



GOVERNMENT OF ASSAM

**ASSAM SURVEY AND SETTLEMENT TRAINING
CENTRE RULES-1992**

**DIRECTORATE OF LAND RECORDS
ROOPNAGAR
GUWAHATI**

GOVERNMENT OF ASSAM
REVENUE (SETTLEMENT) DEPARTMENT

RSS 770/91/71,

Dated Dispur the 11th dec'92

From : Shri H.N.Das
Deputy Secretary to the Government of Assam,
To: The Director Land Records, Assam, Guwahati-21
Sub: Draft amendment to the Assam Survey and Settlement Training
Centre Rules – 1992.
Ref: Your letter No DS. 21/ (DE- II) 69- 92 /65 dt. 26- 10 92.

Sir,

I am directed to say that the Governor of Assam is pleased to approve the draft amendment to the Assam Survey and Settlement Training Centre Rules, 1992 with slight modification from your necessary action.

Rule 23 F is to be deleted as suggested by Special Commissioner in red ink.

The copy of the draft amendment Rules is enclosed.

Yours faithfully,

Sd/ (H.N.Das)
Deputy Secretary to the Government of Assam
Revenue (S) Department

PREFACE

Along with the creation of the Department of Land Records & Agriculture in Assam in 1982, there were 5 (five) established survey schools, one each at Guwahati, Mangaldoi, Tezpur, Jorhat and Sibsagar. One was established in 1887-88 and three others in 1888-89 leaving only the one at Guwahati. It has since been the only Survey School in the State maintained by Government with its location at Jalukbari Hills, a suburb of the greater Guwahati. In the wake of the Chinese aggression in 1962, the permanent buildings of the school were taken over by the army authority and the school was shifted to its hired buildings at Shantipur, Guwahati. The Government was looking forward to early construction of its permanent buildings again in a suitable place and at last construction was taken up in its new site at Dakhingaon, Guwahati during 1980-81. The School was shifted to its permanent campus on 2-9-88. In the meantime the Government renamed the School as "Assam Survey and Settlement Training Centre" and the location as "Rajahnagar"

The Rules for the Assam Survey School were framed way back in 1895 and retained in 1935. Some revisions were made to it in 1956. It has been intended for some time now to make some modifications to meet the present day requirement and the result is the present set of Rules of this important institution.

Guwahati, Assam.
December 21st, 1992

(N.B. Deb)
Director, Land Records and Surveys etc.
Assam Guwahati-21

**THE ASSAM SURVEY AND SETTLEMENT TRAINING
CENTRE (AS & STC) RULES 1992.**

Short title and
Commencement

1. (i) These Rules may be called the Assam Survey and Settlement Training Centre Rules, 1991.
(ii) These Rules will come into retrospective effect from 7.3.88.

Definitions

2. In these Rules, unless the context otherwise requires:

- (a) "Government" means the Government of Assam.
(b) "Director" means the Director of Surveys, Assam.
(c) "Centre" means the Assam Survey and Settlement Training Centre, Rajahnagar, Dakhingaon, Guwahati-18.
(d) "Principal" means the Principal of the Assam Survey and Settlement Training Centre.
(e) "Government Servant" means the State Government Servant of Assam.

Abbreviations:

3. (a) OCC : Officers Class Course.
(b) SCC : Special Class Course.
(c) RCCC : Recorders Certificate Class Course.
RCICC : Recorders Certificate Intensive Course Class.
(d) NEC : North Eastern Council.
(e) STI : Survey Training Institute.
(f) IAS : Indian Administrative Service.
(g) ACS : Assam Civil Service.
(h) IPS : Indian Police Service.
(i) APS : Assam Police Service.

CHAPTER-1

MANAGEMENT OF THE CENTRE:

1. The Centre is maintained by Government

(a) For training of candidates as (ai) Mandals and Patwaris, (aii) Supervisor Kanungos and (aiii) for training of IIA pwn officers and staff.

NOTE: Candidates deputed by other states, Governments Agencies, District Councils, Public and Private undertakings/ Enterprises/ Bodies or private individuals seeking admission as private students are also admitted into the Centre when seats are available on payment of fees prescribed in Rule (55) subject to DLR's orders.

2. The day to day management of the Centre is in the hands of the Principal with overall supervision of Director. All expenses connected with this Centre will be met from its own Budget. Expenditure on Plan-budget, will also be met by the Director.

3. The Centre at present consists of the following Staff, which is liable to vary from time to time according to the necessities of administration:

One Principal (ACS)
Six Teachers (Including Head Master)
One Head Assistant
Two L.D. Assistants
One Store Keeper
One Pharmacist
One Electrician
One Driver
One Plumber
Fifty one Grade IV employees (including casual khalasis)

4. The following Registers will be maintained in the Centre:

- 1) Admission Register
- 2) Register of daily attendance
- 3) Expenditure Register showing monthly cost of the Centre
- 4) Fine Register
- 5) Cash Book
- 6) Bill Register
- 7) Contingency Register, besides Service Books and Character Rolls of the staff.
- 8) Stock Register for instruments, tools and furniture
- 9) Register for Manuals and other Books and other relevant Register Files.

