APPENDIX B.

No. 1.

NOTIFICATION—No. 4867-L.R.

The 1st November 1894.—Under the authority vested in him by section 189 of the Bengal Tenancy Act, VIII of 1885 the Lieutenant-Governor is pleased to declare that the following Rules be substituted for Chapter VI of the Rules under the said Act, published by Notification, dated the 21st December 1885, at page, 1255 Part I of the *Calcutta Gazette* of the 23rd idem, as modified by Notification, dated the 2nd July 1889, published at page 560, Part I of the *Calcutta Gazette* of the 3rd July 1889. They are accordingly, under sub-section 5, section 190 of the said Act, published for general information.

C. E. BUCKLAND,
Secy. to the Govt. of Bengal

Chapter VI.

Rules under section 189 of the Bengal Tenancy Act as to the procedure to be followed by Revenue Officers in regard to the Record of Rights and Settlement of Rents.

1. (*a*) Every Revenue Officer appointed under the designation of "Settlement Officer" or "Assistant Settlement Officer" for the purpose of making surveys, record of rights, settlement of rents, determination of proprietors' private lands, and such like proceedings, or any one or more of them under the Tenancy Act, is hereby vested with all the powers exercised by a Civil Court in the trial of suits, and with the powers mentioned in section 189 (*1*) (*b*) and (*c*) of the Tenancy Act, VIII of 1885.

(*b*) A Revenue Officer who, under the designation of a Settlement Officer, has been appointed for the purpose of making a survey and record of rights and settlement of rents under Chapter X of the Bengal Tenancy Act, VIII of 1885, shall have power to make over applications for settlement of fair rents made under section 104, or objections preferred under section 105 of the Act, or dispute cases instituted under section 106 of the Act to the officers subordinate to him, who have been duly empowered under the designation of Assistant Settlement Officers to act as Revenue Officers under the provisions of the same Chapter of the same Act.

(*c*) On the application of either party, after giving notice to the other party interested and hearing objections perferred, if any, or of his own motion without giving such notice, a Revenue Officer so appointed under the designation of Settlement Officer shall have power to withdraw from the file of any Revenue Officer (designated Assistant Settlement Officer), who is subordinate to him any such applications made under section 104 or objections preferred under section 105 or dispute cases instituted under section 106 of the Bengal Tenancy Act, and to dispose of such applications, objections, or dispute cases himself, or to transfer them for disposal to another officer similarly subordinate to him, who is duly empowered to act as a Revenue Officer.

2. Deputy Superintendents of Survey and Assistant Superintendents of Survey employed in operations under these Rules are hereby declared to be Revenue Officers for the purpose of performing any duty imposed upon them by these Rules or by instructions consistent with these Rules, issued by the Board of Revenue. They are hereby vested with the powers specified in section 189 (i) (*b*), provided that an Assistant Superintendent shall not exercise the powers vested in a Superintendent under the Bengal Survey Act.

PROCEDURE FOR CADASTRAL SURVEY, RECORD OF RIGHTS, AND SETTLEMENT OF RENTS.

3. The following processes will ordinarily be comprised in a cadastral survey, record of rights, and settlement of rents :—

I.—Demarcation of boundaries.

II.—Measurement.

III.—Khanapuri, *i.e.*, preliminary preparation of the record.

IV.—Attestation of the record.

V.—Settlement of fair rents under section 104 of the Bengal Tenancy Act.

VI.—Draft publication of the record of rights.

VII.—Disposal of objections, and trial of disputes, under sections 105 and 106 of the Tenancy Act.

VIII.—Final publication of the record of rights.

I.—DEMARCATION OF BOUNDARIES.

4. (*a*) In the demarcation of village boundaries care shall be taken to preserve as far as possible, for the unit of suruey and record, the area contained within the exterior boundaries of the village maps of the revenue survey.

(*b*) Where there is no dispute the boundary of the village according to possession should be followed, and, where that boundary does not differ substantially from the boundary of the revenue survey, the latter need not be separately shewn in the map.

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(c) Where there is considerable difference between the boundary according to the revenue survey map and the existing boundary of the village as ascertained by the Revenue Officer, the latter should be followed for the purpose of map and record ; but the boundary of the revenue survey map should also be marked on the new village map.

(d) Where there is dispute as to village boundaries, the Revenue Officer shall decide the dispute under the Bengal Survey Act, V (B.C.) of 1875.

(5) Boundary pillars of a permanent nature shall be erected at every point where the boundaries of three or more villages meet, and may be erected wherever the Revenue Officer considers it necessary to define by pillars the boundaries of estates or tenures, or of lands which have been the subject of dispute.

II.—MEASUREMENT.

6. A field map of every village shall by prepared. It shall show the boundaries of every field separately assessed to rent, or of such plot of land as the instructions of the Board of Revenue for giving effect to these Rules may lay down.

III.—KHANAPURI *i,e;* PRELIMINARY PREPARATION OF THE RECORD.

7. Settlement records made under Chapter X of the Tenancy Act shall be prepared in such manner as the Board of Revenue may prescribe, and shall consist of the following principal documents:—

Village map ;	Khewat ;
Khasra, *i.e* , field index ;	Khatian ;
	Tirij ;

and any other papers which the Board of Revenue may prescribe.

8. The record of rights, which shall be published under section 105 of the Tenancy Act, shall be contained in the khewat and the khatian.

(9). (a) The proprietary khewat shall show the character and extent of proprietary interests; and when there are large tenure-holders, the character and extent of whose interests may, in the opinion of the Revenue Officer, require it, such interests shall be recorded in a similar form in addition to being recorded in the khatian.

(b) The khewat of proprietary interests shall first be drawn up in accordance with the registers maintained by the Collector under the provisions of the Land Registration Act, VII (B.C.) of 1876. As the record-writing proceeds, the proprietary khewat shall be corrected in accordance with the facts of possession.

10. (a) The khatian shall show in detail for all the lands of the village, estate by estate, landlord by landlord, and occupant, by occupant, the lands included in each estate, owned by each landlord and occupied by each tenant, with particulars of rent and of the incidents of each tenancy.

(b) Lands cultivated or otherwise held direct by the proprietor shall be shown in detail in the khatian, and shall be entered either as proprietor's private land, or as land held by the proprietor but not private land, in accordance with the provisions of Chapter XI of the Tenancy Act.

IV.—ATTESTATION OF THE RECORD.

11. (a) When the map, khasra, khewat, and khatian for a village have been prepared in such manner as the Board of Revenue may prescribe, the Revenue Officer shall issue a notification in such form as may be approved by the Board, fixing a day which shall be not less than a week from the date of issue of the notification, on which he will be present at some place to be specified, at or near the village, for the purpose of attesting and completing the record of rights.

(b) The notification shall further state that on the day so fixed, or on any other day to which the proceedings may be adjourned, the Revenue Officer will proceed to record rents when the circumstances are such as are specified in section 104 (1), and to receive applications for the settlement of fair rents ; and it shall require all parties interested in the subject-matter of the enquiry to attend at the time and place specified with such evidence as they have to offer in connection with the proceedings.

(c) Such notification shall be published by proclamation and beat of drum, and fixed up in the presence of not less than two persons in some conspicuous place in the village to which it refers.

12. The Revenue Officer may also, if he deem fit, take such additional measures under the powers, conferred on him by rule 1 of this Chapter as my be desirable to procure the attendance, at the place specified in the notification to be issued unddr the last preceding rule, of the under-raiyats, raiyats, tenure-holders, landlords and proprietors, or their authorized agents.

13. On the date specified in the notification to be issued under Rule 11, or on any other date to which the proceedings may be adjourned the entries which have been made in the khewat and in each tenant's khatian shall be read out in the presence of such of the interested parties as are in attendance. If the, correctness of any entry is disputed, the Revenue Officer shall settle the dispute after local enquiry or otherwise ; provided that if the correctness of

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the measurement is called in question, and a fresh measurement be demanded, the Revenue Officer may require the costs of the re-measurement to be deposited. If the re-measurement shows the original measurement to have been inaccurate, the amount deposited shall be refunded to the objector.

14 The Revenue Officer shall ascertain what raiyats claim the right to hold at fixed rates or fixed rents, explaining, as far as may be necessary, the provisions of the Act in this respect. If the right claimed is disputed by the landlord, the Revenue Officer shall call on the claimants for proof of such right.

15. The Revenue Officer shall ascertain which of the raiyats are setttled raiyats or occupancy raiyats, as the case may be, and shall record them as such, having regard to the presumption of section 20 (7) of the Tenancy Act in favour of the settled atatus.

16. The Revenue Officer shall ascertain what raiyats are non-occupancy, and to this end he shall be entitled to call upon the landlord or his agent to produce a statement showing the names of the raiyats alleged by him to be non-occupancy raiyats. On production of such statement, the Revenue Officer shall explain to the raiyats whose names are entered in the statement, and who have not already been recorded as occupancy or settled raiyats, the nature of the presumption raised by section 20 (7) of the Act. If, after such explanation, a raiyat admits himself to be a non-occupancy raiyat, he shall be recorded as such. If he does not admit himself to be a non-occupancy raiyat, the Revenue Officer shall call on the landlord to prove the allegation made by him in regard to such raiyat.

17. Abwabs shall not be recorded. Cesses which are authorized by law shall be recorded separately from the rent in the khatian.

18. The Revenue Officer shall summarily ascertain the tenant's present rent, and record it in the appropriate column of the khatian as the rent payable in respect of the land held by the tenant

19. When the record of rights and of existing rents has been prepared and attested in the manner prescribed in rules 11 to 18 above, and when the record shall have been arranged and corrected in accordance with the orders which the Revenue Officer may have passed, he shall record a proceeding in which he shall state that attestation of the records of the village has been completed; and shall publish a notfication in the village stating that a period, not less than one month, is allowed during which applications for the settlement of fair rents may be filed. But in special cases the Revenue Officer may exercise his discretion as to receiving such applications on a date outside of this limit up to the time of draft publication.

V.—Settlement of fair rents under Section 104 of the Tenancy Act.

20. When the landlord or tenant applies for the settlement of a fair rent, he shall be considered as plaintiff and the opposite party as defendant, and the Revenue Officer shall proceed as is directed in rules 24 to 28 following.

21. If it appears on legal evidence adduced before the Court that a tenant is holding land in excess of, or less than, that for which he is paying rent, the Revenue Officer shall proceed to fix a fair and equitable rent for the holding under section 104 (2) and (3).

22. When the state or tenure belongs to, or is managed by, the Government or the Court of Wards, the procedure laid down in these rules for recording or settling rents shall be followed, the Government, or the Manager of the estate or the tenure respectively, as the case may be, being regarded as the landlord.

23. (*a*) When in accordance with section 104 (2) read with section 101 (2) (*d*) of the Tenancy Act, a settlement of land revenue is being made in respect of any lands, it shall be the duty of the Revenue Officer to record a proceeding for each village in such form as may be approved by the Board of Reveneue setting forth that on a date named and at a place named he will settle fair rents in respect of all estates, tenures or holdings, and for unsettled lands included in such village.

(*b*) A schedule may be appended to the proceeding, giving the names and numbers of all estates, tenures and holdings paying revenue or rent to Government, and particulars of unsettled lands for which rent will be settled.

(*c*) Such proceeding shall be sufficient authority for making a settlement of all rents within such estates, tenures or holdings, and it shall not be necssary to state that Government or the Secretary of State is plaintiff, or to join any landlord as co-plaintiff, or to draw up any plaint or application.

(*d*) It shall not be necessary to register such proceeding as a plaint under section 58 of the Code of Civil Procedure, but applications made by landlords or tenants for settlement of fair rents shall be so registered.

24. When (1) a landlord or tenant applies for the settlement of a fir rent, or (2) in any case in which a Revenue Officer engaged in the settlement of the land revenue proposes to alter an existing rent, notice shall be given in the following manner to persons interested :—

Notices.

(1) In the case of an application made by the landlord or tenant, notice shall be served on every person interested in the application, together with a copy of the application or extract therefrom or summary thereof so far as the application concerns such person.

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(2) In the case of a settlement of the land revenue, a copy of the proceeding prescribed in rule 23 shall be served by proclamation and beat of drum, and by posting it in the presence of not less than two persons in some conspicuous place in the village comprising the lands under settlement. Proof of service of such notice at least one week previous to the date fixed for settlement of fair rents shall be sufficient notice to all persons concerned.

25. With the consent of the Revenue Officer, any number of tenants occupying land under the same landlord in the same village may make a joint application for settlement of rents or may be joined as defendants in the same proceeding on a similar application by the landlord; or when settlement of the land revenue is being made under section 101 (2) (*d*), the Revenue Officer may of his own motion join all landlords and the tenants in a village in one proceeding; provided that if at any time it shall appear to the Revenue Officer that the question between any two of the parties of whom one is so joined with others cannot conveniently be so jointly tried, he may order a separate trial to be held of that question, or he may pass such other order, in accordance with the Civil Procedure Code, for the joint or separate disposal of the application as he may think fit.

26. (*i*) On the date fixed for settlement of fair rents other than those connected with settlements of the land revenue, or on any subsequent date to which the proceeding may be adjourned, the Revenue Officer shall proceed to read, or cause to be read aloud the name of each tenant whose rent has to be settled, the area of his tenancy, the existing rent, the rent applied for, if any, the ground stated for enhancement or reduction, and shall ask the landlord and tenant, if they are present, whether the new rent applied for is accepted.

(*ii*) In the case of settlement of rents in connection with a settlement of the land revenue on the date fixed, or on any subsequent date to which the proceeding may be adjourned, the Revenue Officer shall proceed to read, or cause to be read aloud the name of each tenant whose rent has to be settled the area of his tenancy, and the existing rent, and shall propose a rent for the acceptance of the landlord and tenant concerned, and shall ask them, if they are present, whether the new rent proposed is accepted.

(*iii*) In cases under both (*i*) and (*ii*)—

(*a*) If the landlord and tenant be present, and if both accept, in case (*i*) the rent applied for, in case (*ii*) the rent proposed, the Revenue Officer shall record their acceptance, and if in his opinion that rent be fair and equitable and in accordance with the provisions of the Tenancy Act, he shall settle it accordingly. If the Revenue Officer does not consider the rent fair and equitable, he shall proceed to fix a fair and equitable rent;

(b) where landlord or tenant does not attend after due service of notice has been proved, the procedure will be *ex-parte*;

(*c*) where a landlord or tenant appears and does not accept, in case (*i*) the rent applied for, in case (*ii*) the rent proposed, the Revenue Officer shall record evidence in the manner prescribed in clause (*f*) of section 148 of the Bengal Tenancy Act for trial of rent suits, and shall settle a fair and equitable rent according to law; provided that in important cases the Revenue Officer may in his discretion record evidence at length.

