

## 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 of the total field numbers of the Girdawari in each village of his circle. At least 10% Within 15 days after completion of his circle.
- iii) Checking of page-wise totals 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 & etc. At least one village of each patwar circle under the charge (Not less than 5% of the total khasra numbers of the village). Within 15 days after completion of the Girdawari.

ASSISTANT COMMISSIONERS / POLITICAL ASSISTANTS / COLONY ASSISTANTS (EASO)

- vi) Checking of Girdawari. At least 3 villages in each revenue circle under his charge. Within one month after completion of the Girdawari.

DEPUTY COMMISSIONER, ADDL: DEPUTY COMMISSIONERS (GENERAL), (CONSOLIDATION), (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.

COMMISSIONERS / ADDITIONAL COMMISSIONERS (REVENUE & CONSOLIDATION)

- viii) Sample checking of Girdawari. At least one village of each district in the Division. do-

4. 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, and will ensure that it is carried out by them in at least 4

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villages of different divisions during each harvest.

5. Extra Assistant Commissioner (Revenue) and Naib Tehsildar office should be directed by the Deputy Commissioners to remain on village touring for checking of Girdawari for 15 days and full month respectively. Deputy Commissioners should also go for checking of Girdawari at least at one place in every tehsil.

6. The policy regarding inspection of Kharaba, survey and boundary marks and joint inspections of crops with the Irrigation Department will continue to be followed in accordance with the prevalent rules and instructions on the subject.

7. (i) 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 the office Kanungo/Tehsildar.

(ii) Office Kanungos should carefully receive Jinswars and these should be despatched to the Director Land Records by the date i.e. 15th November, 1935.

(iii) Despatch of Jinswars should be regular item in the meetings of Deputy Commissioners and Commissioners.

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

*S. C. - 4*  
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 BOARD OF REVENUE, PUNJAB.

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1 copy for information and necessary action is forwarded to :-

1. All Additional Commissioners (Revenue) & Additional Commissioners (Consolidation) in the Punjab.
2. All Additional Deputy Commissioners (Consolidation) in the Punjab.
3. All Assistant Commissioners in the Punjab.
4. Assistant Director, Revenue Academy, Lahore.

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