- 5 The Principal will submit expenditure statements to the Director of Land Records and Surveys as he may direct. The statement should reach the office of the Director not later than the 10th day of the month following that to which they relate.
- 6 All instruments required by students will be provided by Government and the Principal will be responsible to see that they are kept clean and in good order. A stock list of all instruments etc. will be maintained up to date by the Principal.
- 7 The Centre shall be closed on Gazetted holidays, available public holidays as declared by the Government including local holidays in the Kamrup district.
- 8 Ordinarily the Training period will not exceed eight working hours per diem. The actual working hours of the different courses will be fixed by the Principal with the approval of the Director.

- 9 The following officials will be ex-officio visitors to the Centre,

The Commissioner of Divisions
The Commissioner of Kamrup
The District Health Officer of Kamrup.

- 10 A visitor's book will be maintained, where visitors will record reports of their inspection for consideration of the Director.

- 11 There will be ordinarily be following six courses in the Centre;

- a) Officers' Class Course (R.12)
- b) Recorders' Certificate Class Course (R.15)
- c) Recorders' Refresher Course (R.24)
- d) Special Class Course (R.27)
- e) Recorders' Certificate Intensive Course Class (R.57)
- f) Officers' Condensed Course Class (R.56)

Successful candidates in the courses other than the officers' class will receive certificates in the forms given in the Appendix- V, VI, and VII respectively.

CHAPTER-II

The officers Class Course:

12. Each year may be fixed by the Director of Land Records and Surveys, training courses will be arranged for training members of the Indian Administrative Service, Indian Police Service, Assam Civil Service (Sr. & Jr.), Assam Police Service, Practising Advocates (private) and any other officer whom the State Government selects and deposes for training.

Works in this course will be carried upon such lines as Government may lay down from time to time.

13. Government servants during training at the survey and Settlement Training Centre will be under the control of the Principal for their discipline and training subject to overall supervision of the Director of Land Records and Surveys.
14. Applications for leave shall be submitted to the Director through the Principal.

✓ CHAPTER-III

RECORDERS' CERTIFICATE CLASS COURSE

15. The object of this course is to train candidates in the duties of recorders. The course will normally last for 6 months and will preferably commence in the month of January every year or at any other date where necessary. Duration of the course may be slightly reduced if there is pressing demand for qualified recorders from requiring authorities. There will be in every year, one such course to which pupils will be admitted according to the availability of seats. It shall however be open for the Director of Land Records and Surveys to run a second course during the same year, if there is pressing demands, provided weather permits.
16. Each student, who at the time of admission to the Centre is not a Government servant, will pay a fee of Rs 15 00 per month for tuition and such fees will be received in the office of the Principal and credited to treasury. Government servants will not be required to pay any tuition fees.
17. Five months of the course will be spent in the Centre and one month as such place as Director may decide upon in training in record writing.
18. Single lowest class railway fares will be paid from the Centre to the place selected for training in record writing. For road journeys, actual expenses will be allowed.

19. Free studentship will be sanctioned by the Director to deserving candidates on recommendation from the Principal. The exact numbers to whom free studentship are to be awarded will be decided by the Principal, in consultation with the Director.

20. For admission in to each course, the Director will invite application from intending candidates preferably by the middle of June each year. Before final selection is made for admission to the course, the Director will obtain a statement from each districts in regard to the following,

- i) The Lots which are vacant or likely to fall vacant within the next three years.
- ii) The date from which the vacancy arises and the thereof
- iii) The lots with non-resident Mandals or unqualified Mandals.
- iv) The number of survey passed persons in the locality waiting for appointment.
- v) Reserved vacancy and back-log position regarding Scheduled Tribes (Plains Tribe), Scheduled Castes and other backward classes in the districts and sub-divisions and in making the final selection, the Director will pay due regard to the need of the districts.

21. Ordinarily, a candidate for admission shall not be less than 18 years or more than 29 years of age on the 1st of January of the year of advertisement. Upper and lower age limit shall be governed by the Government orders issued from time to time in this regard.

22. The minimum educational qualification for admission to the Recorder's Course Class will be High School Leaving Certificate Examination passed or its equivalent recognised by the Government.

23. Candidates for admission shall be selected by the Director in either of the following manner as found convenient.

(A) An entrance examination for the intending candidates who have applied in time and are qualified otherwise as per Rule 21 and 22, will be held from time to time depending on the availability of vacancies at each district and subdivision headquarter in the plain districts preferably in the month of September to see whether the candidate has i) knowledge of elementary arithmetic, ii) proficiency in Assamese and Bengali language and iii) General knowledge of the High School leaving Certificate course standard.

On knowing the total number of candidates along with the above information, the Director will arrange to get the requisite number of question papers set and printed/ cyclostyled and send them to the Deputy Commissioners/ Sub-divisional Officers or any other officer authorised by him on this behalf to the

entrance examination on the date and hour fixed by him. The question paper will be set by a responsible Gazetted officer appointed by the Director of Surveys, total marks will be 200, the pass marks being 40%, the maximum time being 3 hours.

The Director will arrange for evaluation of the answer scripts by officers selected by him for this purpose and to get the mark sheets.