(*iv*) Provided that when, in connection with a settlement of the land revenue, a Revenue Officer proposes to alter an existing rent, and the parties have not attended in compliance with the general notice prescribed in rule 24 (2), the Revenue Officer shall serve each person interested with a special notice, and the *ex-parte* proceeding, referred to in sub-rule (*iii*) (*b*), shall not be held until after due service of such special notice has been proved.

27. It shall not be necessary for a revenue Officer to draw up a separate decree with regard to the fair rent settled; but the entry made in his decision or schedule attached thereto with regard to the fair rent settled shall be held to be a decree.

28. When a fair and equitable rent has been fixed under the preceding rules, it shall be entered in the khatian as the rent payable in respect of the holding.

VI.—Draft Publication of the Record of Rights.

29. (*a*) When the period prescribed by the notification issued under rule 19 has elapsed, and when all proceedings for settlement of fair rents have been completed in the manner laid down in rules 20 to 28, a notice shall be posted up at the landlord's office in the village or in the presence of not less than two persons, in some conspicuous place in the village, stating that the draft of the record will be published in the village on a day to be specified, not less than a week from the date of such notice, and calling on all persons interested to attend on the date so specified.

(*b*) On the date fixed for draft publication, the Revenue Officer shall either proceed to the village himself, and read the contents of the record in the presence of the parties who attend, or he shall depute an officer, not below the rank of kanungo, who shall read out the contents of the record in the presence of so many of the parties as attend, and the Revenue Officer or officer deputed by him, as the case may be, shall at the same time inform the parties who attend that the draft record will be open for inspection for not less than one month in the office of the Revenue Officer, or in such other convenient place as the Revenue Officer may determine. The Revenue Officer shall receive and consider any objection which may be made to any entry during the period named.

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VII.—Disposal of Objections and Trial of Disputes under Sections 105 and 106 of the Tenancy Act.

30. (*a*) When an objection is made before the expiry of the period of publication of the draft record prescribed under rule 29 (*b*) above, regarding the correctness of an entry or as to the propriety of any omission, notice of the objection shall be served on all persons whose interests may, in the opinion of the Revenue Officer, be affected thereby, and they shall be called upon to attend at such time and place as the Revenue Officer may fix for the disposal of the objection. If no person attends to contest the objection, the record may be amended accordingly, or the person who made the objection may, if the Revenue Officer thinks fit, be called upon to produce evidence in support of his objection, which shall in that case be dealt with summarily.

(*b*) When a dispute arises before the final publication of the draft record as to the correctness of any entry (not being entry of a rent settle under section 104 of the Act), or as to the propriety of an omission, the proceeding shall be dealt with as a suit between the parties under section 106 of the Tenancy Act, in which the person objecting to the entry or to the omission which the Revenue Officer has made or proposes to make or to maintain shall be plaintiff and the other parties defendants.

VIII—Final Publication.

31. When all applications for settling a fair rent have been disposed of, and all objections and disputes of the nature mentioned in rule 30 have been decided by the Revenue Officer, he shall make in the appropriate columns of the khewat or khatian such corrections and additions as are required to carry out the orders passed in regard to those applications, objections and disputes. He shall then finally frame the record and cause it to be published by notifying that its contents will be read out in the village on a date to be specified not less than a week from the date of such notice, and by reading it out himself or causing it to be read in the village on the date so specified, in the manner prescribed in rule 29 (*b*), in the presence of the parties or of so many of them as attend.

Provided that it shall be open to the Revenue Officer in his discretion to publish finally such part of the record as is not affected by any dispute, the remainder of the record being published when the disputes have been disposed of.

Supply of copies of the record of rights to parties interested.

32. (*a*) The Revenue Officer having completed the record shall cause copies of it to be made, one of which, or extracts from which, will be made over to the landlord concerned or, where there are more landlords than one, to their common agent or common manager, as the case may be, and one to the Collector of the distrtrict.

(*b*) An extract from the khatian relatign to his tenancy shall be given to every tenant under the seal of the Revenue Officer and under the signature of an officer duly authorized by the Revenue Officer to give copies.

(*c*) Copies of records supplied to landlords and tenants under this rule shall be given free or on payment according as in the case of each local area the Local Government may direct. When payments is required the sums so recovered shall be adjusted against the expenses incurred on account of survey and settlement.

Final Reports.

33. The Local Government may, if it thinks fit, direct that a final report be written in English for each village and each local area under survey. The report for the village will show—

(*a*) The number of tenants of each class with the area held and rental paid by them.

(*b*) The area and classification of the village lands.

(*c*) The rental before settlement and according to settlement, and the number of fair rents settled judicially, with explanation of increase or decrease.

(*d*) When settlement of land revenue is being made, the amount of Governmet revenue, before and after resettlement, grounds of assessment, and comparison of gross assets with new assessment.

(*e*) The rates of rent prevailing.

(*f*) Proximity to markets, and facilities for irrigation.

(*g*) Village customs, including customs as to payment of village officials.

(*h*) Arrangements made for maintenance of records.

(i) Other matters deserving of notice which have excluded from the record of rights.

The report for the whole area under survey will contain the following particulars:—

I.—General description of the tract.
II.—Its fiscal history.

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III.—Statistical results.

IV.—Comparison of condition of the tract as regards rentals before and after survey.

V.—Financial results, including approximate division of expenses under the heads—

(*a*) Survey.

(*b*) Record of rights.

(*c*) Preparation and distribution of records.

APPLICATIONS UNDER SECTION 103 FOR SURVEY AND RECORD OF RIGHTS.

34. These applications shall be made to the Collector of the district.

35 The application shall specify—

(*a*) The status of the applicant, *viz.*, whether he is a proprietor or a tenure-holder and the particulars in respect of which the application is made.

(*b*) The number of tenants (so far as the applicant is able to state it) occupying the estate or tenure, or part thereof in respect of which the application is made, the total rent payable by them at the time, and the estimated area covered by the application.

36. If the application is made by a proprietor, it shall not be admitted unless the name of the applicant and the extent of his interest are registered under Act VII (B.C.) of 1879.

37. On receipt of the application, the Collector shall forward it to the Commissioner with any remarks which he may think necessary.

38. The Commissioner may call for further information, or may require the application to be amended.

39. If the Commissioner considers that the application cannot be granted with advantage to the interests of all persons concerned, he may reject it. If he approves it he shall forward the application with an expression of his opinion for the orders of the Board of Revenue.

40. A Commissioner rejecting an applicatton shall record his reasons for doing so, and the applicant if dissatisfied with the order, may appeal within one month to the Board of Revenue.

41. When an application is referred to the Board under rule 39, or an appeal referred under rule 40, the Board shall pass such orders as it may think fit for allowing or rejecting the application.

42. The Board, when allowing an application, shall report to Government with a view to the deputation of an officer and the conferment of the necessary powers upon him.

43 As soon as an application is allowed, the Collector shall call upon the applicant to deposit eight annas per acre of the estimated extent of the estate or tenure or part thereof in respect of which the application has been allowed. If the Collector is unable to estimate the area, he shall require a deposit at the rate of Rs. 2 for each tenant. If the amount does not exceed Rs. 500, the applicant must deposit the whole amount in advance. If it exceeds Rs. 500, the applicant shall deposit the sum of Rs. 500, and shall give such security as the Collector may require for the payment of the balance of the deposit in such instalments as the Collector may from time to time demand.

If the amount deposited as above proves more than sufficient to cover the cost of the proceedings the unexpended balance will be refunded on their termination.

If the amount deposited proves insufficient to cover the cost, the applicant shall, when required by the Collector, deposit from time to time such further sums as the Collector may think necessary for the completion of the proceedings. If he shall fail to do so, the proceedings may be stopped and the order allowing the application cancelled.

44. In conducting the operations, the Revenue Officers shall proceed in accordance with the rules for the guidance of officers acting under orders made under section 101.

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No. 2.

General Rules for the Survey and Settlement Operations in Orissa.

1. The settlement Officer and Deputy superintendent of Survey will exercise joint control over all establishments which will be utilized for survey and khanapuri simultaneously. The Settlement Officer may delegate such powers in this respect as he thinks advisable to his Circle Officers.

In order that this joint control may work successfully, it is neccessary that the Settlement Officer and Deputy Superintendent should continually consult each other. When they cannot come to a compromise in any matter of principle, references should be made by them respectively to the Directors of Land Records and Surveys.

2. The Deputy superintendent will be responsible for the accuracy of the survey, and the Settlement Officer for the khanapuri; but the survey staff will use every effort to check the latter in order that the one establishment may suffice for the supervision of both.

The status of tenants and rents will be filled up and the record completed in the first instance to the extent laid down in the following instructions.

3. The Revenue Officers will inspect the khanapuri as the writing of the records proceeds, disposing of as many disputes themselves, or through the agency of the Inspectors, as is possible, before the process of final attestation.

If the Revenue Officers find that the Khanapuri Inspectors are insufficient in number for the purposes of attestation, they will call the attention of the Camp Officer to the fact that an increase is required.

4. The entertainment and payment of survey and khanapuri establishments will be vested in the Camp Officer under directions from the Settlement and Survey Officers.

5. The object of the procedure prescribed in paragraph 3 above is to obviate the necessity of further preliminary attestation by munsarims and muharrirs sent to the villages to work otherwise than in the presence of the revenue Officer. The only other and final attestation ought to be that which is done at the Circle or Sub-Circle Officer's own camp, when the entries will be read out and the signatures of the interested parties taken.

6. No one is to be employed in khanapuri or attestation unless he is a trained surveyor and has received a certificate to this effect from the Survey Office. (The rule may be departed from in attestation work when trained men are not available, or for good reason reported to and approved by the Settlement Officer.)

7. When a foreign amin is employed, he will do the survey only.

8. An Uriya amin will do the khanapuri, also correcting the foreign amin's map in red whenever the rights in the land are incorrectly shown. When available, a second Uriya amin will write the khatian and parchas while the first writes the khasra, entry for entry, the object of employing two men being to check corruption and hasten preparation of the records for final attestation. The Khanapuri amins will also fill in the lakhiraj bahal, jagir, and nijjote statements as laid down in the rules following.

9. The khanapuri of the records being thus finished simultaneously, the areas will be extracted and entered in them all. The khasras, khatians, and the statements mentioned in rule 8 accompanied by a trace of the map, or when delay would be caused by the preparation of a trace, by the original sheet, will then be despatched to the Circle Officer for final attestation. The areas will be entered in the parchas, if brought by the tenants, to the Circle or Sub-Circle Office at the beginning of the attestation proceedings.

10. Foreign Inspectors will check the survey.

11. Uriya Inspectors will check the khanapuri unless the Settlement officer will accept the test of the foreigners aided by Uriya muharrirs.

12. The following rules define the procedure in detail. They should be added to from time to time or modified as experience is gained, but copies of additions and changes should be sent for the information of the Director of the Department of Land Records, and in the case of alterations affecting the survey, record-writing and survey office work, for the information also of the Director of Surveys, by the Settlement and Survey Officers.

No. 3.

Detailed Rules for Khanapuri Work in Orissa.

In supersession of the Hidaetnama for Orissa, dated 4th March, 1892, and of the rules printed with inspection notes by the Director of Land Records, dated September, 1892, revised rules were drawn up at a meeting held in Calcutta on the 2nd and 3rd November, 1892.

The rules were further revised by the local officers in Orissa, as reported in the Settlement Officer's letter No. 3582, dated 29th November, 1892, and at conferences held at Bhadrak in February, 1893. The rules were further revised in the recess of 1893, and revised rules were submitted to the Board with the Director's letter No. 3198, dated the 4th December, 1893. The rules were further revised in February, 1894, withreference to the Government orders on the subject of entry of rent and status.

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1. The kistwar amin will measure fields (khet) only and not kitas. After the Inspector's partal he will send his map to the Camp Survey Office for independent partal. He will ink the field boundaries, but will not give any number to the fields. The map will be sent from the Survey Office for khanapuri.

2. The work will be allotted to the whole establishment by the camp Officers; but in the work of khanapuri and preliminary attestation the amins and Inspectors will carry out the instructions of the Circle Officer, which, in matters of general principle, should be communicated through the Camp Officers.

3. The khanapuri amins, before proceeding to a village, will be provided with map parcha-book, bhowria (khasra) and warija (khatian) khewat forms, Part I, tahsil alahida statement, khewats of tenure-holders, lakhiraj bahal, jagir and nij-jote statements and ekpadya papers.

It is desirable that, some time before the khanapuri amins enter a village, a notice should have been served on the landlords calling upen them to produce their ekpadya papers. The notice requiring submission of these papers should be signed by the Camp Officer, and should be served simultaneously with the notice requiring attendance before the kistwar amins.

In the lakhiraj bahal, jagir and nij-jote statements, the columns which are intended for information extracted from the Collector's registers and from the last settlement papers should be filled up beforehand. If it has not been found possible to arrange for these culumns having been filled up beforehand, the khanapuri amin should fill them up from the zamindari papers. Under the major head "Present Settlement" he will enter again the name of the old recorded filling holder the names of the present claimants, interests how acquired, and numbers of khasra plots. Circle and sub-Circle Officers must do everything in their power to prevent the in of these statements being made a cause of delay of khanapuri work. Areas will be entered in these statements by the Camp Office at the same time as they are entered in the khasra and khatians.

4. To prevent unnecessary harassment of the villagers, both kistwar and khanapuri amins should be careful to send each day for only such raiyats as hold lands on the chak or chaks being dealt with. The chaukidar of the village should be able to give the names of such raiyats.

5. The Circle and Sub-Circle Officers shall not themselves detain or require Inspectors to detain any records either for check or because the zamindars or others have not filed their ekpadya papers, nor shall the Circle or sub-Circle Officer require any records to be taken out of an Inspector's *halka* for examination. The Circle and Sub-Circle Officers will personally make such examination as they can while the record-writing is proceeding ; and the rest must be done by the Head Inspectors, aided, if the Circle Officers so desired, by a kanungo or Head Inspector kept with the consent of the Camp Officer at the Camp Office to inspect all records as they come in for extraction of areas. When the records of any particular village are found at any stage to be faulty, the Circle or Sub-Circle Officer may require them to be made over again. Circle and Sub-Circle Oificers must also take care that records are promptly returned to the Camp Office after final attestation for preparation of the statistical statements.

6. In entering areas in the statements the conversion must be made according to the length of padika in use at the time of the last settlement. This length should always be recorded by the khanapuri amin on the first page of the khasra and should be verified by the Inspector. The local standard of measurement should be ascertained as early as possible by the Inspector, and should be entered on the first page of the bhowria. Tne Inspector should obtain the signature of the Circle or Sub-Circle Officer to this entry. Where there is a dispute as to what the local standard is, the question should be referred to the Circle Officer, who will enquire into it in the manner prescribed in rule 38, Chapter X, of the Survey Manual and after enquiry at once pass a summary order as to what should be taken as the local standard for purposes of attestation. He should in all cases give weight to the ruidad of the last settlement, where the local measure for each village is recorded.

