THE PUNJAB TEHSILDARS (TRAINING) REGULATIONS, 1984

No. Compl. UOSD 6/84.—In exercise of the powers conferred by Rule 24 of the Punjab Tehsildars (State Service Class II) Rules, 1984 (hereinafter called the Rules), the Financial Commissioner, Revenue, is pleased to make the following Regulations for imparting training to the Tehsildars:

1. Short title, commencement and applicability.—(a) These Regulations may be called the Punjab Tehsildars (Training) Regulations, 1984.

(b) They shall come into force at once.

(c) They shall apply to all the Tehsildars appointed by direct recruitment, by transfer, and promotion.

2. Period and nature of training.—All Tehsildars shall undergo institutional training at the Punjab State Institute of Public Administration. The period of such training shall be:

For Tehsildars appointed by direct recruitment — 4 months
For Tehsildars appointed by transfer — 3 months
For Tehsildars appointed by promotion — 1 month

In addition, the Tehsildars appointed by direct recruitment and by transfer shall undergo training and serve as Naib-Tehsildars for the period mentioned against each:

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<td>Field Training</td>
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<td>Service as Naib-Tehsildar</td>
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3. Institutional Training for Tehsildars appointed by direct recruitment and by transfer

The Institutional Training shall consist of six stages.

STAGE I.—INTRODUCTION TO THE GENERAL OUTLINE OF THE REVENUE

This will comprise lectures on the following:

I. (a) how the Settlement record is built up from the Khatansis;
(b) measurement both jadid and termim;
(c) what documents are included with the misal haqiyat and their importance;
(d) how harvest inspections are done and the importance of Khasra Girdawari work;
(e) mutation procedure;
(f) termim work;
(g) how the jamabandi is prepared;
(h) how the Kistbandi and Fard Bachh are prepared;
(i) the importance of the Lal Kitab;
(j) preparation of the Kharif Jinswar and its incorporation in the Lal Kitab.

The trainees should start study of the following books:

II. (a) Douie's Settlement Manual;
(b) Land Revenue and Tenancy Act and Rules thereunder;
(c) Mensuration Manual;
(d) Chapters 3, 4, 7, 9 and 10 of the Land Records Manual;
(e) Punjabi edition of Land Revenue and Tenancy Act and Rules under the form:
(f) Final Settlement Report and the Assessment Report of one tehsil of last settlement;
(g) Settlement Officer's notes and the Statements attached thereto of 10 villages.
STAGE II—SURVEY AND RECORD.

I. Measurement and Records
   (i) Square measurements
   (ii) Taqsim
   (iii) Preparation of field book
   (iv) Preparation of Khataunis
   (v) Preparation of Jamabandis
   (vi) Tracing of records from one settlement to another

   The trainees should write the above Papers in their own hands. They should also prepare supplementary statements mentioned in Appendix 8 and 9 of Settlement Manual.

II. The trainees should complete the study of books mentioned under II in stage I and particularly Chapters 12 to 14 and Appendix 7 of Doulo's Settlement Manual, Measurement Manual, and Chapters 3, 4, 7, 9 and 10 of Land Records Manual.

III. Land Revenue Accounts and Collection of Land Revenue:—Lectures on the following can be combined with a tour to Tehsil Office to see the actual working

   (a) Study of the Bachh of the last two harvests and comparison with the Jamabandi in preparation and preparation of Fard Bachh
   (b) Arz Irasal
   (c) Tehsil Khataunis and Kistbandis
   (d) Canal demand statement
   (e) Work of Sinha Nawis and Wasil Baqi Nawis

   This training would be combined with practical explanations of Financial Commissioners' Standing Order No. 31 which deals with Land Revenue Accounts.

STAGE III—GENERAL TRAINING IN VILLAGE ADMINISTRATION

Each trainee shall deal with revenue work of one Kanungo Circle as follows

   (a) Fard Bachh
   (b) Inspection of wells and other works built with the aid of taccavi loans
   (c) Collection of land revenue
   (d) Work connected with the execution of the orders of Civil Court with regard to purchase and sale of Agricultural lands
   (e) Mutation work
   (f) Partition work
   (g) Girdawari
   (h) Attestation of quaterniary Jamabandi
   (i) Inspection of Fatwani's papers
   (j) Inspection of Field Kanungo's papers
   (k) Alluvion and diluvion
   (l) Suspension and remission of land revenue
   (m) Taccavi work
   (n) Demarcation

   During this period a trip should also be arranged to Tehsil headquarters to explain to the trainees the points for inspections of tehsil and inspection of office Kanungo's office.

   During this period the trainees should also make themselves familiar with the rest of the Land Administration Manual.
STAGE IV—DEVELOPMENT AND PUBLIC ADMINISTRATION.

Lectures on the following subjects:

1. Consolidation of Holdings:
2. General Principles of:
   (a) Agriculture.
   (b) Horticulture.
   (c) Animal Husbandry.
   (d) Cooperation.
   (e) Health and Sanitation.
3. Five Year Plan, particularly in relation to Punjab;
4. Community Project and National Extension;
5. Public Relations with particular reference to courtesy, despatch, etc.;
6. Administrative technique including the knowledge of essential statistics and of execution;
7. Forests with particular reference to anti-erosion and reclamation measures;
8. Panchayats;
9. Canal Irrigation, with particular reference to warabandi, chakbandi, occupiers rate and Kharabas, etc.
10. Administration in Modern India and its problems.