The Deputy Commissioner and Sub-divisional Officer or any other officer authorised in this behalf who hold the examination will be responsible to send under the strict precautionary measures soon after the examination is over, all answer scripts accompanied by a statement of the candidates appearing in the examination in a tabular form in the following proforma or any other proforma as may be prescribed in this behalf by the Director viz. 1) Serial no. (2) Name of the candidate, (3) Father's name (4) Age on 1st January, of the year of advertisement (5) village (6) Post office, (7) Circle, (8) If plains tribal/scheduled caste or other backward class, (9) Remarks. In the remarks column should be shown as far as practicable the number of surveys passed recorder still unemployed in the different circles of the Sub-Division. The Director of Surveys will then decide the number of candidates to be selected for admission to the Centre for the course and select them in the manner to be decided by having due regard to the order of merit as shown by the marks obtained in the examination and subject to the actual need of the district and usual reservation quota for the Scheduled Tribe, Scheduled Caste and other Backward Classes candidates. The selected candidates will then be medically examined in their districts and Sub-divisional head quarters by a medical officer not below the rank of an Assistant or equivalent surgeon. Admission will be made on production of original school leaving certificate and medical certificate by the selected candidates before the Principal. Candidates suffering from infectious diseases will not be admitted.

(B) The Director shall select the candidates through the DC's in the basis of marks obtained in (i) M.T.L., (ii) English (iii) Mathematics in the H.S.L.C Examination. Weightage shall be given to candidates having higher qualification as follows:

- | | |
|--|-----------|
| (a) H.S.S.L.C: | 10 marks. |
| (b) Degree of a recognised University: | 15 marks. |

The DC's will call for application from candidates qualified under Rule 21 and 22 with usual application fees in the prescribed tabular form along with attested copies of mark sheets in each of the examination mentioned herein above and prepare a list in order of merit equal to twice the number of vacancies in the district. The candidate shall be called for interview when the original mark sheets will also be verified by the DCs before finalisation.

Necessary reservation for SC/ST/O.B.C and others as instructed by the Government from time to time shall be provided while finalising the list and forward the same to the Director.

(C) The Deputy Commissioner may also forward to the Director a list of uncertified recorders working against the permanent vacancies in the lots or temporary posts other than Land records for admission without entrance examination and that should be strictly on seniority basis.

(D) The total number of candidates thus selected by the Director for training will not ordinarily exceed twice the actual requirement of recorders as reported by the Deputy Commissioners/ Sub-divisional Officers.

(E) The list thus prepared will remain valid for one year from the date of finalisation by the Director. The State Government may, however extend the period of validity for good and sufficient ground for a further period not exceeding 6 (six) months.

(F) A remuneration of Rs.2.50 per answer script (which include questions on Arithmetic, essay writing and General knowledge) for examination of the answer papers of the Entrance Examination will be sanctioned and paid to the examiners appointed by the Director from head "2029 LR"

The answer scripts may be preserved for 6 months and thereafter these should be destroyed by fire or disposed of in the manner as be decided by the Director.

NOTE-I (i) Candidates/ deputed by other States, District Councils, public and private undertaking/ enterprise bodies and private individuals seeking admission as private students (ii) Uncertified Recorders working against temporary or permanent vacancies, preferably against permanent vacancies, and recommended by the Deputy Commissioner for training in the Assam Survey and Settlement Training Centre, educationally qualified Chain men working for more than 8 year under the Revenue Department as selected by the Director not exceeding five per batch strictly in order of seniority, need not be subjected to the entrance examination.

NOTE - II Uncertified recorders working against permanent or temporary vacancies and deputed for training on the recommendation of the Deputy Commissioner may not subject to the age limit of 36 years, concessions as regards age limit sanctioned by Government in case of Tribal & Schedule caste candidate for their appointment will also be applicable in the matter of

admission to the Assam Survey and Settlement Training Centre.

CHAPTER- IV

Recorder's Refresher Course:

24. This course will last for three months commencing preferably from 1st November of each year as practicable. There will be only one such class in each year. This course is intended to enable the less efficient recorders in the districts to go through refresher's course to improve their efficiency and standard of performance.
25. The Deputy Commissioner will before the 1st October of each year, send the names of recorders whom they wish to be trained in this course to the Director, who will select the candidate for admission.
26. No tuition fees will be charged for this course.

CHAPTER- V

Special Class Course:

27. The object of this course is specially to train certified and competent recorders to qualify for appointment as Supervisor Kanungos. The course of instruction extends over 4 months commencing preferably from the 1st February of each year. There will be one such course in each year consisting of 60 or more candidates as the Director may determine.
28. Candidates will be selected by the Director from the list of suitable recorders with recorders certificate submitted by the DCs preferably on or before 15th October of the previous year. The DC will also indicate in the list the probable and existing vacancies in the post of Supervisor Kanungos in the district and in selecting candidates, the Director will pay due regard to this aspect.
29. While submitting nomination of suitable recorders, the DCs shall aim at having a special class trained recorders in each Circle of their respective district for filling up leave or other vacancies but Director will look to the overall needs for each district so that there may not be accumulation of trained personnel in one district while there is deficiency in other.
30. The recorders should have ordinarily not less than 10 years efficient service to their credit and be ordinarily not above 50 years of age on the 1st January of the year in which the course begins.
30. Candidates who are not in Government service will apply to the DC who will forward their applications along with the list of their nominees from amongst recorders so as to reach the Director on or before 15th October. Selection for admission will be made by Director.

