungo's office in batches, and not all together.

27. No mandal may, under any circumstances, get leave of absence, even without pay, during the following periods, except

Absence from duty.

on production of a medical certificate signed by the Civil Surgeon of the district, or, where there are subdivisions, the head Hospital Assistant of the subdivision:—

(1) November 1st to date of filing the Area and Crop abstracts;

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

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

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

28. The mandal will maintain a diary in a paged bound book in which he will enter each day what work he has done during the day, where he has been working, and where he spent the night.

When the Sub-Deputy Collector, the kanungo, or any other officer inspects the mandal's work, he will briefly record the results of his inspection in the mandal's diary against the date of his visit.

When the mandal has occasion to visit the tahsil or the sadar, or to attend any Government office, he will invariably obtain in his diary the signature of the officer in charge of the office he attended, attesting the number of days on which he was occupied.

29. Every Sunday the mandal will forward to the Sub-Deputy Collector's headquarters (using the post if possible) a progress return in Form V appended. Failure to submit the return will be punished automatically with a fine of 8 annas unless the Deputy Commissioner in any particular case sees proper to remit it.

30. The mandal must give the raiyats any information touching their own holdings to which they may require of him, especially as to the numbers of the fields they may wish to resign. He should know for every village in his circle the rates per *bigha* at which unsettled land can be taken up and will inform any person desiring to know.

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

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

33. Theodolite stations shown in the maps are marked by a *simul* tree planted 5 feet magnetic north of the theodolite peg. Should the tree die or be destroyed, the mandal must replace it by a cutting not less than 10 feet long, 6 inches in diameter in the middle, planted 3 feet deep in the ground. Around this must be erected a mound 4 feet high and 7 feet in diameter at the base tapering to 2 feet at the top; the earth must be well rammed down, and a gabion of bamboo fencing must be erected around it. The earth should be taken from 3 square pits to the north, east, and west of the bough, and 6 feet from it. The mandal must be careful to see that these mounds are maintained uninjured.

No tree will be replaced except during rainy weather; the best time for replacing injured or dead trees is immediately after the weather breaks in the spring, i.e., during the months of April, May, and June.

34. Should the mandal be unable to discover or be doubtful about the exact position of a theodolite station or boundary mark, he must never mark it permanently on the ground, except under the direct superintendence and in the presence of the supervisor kanungo.

35. In villages which have been cadastrally surveyed, but which are classed as *fluctuating*, the mandal need only maintain marks at trijunctions and at a few salient points on the boundary.

36. Should a mandal be transferred, he must personally make over to his successor all the books, papers, and instruments of the circle.

37. The following are the Registers and statements maintained and prepared by the mandal :—

- (1) *Chitha* of the preceding settlement, or, in tracts which have been resettled, a list of fields giving areas and classification.
- (2) Current *chitha* (Form I or Form II).
- (3) Periodic *jamabandi* (Form III or Form IV).
- (4) Annual *jamabandi* (Form III or Form IV).
- (5) Relinquishment Register (Form VI).
- (6) *Faut-ferar* and *jotrahin* List (Form VII).
- (7) Register of Survey Marks (Form VIII).
- (8) Area and Crop Statement (Form IX).
- (9) Diary.
- (10) Plus and Minus Assessment Abstract (Form X).
- (11) Note book for record of map checking (Rule 53).
- (12) In districts that have been resettled a statement showing for each village the factor for each class of land, the sanctioned unit rate, and the resulting *bigha* rate.

Section 3.—Maintenance of the field map.

38. In villages in which cultivation changes but little the mandal may carry on a single map for two or three years. In villages in which changes are numerous, and in the case of all fluctuating villages, he will work upon a fresh map each year.

New map when required.

39. The mandal must keep his map clean and protected from damp, using a hollow bamboo joint as a case for it.

Care of map.

40. He must maintain close to his home, and also in his circle, if his home should not be in his circle, on a level piece of ground, a measuring standard, 66 feet long, whereby to test his chain and offset pole. The total distance must be marked off on the ground by large permanently-fixed pegs of wood (not bamboo), and must be divided into ten equal divisions of ten links each by smaller pegs. All mandals, when going out to measure in the morning, must always test their chain before beginning work, and rectify any errors that may be found. Every mandal must know how to correct the length of his chain, *viz.*, by opening or closing the joints of the rings.

Chain testing.

41. All mandals should be provided with a tale or cellulose square showing *katha* squares on a scale of 16 inches to a mile, a pair of compasses, a cardboard scale and a 20-link pole. The mandals of traets in which cultivation fluctuates or is spreading will also be supplied with a Gunter's chain, a plane-table, a cross-staff or optical square, a lead pencil, a piece of rubber, and an offset slip.

Instruments.

42. The mandal will verify on the ground all fields shown in the map in pencil, correcting the boundaries where necessary. After verifying a relinquishment, he will rub out the boundary if it is in pencil and cross it out (in pencil) if it is printed or in ink. The same procedure will apply to fields excluded from settlement by order.

Verification of relinquishments.

43. During his field tours the mandal will (1) bring on to the map all (*kabula*) areas that have been settled upon application, (2) survey all new cultivation and extensions of cultivation, carefully exploring the unsettled lands and *sarkari dags* of his villages to ensure that no new cultivation or extension of cultivation escapes notice, and (3) go round the periodically-settled fields of his villages and make any corrections on the map which are needed in order to give effect to orders passed by the Sub-Deputy Collector in mutation proceedings.

44. The mandal is not permitted to alter the boundaries of a periodic field. When the area transferred is a portion of a *dag*, and when the parties concerned so desire it, he will survey it and show in his map its boundaries, but a separate number will not be assigned to the portion transferred nor separate entry made in the *chitha* until the Sub-Deputy Collector has sanctioned mutation.

45. Lands which the mandal finds during his winter tour to have been taken up for cropping with *ahurice* during the summer following will not be surveyed or assessed by him till he commences his tour for the regular settlement.

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

- (1) On the face of the map the mandal will maintain a list of available numbers, adding to it when any field has been struck off the map after relinquishment or for any other cause.
- (2) If a portion of a *sarkari dag* be taken up, one of these available numbers will be assigned to it. If there are no available numbers, a new number following the last number of the village will

be given. In numbering new fields the mandal should endeavour to maintain, so far as is possible, serial numbers in each block of new cultivation. The mandal is expected to point out on his map any number without hesitation.

47. In surveying, the following instructions must be observed :—

Methods of survey.

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

48. The boundaries of all new fields and changed boundaries of old fields are to be plotted in pencil continuous lines.

49. The boundaries of periodically-settled fields (including the crossing out of obsolete boundaries) will be inked up in office. The boundaries of annually settled fields will be left in pencil.

50. When a fresh map is taken, the mandal will bring it up to date before leaving office for his spring tour by transferring to it all changes which are shown upon the map used by him during the tours last preceding.

Preparation of map
for new field work.

51. If the fluctuations since the map was printed would necessitate much plotting over printed lines, a trace must be prepared, on which should be shown (a) in ink the boundaries of the village and any permanent marks, such as theodolite stations, roads, kanungos' mounds, etc., (b) in ink lines the boundaries of all periodic fields which have not been resigned or abandoned, (c) in pencil lines the boundaries of all annual fields which have not been excluded. Where the fluctuations necessitate much plotting over printed lines only on a part of the map, it will suffice to make a trace, as described above, of that part only, which should be neatly pasted over that portion of the map of which it is a trace. The person preparing a trace must invariably sign it as a token of his responsibility for its accuracy.

52. When the mandal takes out a new map, he will retain the map in previous use till the end of the following winter tour, and will then file it with the registrar kanungo after noting clearly upon it the year or years to which it relates.

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

Mandal's record of map testing by superior officers.

Section 4.—The Chitha.