7. numbers in the khasra must run serially from 1 to whatever the last number may be. Any fraction numbers, which may subsequently be found necessary, will be added at the end of the series of integral numbers, and never in the middle of the series.

8. The forms of bhowria, parcha and warija are the same as were appended to the inspection notes of the Director of Land Records, dated September 1892. The following instructions are given with regard to the map, the khewat, the bhowria, warija and parcha:—

The Map.

9. Any corrections of the map which may be found to be necessary must be made by the khanapuri amin *in red ink*, according to remeasurement. In numbering homestead lands he will give separate numbers to "ghar" and "bari." The inking of numbers may be done in office, if the amin cannot do it neatly in the field.

The Khewat.

10. The khewat should be filled up or corrected as khanapuri proceeds. Corrections should be made in red ink. In the tenure-holder's kheaat shall be entered only proprietary tenure-holders' i,e., those who do not pay rent to the zamindars, but who pay malikana or

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a certain percentage of their total collections as ascertained at the time of last settlement. *Maurasi makadams, maurasi sarbarakars, sikmi kharida jamabandidars* are therefore proprietary tenure-holders.

Detailed instructions for filling up the Bhowria Khasra.

11. *Column* (1). *Name of proprietor, mahal and tauzi number of mahal.*—In this column will be entered the tauzi number, the name of the mahal, the name of the proprietor, his caste and residence, and if the proprietor has mortgaged his interest, under the name of the proprietor will be entered the name of the mortgagee. If the proprietors are so numerous that their names cannot be conveniently entered, only the name of the principal proprietor need be entered with the addition of the words " and others ". Lakhiraj bahaldars are to be entered in this column. In all claims for lakhiraj bahal, the amin will refere to the draft lakhiraj bahal statement. If the claimant's name appears in the khewat or statement, and there be no dispute, his name will be written in column 1. If there be a dispute, the amin will treat it as such, i.e., enter the claimant's name in column 1, but encircle it with a red line and note in the dispute list. If there be no dispute, but the claimant's name does not appear in the khewat or statement, he will treat it as a dispute as above, noting in the dispute list that the claimant's name does not eppear in the statement. In the case of bahaldars the general number will be given in place of the tauzi number, as bahal lands do not belong to any tauzi. The nature of the grant must also be given.

12. *Column* (2). *Name of tanure and under-tenure-holders.*—In this column will be entered the names of persons who intervene between the raiyat and the proprietor, such as mukadams, serbarakars, padhans, kharidadars, aimardars, tankidars, bazyafti tankidars, bazyafti lakhirajdars, jagirdars, istimrari pattadars, lagaut pattadars, etc. Those who collect rent from raiyats and themselves pay rent direct to the proprietor are tenure-holders ; those who collect rent from raiyats and themseleves pay rent to a tenure-holder, and not to the proprietor, are under-tenure-holders. The khanapuri amin will enter the vernacular name by which the tenure is known.

13. *Column* (3). *Name of chak.*—In this column will be entered the local name of the chak in which each plot is situated. If there be no local name for the chak, the column will be left blank.

14. *Column* (4). *Name of plot.*—In this column will be entered the serial number according to prsent survey. The unit of measurement will be a field or *khet*. It is only the raiyats and landholders themselves or their agants who can point out on the spot the area which constitutet a field and the boundaries thereof. The khanapuri amin should number separately every area which is pointed to him as a separate field (khet), beginning the serial number from the north-west corner of the village, and ending at the south-west corner. It will often be found that what is pointed out as one field contains several subdivisions made by ails for purposes of cultivation or irrigation. These subdivisions of fields are called *kittas*, and must not be separately measured or numbered. The total number of them will be entered in column 6.

15. *Column* (5). *Boundaries.*—In this column will be entered the name of the cultivator of one field on each of the four sides of the field surveyed. It will not be enough to enter "East—the preceding field." The boundaries should be given as follows :—

North	...	A B's field.	East	...	E F's field.
South	...	C D's orchard.	West	...	This raiyat's field number so and so.

Boundaries of waste lands shall be given when the plot of waste is small and of regular shape. Boundaries need not be given in the cases of houses.

15. *Column* (6) *Number of kittas.*—In this column will be entered the total number of kittas (as defined above in rule 14) into which the field may have been divided.

16 *Column* (7). *Names of raiyats and under-raiyats.*—When filling in the column, the khanapuri amin will refere to the ekpadya papers mentioned in paragraph 3 of these instructions. If the landlord and raiyat agree as to the name of the occupant, the name as given by them will be entered. If there be a dispute as to who is the occupant, the amin will enter in his dispute list the plot in dispute and the names of the claimants, leaving the column for " substance of dispute" blank ; and will make no entry till order has been passed in the dispute list by the Inspector. Orders passed by the Inspector will be open to revision by the Supervising Officers, Survey and Revenue. An order having been passed by the Inspector the amin will write his papers in accordance therewith. This procedure must be followed in the case of all disputes in any of the three records, viz., the bhowria, warija and parcha. The name, father's name, caste and residence of the tenant actually in possession will be entered opposite the first number of the raiyat, and in all subsequent numbers thir number will be referred to,

18. If a field is in possession of a mortgagee, his name, etc., will be entered after the name of the tenant, with the vernacular term for the king of mortgage,

19. The name of the occupant of a rent-free field will be entered in the same way as that of any other tenant, the nature of holding to be entered in the column of remarks.

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20. Land in the possession of the proprietor may be nij-jote or may be nij-chas. Nij-chas is also commonly known as nij-dakhal. Nij-jote may be cultivated either by the proprietor or by a tenant. Where both parties admit at the time of khanapuri that the land is nij-jote it will be described in the remarks column as dawi nij-chas and the name of the cultivating tenant, if any, will be entered in column 7 below the name of the proprietor who holds the land as in nij-jote. The field will be entered both in the tenant's and landlord's parchas and in the nij-jote khatian.

Where there is a dispute the khanapuri amin will under orders of the Inspector, always enter the land as raiyati, putting the raiyat's name in column 7, and will enter the proprietor's claim to hold the land as nij-jote in his dispute list.

Where there is no tenant the land will be entered as dawi nij-jote or nij-chas, according as the proprietor may claim. The above procedure will also be followed in reccording the nij-ote land of hereditary tenure-holders, who by custom have ancestral private lands.

21. Amins must not accept ekpadya papers from the landlords. The latter must file all ekpadyas in office, when the date of receipt must be at once entered on them.

22. *Names of under-raiyats.*—In this same column (7) will be entered the names of under-raiyats by whatever local name they are known.

It should be remembered that the occupants of nij-jote, zerait, or kamat lands, claimed by the proprietor or his representatives. are raiyats, not under-raiyats; the tenants of raiyats only are under-raiyats. The names of nij-jote raiyats will be entered on column 7 under the nij-jote entry.

23. *Column* (8). *Area.*—This column will be left blank by the khanapuri amin. On completion of khanapuri the area of each plot will be worked out, and the area column in this and the other records will be filled up in the Camp Office.

24. *Kolumn* (9) *Irrigation.*—Only land irrigated from canals is to be entered.

25. *Column* (10). *Clats of soil.*—The khanapuri amin will leave this column blank to be filled up afterwards as the Settlement Officer may direct.

26. *Column* (11). *Name of crop and in case of dofasli land of both crops.*—In this column the khanapuri amin will enter the class of crop as locally known and under stood by the people of the village, such as Sarad Dofasli, Sarad Ekfasli. Bara Laghu, Majla Laghu, Chota Laghu, (or in Balasore, Asu, Nabokanda and Goru), Beali Ekfasli. Beali Dofasli,* Daluas Bezefasal (under which should be added the name of the crop, including orchards, bamboo groves and thatching grass). He will also enter the particular name of the actual crop last grown, such as shomali, kanda shomali, champa, &c. Under this column will be included cultivated bari lands and homestead (bari) except ghar. Bari lands when not cultivated will be entered as old or new fallow, as the case may be. The names of the crops grown in the year of survey should be entered in this column. If two harvests have been taken of the land in the year, such as beali rice and kulthi, the land is dofasli; if only one harvest is reaped, it is ekfasli. When parts of the same field have been sown with different crops and there is only one harvest reaped off the land in the year, or crops are grown intermixed in the field together and there is only one harvest, the land is ekfasli, but the proportion, expressed in annas, under each crop, should be noted in this column, thus:—

*Beali is almost always dofasli.

Jao	$\frac{9}{16}$	|	Sersoo	$\frac{4}{16}$,
Tissi	$\frac{3}{16}$			

27. *Column* (12). *Cultivated.*—In this column will be entered the area of all cropped land, including fruit-bearing orchards and bamboo groves; in fact everything shown in column 11.

28. *Column* (13). *Uncultivated, subdivided into culturable fallow and unculturable waste, &c.*—Under culturable fallow will be entered all land which is capable of being brought under cultivation, whether it ever has been cultivated or not; new fallow, old fallow, and culturable land, which never has been cultivated but is capable of cultivation, being distinguished by their local vernacular names. Old fallow is not necessarily unculturable fallow.

Under "unculturable" will be entered reserved forests, canals, roads, houses (ghar) tanks, rivers, sites of temples, bandhs, &c., and land under unreserved jungle, which is never likely to fit for cultivation.

29. *Column* (14). *Rate of reat as stuted by the landlord and raiyat.*—This column will not be filled up by the khanapuri amin. It will not be filled up at all unless under the express orders of the settlement Officer at a later stage, *e. g.*, for assessment purposes.

30. *Remarks column.*—Thani, pahi, minha, and chandna will be entered in this column against each plot; only last settlement thani should be entered as thani. In this column will also be noted any public rights in tanks, waste lands, burning and burial grounds, &c., and also the number of trees in the polt, notice being taken only of trees of more than an ordinary man's height. The exact extent and nature of every public right recorded should be clearly expressed.

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31. The khasra should be carefully covered with brown paper before it is made over to the Settlement Officer, or where this has not been done, the khasra should be so covered before it is sent out from the Settlement Office for attestation. The attestation officers should arrange for the khasras to be so protected.

The Warija (or Khatian).

32. The khanapuri amins will fill in columns 1, 3, 4 agd 5 only of the warija (or khatian) form. The minha, thani, pahi, and chandna numbers will be enumerated in the blank place at the top of column 10.

33. The khatians of each village shall be divided into the following main heads :—

I. Lands outside all tauzis.
II. Tauzi No. 1.
III. „ „ 2.
IV. Tazi No. 3 and so on for all tauzis.
V. Ijmali lands belonging to one or more tauzis.

Khas mahal lands have a tauzi number and should be treated in the same way as ordinary tauzis.

In I (lands outside all tauzis) will be included—

1. Lakhiraj bhal lands.
2. Land belonging to a Government Department or a public body.

First will come the khatians of all lakhiraj bhaldars ; after them the khatians of persons holding under lakhiraj bahaldars, subdivided according to the bahaldars under whom they hold.

Then the khatians of Government or public bodies arranged according to the Department or body to which they belong. After them will come the khatians of persons holding under Government or public bodies.

II.—The khatians of each village or tahsil alahida will be sub-divided as follows :—

1. (*a*) Government (*i.e.*, lands in direct possession of Government).
   (*b*) Set led and occupancy raiyats of Government.
   (*c*) Non-occupancy raiyats of Government.
2. (*a*) Lakhiraj bahaldar.
   (*b*) Settled and occupancy raiyats of Government.
   (*c*) Non-occnpancy raiyats of Government.
3. Waste not included in any holding.
4. Zamindar's nij-jote.
5. Proprietary tenure-holders' nij-jote.
6. Raiyats holding zamindars' nij-jote.
7. Raiyats holding proprietary tenure-holders' nij-jote.
8. Zamindars' nij-chas.
9. Proprietary tenure-holders' nij-chas.
10. Khorida jamabandi tenure-holder.
11. Bazyaftidar tenure-holder.
12. Bazyaftidar settled raiyat.
13. Kamildar tenure-holder.
14. Kamildar settled raiyat.
15. Ordinary tenure-holder.
16. (*a*) Settled thani raiyats under zamindar.
    (*b*) Do. do. under proprietary tenure-holders.
17. (*a*) Thani and pahi mixed under zamindar..
    (*b*) Do. do. under proprietary tenure-holders.
18. (*a*) Settled and occupancy pahi raiyats under zamindar.
    (*b*) Do. do. under proprietary tenure-holders.
    (*c*) Do. do. under khorida jamabandi tenure-holders.
    (*d*) Do do. under baziaftidar tenure-holders.
    (*e*) Do. do. under kamildar tenure-holders.
    (*f*) Do. do. under ordinary tenure-holders.
19. (*a*) Non-occupancy raiyats under zamindar (those who do not cultivate the nij-jote lands).
    (*b*) Do. do. under proprietary tenure-holders (ditto.)
    (*c*) Do. do. under khorida zamabandidars.
    (*d*) Do. do. under bazyaftidar tenure-holders.
    (*e*) Do. do. under kamildar tenure-holders.
    (*f*) Do. do. under ordinary tenure-holders.
20. (*a*) Chandinadar under zamindar.
    (*b*) Dc. under proprietary tenure-holder.

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21. (*a*) Paik and khandait jagir.
(*b*) Chaukidar do.
(*c*) Patwari do.
(*d*) Other jagirs (*i.e.*, barbers, washermen, &c.),

22. (*a*) Rent-free given by zamindar since last settlement
(*b*) Do by proprietary tenure-holders since last settlement.

23. (*a*) Raiyat of the mahal who pay produce rent.
(*b*) Do under-proprietary tenure-holders who pay produce rent.
(*c*) Do under other tenure-holders who pay produce rent.

24. Under raiyats,

Each of these 1 to 11 will be, where necessary, subdivided according to the several landlords under whom the tenants hold. The nij-jote and nij-chas khatians will be arranged alphabetically, as also will the khatians of the tenants in each subdivision.

In binding, No. 1., *i.e.*, all land outside tauzis, should be bound in one book. The khatians of each tauzi should be bound in separate books subject to the proviso that where the number of pages in any tauzi exceeds 100, the khatians of the tauzi should be split up into two or more volumes as nearly as possible of a size.

III. There will be a separate collection of khatians for the ijmali lands belonging to each different combination of proprietors; but as these will ordinarily be few in number, they can be placed at the time of binding in one volume.