STAGE V—FLOOD RELIEF TRAINING

STAGE VI GENERAL

The trainees shall also:
(i) Study important State Acts, Rules and Regulations as in Annexure I;
(ii) Study subjects which they have to pass in the Departmental Examination;
(iii) Learn Nolding, Drafting and basic office procedures.

4. Institutional training for Tehsildars appointed by Promotion.—The Institutional training for Tehsildars appointed by promotion shall be as above, except that Part I of Stage I, Parts I & III of Stage II and Stage III may be omitted.

1. Field Training for Tehsildars appointed by direct recruitment.—Field training shall be
   Under to the Tehsildars appointed by direct recruitment--
   (i) Attachment with Patwari Three Months

   The Deputy Commissioner should arrange for the trainee to work with an able Patwari
   under the close supervision of an experienced Field Kanungo when he should learn the Patwari's
   work in all its details. He should accompany the Patwari on his grounds for preparation of the
   Girdawari and crop inspection work and assist in the compilation of the girdawari statements
   from the girdawari papers and their incorporation in the village note-book. He should be in-
   structed not only in measurement (jaddi), but in the correction of field maps (tarmim) and the
   preparation of lists of shajras. He should also become acquainted with the process of training
   record from one settlement to another.

   (ii) Attachment with a Kanungo One Month

   The trainee would acquaint himself with the duties of a Kanungo in general and attend to
   the following duties in particular:

   (1) He would conduct inspection of at least 5 Patwaris as per the detailed pro forma
       prescribed in the Annexures to Chapter 3 of the Land Records Manual;

   (2) He would conduct the cent per cent checking of the girdawari done by the
       Patwari;

   (3) He would verify at least 30 mutations entered by the Patwari and compare it with
       the entries of the Jamabandi Registration Memorandum, Chowkidar's Birth and
       Death Register, etc.

   (4) He would prepare the indices of notices as prescribed in the Land Records Manual;

   (5) He would verify the Jamabandi with the tehsil record as prescribed in the Land Records
       Manual;

   (6) The Tatimas prepared by the Patwari will be verified by him by actual measurement on
       ground;
(7) he will ensure the execution of at least 8 warrants relating to the transfer of crops/lands;

(8) he would verify Dhal Bachh by comparing with the entries in the Gidawari and Jamabandi Register ; and

(9) he would take note of the Diaries, Sketch maps and other Registers maintained at Field/Office Kanungo.

(iii) Independent charge of eight Patwar Circles as Kanungo

The trainee shall be placed in charge of eight patwari's circles to learn the work of a Kanungo. He will be responsible for the conduct and work of the patwaris in his charge and see that their mutation work is not in arrears. He will supervise the preparation of the bachhi, the paper of their village and the accurate preparation of jamabandi statements which accompany them. He should learn how jamabandis are attested and also check the incorporation of decided mutations in the new jamabandis.

After working as Kanungo independently for three months, if the Deputy Commissioner satisfied that the candidate is fit to be recommended for a Kanungo's certificate, he will recommend to the Director of Land Records who will issue the required certificate after imposing such conditions as may consider suitable and will submit a report to the Financial Commissioner, Revenue.

(iv) Attachment with Office Kanungo

Attachment with Wasi Baqi Nawis

The trainee will study in detail the working of various branches in the office and also study the maintenance of record and preparation of various statements prescribed in the Records Manual. Particular attention would be paid by him with regard to the working of the Office Kanungo and Tehsil Wasi Baqi Nawis. While in Tehsil Office, he would be responsible for:

(1) preparation of indices in respect of record of rights and consolidation records in Tehsil Office;

(2) preparation of acquittance roll, pay bills of the staff;

(3) posting of Registration Memorandum of Kanungo and ensuring completeness of entries of mutation;

(4) filling of office copies of mutation-sheets;

(5) preparation of Kistbandi in respect of land Revenue demand and also entering of entries in Day Book on the basis of Treasury Challans;

(6) entries in Demand Register in respect of land revenue and taccavi recoveries;

(7) entries in the Register regarding Blank Warrants Forms issued, etc.

(v) Attachment with Sadar Kanungo

(vi) Attachment with Assistant Treasury Officer

(vii) Attachment with Tehsildar/Sub-Registrar

(viii) Attachment with a Magistrate

(ix) Attachment with Sub-Divisional Officer (C)

The trainee should keep a diary during this period of training and submit it regularly through District Revenue Officers to the Deputy Commissioner.

6. Field Training of Tehsildars appointed by transfer.—Field training shall be imparted to Tehsildars appointed by transfer as in the preceding Regulation subject to the following modifications:

(i) Attachment with Patwari

(ii) Attachment with Kanungo

(iii) Independent charge of eight Patwar Circles as Kanungo

(iv) Attachment with Office Kanungo, Wasi Baqi Nawis and Sadar Kanungo