54. Columns 1, 2, 3, and 4 will be filled up before the mandal takes the field for the spring tour. During the two or three years for which the *chitha* will be in use (see Rule 16)

Columns 1, 2, 3, and 4

its entries will be annually corrected in accordance with the procedure described below, and the mandal is responsible that its entries as corrected are a complete and accurate record of the facts of each year. Red ink may be conveniently used for the first year's corrections, green ink for the second, and violet ink for the third.

55. If there has been a change in the settlement-holder, as shown in column 3, the name should in the case of annual *patta*-holders be corrected at once.

Entry of unregistered mutations.

In the case of periodic *patta*-holders no correction must be made without the sanction of the Sub-Deputy Collector, but the name of the persons in actual possession must be shown in column 5, and a word be entered to indicate the cause of change (inheritance, purchase, etc.). The name given in column 5 will be transferred to column 3 as soon as mutation is sanctioned.

56. When entire *dags* are excluded from settlement as relinquished, he will substitute the word "sarkari" in place of the name of the holder and transfer the area from columns 7-11 to columns 14 and 15 of the *chitha*. Should the boundaries and numbering of the relinquished field have been erased or cancelled (Rule 42) the *chitha* entry will be scored out, the area of the field being added to that of the adjacent *sarkari dag* and the number of the field being included in the list of available numbers [Rule 46 (1)]. If the field is again taken up wholly or in part it will be dealt with in the same manner as any other *sarkari dag*.

Treatment of sarkari dags.

57. A similar procedure will be followed in the case of *dags* that have been brought by the mandal on to his *faut ferar* and *jotrahin* list, the name of the holder being scored out and the word *sarkari* being submitted.

Exclusion of faut ferar and jotrahin fields.

58. Column 6 will only be filled up when special orders are issued for the record of tenancies. Changes will be shown by correcting the previous entry.

Column 6.

59. Columns 7-11 refer to settled fields only. 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, classed, 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*.

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

61. If a crop for which a special column is provided in the Crop abstract (Form IX) is grown on house garden land, it will be separately recorded, its area being deducted from the total area of the house garden, and the balance being recorded as *basti*. Clumps of bamboos included in house gardens will be recorded as *basti*.

62. 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. Double cropping is generally effected by the growth of a crop of *ahu* before the crop which the mandal finds on the ground. The mandal 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 the total of columns 8, 11, and 15, minus column 9, should correspond with the total of column 2.

63. Columns 12 and 13 are only to be filled up in the case of annual fields, or periodic fields that are settled periodically for the first time.

In tracts that have been resettled, the class that will be entered in column 12 will be the class recorded by the Settlement Officer for the plot of land in which the field is situated.

In tracts that have not been resettled, the class shown in column 12 will be *basti*, *rupit*, *faringati* or *tea*.

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

Road or embankment.

Under water.

Waste.

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

Column 16.

Tea-garden coolies.

Ex-tea-garden coolies.

Others.

If a field has been reserved by special order for a public purpose (as for grazing or camping) the fact should be noted in this column. A list of fields so reserved should be maintained by the mandal on a page at the end of the *chitha*.

Section 5.—The Jamabandi.

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

67. The principal record of periodic and special *pattas* —that is to say, of "landholding" tenures,—is the Jamabandi Register. This is the *jamabandi* prepared at the last preceding resettlement of the district. It is maintained by the registrar kanungo, and kept up to date by the making of corrections. Fields will be struck off as

The jamabandi register.

relinquished or excluded for *faut-ferar* and *jotrahin*, or under special orders, or added as newly settled, on the basis of the mandal's annual *chitha*. No mutation of names can be effected without the order of the Sub-Deputy Collector or an officer of superior rank.

68. A duplicate of the jamabandi register (called the *local periodic jamabandi*) is kept by the mandal for reference. It will be at the disposal of the mauzadar or tahsildar when required for the preparation of the annual collection register (*wasil tahsil*). Any alterations made in the *Jamabandi* register must be made in this copy also.

69. Fresh *jamabandis* will annually be prepared by the mandal for annual *pattas* as recorded at regular settlement and as recorded at supplementary settlement. They need not be copied. The originals will be kept by the mandal, but will be at the disposal of the mauzadar or tahsildar for the preparation of the annual collection register (*wasil tahsil*).

70. In the annual *jamabandi*, columns 6 and 7 will be filled up throughout from columns 12 and 13 of the *chitha*. In the periodic *jamabandi* entries will be made in these columns only in the case of new holdings or in the case of holdings that have changed by gaining or losing fields, and the revenue of which is to be recalculated. In districts that have been resettled, the class as recorded by the Settlement Officer is invariably to be accepted.

Section 6.—Spring Tour.

71. When the mandal leaves office for his spring tour he will take with him—

- (1) The village map.
- (2) The periodic *dagchitha*, or, if the district has been resettled, the Settlement Officer's list of *dags*, showing areas and land classing.

- (3) The *chitha*.
- (4) The relinquishment register.
- (5) Sanctioned applications for waste land.
- (6) The supplementary settlement *pattas* for distribution.

Operations of spring tour. 72. The mandal's work during the spring tour falls under the following heads :—

- (a) Distribution of *pattas*.
- (b) Survey of new lands.
- (c) Verification of relinquishments.
- (d) Preparation of *faut-ferar* and *jotrahin* lists.
- (e) Preparation of *chitha*.
- (f) Inspection of survey marks.

Distribution of *pattas*. 73. The mandal should commence by distributing his *dariabadi pattas*, which must all be in the raiyats' hands by 1st March.

Mapping of new cultivation. 74. New cultivation and extensions of cultivation will be entered as they are mapped, areas being calculated on the spot.

Verification of relinquishment. 75. Relinquishment petitions when received from the registrar kanungo will be verified on the ground and the necessary entry made in the field *chitha*. A list of verified relinquished *dags* will be kept on a blank page of the *chitha*.

Preparation of *faut-ferar* and *jotrahin* lists. 76. The mandal will prepare in Form VII a list of unoccupied fields, the settlement-holder of which has died, leaving no heir (*faut*), or who has absconded, leaving no trace of his whereabouts (*ferar*). He will also enter separately unoccupied fields, the settlement-holder of which is bankrupt (*jotrahin*) and has abandoned the whole of his cultivation, and any fields which

he has been ordered to exclude, as *jotrahin*, by the Deputy Commissioner.

77. During his tour the mandal will visit as many of the fields of his circle as possible, and in the case of fields held on periodic *patta* in which unregistered changes of possession (other than subtenancies) have occurred will enter in column 5 of the *chitha* the name of the unregistered *dakhalkar*, indicating by one word the manner in which possession has originated (e.g., inheritance, purchase, mortgage, exchange, trespass, &c.). Changes of possession affecting fields held on annual *patta* will be given effect to by altering the entry in column 3.

78. Necessary particulars of the fields newly surveyed must be entered in the field *chitha* at the time of survey. If the new field forms a portion of a *sarkari dag* the number of that *dag* should be quoted. A list of new fields surveyed must be kept in a blank page of the *chitha*.

79. During the spring tour the crop columns of the *chitha* will only be filled up for the following crops:—

Rice seedlings.
Ahu and other broad-
 cast highland rice.
 Broadcast *baa*.
 Sugar.
 Cotton.

Jute.
 Tobacco.
 Tea.
 House gardens.
Som trees for silk.
 Castor for silk.

Section 7.—Summer Recess.

80. Mandals who fail to appear in office on the 15th June will be fined 4 annas for each day of absence, unless exempted by the Sub-Deputy Collector.

Automatic fine.

81. The duties of the mandal during the summer recess fall under the following heads:—

Work in recess.