31. The qualification for admission to the course class are :
- a) A sound knowledge of Arithmetic,
 - b) A recorders certificate or similar qualification,
 - c) Special aptitude for survey works and
 - d) High school leaving course or equivalent course passed with necessary certificate.

The Director may, in exceptional cases waive any of these qualifications.

32. No tuition fee will be charged from permanent recorders selected by the Director for admission to the Special Class. Other candidates will pay Rs. 40.00 as tuition fee.

CHAPTER-VI

General:

33. All the applications for admission to the Centre from those who are not in Government service should as far as possible be in the form prescribed in Appendix-IV.
34. Notices of admission will be sent or given to all candidates for Recorder's certificate and Special Class in due time by the Director. Those notified will if they have not deposited the necessary fees already, at once deposit the fees, failing which their selection for admission shall stand cancelled.
35. If any candidate selected for the course is prevented from attending on the day on which a course starts, due to sickness or other cause, must produce a Medical Certificate. In all cases admission of students who arrive late will be at the discretion of the Principal.
36. No trainee whose name has been struck off from the Centre's Registers shall be admitted or reinstated after expiry of a fortnight from the opening of the session, except by special permission of the Director. This permission must be applied for through the Principal and it will be given only in exceptional cases.
37. At the end of the Officers' Class Course, an examination will be arranged and conducted by the Principal. Date for each examination will be fixed with the approval of the Director.

Result along with the mark-sheets will be submitted by the Principal/ selected examiner to the Director keeping proper secrecy, who after necessary scrutiny will submit the result to Government for announcement.

38. On completion of 6(six) months course of study in the recorders certificate class course or three months course of study in the Refreshers course, or the four months course of study in the Special class course, the trainees shall have to appear at the examination held for the purpose.

39 The Principal will arrange for and conduct the examination. Results along with the mark sheets will be submitted by the Principal to the Director keeping proper secrecy who after proper scrutiny will announce the results.

Every trainee who passes/ comes out successful in the examination will be granted a recorder's or refresher's course or special class certificate as the case may be. The certificates will be given finally under the hand and signature of the Director and the Principal.

NOTE - When a certificate is lost or spoilt, the holder, if he requires a duplicate should apply to the Principal with a duplicate copy of treasury challan showing credit of Rs 5.00 under the Head "2029 Land Revenue- other misc. receipt" for necessary action.

40 The name of the trainee who fails at the examination shall be removed from the Centre Register. He may be re-admitted to the Centre for the subsequent same course by the Principal on written application being made to that officer and with the prior approval of the Director.

41 The name of the trainees who fail twice at the examination shall be removed finally from the Centre Register.

RE-APPEAR
A candidate may be readmitted to the Centre in the next session or allowed to appear at the final examination of the following session for the recorder's certificate class as a private candidate on written application being made to the Principal. In the event of application being allowed, admissible fee shall be paid as prescribed under Rule (Rule-16). A private candidate shall pay an examination fee of Rs. 20.00 to the Principal before appearing at an examination.

✓ Two chances will be given to appear as private candidate who fails at the final examination of the regular Recorder's Certificate Class Course.

42 The trainees will reside at the hostel in the Assam Survey and Settlement Training Centre campus and must abide by the rules and orders of the competent authority including the principal and shall be subject in the discipline of the Centre. Trainees may also live with their parents, guardians or otherwise outside the campus when there is no accommodation in the hostel and with the special permission of the Principal.

43 No messing will be provided. Trainees must make their Mess arrangements jointly by forming mess committee. Cooking room and dining hall will be provided along with Hostel.

44 Each trainee must arrange for his clothing and bedding. No furniture will be brought into the Centre without special permission of the Principal.

45 Every trainee shall deposit Rs 50.00 as a caution money, this sum subject to deduction on account of fines arrears fees and compensation for loss or damage done to the Centre's property will be returned after the close of the session. Caution money

not claimed within a period of one year from the date on which the trainee finally leaves the Centre shall lapse to Government.

