

From

The Board of Revenue,
Punjab, Lahore.

To

1. All Commissioners in the Punjab
2. All Deputy Commissioners in the Punjab
3. Settlement Officer, Bahawalpur.

SUBJECT:- PROPER CONDUCT OF GIRDAWARI AND TIME SUBMISSION OF
JINSWARS.

Mr. Shahzad Hassan Parvez Member (Revenue), Board of
Revenue.

MEMORANDUM.

It has been observed with concern that Patwaris are not conducting Girdawari properly, as a result of which the preparation of Jinswars is not only delayed but is inaccurate/sub standard also. Supervisory officers are also not giving due importance to this work and do not check as to whether Girdawari work is proceeding on schedule and is being done strictly in accordance with rules or not. Jinswars which are to be supplied by Tehsildars directly by 15th April and 15th November to the Director Land Records are therefore inordinately delayed and in many cases remain inaccurate. This causes problems for the Government while approving final estimates of Rabi & Kharif Crops.

Following instructions are therefore issued for timely and accurate completion of Girdawari:-

1. It should be ensured that Patwaris conduct Girdawari strictly according to schedule.
- 7(i) 2. Jinswars of a village must be completed before starting Girdawari of the next village, Field Kanungo will check the Jinswar and sign it on which it should be immediately sent to Tehsildar.
3. Revenue Officers should conduct frequent checks of Girdawari work and should ensure that at least work in one village of every patwari is checked.
- (5) 4. EAC(R) and N.T.O. should be directed by the Deputy Commissioners to remain on village touring for checking of Girdawari for 15 days & full month respectively. Deputy Commissioners should also go for checking of Girdawari at least at one place in

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every tehsil.

- 7 (ii) 5. Office Kanungos should carefully receive Jinswars and the should be despatched to the Director Land Records by due date 15th November, 1994.
6. Deputy Commissioners and Assistant Commissioners should s rious notice of lapse on the part of Patwaris and Girdawars and those found preparing fake figures or delay the submission of Jinswars must be proceeded against departmentally. Any lapse on the part of Naib Tehsildars and Tehsildars must be promptly reported to the Commissioners & Board of Revenue respectively.
- 7 (iii) 7. Despatch of Jinswars should be a regular item in the meet of Deputy Commissioners and Commissioners.

Secretary (Revenue)
Board of Revenue,
F Punjab, Lahore.

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