- (a) Verification of areas.
- (b) Correction of local periodic *jamabandi*.
- (c) Preparation of the annual *jamabandi*.
- (d) Totalling the annual and local periodic *jamabandis*.
- (e) Totalling the *chitha*.
- (f) Preparation of the village and circle Plus and Minus settlement abstract.
- (g) Correction of the *Jamabandi* Register consequent on mutations, relinquishments, etc.
- (h) Completion of map.

82. For all new fields surveyed during the spring tour the mandal will recalculate the area by the talc square and check column 2 of the *chitha*. Where the new field formed part of a *sarkari dag* he will make a corresponding alteration in the area of the *sarkari dag*.

Verification of areas.

83. At this stage corrections in the local periodic *jamabandi* will be limited to adding new fields and deducting those excluded. Corrections necessitated by mutation will not be undertaken until after the circle Plus and Minus settlement abstract has been completed.

Correction of local periodic jamabandi.

84. All new land surveyed in the spring tour taken up for the cultivation of transplanted rice or for residential purposes, and any land in regard to which special or general orders exist, will be settled on periodic lease and entered in the periodic *jamabandi*. In such cases the word "periodic" will be entered in column 4 of the *chitha*.

Rupit and basti to be periodic.

85. Fields newly settled will be entered in the local periodic *jamabandi*, and fields excluded will be struck

out. The necessary corrections must be made in the page and village totals. After the completion of the circle Plus and Minus settlement abstract, and when effecting changes consequent on mutation, relinquishment, etc., the *Jamabandi* Register must be corrected in the same manner so as to bring the two records into agreement in all respects.

86. The mandal will then prepare his annual *jama-bandi* for each village, obtaining the necessary particulars from his *chitha*. No copy need be made.

The annual *jama-bandi*.

87. In districts which have been resettled the mandal will calculate the revenue to be assessed on new fields as follows:—Multiply the area of the field by the factor of its class. In the product so obtained disregard fractions appearing as less than one-half of a *bigha*, and take as one fractions appearing as more than one-half of a *bigha*. Multiply by the unit rate, and the result is the revenue of the field in annas.

Method of calculating revenue.

Example :—

To calculate the revenue on a field of *faringati* (factor 6) area 4b. 4k. 1l. in a village with a unit rate of 1.20—4b. 4k. 1l. $\times 6 = 28-4-6$.

There are therefore 29 soil units in the field. The revenue is obtained in annas by multiplying the number of soil units by the unit rate—

$29 \times 1.20 = 34.8$ annas = Rs. 2-8, which is the revenue of the field.

88. Should *bigha* rates be required, in districts which have been resettled, they are calculated by multiplying the factor of the class by the unit rate. The result is the rate in annas. Fractions of an anna less than 6 pie should be disregarded. Fractions of an anna equal to or greater than 6 pie or over should be treated as one anna.

Conversion of unit rate into *bigha* rate.

89. In districts which have not been resettled the revenue to be assessed on new fields will be calculated according to the kind of the land (*basti*, *rupit*, *farin-gati* or tea) and the class of the village.

Rates in districts which have not been resettled.

90. After correcting the local periodic *jamabandi* the mandal will make an abstract of the local periodic *jamabandi* for each village, showing class by class the additions and deductions, both area and revenue, from each cause. He should make this on a spare page at the end of the volume. He will make a similar abstract of the annual *jamabandi*.

Preparation of village abstracts and totals.

91. After totalling the periodic and annual *jama-bandi* the mandal will total his field *chitha* by tenures. The total of the *khiraj* area abstracted from the field *chitha* must agree with the total *khiraj* area in the periodic and annual *jamabandis*.

Totalling and comparison of *chitha* and *jamabandi*.

The preparation of the village and circle Plus and Minus settlement abstract.

92. A Plus and Minus settlement abstract in Form X will then be prepared for each village. From the several village abstracts the mandal will compile a consolidated abstract (in the same form) for his circle. Each mandal will be provided with a bound volume of printed forms of abstracts used for each settlement, regular and *daryabadi*. This volume will remain in the mandal's possession.

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

94. After filing his Plus and Minus settlement abstracts the mandal will proceed to correct the local periodic *jamabandi* and the *Jamabandi* Register, so as to carry out changes which have been sanctioned by the Sub-Deputy Collector and which appear over the

Correction of *Jama-bandi* Register.

Sub-Deputy Collector's initials in the field *chitha*. In all cases, the mandal will initial and date the correction and quote the date of the Sub-Deputy Collector's order.

95. At the same time that the mandal makes these corrections in the *Jamabandi* Register, the changes already made by the registrar kanungo in the *Jamabandi* Register will be brought on to the mandal's field *chitha* and the local *jamabandi*.

Change ordered by the Court.

96. When the mandal spends his recess elsewhere than at the headquarters of the district or subdivision, he will, for the purpose of complying with the above rules, visit the subdivisional headquarters for a period not exceeding one week. He must take with him his own field *chitha* and the local periodic *jamabandi*.

Visit to headquarters.

97. The mandal may on no account leave his recess headquarters either for the purposes of the foregoing rule or for any other cause until he has completed his Plus and Minus settlement abstracts.

98. It will be the duty of the mandal to prepare new *pattas* for annual holdings, and for periodic holdings for which *pattas* issue for the first time. Annual *pattas* will be in Form XI and periodic *pattas* in Form XII appended. The correction of periodic *pattas* that is applied for in consequence of mutations will be the business of the registrar kanungo.

Preparation of new pattas.

99. The mandal will then prepare his field map for the ensuing tour by (a) inking up periodic fields newly settled, (b) erasing excluded fields when in pencil and crossing out boundaries of excluded fields when printed or already inked, (c) correcting up to date the list of available numbers kept on the face of the map. The boundaries of annual fields which have not been excluded will be shown in pencil (see also Rule 51).

Inking periodic fields on the map.

Section 8.—Winter Tour.

100. The mandal's work in the winter tour will fall under the following heads:—

Operations of cold-
weather tour.

- (a) Distribution of *pattas*.
- (b) Supplementary survey and settlement.
- (c) Completion of Area and Crop abstracts.
- (d) Inspection of survey marks.

101. * The mandal should commence by distributing his regular settlement *pattas*, which should be in the raiyats' hands by the 15th November.

Distribution of pat-
tas.

102. In surveying and mapping *daryabadi* lands the mandal will follow Rules 43-48, and he should again examine all *sarkari daks* to ensure that no land taken up escapes assessment. He will inspect all those fields not already inspected under rule 77 in the hot-weather tour. He will complete the entries in the crop columns of the field *chitha* for those crops which have not already been entered during the hot-weather tour.

Survey of daryabadi.

Section 9.—Winter Recess.

Operations of winter
recess.

103. The duties of the mandal during the winter recess fall under the following heads:—

- (a) Verification of areas.
- (b) Preparation of the Area and Crop abstract.
- (c) Preparation of the annual supplementary *jamabandi*.
- (d) Totalling of *jamabandi* and field *chitha*.
- (e) Preparation of village and circle supplementary Plus and Minus settlement abstract.
- (f) Preparation of new *pattas*.
- (g) Copying field *chithas* for the ensuing year.

* This rule does not abrogate the taking of *kabuliats* where their execution is in force.

As mentioned in Rule 25, it is desirable that, if possible, the mandal should be permitted to perform these duties in his circle, under the supervision of the kanungo, as this arrangement will leave him more time for his field work.

104. In carrying out (c), (d), and (e), the mandal will conform to the rules contained in Section 7 on the same subject. All land taken up in the supplementary settlement will be treated as annual. Land of the kind mentioned in Rule 84 will be converted into periodic at the following regular settlement.

105. The mandal immediately on coming to office will start compiling in Form IX his Area and Crop abstract, which should reach the supervisor kanungo not later than 1st February. A line of totals should be struck for each page in the *chitha*; the line should be totalled in groups of 10 or 15, and a grand total should be struck for the village.

106. After completion of the circle Plus and Manus settlement abstract the mandal will prepare annual leases for *daryabadi* lands.

