

PHONE NO. 99210869.

No. 177-530 /NTR/DLR.

DIRECTORATE OF LAND RECORDS,
PUNJAB LAHORE.

Dated:- 24 - 01 - 2011

To

- i) All Executive District Officers(Revenue),
in the Punjab.
- ii) All District Officers(Revenue),
in the Punjab.
- iii) All Deputy District Officers(Revenue),
in the Punjab.
- iv) Settlement Officers, Lahore, Gujrat and
Rawalpindi.
- v) All Tehsildars,
in the Punjab.
- vi) Political Assistants,
Rajanpur and Dera Ghazi Khan.
- vii) Colonization Officer,
Cholisthan Development Authority,
Bahawalpur.

SUBJECT:- CHECKING OF GIRDAWARI.

Reference: Board of Revenue, instructions No. 810-86/1043-LR-II dated 17-04-1986,
and Director, Land Records's circular No. 84 dated 21st March 2001 on the
subject cited above.

MR. AKHLAQ AHMAD TARAR SENIOR MEMBER/MEMBER(REVENUE), BOARD
REVENUE, PUNJAB.

MEMORANDUM.

It has brought into the notice that the maintenance of correct Girdawari record :
spot verification is vital for protecting the rights of ownerships, possessions; cultivations, rents, cl
in the fields etc., and also of providing reliable/up to date data to the Government for future plann
this work is carried out correctly, it would save the public from long drawn litigation, feuds and
strife, besides checking a source of corruption at the lower level.

It has also been noticed with great concern that this important function of the re
agency is not getting due attention of the supervisory staff and officers. As a result, the field Patwar
long hand to manoeuvre and exploit the position at the cost of the farming community. It is, the
necessary that the Revenue field staff and officers from Naib Tehsildars to Executive L
Officer(Revenue) should vigilantly perform their duties of crop inspections as required under
Records Manual and the instructions issued by the Board of Revenue as well as this Directorate from
to time.

In order, further, to streamline the work of crop inspection, the following standard is laid down for strict adherence:-

KANUNGO.

	Nature of work	Standard prescribed	Duration
i)	Attestation of changes in cultivation, possession and rent etc., after spot inspection.	100%	Within one month after completion of Girdawari.
ii)	Checking of Girdawari for verification of crops sown etc.	At least 10% of the total field numbers in each village of his circle.	Within 15 days after completion of the Girdawari.
iii)	Checking of page-wise details of Register Girdawari & its comparison with the Jinswar statement.	100%	-do-

REVENUE OFFICERS(NAIB TEHSILDARS, TEHSILDARS & CONSOLIDATION OFFICERS)

iv)	Attestation of changes in cultivations, possessions and rent etc., in the presence of right-holders.	100%	Within two months after completion of the Girdawari.
v)	Checking of Girdawari for verification of crops sown etc.	At least one village of each patwar circle under his charge (Not less than 5% of the total Khasra numbers of the village).	Within 15 days after completion of the Girdawari.

DEPUTY DISTRICT OFFICERS(REVENUE/POLITICAL ASSISTANTS/COLONIZATION OFFICER/EASO).

vi)	Checking of Girdawari.	At least 3 villages in each revenue circle under his charge.	Within one month after completion of the Girdawari.
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DISTRICT OFFICERS(REVENUE/SETTLEMENT OFFICER).

vii)	Sample checking of Girdawari.	At least one village of each Tehsil in the District.	Within one month after completion of the Girdawari.
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EXECUTIVE DISTRICT OFFICERS(REVENUE).

viii)	Sample checking of Girdawari	At least one village of each District in the Division.	-do-
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It is further directed that the following may be kept in view during the girdawari work:-

- I. Board of Revenue, instructions dated 17-04-1986 pertaining to inspection of girdawari work may be followed by the field revenue staff and District Collector may ensure its implementation and submit its report to the concerned quarter as required.
- II. Revenue officers and girdawari should sign the jinswars after proper scrutiny/Physical checking of the tarcej. Copy of the tarcej should be attached with Khasra register regularly.
- III. The schedule of girdawari (Fard Rastur girdawari) may strictly be monitored by the field revenue officers.
- IV. During the girdawari period it must be avoided to assign other miscellaneous duties to the field revenue staff.

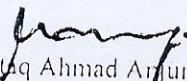
In addition to the Officers mentioned above, the Director Land Records and his Assistant Directors will also undertake inspection of Girdawari as a part of their general inspection of record of rights and will ensure that such inspection is carried out by them in at least 4 villages of different

divisions during each harvest. The Naib Tehsildar Office will also be responsible for inspection of Girdawari in at least two villages of each kanungo circle in the district during each year.

The policy regarding inspection of kharaba survey and boundary marks and joint inspections of crops with the Irrigation & Agriculture Departments will continue to be followed in accordance with the prevalent rules & instructions on the subject.

A monthly statement in form Annexure 'A' with regard to the checking of Girdawari work shall be submitted by the Tehsildar to the District Collector through the Deputy District Officer(Revenue) and the District Collector shall submit this statement in a consolidated form to the Executive District Officer(Revenue) and to the Director Land Records by the 10th of each month.

The above mentioned instructions should be implemented in letter & spirit and any laxity, lapse or mis-statement in this regard will entail a strict action against the official/officer concerned.


(Mushtaq Ahmad Anjum)
Director, Land Records,
Punjab, Lahore.

No. 531 - 36 /NTR/DLR.

A copy is forwarded to the:-

1. P.S.O to Senior Member/Member(Revenue), Board of Revenue, Punjab for information of the Senior Member/Member(Revenue), Board of Revenue, Punjab.
2. Secretary(Revenue), Board of Revenue, Punjab.
3. Managing Director, Cholistan, Development Authority, Bahawalpur.
4. Assistant Director, Land Records-(I & II), Punjab for information and necessary action.

(Mushtaq Ahmad Anjum)
Director, Land Records,
Punjab, Lahore.