46. A certain number of trainees will be appointed Monitor to assist the Assam Survey and Settlement Training Centre authority in the maintenance of discipline. For due performance of this, each Monitor shall be exempted from the payment of tuition fee. Any monitor may be removed by the Principal for misconduct, inefficiency in the discharge of his duties.
47. All payments must be made at the Principals Office on or before the 15th of the month in respect of which the money is due. After that date, no payment shall be accepted unless accompanied by a fine of Re 1.00 for every three days of delay. If payment is not made during the month for which it is due, the defaulting trainees' name shall be struck off the Centre books and he shall not be readmitted until he has paid all arrears, together with any fines which may be due from him, and a readmission fee of Rs 10.00. In appropriate cases, the Principal may condone both fines and readmission fees.
48. Breach of discipline committed by any trainee of the Centre shall be dealt with according to the rules and practice of Education Department.
49. A bad conduct Register shall be kept by the Principal in which the names of the trainees who commit the following offences shall be entered:-
- 1) Disobedience of orders,
 - 2) Absence without leave,
 - 3) Idleness,
 - 4) Insubordination or disrespect to Centre authorities,
 - 5) Any vicious offences.
50. The name of the trainees may be removed from the Centre for habitual or gross misconduct, continued idleness, neglect of work or frequent entry in the Bad conduct Register. A daily fine of Re 1.00 will be imposed on the trainee if found absent without leave.
51. Leave except as laid down in paragraph 14 above, shall be granted by the Principal only on written application. No trainee may leave the Institute premises without permission from the Principal.
52. Trainees are held responsible for all instruments or book, which are placed in their charge. They must produce such article when called upon to do so and must report at once any damage done to the same. In the case of loss or damage arising from the carelessness, the trainee concerned shall be called upon to pay the cost of replacing or repairing the instruments.
53. Trainees shall punctually obey the Centre's timetable.
54. A sum for award of prizes will be placed by the Government annually at the disposal of the Principal. Prizes shall be awarded for such subject as may be decided upon from time to time by the Director. These will be in the form of books, instruments, medal etc but not in cash (For the form of prize certificate see Appendix- IX)
55. Trainees from District Councils, other State Government Agencies, public and private undertakings/Enterprises/ bodies and private individuals when admitted for training

will pay a monthly contribution at the following rates payable in advance for each of the trainees according to the Courses they are required to attend.

1. Recorders' Certificate Class	Rs. 100.00
2. Recorders' Refresher Class	Rs. 100.00
3. Special Class	Rs. 150.00
4. Officers' Class	Rs. 300.00

These monthly rates cover all the charges connected with the course of training except the caution money leviable under Rule 45 above, which will have to be deposited by all trainees.

56. The Principal will act as controlling officer in respect of all non-gazetted staff of the Centre and will exercise such financial powers as may be delegated by the Government from time to time.

All teachers will maintain a daily diary in the form as may be prescribed.

CHAPTER-VII

OFFICERS' CONDENSED COURSE:

57. A condensed course of training for a period of not less than one month (30 working days) may in special circumstances be arranged under Government orders for such officers who cannot be deputed to the Officers' Regular Class.

CHAPTER-VIII

RECORDERS' CERTIFICATE INTENSIVE COURSE CLASS:

58. A Recorders Certificate Intensive Course Class for a period of three months may be held in special circumstances to train up candidates for employment in Resettlement Operation. The DC of the district where the resettlement operations are scheduled to be held will call for application with necessary particulars, qualification, reservation status of the candidates (SC/ST/OBC) required for appointment of Mandals and then submit a consolidated list of candidates to the Director for selection for this Intensive course class. No entrance examination is necessary for this course in view of the urgency.

The Rules about tuition fees etc. and other matters applicable in the case of Recorders' Certificate Class, will mutatis mutandis in the case of this course class except that the provision of entrance examination.

A provisional certificate will be issued on successful completion of the training, which will be supplemented by a certificate under Rule 13 of the Assam Land Records Manual on fulfillment of the conditions laid down therein.

APPENDIX-I

SYLLABUS FOR THE TRAINING OF OFFICERS ASSAM CIVIL SERVICES, INDIAN ADMINISTRATIVE SERVICE, INDIAN POLICE SERVICE, ASSAM PUBLIC SERVICE AND PRACTISING ADVOCATES IN SURVEY AND SETTLEMENT

The courses of training in divided into two parts: viz. survey and settlement.

Indian Administrative Service, Indian Police service and Assam police service etc. officers will undergo a course of training lasting for two months, approximately one month being devoted to each of the two parts.

In the case of Assam Civil Service Officers, the duration of the course will be four months, three months being devoted to survey and one month for Land Records and Settlement training. During the period of training, the officers will be under orders of the Principal, Assam Survey and Settlement Training Centre, subject to overall control of the Director of Land Records and Surveys.

A. SURVEYS

2. The training in Survey will be carried out at the Assam Survey & Settlement Training Centre. The Principal, Assam Survey and Settlement Training Centre will arrange for the training and will lay down detailed rule from time to time for conduct of the class with due approval of the Director of Land Records and Surveys.
3. The course for Indian Administrative Service, Indian Police Service and Assam Police Service will include lectures on the general principles of Survey and in the use of the different instruments, its objects being to give the officers a practical acquaintance with the system of survey followed in Assam.

The syllabus of the course is as follows:

- (a) (1) Chain survey- 4 working days

Necessity for testing chains and methods of chaining

- (i) In plain areas
- (ii) In undulating areas.
- (iii) Overcoming obstructions.

Taking offsets: Necessity of testing optical square and cross staff, use of cross staff and optical square.

Recording in field books and khaka-Plotting from field book in different Scales.

- b. Triangulation: Reconnaissance and setting out triangles- 2 days
necessity for tie lines.

Method of surveying, details by main lines and Subsidiary

Lines-plotting of external boundaries and fielding in of interior details.

Plotting from field books and directly in the field.

Necessity of triangulation survey.

Executing the chain survey of about 10 acres on the scale of 16" inch (1:4000) or 64" inch (1:1000) to a mile. Plotting the survey and drawing a scale of chains and links and diagonal scales to show feet and links respectively and construction of acre scale.