107. The mandal will then prepare from the current field *chithas* new field *chithas* for a half or a third of the villages of his circle, according as the total number of fields in his circle fall short of or exceeds 6,000. He will write up columns 1, 2, 3, and 4.

In cases of sanctioned mutations the entry in column 4 (names of pattadars) will be changed according to the orders passed.

In cases where an entry has been made in column 5, but mutation not sanctioned, the entry will be repeated.

Section 10.—Unsurveyed areas.

108. In unsurveyed as in surveyed areas the duty of the mandal is to enter correctly in a *chitha* (Form 11) the name of every

person occupying land, the area occupied, the class of the land, the crop grown and the other particulars prescribed, and to keep the record correctly up to date year by year. In unsurveyed areas the records to be kept by a mandal do not include a map.

109. The mandal will tour at the same seasons and be in recess from the same dates as is prescribed for the mandal of surveyed areas.

Tour and recess.

110. In order to ascertain the area of each field, the mandal will measure the sides with a mauzadari *tar* of 12 feet and enter the lengths in the proper columns in the *chitha*. The average length multiplied by the average breadth gives the area.

Method of survey.

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

Numbering of fields.

112. The mandal will write up the *chitha* (Form II) at the same time that he surveys the field. The *chitha* will contain all fields, whether annual or periodic, and will be rewritten every year. He will maintain in a blank page of the *chitha* a list of new fields.

The dagchitha.

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

(1) Annual *jamabandi*—Form IV.

(2) Periodic *jamabandi*—Form IV.

(3) Relinquishment Register—Form VI.

(4) *Faut-ferar* and *jotrohin*—Form VII.

(5) Plus and Minus settlement abstract—Form X.

114. The mandal will deal with relinquishments, and *faut-ferar* and *jotrohin* cases in the same manner as is laid down for surveyed areas.

115. The mandal will prepare the annual *jama-bandi*. He will also correct the periodic *jama-bandi* in the manner prescribed for correcting the periodic papers in surveyed areas.

116. The circle Plus and Minus settlement abstract and the Area and Crop abstract will be prepared in the same form and at the same time of year as for surveyed areas.

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

PART II.—KANUNGOS.

Supervisor kanungos.

118. Appointment to the office of supervisor kanungo will be made by the Director from the men whose names are borne on the register of approved candidates which is maintained in his office. District officers have power to recommend the entry in this register of the names of duly-qualified mandals. Promotions and transfers are made by the Director.

119. The Commissioner, Director, and Deputy Commissioner have concurrent power of punishment by fine or suspension. All such orders when passed by the Commissioner or the Deputy Commissioner must be reported to the Director for record in his office. Orders involving reduction or dismissal will be made only by the Director. The Commissioner will inform the Director of any cases in which he is of opinion that orders of this nature should be passed, and if the Director declines to act on his recommendation, the Commissioner will be at liberty to refer the matter to the Chief Commissioner for decision.

To keep a pony.

120. A supervisor kanungo must keep a serviceable pony.

121. A certain number of monthly field allowances are allotted to each district for distribution amongst the supervisor kanungos of the district. They will be granted and may be withdrawn by the Director.

Field allowances.

122. The supervisor kanungo of each circle must live in his circle at the place which is appointed by the Deputy Commissioner to be his headquarters.

Residence.

123. The pay of supervisor kanungos whose headquarters are more than 10 miles distant from sadar or subdivisional headquarters may be remitted by postal money orders. Provided that (1) when a supervisor kanungo is expected in the station in connection with his work within a short period after the close of the month, his pay should be kept over and given to him on his arrival ; (2) when the supervisor kanungo's headquarters are also the headquarters of a tahsil, and a peon is about to be sent there on other business, the supervisor kanungo's pay may be sent to him by the peon. It is only when it would otherwise be necessary either to keep back his pay or let him come in to fetch it, that the post office should be utilised for the purpose of remitting it to him.

Disbursement of pay.

124. A supervisor kanungo must not leave his circle except as provided for in these rules without the written permission of the Deputy Commissioner. No supervisor kanungo must, under any circumstances, be given leave of absence, even without pay, during the following periods except on production of a medical certificate signed by the Civil Surgeon of the district, or, where there are subdivisions, the head Hospital Assistant of the subdivision :—

Leave of absence.

- (1) November 1st to date of filing the Area and Crop abstract ;
- (2) March 1st to date of completion of all papers of the regular settlement :

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

125. Should a supervisor kanungo be transferred, he must personally make over to his successor the whole of the books, papers, and instruments of his old circle and take a receipt for them.

Transfer.

126. It is one of the principal duties of a supervisor kanungo to give the raiyats any information touching their holdings which they may require of him.

Information to raiyats.

127. The supervisor kanungo will maintain a diary in a paged bound book, in which he will enter each day an abstract of the nature and amount of each item of work done during the day, where he has been working and where he spent the night.

Diary.

When the supervisor kanungo attends a Government office or court, he should obtain the signature of the officer in charge attesting the number of days for which he was detained.

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

(a) the last regular and supplementary general settlement statement (*daul*) for his circle,

(b) the Area and Crop abstract of his circle.

128. If the supervisor kanungo has made any local enquiries, his diary should indicate the nature of the case and the officer under whose orders he has been working.

129. When the supervisor kanungo has occasion to attend upon any Government officer, he must obtain that officer's signature in his diary, attesting the number of days on which he so attended.

130. Whenever a supervisor kanungo visits a mandal or inspects his work, he must also examine his diary, and note in it the fact of such visit or inspection, the general character of the mandal's work, and any orders passed by him. He will enter in the mandal's note book the results of any check lines that are run.

Entries to be made
in mandals' diary and
note book.

General responsi-
bilities.

131. The supervisor kanungo is responsible for—

- (1) the punctual submission of all returns and statements prescribed;
- (2) the proper and punctual performance by the mandals of their prescribed duties;
- (3) the instruction of backward mandals in their duties;
- (4) the equipment of the mandals of his circle with the necessary survey instruments and the recovery of the price of any instruments, lost or damaged otherwise than by fair wear and tear.

132. Should a supervisor kanungo consider that a mandal's work is slack or badly done, he will report the fact to the Sub-Deputy Collector, with such details as may be necessary to enable suitable orders to be passed.

Report of mandals'
bad work.

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

133. The supervisor kanungo will be supplied with a wired tape for the check of the mandal's chains in his circle.

Check of mandal's
chains.

134. When the supervisor kanungo visits a village in which the mandal has laid out his measuring standard, he must check the standard with his tape and correct it, if necessary.

Check of mandal's
measuring standard.

135. In localities where for any reason the survey is difficult it will be the duty of the supervisor kanungo to have earthen mounds erected not less than four feet high and six feet in diameter at the base, for the purpose of assisting the mandal in his work. These mounds must be carefully placed in position by the kanungo himself, and marked by him on the mandal's map.

136. The supervisor kanungo will be on tour throughout the mandal's hot and cold-weather tours: the prescribed minimum of touring is 200 days.

137. The supervisor kanungo will forward to the Sub-Deputy Collector every Sunday an abstract of his diary for the past week in Form XIII appended.

Check of mandal's field work.

138. The supervisor kanungo will be on his rounds, testing the mandals' work and seeing that they work correctly, during the whole of the mandal's two field seasons.

139. His check will be of two kinds, *first* by measurement and *second* by inspection. The *first* is effected by the chaining of check lines: the *second* by visiting a field, examining its boundaries and its features, and by making enquiries concerning it.

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

141. In fluctuating villages the check lines need not be connected with any theodolite points, and may be run from field corner to field corner. In established villages the check lines should, as far as possible, start from, and end upon, permanent survey marks.