34. The warijas (khatians) of tenure-holders and under-tenure-holders should show all the lands in the tenure, but the boundaries need only be shown of lands held nij-chas. The names of the under-tenure-holders or raiyats well be shown in column 3 or column 4 against the numbers of the plots which they hold. Other details will be found in the warijas (khatians) of the under-tenure-holders and raiyats.

35. As the parcha and warijas (khatians) are written up day by day, so should all that is entered in them be explained, as far as practicable, day by day, to the tenants and landlords concerned; so that, if anybody interested has any objection to any entry made relating to his fields, he should be able to have his objection cleared up or noted in the dispute list before the amin leaves the village.

36. *Heading of Warija.*—In the heading of the warija must be clearly entered (1) the name of the proprietor of the estate to which the lands entered in the khatians belong, (2) the name of the mahal, (3) its tauzi number. In the case of lakhiraj bahal holding instead of the tauzi number and mahal zamindar, the general number and the name of the bahaldar will be given. Should there be a large number of co-sharer proprietors, only the name of the principal proprietor need be entered followed by the words "and others". The name of the mahal or of the bahal holding with the tauzi or general number will enable a reference to be made to the khewat or statement in which all the shares will be found.

The heading must also contain the name of the person to whose tenancy the khatian relates.

37. *Column* (1) *of the Warija, Name of landlord.*—Enter here the name of the landlord, *i.e.*, the person who receives rent or who would receive rent if any were paid, Should there be a large number of co-sharer landlords, only the name of the principal landlord to whom rent is paid need be entered : but a reference should be made to the entry in the khewat, form 19, or statement containing the names all of the other landlords. It should be remembered that the landlord may be different from the proprietor. The proprietor is a tenure-holder's landlord, a tenure-holder is the landlord of an under-tenure-holder, and a raiyat is the landlord of an under-raiyat. It is the name the immediate landlord to whom rent is payable that should be entered in this column. If he is not the proprietor, the name of the proprietor will be found on the top of the warija.

38. *Column* 2.—The number in this column will not be fiilled up until the khatians have been finally arranged. This number must correspond with the terij.

39. *Column* (3).—In this column will be written the name, caste, and residence of all raiyats, as in the bhowria. For warijas of under-raiyats, that is to say, where the raiyat is the landlord, column 3 will be bank. In such cases the name of the under raiyat will be in column 4, and that of the raiyat in column 1.

40. *Column* (5). *Boundaries.*—The boundaries will be given as in the bhowrias. At the discretion of the Settlement Officer, the sub-columns for boundaries and number of kittas may be left blank.

41. *Column* (6). *Class.*—Will be left blank for the present to be filled up after the class of soil has been determined by the Assessment Officer. The total area of each holding according to the local standard should be given at the foot of the warija as well as the area in acres, thus—

Total in acres.

Total by local standard of

The *sabik jami* according to the ekpadya papers will be entered at a ttestation at the foot of column 4.

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42. *Column* (7).—Area will not be filled up by the khanapuri amin, but will be filled up in the Survey Office before attestion.

43. *Columns* (8) (*a*) and (*b*) will be left blank at the time of khanpuri. They will be filled up afterwards at the time of attestation by the attestation muharrir in the Revenue Officer's presence, or by the Revenue Officer.

44. *Column* 8 (*c*)—Columns 9 and 10, headings (*a*), (*b*), (*c*), (*d*), (*e*), (*f*) will be left blank, as above stated, to be filled up at a later stage.

45. When there is a mortgagee with possession, his name, followed by the vernacular description of the mortgage under which he holds, must be written in column 4, opposite the plot mortgaged. Mortgagees who have not possession will not be recorded. The mortgagee will in no case have a separate khatian.

The Parchas.

46. The parchas (in foil and counterfoil) will be bound books, and the number of slips contained in each book will be noted on the book.

47. While the khanapuri amin is writing up the bhowria, he must at the same time fill up the foil and counterfoil of the parcha except colmns 5, 7, 8 and 9.

Before commencing khanapuri the amin will give to each tenant in the village a parcha slip (*i e.*, the foil), taking the tenant's signature on the back of the conterfoil as a receipt. At this stage only the tenant's name will be entered. As khanapuri proceeds from day to day, he will enter the bhowria numbers, number of kittas, &c., giving a separate parcha for each interest. The parcha will be handed to him for this purpose by the tenant, and will be immediately restored to the tenant.

Parchas will not be colected at the close of khanapuri. It will be arranged that areas of holdings will be entered in such parchas as are brought by the tenants to the attestatation camps as the first step before attestation begins. Areas of holdings will be entered in the local measure in the counterfoil of the parchas

48. Parchas will be prerared also for the lands cultivated by proprietors and tenure-holders and entered in their names.

49. Mortgagees will not be given a separate parcha. The name of the mortgagee and the nature of the mortgage will be entered in the mortgagor's parcha and counterfoil in the column of remarks opposite the plot or plots mortgaged.

50. The signature and seal of the Revenue Officer should not be attached to the parcha.

General.

51. *Corrections.*—The khanapuri amin is to make no correction in either the khasra khatian, or parcha. An entry once made must stand. If disputed or found incorrect, the entre or entries in dispute must be encircled with a red line, and must be treated as any other dispute and entered in the dispute list. Corrections can only be made by Camp Officers, Revenue Officers, and Inspectors, and must be initialled in ink and dated by the officer making the correction. No erasure with the penknife permitted.

52. *Disputes.*—No entries shall be made in khasra, khatian, khewat or parcha by amins at the khanapuri stage in cases of dipute. In cases of dispute the amin will leave the columns in dispute blank and will enter the dispute in his dispute list for the orders of the Inspector. The Inspector will record preliminary orders in the dispute lists in accordance with which the records will be written up (in red ink) so far as above stated. The Inspectors orders entered in the dispute list will be subject to the revision of the supervising officers, survey and revenue, to whom the Inspectors are subordinate, and the records will be corrected according to the direction of these supervising officers.

53. Weekly reports of the progress of khanapuri will be sent in by the Camp Officers to the Cirrcle Offieers in such form as may be agreed on between them.

54. On completion of the work of khanapuri the map, bhowria, warija, and counterfoil parchas will be sent into the Survey Camp Office in order that areas may be extracted and entered. The bhowria and warija will be compared in the Camp Survey Office with one another, and with the conterfoil parchas.

55. When the records have been completed as laid down in the preceding rule they will together with the trace, be made over to the Circle Officer for final attestation. The records should be delivered as soon as the areas have been entered, and should not be kept back in order that they be delivered in groups.

56. *Final attestation.*—The Circle Officer has up to this time worked chiefly with survey establishment. He will proceed to attestation of the records in the manner laid down in the detailed attestation rules.

57. *Statistics.*—The milan khasra, columns 1, 2, 17, 23 and 34, will be filled up by the Camp Office bofore attestation. The remainder of the milan khasra, except columns 3 to 14, which will be left to be filled up after soil mapping, and the crop statement will be filled up after attestation. The mot khasra will be omitted altogether as being unnecessary.

The terij will be written in the Revenue Officer's camp after the records have been finally attested.

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58. The Circle Officer will strictly carry out the procedure laid down in these instructions. He will issue no orders contrary to these instructions to the Camp Officer. Any doubtful point will be referred to the Settlement Officer, who will consult the Deputy Superintendent of Survey with a view to issue of joint instructions.

59. *Fines.*—When a report has been received from an Inspector or from an amin through his Inspector that any person has failed in attendance or in filing papers, and it is considered necessary that a fine should be imposed, the following procedure shall be gone through by the Revenue or Camp Officer :—

1. It shall be ascertained that the notice requiring attendance or production of papers was duly served on the person.

2. If it is clear that the notice was so served, a notice shall again issue calling on the person to show cause within a reasonable time to be stated in the notice why he should not be fined for failure to comply with the original notice.

3. If no attention is paid to the second notice, or if sufficient cause is not shown, fine may then be imposed and realised.

No. 4.

RULES FOR ATTESTATION, ORISSA, 1893-94.

CHAPTER I.

General Rules for Circles.

1. *Establishment.*—The establishment sanctioned for attestation circles and officers is the following—

	Rs. per month.
1 English clerk on	30
1 Nazir on	20
1 Record-keeper on	20
2 Muharrirs on	15 each.
8 Peons on	5 „
1 Tent khalasi on	6
1 Daftari on	6
2 Head muharrirs on	20 each.
20 Attestation muharrirs on	15 „

A Sub-Circle Officer is allowed the same establishment as a circle Officer except that he is not allowed the record-keeper. The full establishment of a Circle Officer amounts therefore to Rs. 492, and of a sub-Circle Officer to Rs. 472 monthly. In the case of European officers, two out of the eight peons may be orderly peons on Rs. 6 per month each. Where it is found convenient, there is no objection to the establishment of the Circle and Sub-Circle Officers being re-arranged among themselves, provided that the Settlement Officers' sanction is obtained and that the total amount is not exceded.

The attestation muharris are only allowed when attestation work is actually being done by an officer.

2. *Travelling Allowance of Peons.*—only orderly peons are entitled to travelling allowance.

3. *Head-quarters.*—The head-quarters of an officer are defined in Article 69 of the Civil Service Regulations ; as the place where his records are kept. This will be, in the case of attestation circles, the permanent head-quarters of the circle, not the head-quarters of the Orissa settlement, nor the centre of the attestation halka in which an officer may happen to be with a few records.

4. *Accounts.*—The following accounts registers must be be kept in every circle :—

(1). *General Cash book.*—All receipts and disbursements must be shown in detail in this chsh-book, except disbursements from the permanent advance, of which the details will be given in the permanent advance register and the totals only carried daily into the cash-book. The cash-book must be balanced daily and initialled by the head cleark daily and by the Assistant Settlement Officer daily, if he is present at head-quarters. Whenever the Assistant Settlement Officer has omitted for one or more days to initial the cash-book, he must, when it is next put before him, go though each entry since the date of the last initial wil the vouchers and strike the balance after each day's transactions, initialling the balance on each day. A memorandum showing the details of each day's balance should be shown on the left-hand page, thus :—

	Rs.	a.	p.
Permanent advance	24	9	6
Undisbursed pay	14	8	0
Deposits	2	3	0
Fines	5	0	0
Total ...	46	4	6

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The whole balance must thus be accounted for each day.

(2) *Permanent Advance Register.*—This is to be kept in the same way as the general cash-book to which it is a subsidiary register. Only expenditure from the permanent advance and recoupments there of will be shown.

(3) *Contingent Register.*—This register must be very carefully kept in the regular printed from in accordance with the instructions given in the form itself and in rules 79-87, Chapter 6, Civil Account Code, Volume I, pages 25—28. Attention is called to the rule that when the advance runs low, and it is necessary to draw a contingent bill, each entry must be separately initialled by the Assistant Settlement Officer at the time of comparing it with the voucher, and the date of signing the bill must be clearly entered against the total. Care must be taken also to add subsequently in its proper column the date of submission of the detailed contingent bill.

(4) *Establishment Bill-book.*—This is a bound book of office copies of all establishment bills drawn. Office copies should be also kept of all travelling allowance bills of ministerial officers, and it will be found convenient to keep office copies even of salary and travelling allowance bills of the Assistant settlement Officer himself.

(5) *Acquittance Roll.*—Receipt for all salaries paid should be entered in the acquittance roll, a stamp being affixed where the amount is over Rs. 20.

(6) *Court-fee stamp.*—All court-fees received must be entered at once in a registrar to be kept in the form given on page 225, High Court's Rules and Circular Orders (Civil). Care must be taken that all court-fee stamps are properly concelled.

Deposit Registers.—A register must be kept for entry of all deposits received and disbursed again in the form given on pages 201-202, High Court Rules and Circular Orders (Civil.)

(8) *Fine Registers.*—Two registers of fines imposed and realised must be kept—one showing impositions in Board's Form No. 37, the other showing daily realisations.

(9) *Register of Process fee.*—This is to be kept in Board's Register Form No. 43, page 151, Miscellaneous Rules of 1888. This register should be carefully kept up to date, and Assistant Settlement Officers should see that processes are served without unnecessary delay. Care should be taken to see that whenever process-fees are realised in cash, the nazir purchases court-fee stamps with the money thus realised and affixes the stamps to the report of realisation or the process when returned. These court-fee stamps must be entered in the Court-fee Register.

(10) *Treasury Remittance Book.*—This should be kept in Form B, page 59, Revenue Officers' Manual. Remittances should always be made to the treasury of the district in which the circle lies, even though it may be nearer to the headquarters of another district. The register is to be sent with each remittance for initial by the Treasury Officer.

(11) *Stock Book.*—A register should be kept in the rorm given on page 60 of the Revenue Officers' Manual for all tents and other articles of office furniture, including instruments. Whenever any article is returned or sent to the head office or otherwise disposed of, a note should be made to that effect in the remarks column.

(12) *Stationery Stock Book.*—This should be carefully kept with a separate page for each kind of stationery on which all issues and receipts and the balance after each issue or receipt should be distinctly shown.

5. *Travelling Allowance Bills.*—In submitting travelling allowance bills care must be taken that whenever the month commences with a halt for which charge is made, the date of commencement of the halt is given.

6. *Detailed Contingent Bills.*—Detailed bills for all abstract bills drawn during any month must invariably be submitted by the 15th of the following month. When a detailed bill has become due under this rule, no new abstract bills will be countersigned in the head office until the detailed contingent bill has been received there.

Care must be taken that all necessary details are given in the detailed bills, and that the calculations are correctly made; also that the headings in these and all other bills are correctly and fully filled up.

7. *Separate Bills for Contract Work.*—Contract (*i.e.*, Job or *thikka*) work is controlled by the Settlement Officer, whereas paid establishments are controlled by the Director of Land Records and Agriculture. Ordinary contingent charges again are controlled by bhe Commissioner. On no account, therefore, must items of charges for job or *thikka* work be included in establishment or ordinary abstract or detailed contingent bills. They must be drawn on separate abstract contingent bills supported in due course by separate detailed contingent bills with all necessary vouchers and certificates.

8. *Fines— Powers of Assistant Settlement Officers to impose.*—Under rule I, Chapter VI of the Tenancy Act Rules, all Ruvenue Officers appointed to be Assistant Settlement Officers have in all their proceedings the powers of a Civil Court. They have also powers, under the Survey Act [Act V (B.C) of 1875], of Assistant Superintendents of Survey, and powers under the Settlement Regulations. As however, it has been ruled by the Board of Revenue that they have no power under Act XX of 1848, there is no means of easily levying

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fines imposed under the Regulations, and it will be well, therefore, where it is necessary to obtain the presence of a witness or the production of papers, to set about doing so by use either of the Survey Act or of the Civil Procedure Code.

