



No. PLRA/AD(O)/47-1/2017/198
Government of the Punjab
Punjab Land Records Authority
Board of Revenue, Punjab

Dated Lahore, the April ____, 2017

To,

All Assistant Commissioner in Punjab
All Assistant Director Land Records in Punjab
All Land Record Officers in Punjab

Subject: **SOP FOR THE NOMINATION OF COMMISSION**

Standard Operating Procedures (SOP) for the nomination of commission & maintenance of record is sent herewith for your information and strict compliance, please. A certificate as per below format should reach to this office by 24th April, 2017 for our record. Said SOP may be placed at prominent place of the Arazi Record Center for the information of general public and transparency.

Forwarded for strict compliance in letter & spirit.


Director Operations

Copy to:

- i. Senior Member, Board of Revenue, Punjab
- ii. All Divisional Commissioners in Punjab
- iii. All District Collectors in Punjab
- iv. All Service Center Incharges in Punjab

Certificate

It is certified that I have received the SOP for the nomination of Commission. I assure that all the instructions contained in said SOP will be complied in letter & spirit.

Signatures: _____

Assistant Director Land Records / Land Records Officer, Tehsil _____

Name: _____

Date: _____

Standard Operating Procedures for Nomination of Commission

1. Checklist prior to nominating the Commission:

- a. Application from the relevant person alongwith any of the following documents based upon the reason:
 - i. Medical Certificate from Government Hospital in case of any disability / serious illness.
 - ii. Court orders / Confinement orders in case of person behind bars.
- b. In case of a female following procedure shall be observed:

If for any reason, it is not possible for a female heir to appear before the Revenue Officer, he may either himself record her statement at her residence or issue a commission to do so:

Provide that the Commission, if issued, may preferably comprise a lady member of the Provincial Assembly or the National Assembly or a lady member of the Local Council concerned or any other lady carrying a social / official status.

- c. No commission shall be nominated / appointed until & unless above said mandatory requirements are fulfilled.

2. SCOs nomination as Commission: Due to the scarcity of the staff and provision of uninterrupted service delivery at Arazi Record Centers, Service Center Officials shall not be nominated as commission.
3. Record Maintenance: Comprehensive record shall be maintained at Arazi Record Center of nomination of commission along with complete justifications and documentary evidences as explained above.
4. Monthly Report Generation: A monthly report regarding the number of commissions nominated alongwith commission fee shall be prepared as per the following schedule by the Assistant Director Land Records / Land Record Officer and shall be sent to PLRA office & concerned Assistant Commissioner's office by 3rd of each month:

Ser	Date of Nomination	Name of Applicant	Reasons / Justification	Commission Name	Commission Designation & Profession	Fee	Remarks

5. Review of record by Assistant Commissioners: Assistant Commissioners of concerned tehsil will review all the record prepared by ADLR / LRO for nomination of commission and shall send a monthly report alongwith his / her remarks to PLRA office by 5th of each month.
6. **Any violation of the SOPs will be considered a serious breach of the instructions passed by PLRA for which stern action will be taken in accordance with Law against the delinquents.**

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