142. The supervisor kanungo must himself correct errors which he discovers in the course of his check chaining, unless they affect the chained distance within individual fields by less than 5 per cent. (*i.e.*, 1 link in 20), or unless they entail a complete resurvey. In this latter case he must record a formal order in the mandal's diary for the resurvey of the fields, and this resurvey must be effected immediately.

143. Discrepancies between the mandal's survey and the supervisor kanungo's check may be due to the expansion or contraction of the map paper or to differences between the chains used for survey and for check, respectively. Care must be taken to secure that such discrepancies are not treated as errors, and that the mandal's survey is not altered on their account.

144. Details of check lines will be entered (1) in the mandal's note book, (2) in a field book of the supervisor kanungo. The details must show any differences of total distances and *katan* distances, as found on the ground and as shown by the mandal on the map. The date of the check, the name of the village, and the numbers of the fields on which the check line began and ended should be entered. The check line should be marked on the mandal's map by a dot-and-dash line.

145. Check by inspection should be effected in the case of not less than 20 per cent. of the entries in the *chitha*. It should include (1) the general examination of field boundaries to ascertain whether any change is needed, (2) the

comparison of the *chitha* entries for crop (including double crop), waste, and fallow with the facts as seen on the ground; (3) the ascertainment, by such enquiry as is possible, of the correctness of the entry showing the settlement-holder in possession.

146. One of the most important purposes of the supervisor kanungo's inspection is to secure that newly-taken land is surveyed, recorded, and assessed, and if it is found that newly-taken land has escaped assessment, it will lie with the supervisor kanungo to explain how it escaped his check. In making this check, he will be assisted by the list of newly-taken fields entered by the mandal on a blank page of the *chitha*.

147. Errors that are found by supervisor kanungo must be corrected by him. He must initial in the *chitha* every number that he checks by inspection, and he must note in his diary the map number of all fields so checked in each village.

148. The supervisor kanungo will check as many as possible of the entries in the list of relinquished fields.

149. In the course of the months of May or June, or during the following cold weather, the supervisor kanungo must check every entry in the mandal's list of *faut ferar* and *jotrahin* raiyats, and must attest the list with his signature. He is responsible for the detection and correction of errors. If his check is not effected until the cold weather, and he finds that fields have been wrongly listed, and have been excluded from settlement, he must submit a report for their re-inclusion in the papers of the supplementary settlement or their assessment as *tauzi bahir*.

150. When the supervisor kanungo visits a village, of he must satisfy himself that all tri-junction marks are in proper order, and, in the case of established villages, that theodolite

stations and supplementary mounds are plainly visible on the ground.

Check of the mandal's recess work.

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

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

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

154. In tracts that have been resettled the supervisor kanungo is responsible that his mandals understand the calculation of revenue by the soil unit system. He should check the revenue calculations in the case of 5 per cent. of the new fields to ascertain whether the correct multipliers have been used.

155. The supervisor kanungo will check 10 per cent. of the page totals in the area and crop abstract in the case of experienced mandals, and 20 per cent. in the case of inexperienced mandals.

Check comparisons.

156. He will further compare—

- (1) Five per cent. of the *jamabandi* entries with the corresponding *chitha* entries ;
- (2) The *jamabandi* total area with the *chitha* total area of settled holdings ;

(3) The entries of the relinquishment register with the *chitha*;

(4) The entries of the *faat fenar* and *jotrahin* lists with the *chitha*.

157. He will check a certain number of entries in each Plus and Minus settlement abstract.

158. He will scrutinise each map as inked up, and see that it has been inked up in accordance with rules.

159. He will sign all the field *chithas* and *jama-bandis* as passed by him.

160. He will compare all new *pollas* with the *jama-bandi* and initial them.

161. He will check 10 per cent of corrections of the local periodic *jamebandi* effected by the mandal under Rule 94.

162. It is one of the most important duties of the supervisor kanungo to prepare the settlement assessment statement (*daut*) for each mauza of his circle. The statement for the regular settlement is due from him on the 1st August, that for the supplementary settlement on the 1st February.

Registers.

163. The most important register to be maintained by the supervisor kanungo is the statistical register of village areas. This will be in Form XIV appended. As the register is in three parts it should be maintained in three volumes. A page will be allotted to each village in which he will enter a line of the totals for each year.

164. Other registers maintained by the supervisor kanungo are—

- (1) Register of Mandals (Form XV).
- (2) Instrument Day Book Account.
- (3) Instrument Ledger Account (Form XVI).

165. The instrument day book account will be in book form, showing the receipt and issue of instruments. Several pages will be allotted to each kind of instrument, and entries will be made as illustrated below :—

				No.
Chains—				
In hand on 1st August 1904	...	...	...	10
1st November 1904 issued to Mandal A. B.	...	...	...	2
				8
1st January 1905 received from registrar kanungo				10
Balance	...	...	...	18

166. The instrument ledger account will be in Form XVI. A set of pages will be allotted for each mandal's circle, and for each year four lines of figures will be entered, showing, respectively, (1) the number of serviceable instruments in hand at commencement of year, (2) the number lost or become unserviceable during year, (3) the number supplied during year, (4) balance of serviceable instruments in hand at close of year.

Returns.

167. On the 1st July the supervisor kanungo must submit an abstract of the instrument ledger account and apply for sanction to writing off list as unserviceable instruments. He will at the same time apply for instruments required to supply deficiencies.

168. He will report the results of his year's inspection work by submitting to the Deputy Commissioner on the 1st July a statement in Form XVII appended. The Deputy Commissioner will forward a copy of the statement in English to the Director of Land Records and Agriculture. Each statement must show the work of the preceding financial year.

169. On the 1st July of each year he will submit, in Form XVIII appended, a statement of the condition of the boundary marks in his charge. A compiled statement in this form for the district as a whole will be forwarded to the Director.

170. The following is a list of the various returns
List of supervisor for the submission of which the
kanungo's return. supervisor kanungo is responsible :—

- (1) Weekly Abstract Diary.
 - (2) Regular Settlement Statements for his circle,—
by 1st August.
 - (3) Area and Crop Abstract for his circle,—by 3rd
February.
 - (4) Supplementary Settlement Statement for his
circle,—by 1st February.
 - (5) Annual Work Return,
 - (6) Annual Instrument Returns,
 - (7) Annual Survey Mark Return,
- } by 1st July.

Registrar Kanungos.

171. Registrar kanungos are appointed, punished, and dismissed by the Deputy Commissioner and appeals against the Deputy Commissioner's orders lie to the Commissioner.

Deputy Commissioners are expected to give due weight to any recommendations for punishment or dismissal which may be made by the Director of Land Records and Agriculture, and in the case of any difference of opinion, the Director is at liberty to refer the matter to the Commissioner.

172. The duties of the registrar kanungo are as follows :—

- (1) Custody and maintenance of the *jamabandi* registers.
- (2) Custody and issue of maps.
- (3) Custody and issue of instruments.

- (4) Preparation of mandal's pay bills.
- (5) Preparation of the consolidated area and crop abstract.
- (6) Preparation of the general settlement statements (*dawl*) for mauzas and for the whole subdivision.

173. The principal duty of the registrar kanungo is to maintain the *Jamaabndi* Register. Maintenance of the *Jamaabndi* Register. (i) by correcting it so as to give effect to orders passed for mutation or partition, and (ii) by striking off land that has been relinquished or has been excluded as *faut ferar*, or *jotrakin*, or settlement of which has been annulled, and by adding any new land that is settled periodically, or any land that is transferred from annual to periodic. All corrections should be made in red ink, and must be initialled and dated.

174. In the case of orders for mutations, or for partitions, passed in Court he will act upon the final orders, the files of which will be sent him. In the case of orders for mutation or for partition passed by Sub-Deputy Collectors on the mandal's *chitha*, he will act upon the *chitha*, the entries in column 5 of which will be initialled by him when given effect to.