9. In using the provisions of the Bengal Survey Act the following points must be carefully attended to :—

(1) Before any fine can be imposed a special notice must have issued under section 7 of the Act, and the service of such special notice must have been proved to the satisfaction of the Assistant Settlement Officer. The law does not make this imperative in the case of boundary disputes, which are being decided under Part V of the Act, but in these cases also a notice is necessary, and it will be better always to issue a special notice under section 7 before fining.

(2) The fine must be a daily fine not exceeding Rs. 50.

(3) Whenever the amount levied shall have exceeded Rs 500, the Assistant Settlement Officer must report the case immediately to the Commissioner of the Division, at the same time informing the Settlement Officer, and no further amount may be levied except by authority of the Commissioner.

(4) Such fines are leviable at once by the method of the Code of Criminal Procedure unless the defaulter has no movable property in the district, in which case a certificate should be applied for.

10. It will usually be simpler to employ the Civil Procedure Code. Summons must first be issued under section 159. If the service is proved and the summons not obeyed, warrant of arrest can be issued under section 174. On the person being arrested and brought before the Assistant Settlement Officer, he can be fined at once up to Rs. 500, unless he can prove a lawful excuse for not obeying the summons. Such fines can be levied by distrain and sale of movable property under Chapter XIX of the code

11. The Settlement laws only give the power of calling for existing papers, and do not give any power of demanding that papers in any particular form be drawn up by zamindars or others. Zamindars cannot therefore be ordered under any direct penalty to file ekpadyas in a particular form. They can, however, be asked to do so, and if they do not comply, they can be ordered to file their original papers, and can be fined for not doing so. They will no doubt in most cases prefer to fill up the settlement form rather than file their orginal ekpadya papers.

12. Besides the immediate notice to the Commissioner of the Division of any fines imposed under the Regulations, the following fine statements must be punctually forwarded to the Settlement Office on the lst of each month for the previous month :—

(1) *Fine Statement showing all fines remitted into the Treasury during the previous month.*—This must be in Accountant-General, Bengal's Form 16. At the end of this statement must be shown also all fines for which requisitions have been made to tne Collector during the past month.

(2) *Fine statement showing all fines imposed during the month under the Regulations.*—This will be in the same form as the immediate report to the Commissioner; it is necessary in order that the head office may send the Commissioner a monthly consolidated statement of fines imposed during each month under the Regulations.

(3) An abstract fine statement showing totals of fines imposed, levied, and outstanding up to the end of the previous month and during that month. This will include all descriptions of fines and will be in the following form:—

Abstract of fine Statement for the month of 189 .

Imposed up to end of previous month.	Imposed during month.	Total.	Realized up to end of previous month.	Realized during month.	Total.	Balance out-Standing.	Remarks.
1	2	3	4	5	6	7	8

If there are no entries for anyone or more of these statements, the form should be reported to be blank.

13. Unless paid on demand, finesimposed under the Regulations can, under Act XX of 1848, be only levied by means of certificates. In asking that a certificate may issue, the requiring officer must fill up Forms 2 and 3, Schedule II, Act VII (B.C) of 1880, and send them to the Collector with a covering letter. The Assistant Settlement Officer must at the

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same time keep up carefully Register No. 9 prescribed on page 34 of the Certificate Manual columns 1—4 and 9. Columns 1—4 will be filled up by the Assistant Settlement Officer when sending the requisition, and column 9 when the case has been disposed of by the Certificate Officer, and the result communicated to the Assistant Settlement Officer. All requisitions are to be reported to the Settlement fficer in the monthly statement of fines remitted to the Treasury [see rule 12 (1) above].

14. *Refunds of fines* will be made from the Treasury in the same manner as refunds of criminal fines. In drawing the money from the Treasury, Accountant-General, Bengal's Form No. 210 (new), supported by an attested copy of the Assistant Settlement Officer's order of refund, should be used.

15. *Security.*—Under the order of Government all ministerial officers through whose hands money passes should be required to give security to the amount of 10 percent. above the highest sum which is likely to be in their custody at one time. Under Government orders No. 5 F.—Cir., dated the 14th February, 1193, any officer who fails to see that this rule is carried out will be held personally, responsible for any amounts which may become irrecoverable owing to the rule not having been carried out. It will be sufficient to take a security of Rs. 50 from Assistant Settlement Officers' nazirs and Rs. 30 from their record-keepers. The security should be in the from of a cash balance at the Savings Bank, the book being kept in the custody of the Assistant Settlement Officer himself.

16. *Attending Courts.*—Permanent employes in Assistant Settlement Officers' offices when attending a court on duty should, draw their pay and travelling allowance in the ordinary manner from their own department and not from the Court.

17. *Communication of decisions affecting Map to Survey Office.*—Copies of the decisions in all boundary disputes, or in all alterations or decisions in any way affecting the maps, must throughout the proceedings be invariably sent at once with all requisite badars to the Survey Office in order that the maps may be corrected accordingly. After attestation the corrected trace, together with a badar list of all corrections made therein, must be sent at once to the Survey Office for correction of the sheets.

18. *Progress Returns.*—The monthly progress returns will be submitted in the form prescribed. Great care must be taken in submitting this return that the figures agree with those shown in previous returns, or that full explanation is given where they do not so agree. Khanapuri work is shown in the remarks column. In filling in the figures for attestation work, it must be distinctly understood that the figures of only such villages as have been absolutely finished are to be shown. When any work remains to be done, however little it may be the figures of that village must be kept out to be shown in a future return when the work of the village is really finished. There is no objection, however, to explanation being given in the remarks column to the effect that, besides the work shown as completed in columns 15 to 26 , so many plots and so many acres have been attested in other villages not yet-completed, or that so many other villages have been completed with the exception of the preparation of such and such statements, etc.

19. *Diaries.*—Diaries should be not unnecessarily long, but should suffice to show clearly how the officer was engaged both in the morning and the afternoon of each day. Where khanapuri checking and attestation is being done, the number of villages checked each day, and the number of plots attested each day, may conveniently be shown. Every diary must be preceded by an abstract showing the number of days devoted to different kinds of work, such as office work, khanapuri inspection, attestation, deciding boundary disputes, travelling at headquarters, etc.

CHAPTER II.

Instructions to Assistant Settlement Officers engoged in supervising Khanapuri and preparing for attestation.

1. *Mujmilis.*—Before taking take field, the Assistant Settlement Officer should obtain from the Camp Survey Officer mujmili tracings of the area to be khanapuried in his circle during the season. These will be on the 2″=1 mile scale and divided ordinarily according to pargrnas. When a village contains more than one sheet, the edge of each sheet should be shown in faint lines on the mujmili.

2. These mujmili maps should be kept very carefully. The best method of preservation is to roll them up from north to south or south to north. When so rolled, ten of them can be conveniently kept together in one tin cylinder. Each mujmili should be rolled separately.

3. The Assistant Settlement Officer should also get from the Survey Office a 1″=1 mile scale map, and should send this map to the district authorities for making of roads, bungalows, ferries, thanas, and markets. This information will be found invaluable.

4. Enquiries should also be made as to which portions of the circles are most liable to floods, with a view to these being khanapuried before the rains.

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5. *Registers.*—A khanapuri register should now be opened for the circle in the following form :—

Khanapuri register—

Serial number of village in circle.	Name of pargana.	No. of halka.	Name of village as shown on mujmili after khanapuri and corrected in red to agree with the khasra.	Sheet.	Khanapuri. Date of commencement.	Khanapuri. Date of completion.	Name of Amin.	Dates on which each village has been inspected with number of plots found khanapuried.	Remarks. (*e.g.*, name of Inspector of halka).
1	2	3	4	5	6	7	8	9	10

The villages should be arranged according to parganas and put alphabetically under each pargana.

6. *Ekpadiyas.*—If not already collected, notice should be issued at once for ekpadiya papers. The notices can be issued mahalwar to save time. The names of the mouzas forming each mahal will be found in the copies of the Collectorate A Registers.

7. *Draft Statements.*—If draft statements have not been previously prepared, the prepa ration of them must be at once begun. This can best be done at the district headquarters before the last settlement records are taken out to the circle record-rooms. It should be done by a special establishment for which sanction should be promptly applied to the settlement Officer, and which should be put under charge of the Sadar kanungo. The preparation of the draft statements consists in filling up from the old records the entries in the left-hand portions of the lakhiraj bahal, jagiri, and nij-jote statement.

8. *Old records* —The following records of the last settlement are required at the circle record-room, and should be brought as soon as the draft statements have been completed at the district headquarters :—

(1) *Revenue Survey maps.*
(2) *Ruidads.*
(3) *Abstract registers.*
(4) *The janajati or detailed bhians.*—These are necessary for checking the state- ments of privileged revenue-paying lands.
(5) *The Sadar bhian or rakaba jama kharach.*—This is necessary for checking the statements of revenue-free lands.
(6) *The ekual* for lakhiraj bahal mauzas.

The warijas and bhowrias need not ordinarily be brought out, but in some cases of difficulty reference to them may be necessary. In such cases the particular record wanted will have to be sent for.

9. *Advices from Camp Office.*—To enable the Circle Officer to fill up the khanapuri registers, arrangement saould be made for the Camp Officer to send the following statement weekly to the Circle Officer:—

Weekly statement of villages begun and finished. *Dated the*

Name of pargana.	Name of village as per mujmili.	Number of sheets.	Date of commence- ment	Date of completion.	Date of daspatch to Camp Office.	Name of amin.	Name of Inspector.	Remarks.
1	2	3	4	5	6	7	8	9

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10. The Circle Officer should camp at the same place as the Camp Officer until the khanapuri has got into working order.

11 He should hold classes for the instruction of himselt, his assistant, if any, the Camp Officer and his assistants, Head Inspectors, Inspectors and amins. The object of these classes should be to ground all the officers thoroughly in the khanapuri hidaetnama. Questions of all sorts should be encouraged as much as possible at such classes.

12. If possible, it should be arranged with the Camp Officer that all amins shall be sent to the Circle Officer to be passed by him before taking up work, as long as the circle office is in the same place as the Camp Office. Such amins must be examined and passed or rejected on the same day that they are sent to the Circle Officer or on the following day.

13. In order to have a proper knowledge of the progress and quality of the work, the Circle Officer should—

(1) keep up his khanapuri registers himself ;

(2) insist on the weekly statements being sent regularly and punctually from the Camp Office ;

(3) see that all subordinates send in brief diaries at least once every week.

14. The date and state of the village at inspections can conveniently be thus noted in column 9 of the khanapuri register $\frac{5\text{-}12}{300}$. This would mean that inspection was made on the 5th December, and that 300 khasra numbers were then found to have been completed. Means should be used to distinguish in the register inspections by the Circle Officer, the Sub-Circle Officer if any, and head muharrirs or kanungos, *e g*, the Circle Officer's inspections can be entered in black ink, the Sub-Circle Officer's inspections in a red ink, and those of head muharrirs or kanungos in black ink with the initials of the name of the man of halka to which he belongs.

15. *Nature of Inspections.*—The Circle and sub-Circle Officers should try to visit a large number of villages to see that the rules of the hidaetnama are being adhered to.

16. Disputes may often conveniently be decided during the checking of khanapuri, but it should be remembered that the inspection work is at this time of paramount importance and should not be sacrificed to an endeavour to dispose of as many disputes as possible at this stage.

17. Detailed checking must be done in the main through the Inspectors. It will usually be found that errors run through Inspectors' halkas. By supervising the detailed work of the Inspector, the work of the whole of the amins in his halka will be corrected and uniformity obtained. It is useless for one Circle Officer with one Sub-Circle Officer to attempt to inspect in detail the work of all the amins in an area of 500 square miles.

18. When inspecting a halka, previous notice should be given to the Inspector, so that he may be present at a certain place. As many villages as possible should then be gone through, and the mistakes of the amins pointed out to the Inspector. The work of the whole halka will by this means be improved, even though only a few villages in it be visited.

19. The Camp Officer should be asked to supply every amin, when he is sent out, with a slip of paper showing the date of his despatch to the village and the slip should be regularly examined by the inspecting officer as a check against loitering.

20. Inspectors should be promptly reported for punishment if they disobey orders or persist in not carrying out the instructions of the hidaetnama. On the other hand, they should be supported by the prompt dismissal of any amin whom they report as unfit for his work.

21. With the consent of the Camp Officer it is well that Inspectors should be put to khanapuri small villages rather than remain idle for want of amins, This will give the Circle Officer an early opportunity of seeing and correcting the work of such Inspectors, so that the work of the amins in their halkas will afterwards be more correct.

22. Kanungos or head muharrirs should only be allowed to inspect amins, but should always meet the halka Inspector after each inspection and inform him of any mistakes which they may have found.

23. No instruction which is not strictly and only an explanation of the hidaetnana must on any account be issued to any member of the khanapuri staff excepting through the camp Officer.

24. The passing of the mauzas, i.e., the accepting of the records as satisfactory, will be done not in the field, but by a special head muharrir or kanungo at the Camp Office—see rules 28—33 below.

25. The following are some of the most important points to be seen to during inspe tions:—

(1) That the villagers are thoroughly impressed with the fact that they must not bribe or in any way pay the khanapuri amin, but need only provide him with food and lodging on payment.

(2) That the amin distributes the parchas *pari passu* with the record-writing.

(3) That he does not sign them.

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(4) That raiyats and zamindars attend at khanapuri, and that if not, they be promptly made to do so.

(5) That the amin does not delay unnecessarily over the work.

(6) That Inspectors do not detain records when ready.

(7) That the entries in the ekpadiya papers are followed as far as possible at the time of khanapuri.

(8) That the amins are properly supplied with forms, good black and red ink, ekpadiyas and draft statements.

(9) That the amin corrects the map properly and neatly in red ink.

(10) That the correct length of padika now in use has been ascertained.

(11) That all disputes are entered in the dispute list.

26. All corrections made by Assistant Settlement Officers or Inspectors at the time of inspection of khanapuri must be initialled by them.

27. *Securing of attendance.*—It is most important that all notices, processes, summonses; etc., be dealt with in the most regular and systematic manner, in order that, if is becomes necessary at any stage to secure, by fine or warrant, the attendance of any unwilling party, there can be no difficulty in proving the legality of the steps taken with this end. Extreme care is necessary in this matter as a safeguard both to the Revenue Officers themselves and also to the parties whose attendance of papers it is necessary to procure. The following precautions should be carefully taken :—

(1) That the process issue register must be properly kept up to date, a note being invariably made in it of the date for which the parties have been summoned.

(2) That a specific date and hour be always mentioned in every summons, and a clause inserted to the effect that if the Assistant Settlement Officer has moved camp, the party must present himself at the place to which he may have moved.

(3) That on the day fixed, and at the hour fixed, the parties be duly called, and a note of their being present or not present entered in the return by the Assistant Settlement Officer himself.