Magnetic North to be shown.

Block survey of atleast 2 fields- one isolated and other extension of an area not less than 5 acres each and plotting in 16", 32" (1:2000) or 64" to a mile scale.

- c. Traversing: i) Plane Table Traversing- 2 working days. Use of plane table and sight rule and North compass, method of traversing with these instruments executing a traverse of at least 5 stations- 1 day.

ii) Theodolite traversing- 9 working days: Adjustment of instruments in metric system, method observing angles and taking of North bearing with magnetic compass. Executing a closed traverse of not less than 5 stations. Method of recording field books- 3 days. Adjustment of Instruments- method of observing, making traverse stations conditions of a traverse circuit, the universal theorem system of coordinates, plotting by coordinates, the calculation of areas and the necessity for the Azimuthal observations.

(Traverse computations)

- (iii) (Executing a closed traverse circuit of at least 10 stations computing and plotting the same on a scale of

32" inch to a mile (1:2000) and taking out area. Drawing a yard scale and one of chains and links, North point and magnetic declination to be shown). Use of substance Bar in case of obstruction in traverse lines.

- (iv) Use of magnetic compass in traversing and computing - 1 day.
- (v) Explanation of computation chart of traverse circuit.
- (vi) Cadastral survey- 10 working days: Method of filling in details from plotted traverse stations -necessity of distribution of error in subsidiary lines, use of pantographs and planimeter. Execution of a cadastral survey of above 20 acres on the scale 64" to a mile. Areas to be extracted by acre.
- (vii) Partalling- 2days cadastral Survey executed to be partalled.

3.2 ACS officers Course of training on Survey will be same as that of the Indian Administrative Service etc. Course as at 3.1; but in order to impart detailed knowledge on survey matters, ACS officers will devote approximately three months to field survey training.

The syllabus to the course as follows: -

(a) Chain survey.	15 working days
(b) Block survey	6 working days.
(c) Extension survey	6 working days.
(d) Plan table survey	8 working days.
(e) Theodolite Traversing & computation	12 working days.
(f) Cadastral Survey	20 working days.

Training also will be imparted on practical problem ordinarily met with by the officers in charge of Circle.

4 Working timetable: On working days officers should work in the field from 3 to 6 hours. There will be no work on Sunday and Government holidays.

During the course, Officers will have access to 16" (inch) cadastral map prepared during the settlement operation and one inch, half inch and quarter inch topographical maps of the survey of India. The Director will arrange for a supply of these as required.

Modernisation:

- (i) Instruments used for Tachometric Survey/ Distomate (E D M) Survey

may be purchased for demonstration amongst the trainees of Assam Survey and Settlement Training Centre.

- (ii) Audiovisual method of training to supplement the lectures on principles of survey is to be emphasised.

B. LAND RECORDS AND SETTLEMENT

5. On the termination of the training in survey, the officers will if there be, then no district under settlement be deputed for training in Land Records and Settlement work under the Assistant Director. The period of such training will ordinarily be not less than three weeks and distributed as follows:

i. Preliminary instruction in office- 4 days. This will consist of a course on lectures on the subject noted below:

- (a) Past land revenue history.
- (b) Surveyed and unsurveyed areas in Assam.
- (c) Preparation and maintenance of maps and records.
- (d) Regular and Supplementary Abstract.
- (e) Maintenance of survey marks.
- (f) General duties of Recorders, Supervisor Kanongos, Registrar Kanongos and Circle Officers.
- (g) Procedure of Mutation in field and in office.
- (h) Settlement Rule under Sections I, II, III, IV, V and VI.
- (i) Assessment of local rates.
- (j) Rules for deferred enhancement of land revenue.
- (k) Grazing reserve.
- (l) Suspension and remission of revenue.
- (m) Land reforms.
- (n) Assam Relief Manual and discussion on Agricultural census.

(ii) Practical instruction in doing field mutation in village-2 days. This will consist of reading out the name of settlement holders recorded in periodic Jamabandi and recording the names of 'dakhalkars' in Column-5 of the chitha.

(iii) Practical training in the present system of land classing -2 days. The officers will be taken to a typical village and given practical training in the system of land classification adopted at the last re-settlement.

(iv) Writing of Chitha in the field-3 days. For this purpose officers will be divided in the batches of two to three and will be given copies of existing cadastral maps of certain villages. Each officers will write out

- the chitha for at least 50 days, recording crops as well as classification in addition to the name of the settlement holders and their work as it goes will be tested by the officers incharge.
- (v) Area calculation and other office work including Jamabandi writing-4days. This will be done in office. Revenue and local rates should be calculated at the same time.
- (vi) Re-settlement and method of assessment under soil unit system - 3days. The various process of resettlement and the soil unit system of assessment will be clearly explained.
- (vii) Visit to Registrar Kanungoss and Circle Officers' office and local Mouzaders' office and examination of the Registers. The officers can easily be taken to the Register Kanongu at Guwahati.
- (viii) Coaching in Rule- for this purpose, the officers will be taken in batches of two to three at a time and the rules of the Land Revenue and Land Records Manual will be discussed.
- (ix) Time allowed for preparation-2 days.
- (x) Examination-1 day. Final examination will be held on the following Subjects:

<u>Subject</u>	<u>Marks</u>	<u>Term examination</u>
1.Chain survey	20	10
2.Cadastral survey	-	50
3.Traversing	20	10
4.Computation	10	10
5.Survey theory	30	20
6.Area extraction (including planimeter)	10	10
7.Enlargement & reduction of maps	10	10
	100	120

(Settlement portion)

8. Land records and settlement work:	Theoretical	80
	Practical	20
	Total	100

Final examination

Term examination

Total	200	120
Term marks	50	-
Cadastral		
<hr/> Total	<hr/> 250	<hr/> 120

A candidate should secure 50 percent marks in each of the above mentioned subjects and 50 percent marks in the term examination in Cadastral Survey in which there will be no final examination. This means that out of the total marks of 250, 125 marks will have to be secured to declare candidate passed. These standards may be relaxed in case of slight deficiency if the term marks are good.

6. At the close of the training in survey, the officer will if there be then any district under settlement, usually be deputed to the district for training under the Settlement officer in as many of the above mentioned items as convenient. The Director will arrange for such examination oral and written, if any, as he may deem necessary after the training is over.
7. The Director shall after the examination, if any held under Rules 5 and 6 above submit a report on the proficiency of each officer.
8. Until an officer is reported by the Director by the Director to be proficient in Survey and Settlement works, he shall not be deemed to have been declared passed the Departmental examination by Government, except in special circumstances.

OFFICERS' CONDENSED COURSE

A condensed course of training for a period of not less than one month (30 working days) may in special circumstance be arranged under Government orders, for such officers as cannot be deputed to the officers Regular course class.

REFRESHERS COURSE FOR OFFICERS

After Independence many new land laws have been enacted and amendments to the acts and rules have to be brought in frequently including the Acts and Regulation of the pre-independence days. Therefore it becomes very difficult on the part of Revenue officers to keep themselves acquainted with the present position in land laws. Therefore there is provision for refreshers course for officers under orders of Government.

APPENDIX-II

SYLLABUS FOR THE RECORDER CERTIFICATE CLASS.

The syllabus and course of instruction will be as follows:

1.

1 st month	Arithmetic, Geometry, mensuration drawing acquaintance with common survey & drawing instruments-preliminary chain survey.
2 nd month	
3 rd month	

Arithmetic: (a) The first four rules of Arithmetic, whole numbers, vulgar fractions, decimals in vernacular and English.

(b) Rules of three and unitary method.

(c) Extraction of square root.

Geometry: -

(a) Construction and drawing of ___ and lineal figures, circle.

(b) Division of lines and angles, drawing of perpendiculars and oblique offsets, partial lines.

(c) Properties of triangles.

Mensuration: -

(a) Table of land measurement and conversion of one to other.

(b) Area calculation by figures.

Algebra: -

Preliminary lessons on Algebra may also be given to help Arithmetical calculations.

Training on the above subjects will conform to the syllabus meant for HSLC course conducted by Secondary Education Board of Assam.

Drawing: -

Practice in line drawing and linking with instruments in use of drawing instruments and materials- line pen, bow pen and Indian ink, blue cobalt, different colours etc.

Survey: -

Use of chain, optical squares, cross staff, offset scales, divider compass, parallel rules, simple and diagonal scale- 1:4000 (16"), 1:2000 (32") and 1:1000 (64") to a mile.

Testing of these instruments:

Running chain line, overcoming obstruction in plain and undulating areas, stepping method, running of chain line from any position- idea of chain and plane table survey, writing of field books.

Plotting:-

- (1) Instruments necessary for plotting.
- (2) How to plot.
- (3) Plotting on the spot
- (4) Plotting from the field book.
- (5) Plotting the result of chain and plane table survey on 16" to a mile (1:4000), 32"-1 mile (1:2000) scales.

Triangulation:

- (i) Block survey of at least 40 acres in isolated area and in extension of about 8 blocks. Reconnaissance and setting out triangles. Necessary for tie lines method of survey by main and subsidiary lines. Plotting of external boundaries and filling in of interior details.
 - (ii) Traversing, use of Plane table, North compass and sight vane. Executing traverse of at least 7 fields with 5 to 15 stations. - Checking traverse and corrections;- intersection and interpolation.
 - (iii) Class work- Plotting and inking.
- Mensuration: Different tables of measurement and finding areas.
Scale making simple and diagonal scale.
Map drawing and map inking.

Examination on the last two days

2. 4th month : Cadastral survey: Preparation of village map; one village of about 40 acres on 32"-1 mile scale (1:2000)
Boundary reconnaissance.
Making traverse stations.
Traversing
Making Khaka, use of khaka, in recording field book of boundary of the Village and dividing the village into Murrabba according to scale for survey of interior details plotting of boundary and katans from khaka filling in of interior details with the help of sikimi lines, within the Murabba by method of direct plotting. Necessity of distribution of errors in all lines, dag identification and checking.
Partalling.
Inking the village map
Class work: Mensuration, scale making including acre comb and acre squares. Area extraction with acre comb and area squares.
Land Records Rules.
Examination 2 days.
3. Fifth month: Cadastra survey, preparation of village maps of not less than 50 acres including Basti land, Road, Bridge etc. on a scale of 16"-1 mile (1:

4000) scale using survey symbols and conventional signs. Plan tabling; intersection, interpolation, offsetting.