175. The registrar kanungo will bring to the notice of the Sub-Deputy Collector any cases in which conflicting orders have been passed about the same matter by Courts and by Sub-Deputy Collectors in the field.

176. He will maintain in the Form XIX appended a Register of all mutations effected in the *Jamaabndi* Register whether under orders passed in Court or in the village after local enquiry.

177. As regards the striking out of relinquished and excluded land and the addition of new land, the registrar kanungo will obtain his information from Procedure in registering exclusions and additions.

the mandal's *chitha*. At the close of the hot weather recess all mandals will be required to present themselves at the registrar kanungo's office, and will under his supervision and control, correct the *Jamabandi* Register in red ink so as to bring on to it erasures and additions made in their *chithas*.

178. The registrar kanungo will, at the same time, see that the mandals correct their field *chitha* and the local periodic *jama-bandi*, so as to carry on to these papers all mutations that have been entered during the past year in the *Jamabandi* Register. To facilitate this, the registrar kanungo should keep a list village by village of *pattas* in which corrections have been made in the *jama-bandi*.

179. The registrar kanungo will be responsible for the safe custody of all records that are filed with him under the rules.

180. The registrar kanungo is responsible, under the supervision of the Sub-Deputy Collector, for the custody of the spare copies of the village maps. He will keep a map issue register in Form XX. In the column showing the issues each year, he will enter annually on 30th June against the entries for each map the following abstract :—

Total sheets issued	...	...
„ „ sold	...	...
Grand total	...	...
Balance on 31st July 190	...	...
Disposed of during the year	...	...
Balance in hand on 1st August 190	...	...

He will also keep a map sale register in Form XXI. Maps sold during the year will be entered in this register as well as in the map issue register.

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

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

182. He will retain charge of all instruments kept in stock and will maintain for the year ending 30th June an account of the receipt and issue of instruments. One or, if necessary, two pages of this book will be assigned to each instrument, and headed "Chains," "Pins," "Tapes," etc., etc. The entries will take the form of a simple plus and minus record, always showing after each transaction the date of the transaction and the balance in stock as below:—

Date.				No.
In hand 31st August 1901	...			10
1st November 1901, issued to supervisor				
kanungo A. B.	...	...		2
				—
				8
1st January 1902, received from the				
Mathematical Instrument's office	...			10
				—
Total	...	...	...	18
				—

and so on.

He will keep a ledger account in Form XVI. When, in accordance with Rule 167, the supervisor kanungo sends an account of the instruments in his circle, he will check the account by the ledger account and report all discrepancies to the Sub-Deputy Collector.

183. He will be responsible that sufficient supplies of the blank forms required by mandals are kept in stock. He will forward once in each year, before the close of December, to the mandal's recess office, the full supply of blank forms that may be required by the mandals.

184. He will distribute before the 1st June in each year the supervisor kanungo's and mandal's bound diary books.

185. He will keep up mandal's character rolls in the form prescribed for general use, entering in them remarks made by the Sub-Deputy Collector or by superior officers in regard to the character of the mandal's work or his conduct.

186. He will maintain a register of certificated candidates for the post of mandal in Form XXII and a consolidated register of mandals in Form XV.

187. The registrar kanungo will prepare a consolidated copy of the mandal's Area and Crop abstract for the whole subdivision, which will be forwarded to the Director, so as to reach his office not later than the 1st March.

188. When the Sub-Deputy Collector's diary is returned by the Deputy Commissioner, the registrar kanungo will take action on the Deputy Commissioner's orders and then forward the diary to the Director.

189. The registrar kanungo is responsible for the punctual preparation of mandals' pay bills.

190. It is his duty to bring to the notice of the Deputy Commissioner or Subdivisional Officer any case of delay in returning the acquittance rolls from mofussil tahsildars or mauzadars.

Delay of acquittance rolls.

PART III.—SUB-DEPUTY COLLECTORS.

191. The Sub-Deputy Collector is directly responsible to the Deputy Commissioner for the proper carrying out of these rules. It is his business to see that the mandals and kanungos act as herein ordered; that the returns and statements prescribed are punctually submitted; that the mandals begin their tours on the proper dates; that supervisor kanungos test efficiently; that the registrar kanungo has all forms required in readiness, so that there may be no needless delay.

Duties of the Sub-Deputy Collector generally.

His control of the work of the supervisor kanungos should be steady and sustained. It is not enough that deficiencies in their work should be discovered and brought to notice by him at long intervals; what is required is that he should keep a constant watch over the manner in which they are performing their duties, so that any defects in their work may be noticed and remedied as soon as they occur.

192. He should be on tour for at least 175 days between the 15th October and the 15th of May, superintending and checking the work of every mandal and seeing that the supervisor kanungo performs his duties. To enable him to dispose of locally of as many mutation cases as possible, and so obviate their being taken up in court, he should annually visit every village in his charge. When on tour, he must always keep the registrar kanungo informed of his movements, so that there may be the least possible delay in communicating with him from the sadr.

Amount of touring required.

193. He is also responsible for directing and checking the office work of his mandals during the cold-weather and hot-weather recesses. The time occupied in recess inspections is exclusive of the 173 days touring prescribed in the foregoing rule.

194. Throughout the year he will keep a diary showing, while at office, the nature and amount of checking done, and when on tour, the names of the villages visited, the names of the kanungos and mandals whose work he has inspected, an abstract of the nature and amount of each item of field-work done, the place where he halts each night, and any other particulars to enable the Deputy Commissioner or Subdivisional Officer to know how work is proceeding. Each week he will note briefly in his diary the agricultural operations in progress, the crop prospects, the occurrence of epidemics or outbreaks of cattle-disease, and any other items of general information.

The diary should be written on half margin, and forwarded, in original, weekly to the Deputy Commissioner (through the Subdivisional Officer), who will record his orders and return it to the registrar kanungo. No copy of the diary need be kept. After action has been taken on the Deputy Commissioner's or Subdivisional Officer's remarks, the diary will be forwarded to the Director, who will return it to the Deputy Commissioner, with any remarks or suggestions he may have to make.

195. The field and office work of the Sub-Deputy Collector will generally be that laid down for supervisor kanungos, but, in addition to checking the work of mandals, he should constantly test the accuracy of the checking already effected by supervisor kanungos. In fluctuating villages he should run at least one short check line (not exceeding 50 chains) for every 500 *bighas* of fluctuating cultivation. In fluctuating villages, and in villages where cultivation is extending, he should

by a general inspection of *sarkari daks*, see that no new cultivation has remained unsurveyed. He should separately report to the Deputy Commissioner or Subdivisional Officer for order all cases in which he finds the work of a supervisor kanungo or mandal backward or inaccurate.

196. Some proportion of his checking should affect entries and mapping already checked by the supervisor kanungo, so as to ensure that the supervisor kanungo effects his checking honestly.

197. He should verify on the spot and sign at least 75 per cent. of the mandals' lists of *faut ferar* and *jotrahin* fields. This verification may be effected by him during the cold weather following the preparation of the regular settlement papers, if he cannot complete his enquiries during the months of May and June. He will, of course, correct any errors he discovers, and if they are not discovered until the winter tour, he will give effect to his corrections by re-including fields in the supplementary settlement papers, or by assessing them as *lauri bahir*.

198. At the commencement of the summer recess he will submit to the Deputy Commissioner, in Form XXIII appended, an abstract of the mandals' *faut ferar* and *jotrahin* lists, showing the exclusions which are to be made in drawing up the regular settlement papers, and indicating in what cases the mandals' lists have been tested, and in what cases testing has been deferred to the cold weather. All untested lists are to be assumed to be correct for the purpose of making exclusions from the regular settlement papers, unless any special enquiry is ordered by the Deputy Commissioner, on receipt of this abstract.