(4) That when the parties are not present, the evidence of the serving peon be at once recorded.

(5) That the process register is examined by the Assistant Settlement Officer, and that each entry is then initialled and checked by him.

(6) That prompt steps are taken to secure the attendance of those who have disobeyed summonses or notices. It will frequently be found that the office is not as keen as it should be to enforce attendance.

(7) Generally, that notices and summonses are strictly in accordance with the law and carefully worded, and that they are properly served. Service must be made on the person himself or a duly authorised agent ; it has been held that an ordinary gumashta is not a duly authorised agent unless he holds written authority.

28. *Passing of records.*—As soon as records begin to be sent in after khanapuri by the Inspectors to the Camp Office, a trustworthy and intelligent head muharrir should be attached to the Camp Office to examine and report on the records as they come in. By this time the Circle Officer will have become acquainted with the weak points of the khanapuri staff, and will be able to frame a set of questions to serve this head muharrir as a guide in his examination records.

29. The Circle Officer should carefully consider the reports of this head muharrir, and draw the attention of the Camp Officer to the faults discovered. By this examination the Circle Officer will also learn what points especially to look to when he comes to attestation work.

30. In passing orders on the reports of the head muharrir, the Circle Officer must constantly bear in mind that where the mistakes discovered are slight and such as can easily be put right at the time of attestation, it will be cheaper and more convenient to pass the records at once, and leave the correction of such errors until attestation time.

31. Where, however, the errors are serious, and such as cannot well be corrected at attestation time, the records must be returned to the Camp Office for revision, the point in which they are defective being clearly notified to the Camp Officer, so that he can have them corrected.

32. Records should never be accepted in which every erasure or correction is not initialled by an officer of the survey establishment, whose signature and initials appearing on first page of the khasra are there attested by the Camp Officer.

33. When available, it will probably be best to pick a kanungo for the very responsible work of this head muharrirship, and the same man should, if possible, remain on the work throughout, and be always at headquarters.

34. The invoice list should not be signed by the Circle Officer until the head muharrir has certified that every mauza mentioned therein may be accepted.

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35. Columns 4, 5 and 6 of the attestation register will be filled up on signing the invoices, and will subsequently be corrected after attestation.

36. *Boundary Disputes.*—It is most important that boundary disputes should be, as far as possible, decided before the maps are issued for khanapuri, as this may save much alteration of the records at a later stage. All Assistant Settlement Officers should therefore take up boundary disputes and dispose of them as soon as the traces are received from the Survey Office.

37. A register of boundary disputes instituted at survey should be kept in the following form :—

Serial number.	Name of villages.	Pragana.	Date of receipt.	Date of Disposal.	Purport of order.	Remarks.
1	2	3	4	5	6	7

38. Where the boundary dispute is between the Moghulbandi and the Tributary Mahals, the Assistant Settlement Officer has no power to finally dispose of it. He must first secure the attendance of authorised agents on both sides, the notice for attendance on behalf of the Tributary State being sent, if necessary, through the Settlement Officer to the Superintendent of the Tributary Mahals for appointment of an egent. The boundary will be settled in presence of both parties and clearly marked on the trace. The trace, together with a full report showing how the decision recommended was arrived at, will be forwarded to the Settlement Officer, who will send it to the Superintendent of the Tributary Mahals for orders.

39. Returns of boundary disputes must be carefully entered from the register in the monthly progress returns.

40. *Return of Khanapuri Inspection.*—The amount of khanapuri inspection done during the month must be clearly shown in the remarks column of the monthly progress report, thus :—

——	Villages inspected once.	Villages inspected twice.
1	2	3
By Circle Officer ... ... By Sub-Circle Officer ...		

CHAPTER III.

General Attestation Rules.

These instructions should be read in continuation of rules 11 to 19 of Chapter VI of the Government Rules under the Bengal Tenancy Act.

1. *General.*—Attestation comprises two classes of work—*first*, the preparatory work which is done in the office and by muharrirs under the direct supervision and attention of the Assistant Settlement Officer ; *secondly*, attestation proper which is done by the Assistant Settlement Officer himself.

2. *Centres of Attestation.*—Under the Board's rules the attestation of every village must be done at a place which is not more than three miles distant from the furthest point of that village.

3. Attestation centres (halkas) should be carefully selected in consultation with the Camp Officer, and with a view to good groves and drinking water and general camping facilities. In the rainy season centres should also be arranged with a view to the use of bungalows or other adquate shelter.

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4. A list of centres selected and of the villages contained in each should be sent to the Camp Officer with the request that he will as fer as possible get his records ready according to such groups. The Camp Officer should inform the Circle Officer on what date he will be able to supply the records of each group.

5. *Settlement Rubakari.*—On receiving the above information, a rubakari will be drawn up in the Form A annexed, and notice will be issued under rule 11 (*a*) of the rules under the Tenancy Act. fixing a date for attestation and for attendance of the zamindars and tenants, such date to be not less than one week from the date of the service of the notice. The Board have directed that the usual practice should be to allow *one month's* interval. The notice shall be as far as possible in the form given in Schedule I to the rules, and will be published as directed in rule 11 (*c*).

6. If the records are not received from the Survey Office before the dates fixed, postponement will have to be recorded in the rubakari fixing a further date for attestation. On receiving the records from the Survey Office, the precise date for final attestation will again be notified by beat of drum in the village concerned in the Form B annexed.

7. A report sheet should be attached to the rubakari in double column for keeping a record of every order passed. This may be conveniently kept in the following from :—

NAME OF VILLAGE.	PARGANA.
Report by kanungo. head muharrir, or attestation muharrir.	Orders passed by Assistant Settlement Officer.
1	2

8. The rubakari of attestation will include all the points mentioned in rule 8, Appendix D, page 81 of the Settlement Manual. When the attestation is finished, the rubakari must be completed, and signed, dated, and sealed by the Assistant Settlement Officer.

9. Every Circle Officer will keep an attestation register in the following from. It is very important that this register should be kept up to date. It will be found of great use in submitting the monthly progress return correctly :—

Attestation register

Serial number of village in circle.	Name of pargana.	Name of village as corrected at khanapuri, also (in red) as recorrected at attestation.	AREA AS ASCERTAINED BY THE CADASTRAL SURVEY and ALSO IN RED AS CORRECTED AT ATTESTATION.		Number of plots shown in village as recorded and corrected at attestation.	Number of tenants in village.	Date on which the records were received from the Survey Office ready for attestation.	Date on which attestation was conducted.	Place where attestation was conducted.	Whether the records have been corrected according to the dispute list or not.	Date of signing of the final order in the rubakari.	Remarks.
			Acres.	Decimals.								
1	2	3	4	5	6	7	8	9	10	11	12	13

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10. The same register will be kept by every Assistant Settlement Officer engaged on attestation, and a copy will be submitted to the Circle Officer on the 26th of each month for the compilation of the monthly returns.

11. *Camp Record-keeper.*—Before proceeding to camp, one establishment muharrir should be appointed to take charge of the records. He will at once open a record register in the following form, and fill up columns 1 to 4 from the receipt which he gives to the circle record-keeper for the records taken out to camp:—

REGISTER I OR REGISTER OF RECORD.

1	2	3	4							5	6	7	8
			Number of Sheets in—										
Serial number.	Name of pargana.	Name of village.	Khasra.	Khatian.	Parchaconterfoils.	Petitions.	Survey dispute list.	Other papers.	Trace.	Attestation muharrir's signature	Date of receipt by attestation muharrir.	Date of return by attestation muharrir.	Remarks.
			(a)	(b)	(c)	(d)	(e)	(f)	(g)				

On arrival in camp, he will distribute the records to the attestation muharrirs, taking their signatures in columns 5 and 6, and when the work is finished, in 7. Records are to be returned to him every night after work. It must be borne in mind that in every camp or branch camp one muharrir must be held directly responsible by the Assistant Settlement Officer for the custody of the records and must keep up this register.

12. The Assistant Settlement Officer should divide among his two head muharrirs the supervision of the villages given out.

13, Every morning it will be the duty of the head muharrir to see that—

(1) The records of the villages in his charge are duly entered in the camp attestation register.

(2) The rubakari is written up to date, *e.g.*, if the village is given out on that day, the order-sheet will show that—

(*a*) Rule 11 (*a*) notice was duly served ;

(*b*) the *sani* notice was duly served ;

(*c*) the name of the attestation muharrir to whom the record is given is duly recorded ; and if work has been done on the day before, the fact of postponement must be recorded as well as the work done on that day.

14. *Nazir.*—The duty of the nazir will be to receive the money given in deposit for amins' fees and keep up the deposit register. He will also keep up the camp process register and he will generally write 12 annas notices, but in this work he can get the help of the attestation muharrirs in charge of the village.

15. The second establishment muharrir should be instructed by the head muharrir in the work of checking villages, and his leisure (after performing the following works) should be occupied in that work :—

(1) On arrival in camp, he should open a mahalwar register in the form given in Rule 2 Chapter VI, hidaetnama, giving a separate page for each tauzi number found in the records brought out to camp. He must act in concert with the head muharrir, and either prepare the correct entries in columns 1 to 3, and correct the mauzawar khewats, or fill up these columns from the mauzawar khewats as corrected by the head muharrir,

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(2) He will also keep the register of lakhirajdars whose names have not been recorded. This will be kept with a separate page for each general number.

16. The two establishment muharrirs should have an attestation muharrir or apprentice at their entire disposal. His principal duties will be—

Helping the second muharrir in keeping up the mahalwar and unrecorded lakhirajdars' register, and in day by day making a copy of these for transmission to the Settlement Officer at the end of the month in the forms given in rule 18, Chapter IV, and rule 2, Chapter VI, of the hidaetnama.

He will also help the record muharrir in writing necessary notices and correct the work pending in villages partly passed.

17. The record muharrir is responsible for seeing that the records are corrected according to the dispute list, and when such work is ready for the attestation muharrir, he should not allow him to take up records for a fresh village until this is done.

18. The Assistant Settlement Officer should at least once in the day (in the morning if possible, before work begins) go round to each muharrir and see what work he is doing, and check the work shown as done with the rubakari and with the muharrir's diary.

19. Both establishment muharrirs should be so trained as to be able to do head muharrir's work.

20. A branch camp must not be left in charge of any one who is not a head muharrir or establishment muharrir, and should not be fixed at a greater distance than three miles from the Assistant Settlement Officer's camp or visited less often than once in three days.

21. When the Assistant Settlement Officer is able to take his clerk with him in camp the clerk should be employed as far as possible in checking villages.

22. Where bazyafti statements are found in the record, they should be preserved and included in the miscellaneous papers of the settlement misal, but need not be attested.

23. Before proceeding to camp, the following registers should be opened for attestation :—

1. Camp attestation register, see rule 9, Chapter III.
2. Camp record register, see rule 11, Chapter III.
3. Camp boundary dispute register in the same form as in rule 37, Chapter II, the number in the circle register being entered in the remarks column.
4. Petition register (roznamcha), see Chapter IV, rule 65.
5. Register of unrecorded mutations for revenue-paying estates. } To be sent in original through the settlement Officer to the Collector.
6. Register of unrecorded mutations for lakhiraj bahal. }
7. Amin's deposit register.
8. Court-fees registers.
9. Process register.
10. Assistant Settlement Officer's date book of adjournments.—This register should allow a page or half a page for each day of the month.
11. Daily attendance register.

CHAPTER IV.

Instructions to Attestation Muharrirs.

1. In addition to the records and statements *(i. e.,* the lakhiraj, bahal, minha, jagiri and nij-jote statements), the attestation muharrir shall be provided from the office with a statement in the following form for comparison of the last settlement and the present tahsil alahidas :—

Last Settlement.				Present Survey.				Remarks. (Here note the last settlement padika.)
Name of mauza.	Name of tahsil alahida.	Area of mauza.	Area of tahsil alahida.	Name of mauza.	Name of tahsil alahida.	Area of mauza.	Area of tahsil alahida.	
1	2	3	4	5	6	7	8	9

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Columns 1—4 of this statement will be filled up in office from the ruidads. The first duty of the attestation muharrir will be to fill in columns 5—8 from the records and then to reconcile any discrepancies. The object of this form is to ensure—

(1) that no tahsil alahidas have been overlooked ;

(2) that all tahsil alahidas now entered in the records are accounted for

The use of the form is further explained in Chapter VIII, rule 2.

2. The following procedure will be adopted where it is found that the village now shown in the map does not agree with the Revenue Survey village, and for *dakhil kharij* and *dian-chaks* :—

(*a*) Where one Revenue Survey village has now been split into two or more villages, it is not necessary to recombine them ; all that need be done is to make a note on each of the new records (map and khasra) that this village is a portion of old Revenue Survey village so and so.

(*b*) Where two or more Revenue Survey villages have now been shown as one village, the khasra will remain as given by the Survey Department, and the old Revenue Survey boundary will be shown in red on the map. The khatians will be divided into the different tauzis in the usual manner if the two villages are separate tauzis.

(*c*) *Dian-chaks* and *kharij-dakhil* will be treated precisely as tahsil alahidas, a note being made on the map and khasra to show to what villages they belong.

(*d*) When an old Revenue Survey mauza consists entirely of scattered *dian-chaks* or *kharij-dakhil* lands, one of these portions, *viz.*, the one containing the *ghar-bari* will be taken as the *nij mauza*, and the others will be treated as tahsil alahidas within the villages in which they geographically lie.

(*e*) When one Revenue Survey mauza or a portion of one lies completely whithin the ambit of another Revenue Survey mauza map, it will not be taken out, but will remain in the same map and khasra with only one series of numbers for the whole.

3. *Parchas.*—The muharrir will then enter the areas in the parchas. To do this he will call up each person whose name appears in the khatians. The person will produce his parcha before the muharrir, who, after filling up the area column by reference to the khatian in the parcha, will give it back to the tenant. The parchas will be brought back by tenant's before or at final attestation, and will be returned after the attestation of each tenant's khatians in presence of the Assistant Settlement Officer. The entries of rent and status made by the Revenue Officer in the khatian shall at the time of the attestation by such officer be entered under their appropriate headings in the parcha before it is returned to the tenant to keep.

The counterfoils of all parchas as well as cancelled parchas will be destroyed, or the counterfoils can be made over to the landlords if they desire them, as soon as final attestation is completed.

4. If convenient, a day or two should be allowed for the people to get to understand the areas entered in the parchas.

5. If a tenant has lost his parcha, a copy of his khatian can be given to him on his filing the requisite stamped folio. This copy should be enfaced as an uncertified copy of an unfinished record.

6. In the case of Government or public lands a duplicate parcha can be given, if asked for, to the officer who is present at attestation on behalf of the department or public body to which the land belongs.