Class work: Mensuration scale making, area extraction- use of planimeter. Map inking-

Land Record Rules including Lectures on Land Reforms and discussion on Assam Relief Manual; preparation of 3rd village map of 1:4000 scale of about 50 acres with sub traverse including Basti, waste land, jungles etc. Plotting, inking, scale making, Mensuration and Land Records Rules, survey problems, Examination - 2 days.

4. Sixth month: Cadastral survey- preparation of fourth village map connecting with the third village on 1:4000 scale of about 70 acres including Basti lands, Rupit land, waste land, Jungles and hills etc. (with particular attention to hills survey); Record writing, numbering of dags and pillars.

Preparation of survey marked register and maintenance of survey mark register and maintenance of survey marks with instruction in survey marks.

1. Definition.
2. Different kinds of marks used.
3. Their objects.
4. Construction of various marks.
5. What steps are to be taken to find out the "Simul" Tree or Dhip or Station from other Simul trees growing wild especially in jungle tracts and close to rivers or other jans.
6. General remarks on the different kinds of boundary marks that occur in Assam.
7. Preparation and repair of boundary marks.
8. Reference marks of pillars. Relaying of missing stations and boundaries, preparation of comparative Map.

Class work: Record writing, preparation of Chitha, Jamabandi other registers and obstructs, Map, including:

- (a) Cadastral Maps.
- (b) Revenue Survey Maps.
- (c) Topographical maps, with all sorts of conventional signs.

Revision; practical training in Land Records works in Circle Office and Registrar Kanongo's office nearer to the Centre.

Final examination:-

Land Records Training Course will include the following Rules of:

Rule 2 to 9- Surveyed areas.

Rule 10- unsurveyed area.

Special attention will be drawn by the teachers to :

- (a) Those papers which are kept in the Mandal's hands and their use.
- (b) Those papers which Settlement Officer make over to the Deputy Commissioner, where they are kept and with whom they are kept.
- (c) Sarkari Dag list: Difference between the lists kept in Kamrup, Darrang, Sibsagar, Nawgaon, and other districts.
- (d) Bigha rate list: How made and used
- (e) Revenue calculations: (I) By Bigha rate
(II) By soil unit system.
- (f) Correction of Jamabandi Register by the Mandal or Amins; Remuneration exclusions and what remarks are to be made during correction and what points must not be omitted.
- (g) Correction of Chitha and Jamabandi in accordance with Relinquishment Register and Faut, Ferar and Jotrahin exclusion lists.
- (h) Crop entries-how to be made.
- (i) Survey marks-Conventional signs to be used in case of Dhips with or without Simul trees. Register of Survey marks: How to be written.
- (j) Pointing out of boundaries of permanent field in several villages

Comparison of cardboard scale with those pointed on maps and with metal scales.

Examination will be held in the following subjects in the final examination. Full marks are shown against each subject.

<u>Subject</u>	<u>Final Examination</u>	<u>Term examination</u>
i) Chain Survey	50	15
ii) Cadastral Survey (including plane Table)	-	50
iii) Survey Theory	50	20
iv) Area calculation	30	20
v) Map inking	10	20
vi) Arithmetic	50	20
vii) Mensuration	50	20
viii) Land Records Rule	60	40
ix) Record writing	-	45
Total	300	250

There will be no examination in cadastral survey and record writing, a student should secure 40 percent marks in each of the following important subject namely: I) Chain Survey and area calculation and 50 percent marks in the term examination in cadastral Survey and 40

nt marks in each of the other subjects mentioned above, th
sidered on the subject of Record writing only. This standard may
ght deficiency, if the term marks are good.

APPENDIX-III

SPECIAL CLASS

The syllabus of instruction for the special class certificates will be as follows: -

- (1) Rule- Paragraph 15 to 179 of Part I & II of the Assam land Records Manual.
- (2) Survey and practical, Mensuration, Theodolite Surveying, use of Theodolite for a simple traverse (optional).
- (3) Plan table traversing with the help of the compass and sight rules and surveying interior details with the help of the optical square.
- (4) Pantograph- Description and use of.
- (5) Planimeter- Description and use of.
- (6) Map drawing.

Examination will be held in the following subjects in the final examination. The full marks are shown against each subject.

<u>Subject</u>	<u>final examination</u>	<u>Term examination</u>
i) Cadastral survey	-	50
ii) Chain survey	20	15
iii) Survey theory	50	20
iv) Area extraction (including use of Planimeter)	30	20
v) Enlargement of reduction of map	10	10
vi) Map inking	10	20
vii) Mesuration	50	15
viii) Traversing	20	15
ix) Computation	10	10
x) Land Records Rule	50	25
Total	250	200

There will be no final examination in cadastral survey. A student should secure 40 percent marks in each of the important subjects namely: (i) Chain Survey and (ii) Area extraction etc. and 50 percent marks in the term examination in cadastral survey. This standard may be relaxed in case of slight deficiency, if the term marks are good.