199. Apart from checking the work of mandals and supervisor kanungos, the Sub-Deputy Collector has a most important duty to perform in the disposal of mutation cases. For this

Faut ferar and jotrahin exclusions.

Mutation.

purpose, he should work upon the mandals' *chitha*, enquiring in the village concerned in regard to the accuracy of each entry made in column 5. Entries that are correct and are undisputed will be signed by him, and his signature will authorise the registrar kanungo to make the mutation. Entries which are incorrect will be struck out under his signature. In regard to entries that are disputed, he will record on the *chitha* that there is a dispute, will take a separate note of the case and will cause proclamation and notices to be issued for its hearing at his office during the months of his recess.

200. As the majority of transfers are undisputed, the Sub-Deputy Collector should endeavour to suit the convenience of the people and to minimize office and process-serving work by doing as much mutation work as possible in the village itself. When on tour, he should, a few days before visiting a village, give notice to the mandal or gaonbura, so that as many villagers as possible may be present. Having collected a number of villagers and the gaonbura, he will go through the undisputed changes in possession noted in column 5 of the mandal's *chitha*, ascertaining from each transferor, if present, if there is any objection to the change. If a transferor be absent, it will ordinarily be safe to effect mutation if every one present agrees. But if the Sub-Deputy Collector is in any way doubtful, he should not effect mutation. In cases of inheritances the absence of any objection on the part of those present to the heir entered by the mandal will be sufficient to justify the Sub-Deputy Collector to effect mutation. No evidence need be recorded, but where the *pattadar* is present and agrees to the transfer, the fact should invariably be noted in the field *chitha*.

201. If, when a dispute exists, the Sub-Deputy Collector can bring the parties to agreement without difficulty, he should do so, but he must be careful in such cases to take the signatures or marks of both parties on the *chitha*. If the parties do not agree, he will not record evidence,

Field mutation
work undisputed.

Disputed cases.

but leave the case for disposal in office, noting on the *chitha* the existence of a dispute.

202. The method in which the Sub-Deputy Collector should give effect to mutations in the *chitha* is by crossing out the entry in column 3 and marking the entry in column 5 for transfer to column 3. All such orders should be made on the *chitha* in blue pencil.

203. The Sub-Deputy Collector may at the same time give effect to undisputed cases of partition, the survey of which has already been carried out by the mandal. If any of the parties to the partition object, the Sub-Deputy Collector will cancel the mandal's survey and refer the parties to court.

204. During the hot-weather recess the Sub-Deputy Collector will, after the completion of settlement work, examine the mandal's field *chithas* and—

Undisputed cases of partition.

Mutation work in office.

- (a) see that transfers attested by him in the field are brought on to the local periodic *jamabandi* and the *Jamabandi* Register ;
- (b) issue notices and proclamations in all disputed cases left over by him for disposal in office ;
- (c) in the case of villages unvisited by him during the previous field season, issue notices and proclamations whether the transfer be disputed or not.

205. When the notices served under the preceding rule have been returned with a certificate of service, the Sub-Deputy Collector will, one month after the date of service, if no objection be preferred, attest the transfer in the field *chitha* by noting the fact that a notice has issued and no objection has been made, and will have the transfer brought on to the local periodic *jamabandi* and the *Jamabandi* Register. If an objection is preferred, he will proceed under the ordinary rules that apply to contested mutation cases.

206. It will be the duty of the Sub-Deputy Collector to arrange under the rules for the gradual survey of any unsurveyed areas which his charge may include.

Survey of unsurveyed areas.

207. The Sub-Deputy Collector, when he receives the mandal's weekly progress returns, will examine each return and pass such orders as may be necessary. Whenever necessary, the Sub-Deputy Collector will forward the return to the Deputy Commissioner or Subdivisional Officer for information or orders, together with his own remarks.

Mandal's progress returns.

These returns should be carefully examined by the Sub-Deputy Collector, as they are the only means by which he can acquaint himself with the state of work in circles not recently visited by him. When he finds the work of any circle seriously in arrears, he should depute another mandal to assist, reporting his action to the Deputy Commissioner or Subdivisional Officer. If the arrears are due to the fault of the circle mandal, the latter will be fined, the mandal on deputation being given a reward. The amount of fine and reward proposed by the Sub-Deputy Collector must be submitted for sanction to the Deputy Commissioner or Subdivisional Officer.

208. The Sub-Deputy Collector will make any enquiry in the Revenue Department, which is made over to him by the Deputy Commissioner.

Miscellaneous revenue enquiries.

209. When the Sub-Deputy Collector causes any instruments to be transferred from one kanungo's circle to another, he should at once report the fact to the registrar kanungo for record in his instrument registers.

Transfer of instrument.

210. On the 15th July he should submit to the Deputy Commissioner a brief note showing for the twelve months ending 30th June—

Annual returns.

- (1) the number of mandals and villages in his charge ;

- (2) the number of mandals whose work he has inspected and the villages visited ;
- (3) the number and length of check-lines run with the number of *katins* and offsets. Independent check-lines and lines run over other officers' work should be shown separately ;
- (4) the number and character of errors found, the number of lines in which they were found, and the number of cases in which the mandals were ordered to resurvey ;
- (5) the number of *chitha* entries tested and the number that were found incorrect ;
- (6) the number of theodolite station marks inspected ;
- (7) the number of mutation and partition cases effected on the spot ;
- (8) the number of mutation cases done in office ;
- (9) particulars of any new survey carried out in unsurveyed areas ;
- (10) the character of each kanungo's work during the season ;
- (11) the names of specially good mandals and the nature of their work ;
- (12) the name of specially incompetent or otherwise useless mandals and the nature of their work.

With this note should be sent a rough trace map, on the scale of 4 miles = 1 inch, showing the places at which the Sub-Deputy Collector halted when on his tours during the preceding year.

The Deputy Commissioner will forward this note and map to the Director, stating his opinion as to the character and efficiency of the work done.

LAND RECORD FORMS.

MANDALS.

- FORM I.—*Chitha* for surveyed villages.
" II.—*Chitha* for unsurveyed villages.
" III.—*Jamabandi* for surveyed villages.
" IV.—*Jamabandi* for unsurveyed villages.
" V.—Mandal's weekly progress return.
" VI.—Relinquishment register.
" VII.—*Faut ferar* and *jotrahin* list.
" VIII.—Register of survey maps.
" IX.—Area and crop abstract.
" X.—Plus and minus settlement abstract.
" XI.—Annual *khiraj patta*.
" XII.—Periodic *khiraj patta*.

SUPERVISOR KANUNGO.

- FORM XIII.—Weekly abstract diary.
" XIV.—Register of village area statistics.
" XV.—Register of mandals.
" XVI.—Instrument ledger account.
" XVII.—Annual work return.
" XVIII.—Annual return of survey marks.

REGISTRAR KANUNGO.

- FORM XIX.—Register of mutations.
" XX.—Map issue register.
" XXI.—Map sale register.
" XXII.—Register of certificated candidates for mandalships.

SUB-DEPUTY COLLECTOR.

- FORM XXIII.—Abstract of exclusions to be made as *faut ferar* or *jotrahin* in making the regular settlement of the year.

APPENDIX.

FORM I.—MANDAL'S CHITHA FOR SURVEYED VILLAGES.

Number of field.		Area.	Name and additions of pattadar.	Tenure.	Name and additions of unregistered dakhalkar.	Name and additions of sub-tenant.	If settled.					If settled annually or settled periodically for first time.	If unsettled.				
1	2						Cultivated area.			Uncultivated area.			Assessment class of land.	Area.	Character of surface.	Area.	Remarks.
							Crop.	Area.	Area double cropped.	Waste or fallow.	Area.						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		

Note.—Columns 12 and 13 will be filled up only for annually-settled fields or for fields that are pending settlement for the first time.

FORM II.—MANDAL'S CHITHA FOR UNSURVEYED VILLAGES.