7. The muharrir shall total the kittas in the parcha, if not already done, and shall, if necessary, alter the parcha to agree with the khatian, initialling any such alteration in the parcha in black ink.

8. If any objection is made against an area entered in the parcha, it must be at once enquired into on deposit of an amin's and chainman's fees at the rate of annas 11 daily.

9. Under rule 20, Chapter VI of the Rules under the Tenancy Act, such fees must be refunded if the original measurement is proved wrong, but this will seldom be the case. The error is usually due to some mistake in showing the plots or holding, due to the fact that the parties did not attend to point out their lands at the time of khanapuri. When this is so, the fees should not be refunded.

10. Two Kistwar amins may be maintained in each attestation camp for the purpose of making such enquiries.

11. Fees must be regularly remitted into the treasury at least once a month. A return in the following form must be submitted monthly with the progress returns showing all fees remitted into the treasury during the month. The value of the court-fee stamps attached

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to petitions or applications for copies presented to the Assistant Settlement Officer will also be shown :—

Amins' fees paid into Treasury.	Process fees.	Court-fee stamps.
1	2	3
Rs. A. P.	Rs. A.	Rs. A.

12. *Statements.*—The muharrir will next take up the statements. The left-hand (last settlement) portion of these should have been prepared beforehand in office, and the right-hand portions filled up in the field by the Khanapuri Amin. In many cases, however, there will be two separate statements—one with the left-hand portion only filled up in office, the other with the right-hand portion filled up by the amin in the field. Where this is so, the muharrir will make use of this latter statement in helping him to compare the khatians with the last settlement entries as filled up in office, and will thus fill in the right-hand portion of this latter statement.

13. The muharrir will compare the "Present" portion in all the statements with the khatians and ascertain that they agree, that the areas have been correctly entered, and that the areas shown in *mans*, &c,. in the left-hand side of the statement have been correctly converted to acres.

14. Such conversion must be according to the length of *padika* in use in the village at the time of the last settlement.

15. All necessary corrections in the statements will be made in black ink and initialled by the muharrir.

16. The muharrir will fill up the columns in the statements which show the difference between the area as now shown and the area at the last settlement, and will also make the necessary notes in the remarks column, which will serve as a future guide at the time of assessment. In doing this the following instructions must be followed :—

17. *Lakhiraj bahal.*—When any doubt exists as to certain plots being bahali, a detailed note must be made in the remarks columns for the decision of the Assistant Settlement Officer.

18. In case of a failure to register a mutation of lakhiraj bahal lands, such failure should be entered in a register in the following form to be sent monthly in *original* to the settlement Officer for communication to the Collector :—

Settlement Register of unregistered mutation of revenue free estates.
Pargana , District

Number.	Name of mauza.	Number of mauza according to Collectorate mauzawar register.	General number of revenue-free estates.	Copy of B Register.		Khewat as now prepared.		Remarks.
				Name.	Share.	Name, father's name and address.	Share.	
1	2	3	4	5	6	7	8	9

19. In the Cuttack district it is not necessary to enter in this register cases where the grant does not exceed 2 *mans*, as these do not require to be registered in that district.

20 If the transfer purports to have been by sale, the deed of sale should be called for, and the lands claimed carefully identified with those mentioned in the deed.

21. If the claim is valid, but it appears that the claimant holds in excess of the area shown in the last settlement papers, this fact and the amount of the excess should be noted on the statement, and the holder should be asked what khasra numbers he would prefer to give up, and a note of these numbers or portions of numbers should be made with a view to subsequent resumption proceedings if held to be necessary.

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22. When only a portion of a number is in excess and so chosen by the lakhirajdar for resumption, the area and portion (i. e., whether the north, south, east or west part of the field) should be noted.

23. If the claim is found to be unsupported by the general register or by the records of the last settlement, a note to that effect will be made in the statement

24. When the bahal land has descended by inheritance, but has become divided among a number of heirs, the partition so formed can be accepted and noted in the statement.

25. Where it appears that bahal lands held in trust by *Shebaits* have been alienated, or that the service of the idol for whose benefit the lands were granted is no longer performed, the fact will be noted in the statements.

26. Transfer of such trust lands under a deed known as a "*Sheba Samarpan*" is recognizable where it appears that such transfer was made with the knowledge and consent of the whole body of the trustees and for the *bona fide* benefit of the idol.

27 The actual orders of resumption, and the amount or percentage of excess which will be allowed to pass free of resumption in the case of lakhiraj bahal, jagir and minha, &c., will be left to the time of assessment. Attestation officers have no power of resumption. They can only leave an indication of where resumption proceedings may be necessary.

28. *Minha.*—Claimants of *minha* should be called on to produce their *pattas*, if possible.

29. Where they cannot do so, such evidence of possession and heirship or purchase as is available should be gone into, and if the claim is established, the plots held minha should be noted in the khatian.

30. If the *minha* be not held by the original grantee's successor in interest, the words *zamindar dia* will be entered in the khatian in columns 8 (*a*) and 8 (*b*).

31. *Nij-jote.*—The muharrir will enquire of the tenants whether the lands shown as nij-jote in the khatians and statement are admitted by them to be so. If they are so admitted, he will compare the total area with the area shown in the last settlement figures. When the nij-jote area shown in the statement and khatians is more than 10 per cent. in excess of the area shown in the last settlement papers the case must be put up before the Assistant Settlement Officer for orders.

32. In villages in which hereditary tenure-holders have by custom been allowed to hold ancestral private lands, these will be similarly recorded as tenure-holder's nij-jote.

33. *Jagir.*—Jagirs are of two kinds—(1) lands occupied by Government or semi-Government servants, such as khandaits, patwaris, chaukidars, &c.; (2) lands occupied by village servants, such as barbers, blacksmiths washermen, &c.; all jagir is to be entered in the statement.

34. Enquiry should be made whether the service for which the jagir was granted is still properly performed.

35. If it is found that the service is no longer being performed, a note to that effect will be made in the statement.

36. Excess area will be noted as in the case of lakhiraj bahal.

37. A statement of all police jagir lands should be obtained as a clerk form the District Superintendent of Police, and should be carefully compared with the jagir statement.

38. Jagir given by the zamindar as a supplement to the original grant or where no original grant existed should be crossed through in the statements, and the works *zamindar dia* written in the remarks column. Such *zamindar dia jagir* should be entered in the raiyati khatians.

39. In many cases chaukidars or other jagirdars may be now in possession of a portion only of the jagir granted at the last settlement. When this is so, an explanation should be given in the statement showing how the jagirdar came to part with portion of his jagir.

40. Anything unusual with regard to any of the lands entered in the statements which may come to the notice of the muharrir should be noted in the statement in question,

41. While preparing and checking the statements, the muharrir will at the same time examine and correct the corresponding khatians in the same manner and to the same extent as he is empowerd by the rules below to correct the ordinary raiyati khatians.

42. *Raiyati khatians.*—The raiyats will be called up by the muharrir one by one.

43. Each raiyat will bring his parcha, and his *patta*, if he has one. Thani raiyats should ordinarily be able to produce their pattas, and the muharrir shall test the entries of thani given above, column 10.

44. The muharrir shall read out slowly and carefully to each raiyat the whole of his khatian entries, and shall fully explain any point which the raiyat does not understand. Neglect or disobedience of this order will render a muharrir liable to summary dismissal.

45. In the case of lakhiraj, bahal or bazyafti, sikmi kharida, jagir, etc., the kind of tenancy (i. e., bahal, &c.) and the specification (i. e., brahmottar, debōttar, chakran, &c.) will be entered in column 10 (*a*).

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46. No remark regarding the transferability of a tenancy will be made either in column 10 (*d*) or elsewhere in the khatians unless the question of such transferability has been specially raised and decided by the Assistant Settlement Officer, in which latter case the result of such decision will be entered in column 10 (*d*).

47. He will enter in column 8 (*a*) of the khatian the total rental as shown by the ekpadiya, in column 8 (*b*) the rent as stated to him by the raiyat

48. If the list of the raiyats in the ekpadiya does not agree with the khatians, he will obtain from the zamindars and raiyats explanations for the discrepancies, and will put these explanations in a note at the bottom of the khatian affected. It will sometimes be found that the rent as stated by the landlord or tenant refers to lands included in several khatians. Where this is so, and separate rentals cannot be given, the rent should be entered in one khatian only, a note being made both in that khatian and in all the other khatians in which lands covered by that rent are included, to the effect that the rent of such lands is given in such and such a khatian.

49. *Rent in kind.*—Where a raiyat pays rents in kind, such as *bakhra* or *dhulibhag*, the description should be entered by the muharrir in columns 8 (*a*) and (8) (*b*), opposite the numters for which such rent is paid.

50. Where a tenant holds in addition to the lands shown in his khatians other lands far removed in jungle and therefore not surveyed in detail, a note will be made on his khatian to the following efiect:—'holds also many *mans* jungle land'.

51. *Under-raiyats*:—The khatians of under-raiyats will be examined in the same way as those of raiyats, and corrected and initialled where necessry. Columns 8 (*a*) and 8 (*b*) must be filled up, if not already done, according to the statement of the parties.

52. Under-raiyats may have by custom occupancy rights. When this is so, the Assistant Settlement Officer will record such rights after careful enquiry into the facts.

53. Ekpadiya papers need not be corrected, or revised ones filed at attestation time, but zamindars should be called on to file a *jama-wasil-baki* statement for the last three years in the Form C annexed.

54. Any authorised mutations which have taken place since khanapuri shall be given effect to in the records after due enquiry from the villagers. The head muharrir or kanungo will initial all such alterations.

55. The muharrir will obtain to each khatian the signature of the landlord and tenant, if possible, but no compulsion of any kind must be used to this end.

56. Signatures should be recorded as follows:—

(*a*). Those who can sign their names should do so themselves; (*b*) for those who cannot, the signature will be obtained from a co-villager who can, in the following form :—

".....santak.....karsahi, bakalam.....sakin ....." This co-villager shall not be the tenant's landlord or his agent; (*c*) landlords will sign and add their denomination, *e.g.*, zamindar bahaldar, &c; (*d*) landlords' agents will describe themselves as "*khemota prapta karpardaz*" or "*janabi karpardaz*" acccording as they do or do not hold a power of attorney.

37. *Corrections.*—All corrections made by the attestation muharrir must be initialled by him in black ink.

58. Care must be taken that the corrections are made in the khasra, parcha and khatian, and, if necessary, in the statement also.

59. ** ** ** **

60. All other mistakes which the attestation muharrir discovers must be referred by him to the head muharrir and entry made according to the order of the head muharrir, who will initial the correction in red ink.

61. ** ** ** **

62. *Disputes.*—Wherever there is a dispute of any kind, an entry must be made in the attestation badar form and the existing entries will remain until the Assistant Settlement Officer has decided the dispute and passed orders.

63. The names of the parties and the plots in dispute and briefly the nature of objection should only be entered by the muharrir. But the signature of the party filing the objection should invariably be taken belw the statement of the nature of objection. Orders on all objections and reports should be passed by the Assistant Settlement Officer with his own hand in English.

64. The records will be corrected in accordance with the orders of the Assistant Settlement Officer on the report sheet or badar form. In each case the attestation muharrir must certify on the report sheet or badar form that the order has been carried out.

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65. *Petitions.*—Petitions should be taken as far as possible at a fixed time daily. They will be entered by the second establishment muharrir in the petition register (roznamcha). If the petition refers to a dispute, enter in column 3 the word *bibad* only ; if to a razi badar, enter the word *razi badar* ; if miscellaneous enter the subject as briefly as possible, *e.g.*, *shimar bibad.* In column 4 will be entered the date of receipt, and in column 5 the village record to which the petition is sent. Column 6 will contain the signature of the attestation muharrir, whose duty it will be to enter the dispute or badar in the attestation badar form and to file the petion in the record of the mauza.

66. Throughout the handling of the records the muharrir should invariably fold back all khatians bearing numbers which appear in the dispute list, or concerning which a petition has been filed.

67. Lakhiraj bahal lands are not subordinate to any tauzi, hence where bahal khatians have been distributed throughout several tauzis, they should be taken out of the tauzi volumes and bound in one volume consisting only of the khatians of bahaldars and persons holding under them, as laid down in the following rule.

68. *Arrangement of khatians,*—All head muharrirs and kanungos and attestation muharrirs must take especial care that khatians are arranged and bound according to system prescribed in the khanapuri hidaetnama. This system has undergone considerable discussion and alteration from time to time. It is reproduced here for easy reference, and is as follows :—

The khatians of each village shall be divided into the following main heads :—

I.—Lands outside all tauzis.
II.—Tauzi No. 1.
III.—Do. No. 2.
IV.—Do. No. 3.
V.—Do. No. 4.
IV.—Ijmali land belonging to two or more tauzis.

Khas mahal lands all have a tauzi number, and should be treated in the same way as ordinary tauzis.

I.—In lands outside all tauzis will be included—

1. Lakhiraj bahal lands,
2. Lands belonging to a Government or public department.

First will come the lakhiraj bahaldars' khatians followed by those of the persons holding under lakhiraj bahaldars.

Then the khatians of Government or public bodies arranged according to the department or body to which they belong. After these will come the khatians of persons holding unde Government or public bodies.

II.—The khatians of each village or tahsil alahida will be subdivided as follows :—

1. (*a*) Government (*i.e.*, lands in direct possession of Government).
   (*b*) Settled and occupancy raiyats of Government.
   (*c*) Non-ocupancy raiyats of Government.
2. (*a*) Lakhiraj bahaldar.
   (*b*) Settled and occupancy raiyats of Government.
   (*c*) Non-occupancy raiyats of Government.
3. Waste not included in any holding.
4. Zamindar's nij-jote.
5. Proprietary tenure-holder's nij-jote.
6. Raiyats holding zamindar's nij-jote.
7. Raiyats holding proprietary tonure-holder's nij-jote.
8. Zamindar's nij-chas.
9. Proprietary tenure-holder's nij-chas.
10. Khorida jamabandi tenure-holder.
11. Bazyaftidar tenure-holder
12. Bazyaftidar settled raiyat.
13. Kamildar tonure-holder.
14. Do. settled raiyat.
15. Ordinary tenure-holders.
16. (*a*) Settled thani raiyats under zamindars.
    (*b*) Do. do. under proprietary tenure-holder.
17. (*a*) Thani and pahi mixed under zamindrs.
    (*b*) Do. do. under proprietary tenure-holders.
18. (*a*) Settled and occupancy pahi raiyats under zamindars.
    (*b*) Do. do. under proprietary tenure-holder.
    (*c*) Do. do. under khorida jamabandi tenure-holders.
    (*d*) Do. do under bazyaftidar tenure-holders.
    (*e*) Do. do. under kamildar tenure-holders.
    (*f*) Do. do. nnder ordinary tenure-holders.