Number of field.		Name of occupant raiyat or in the case of periodic fields of pattadar.	Position of field in reference to preceding field and boundaries.	Measure of each length taken.	Average length.	Measure of each breadth taken.	Average breadth.	Area.	Class of land.	Crop sown.	Remarks.
Former number.	Present number.										
1	2										

The dagchitha of non-adastrally surveyed areas shows only lands which have been settled.

FORM VI.—RELINQUISHMENT REGISTER.

(Form to be used for applications to resign land and also for register of relinquishments.)

Serial number.	Date of application.	Name, father's name and residence of relinquishing raiyat.	Names of mauza and village in which the land is situated.	Number and class of patta to which the field belongs, i.e., annual or decennial.	Number of relinquished field.	Area relinquished.	Class.	Revenue assessment.	Remarks or date and purport of final order.
1	2	3	4	5	6	7	8	9	10

In the register of relinquishments, a separate page or set of pages should be given to each mandal's circle, and petitions should be arranged as they come in, and entered each under its own circle, a separate set of serial numbers being used for each circle. In column 10 will be entered the order of sanction or of rejection of the application to relinquish.

At the end of the portion of the register allotted to each mauza, totals should annually be struck of the sanctioned relinquishments classified (1) according as they affect periodic and annual fields, and (2) according to the land or assessment classes in which the relinquished fields are included.

FORM VII.—LIST OF HOLDINGS TO BE EXCLUDED AS FAUT FERAR OR JOTRAHIN.

Name of mandal and circle _____

Village.	Name of raiyat.	Number and description of patta.	Dagchitha numbers of fields.	Areas of fields.	Notes and signature of	
					Supervisor Kanunga.	Sub-Deputy Collector.
1	2	3	4	5	6	7
		Faut ferar				
		Jotrahin..				

V

REGISTER OF SURVEY MARKS.

No. of Circle—

* Includes jungle mounds.

PART I.

[illegible]

PART II.

Name of village—

Note.—Land under thatching grass will be classed as waste and not as cropped. Groves of bamboo included in house gardens will be classed as house gardens.

Note.—Land under thatching grass will be classed as waste and not as cropped. Groves of bamboo included in house gardens will be classed as house gardens.

FORM X—*concl.*

				B. K. I	Rs.	a.	p.
Last regular settlement (a)	...	...	... { Annual Periodic				
Total				...			
Last supplementary settlement (a)	...	...	... { Annual Periodic				
Total				...			
Total of last supplementary and regular settlements (a)	...	...	... { Annual Periodic				
Total				...			
Present settlement after adding or deducting + or -	...	...	... { Annual Periodic				
Total				...			
Compare total of chittha and Jamabandi	...	...	... { Annual Periodic				
Total				...			

(a) In preparing the supplementary settlement statement these columns need not be filled up.

FORM XII.—PERIODIC KHIRAJ PATTA.

MAUZA

PATTA No.

I, *Deputy Commissioner of the* district,
 hereby declare that I have, on behalf of the Government, settled with you,
 your heirs, representatives, and assigns the lands men-
 tioned in the schedule hereto annexed for a period of *years*, from
 1st April 19 *to 31st March 19*, on a revenue of Rs. ,
 which you, your heirs, representatives, and assigns will well and duly pay
 according to the following instalments:—

First instalment of Rs. payable on the
ditto

Second ditto

2. The right of the public is reserved to the use of all rivers and streams
 flowing over the said land, or along the boundary of the same, and capable
 at any season of the year of floating boats or timber, and to the use at
 all times of a strip of land of 20 feet in width on each side of such
 river or stream for the purpose of towing or mooring, of loading
 and landing goods, and for all other purposes incidental to navigation,
 the floating of timber, and fishing.

3. If any of the lands mentioned in the schedule hereto annexed
 lie within 75 feet of the edge or base of the embankment of any provin-
 cial road existing at the date of this patta or within 50 feet of the edge
 or base of the embankment of any local road existing at the date of this
 patta, the Government, through its agents or contractors, shall have a right
 to take earth from such lands for the repair of the road without payment
 of compensation and shall also have a right to appropriate such lands
 or any portions of them without payment of compensation, except for
 growing crops, fruit trees, and buildings: Provided that no such rights
 on the part of the Government exist in the case of land held on periodic
 lease at the time this lease is granted.

4. Should you infringe any of the conditions, this lease is liable to be
 cancelled.

Schedule.

Village.	No. of each dag.	Area of each dag, in bighas.	Revenue assessed.	Remarks.
1	2	3	4	5
			Rs. a. p.	

Local rate

...

...

...

Grand total

...

...

...

Date

 Settlement Officer or
 Deputy Commissioner.

FORM XI.—ANNUAL KHIRAJ PATTA.

MAUZA

PATTA No.

From the Deputy Commissioner of
To

Dated at this of 19

Whereas you are in the occupancy of the lands mentioned in the schedule hereto annexed the revenue of which for the financial year A.D. 19 (B.S. 13) has been assessed at Rs. , this lease is accordingly granted to you on the following conditions :—

- (1) That you pay the full amount of revenue assessed on the lands punctually on the dates and by the instalments that are prescribed.
- (2) That should you desire to relinquish all or any portion of the said lands included in this patta, you must give notice in writing of your intention to do so on or before the date that may be prescribed on this behalf, paying up in full the revenue and local rate due, and should you fail to give such notice accompanied by full payment of the revenue and local rate, you shall continue responsible for the payment of revenue on the said lands during the year next following the date prescribed as above.
- (3) That should the lands or any portion of them be required by the Government for any public purpose, such lands, or such portion of them, shall be taken away from you, and in any such case you shall only be entitled to receive compensation from the Government for any houses, crops, trees, etc., actually standing on the land taken up, and you shall not be entitled to any compensation for the land itself, which is the property of the Government alone.
- (4) This lease confers upon you, your heirs, and successors no right of transfer or inheritance in the lands covered thereby.

Schedule.

Name of village.	No. of each dag.	Area of each dag, in bighas.	Revenue assessed.	Remarks.
1	2	3	4	5
			Rs. a. p.	

Local rate
Grand total

Date

Settlement Officer or
Deputy Commissioner.

K

FORM XIV—*concl.*

PART II.—CULTIVATED AREA.

Name of village _____ Name of mauza _____

Year.	Settled area.						Unsettled area.					
	Cultivated.			Uncultivated.			Total settled.	Roads and embankments.	Under water.	Government waste.	Total unsettled.	Total area.
	Total area of crops.	Area double cropped.	Net cropped area.	Area fallow.	Area waste.	Total.						
1	2	3	4	5	6	7	8	9	10	11	12	13

PART III.—CROPPED AREA.

Year.	Rice.				Pulses.	Linseed.	Mustard.	Sugar.	Cotton.	Jute.	Tea.	Tobacco.	Sam. trees for silk.	Castor for silk.	Area of gardens not classed under other heads.	Other crops.	Total.	Double-cropped.	Net cropped.
	Seedlings.	Silk.	Silk.	Silk.															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

Note.—Land under thatching grass will be classed as waste, and not as cropped. Groves of bamboo included in house gardens will be classed as house gardens.

FORM XXII.—REGISTER OF CERTIFICATED CANDIDATES FOR THE POST OF MANDAL.

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

FORM XXIII.—ABSTRACT OF EXCLUSIONS TO BE MADE AS FAUT FERAR OR JOTRAHIN IN MAKING THE REGULAR SETTLEMENT OF THE YEAR _____.

Name of mauza.	Name of mandal and circle.	Name of village.	Area to be excluded as faut ferar.		Area to be excluded as jotrahin.		Whether already checked by		Orders.
			Periodic.	Annual.	Periodic.	Annual.	Supervisor kanungo.	Sub-Deputy Collector.	
1	2	3	4	5	6	7	8	9	10