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19. (*a*) Non-occupancy raiyats under zamindars (those who do not cultivate the nij-jote lands).
(*b*) Do. do. under proprietary tenure-holders (do.).
(*c*) Do. do. under khorida jamabandidars.
(*d*) Do. do. under baziaftidar tenure-holders.
(*e*) Do. do. under kamildar tenure-holders.
(*f*) Do. do. under ordinary tenure-holders.
20. (*a*) Chandanadar under zamindar.
(*b*) Do under proprietary tenure-holder.
21. (*a*) Paik and khandait jagir.
(*b*) Chaukidar do.
(*c*) Patwari do.
(*d*) Other jagirs (*i.e.*, barbers, washermen, &c.)
22. (*a*) Rent-free given by zamindar since last settlement.
(*b*) Do. do. by proprietary tenure-holders since last settlement.
23. (*a*) Raiyat of the mahal who pay produce rent.
(*b*) Do. under proprietary tenure-holders who pay produce rent.
(*c*) Do. under other tenure-holders who pay produce rent.
24. Under raiyats.

Each of these (1 to 24) will be, where necessary, subdivided according to the several landlords under whom the tenants hold. The khatians of the tenants in each subdivision will be arranged alphabetically.

In binding, No. I, *i.e.*, all lands outside tauzis, should be bound in one book. The khatians of each tauzi should be bound in a separate book, subject to the proviso that, where the number of pages in any tauzi exceeds 100, the khatians of the tauzi should be split up into two or more volumes as nearly as possible of a size.

VI.—There will be a separate collection of khatians for the ijmali lands belonging to each different combination of proprietors, but as these will ordinarily be few in number, they can be placed at the time of binding in one volume.

69. All new khatians should be placed in their proper position between the leaves of the khatian volumes, but the khatian volumes should not be opened for rebinding until so ordered by the Assistant Settlement Officer. When the khatian volumes are rebound, column 2 of every khatian (serial numder of raiyat) must be corrected in red ink by the muharrir before the record is finally passed.

70. The muharrir must see that in the bahali khatians the general number is entered in column 1 under the name of the bahaldar.

71. Attestation muharrirs must prepare for each mauza the following statement :—

A statement showing the names of the different varieties of rice grown in the village in the following forms :—

Bialis.	Asus.	Nabakandas.	Gorus.	Daluas.
1	2	3	4	5

This form is for Balasore. For Cuttack and Puri the headings will be Bialis, Chota Lagus, Majla Lagus, Bara Lagus and Daluas.

72. *Tahsil alahidas.*—After finishing the preparatory work of the khatians of the nij-mauzas, the attestation muharrir will take up the khatians of the thasil alahidas, if any with the aid of the statement prepared under rule 1 of this chapter. He will compare the tahsil alahida khasra numbers with those shown on the map. If any mistake is found, it should be entered in the report sheet for orders.

73. He must also see that, where not already done, the tahsil alahidas are marked plainly on the map in thick lines.

74. The same procedure is to be used in attesting the khatians of the tahsil alahidas as in attesting those of the nij-mauza.

75. A separate settlement misl must be prepared for each tahsil alahida, and also separate lakhiraj bahal and other statements just as was done for the nij-mauza.

76. If any interested party is not present at the time of the preparatory work, a notice bearing 12 annas fees should be issued in the Form D annexed, in order to secure his attendance.

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77. The khatians of tahsil alahidas will have volumes of their own under rule 67 of this chapter, inasmuch as tahsil alahidas are nearly always separate tauzis. It is not necessary to make separate copies of the khasra numbers belonging to each tauzi for keeping with the khatians of that tahsil alahida.

78. The arrangement of the settlement misl will be according to the following order with a separate fly-leaf or list of contents for each part:—

Part I.—General.

1. Rubakari.
2. Notice under rule 11 (*a*) of the rules under the Tenancy Act.
3. Subsequent notice for attendance of parties on adjourned date.
4. Survey dispute list
5. Report sheets.
6. Attestation badars.
7. Petitions.
8. Khewat, Part I.
9. Form 19, tenure-holders' khewat.
10. Tahsil alahida statement.
11. Bahil statement.
12. Miscellaneous papers, if any.

Parts II, III, IV, etc., for each tauzi.

1. Jagiri statement.
2. Nij-jote statement.
3. List of raiyats not present at attestation.
4. Ekpadya papers.
5. Jama-wasil-bakis.
6. Miscellaneous papers, if any.

79. When the preparatory work has been completed according to the foregoing rules, the head muharrir or kanungo and the attestation muharrir will go very carefully through the records together to see whether anything is wanting, and will enter on the report sheet the result of their examination,

80. The parties will then be ordered to appear before the Assistant Settlement Officer at a fixed time and date for the completion of attestation, and in order to have their parchas returned to them.

81. Every attestation muharrir or other muharrir employed in an attestation camp must keep a diary showing exactly what kind of work and how much work he does each day.

CHAPTER V.

Instructions to Head Muharrirs.

1. Whenever their services are available, it will be found convenient to entrust the work of head muharrirs to selected kanungos. Where kanungos are not available, carefully chosen head muharrirs must be appointed by the Assistant Settlement Officer.

2. The principal duty of the head muharrir is to scrutinise and see to the correctness of the records for which he is responsible, and to see that the instructions as to the preparatory work are fully observed by the muharrirs.

3. The head muharrir must see that all corrections ordered on the dispute list or badar are carried out in the khasra, khatian, and map and other records when necessary.

4. The head muharrir may correct any wrong entries which are not the subject of a dispute or petition, and must initial all such corrections. Such sorrections must be made in red ink.

5. Head muharrir shall prepare the statements for the Assistant Settlement Officer's attestation, by seeing that the conversation of mans to acres in the last settlement portions of the statement has been correctly made. He must also see that the noties as to excess areas and plots chosen by the parties for resumption are correctly entered.

6. The head muharrir shall sign every statement in the bottom right-hand corner to show that he has checked its accuracy.

CHAPTER VI.

Khewats.

1. The second establishment muharrir shall prepare the mahalwar khewat in the form given below.

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2. He shall at the same time prepare a rubakari to issue under the Assistant Settlement Oficer's signature to the other attestation officers (if any) in the same circle, informing them of the tauzis which he is about to take up. Similarly, when a tauzi includes lands in more than one circle, the Circle Officer who takes up the mahalwar khewat of that tauzi must inform the other Circle Officers of his doing so, sending them a copy of columns 1 to 4 of his mahalwar khewat in order that they may fill up columns 2 to 4 of the mauzawar khewats of those villages of the tauzi which lie in their circles in accordance with his mahalwar khewat. They will in return send him copies of columns 5 and 6 of those mauzawar khewats to enable him to complete his mahalwar khewat :—

Name of mahal, tauzi number and revenue payable	Zamindar's name, father's name, caste and residence.	Amont of share in the mahal.	Signature of zamindars.	No. of mauza in Colletorate mauza register.	Names of mauzas as per present survey.	Names of mauzas as per last settlement.	AREAS AS PER PRESENT SURVEY.						REMARKS.
							Acres.			Local measure according to 24 dasti Padika			
							Cultivated.	Uncultivated.	Total.	Cultivated.	Uncultivated.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

3. Columns 8 to 13 he will fill up after completion of the attestation of the mauza from the mauzawar khewat.

4. The area to be shown in column 9 of the mahalwar khewat (corresponding with column 6, sub-column 2 of the mauzawar khewat) will be the total area shown in the waste Khatian of the tauzi This area deducted from the total area of the tauzi, excluding the bahal lands, *i.e.*, deducted from column 10, will give the balance to be shown in column 8.

5. Bisides the above mahalwar khewat, the muharrir shall also prepare a mauzawar khewat for each of the mauzas to be kept with the records of that mauza in form 16 given on page 62 of the Settlement Manual. In column 1 serial numbers will be given to each tauzi in the village. Only columns 1, 2, 3, 4 and 6 need be filled up. At the top of the form will be entered clearly the name of the mauza according to the last settlement papers, and according to the present survey.

6. The muharrir must note on the new khewat that he has compared the entries with the A Register, and entered all unregistered proprietors in a register to be kept by him under rule 14 of this chapter.

7. If there is any doubt or dispute as to any entry, the matter must be referred at once for the decision of the Assistant Settlement Officer before entry is made.

8. Care must be taken to ascertain at the time of preparing this khewat the full and correct name of each mauza, as mistakes in names give rise to many objections and confusions.

9. *Tenure-holder's khewat.*—A tenure-holder's khewat should be prepared for each village in form No. 19, as directed in chapter VI, rule 9 of the Government rules under the Tenancy Act, and the Board's instruction thereon, as given on page 15 of the Settlement Manual, that is to say, for all proprietary tenure-holders such as mukaddam, maurasi sarbarakars, and sikmi kharidadars.

10. Column 2 will be taken from the khewat, Part I. The tauzi number as well as the name of the estate should be entered in this column.

11. With a view to filling up this form, the muharrir should always enquire from the zamindars, after completing his khewat, Part I, whether there are any person subordinate to them with proprietary tenure-holders' rights. He should also ascertain from the attestation muharrir whether any one has claimed such rights, or whether any person's name appears in the khasra as having such rights.

12. Columns 5—10 inclusive can be left blank.

13. *Final attestation of khewats.*—The khewats, when prepared as above, shall be read out to the assembled sharers in the presence of the Assistant Settlement Officer, who shall sign them and affix the attestation seal.

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14. The muharrir will be responsible that all unregistered mutations are entered in a register in the following form :—

Name of Mahal.	Tauzi number.	Copy of A Register.		Khewat as now prepared.		Remarks.
		Name.	Share.	Name.	Share.	
1	2	3	4	5	6	7

15. This register as well as the register as stated in rule 18, Chapter IV, shall be put before the Assistant Settlement Officer, who shall not attest the khewat without first ascertaining that these registers have been properly kept up. This register will be sent monthly in orginal to the Settlement Officer for communication to the Collector with the register prescribed in Chapter IV, rule 18.

16. The mahalwar khewats will be bound parganawar and kept separately in the record room after all the mauzas have been attested and the area columns filled up.

17. *Local measurement.*—In entering the total areas according to the local measurement in khewats, the standard to be adopted will be the 24th dasti padika by which one *man* is equal to one acre.

CHAPTER VII.

Final Attestation.

1. *Final attestation work.*—When all the preparatory work has been finished, the records will be put up before the Assistant Settlement Officer for final attestation, the attendance of all the parties with their accounts, deeds, pattas and rent receipts having been secured.

2. Khewat, Part I, will be attested as directed in the preceeding part.

3. The Assistant Settlement Officer will then first attest the khatians of bahaldars; bazyaftidars, jagirdars, and of nij-jote lands, and the khatians of tenants holding under such tenancies, *vide* supplementary rules of 21st March 1896 for re-attestation.

4. When any doubt as to the land being bahali exists, the Assistant Settlement Officer should call for the original *sanad* or certified copy thereof or, if the original holder is dead, the certificate that mutation has been registered. If these be produced, or if the claimant is unable to produce them, but nevertheless proves that he is in possession and that he has obtained the lakhiraj bahal land in a valid manner, his claim should be noted in the statement as valid.

4½. The Assistant Settlement Officer shall enquire of the bahaldars whether they have signed their khatians and whether the areas of their lands have been correctly entered in their parchas.

5. The attestation muharrir will then read out the general number, extent, and class of each bahali holding. When these are admitted correct, the Assistant Settlement Officer will then sign and seal the khatians.

6. He will then take up the khatians of the bahaldars' raiyats and will fill up columns 8 (*c*) and 10 (*a*) in the same way as is directed for ordinary raiyati khatians.

7. He will thus go through every general number of bahali land, and all jagiri, bazyafti and nij-jote lands, signing and sealing all the khatians and statements. The present rentals of privileged holders can easily ascertained from the last settlement papers. The raiyats of nij-jote lands have no right of occupancy.

8. Nij-chas land not nij-jote, but held by the zamindar. It is ordinary raiyati land. The landlord cannot acquire any right of occupancy in it. The "status" to be entered in such lands is "nij-chas" or "hal-chas" (zamindari or mukaddami, as the case may be). See also Appendix E.

9. ** ** ** **

10. The Assistant Settlement Officer will then take up the ordinary raiyati khatians, all of which, with the exception of those in which some dispute still remains undecided, will have been previously signed by the parties.

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11. The attestation muharrir will read out before the Assistant Settlement Officer—

(1) the name of the landlord,
(2) the number of fields.
(3) the number of kittas,
(4) the area,
(5) rental as stated by landlord,
(6) rental as stated by tenant.

12. The Assistant Settlement Officer will then ascertain the actual rental and raiyati status, and either with his own hand fill in column 8 (*c*) and column 10 (*a*) accordingly, or cause those columns to be filled up on the spot by the attestation muharrir. Care shall be taken to see that the ascertained rent is in all cases clearly recorded in its proper column 8 (*c*), rent and cesses being also clearly separated; and the Assistant Settlement Officer's signature should be put under this entry and not in any casual place in the khatian.

13. It will very rarely be found that there are many special incidents attaching to an individual holding to be entered in column 10 (*d*). General incidents which apply not to an individual holding, but to all similar holdings in a village, should not be entered. The incidents of jagiri holdings, such as *boja-bajai*, should be entered in this place with the numbers to which such incidents refer.

14. *Ascertainment of rentals.*—Where the entries in column 8 (*a*) and column 8 (*b*) are the same, the rental there entered may be accepted and recorded in column 8 (*c*), unlees it appears to the Assistant Settlement Officer from an examination of pattas or rent receipts that the landlord and tenant have combined to show a less rental than that actually paid. The rental already recorded for other raiyats combined with the area of the holding under attestation will usually show where this attempt has been made.

15. Where there is a discrepancy between column 8 (*a*) and column 8 (*b*), the Assistant Settlement Officer must come to a decision as to the actual rent by scrutinising the rent receipts, and, when available, the jamabandis of the zaimndars for some years back. The plan of striking a mean between the rent stated by the landlord and the rent stated by the tenant is altogether unreliable, and should never be resorted to except at the desire of both parties.

16. A useful note on the recording of status will be found in Appendix E to these rules.

17. Whenever the Assistant Settlement Officer decides that a raiyat is not a settled raiyat, he shall, when recording his status, record also the length of his occupancy in column 10 (*a*).

18. *Corrections in khatians to be initialled.*—After filling in columns 8 (*c*) and 10. (*a*) the Assistant Settlement Officer will initial all corrections made at attestation in the khatians.

19. *Signing and sealing.*—He will then sign and seal each khatian, and make over the parcha to the raiyat, at the same time taking back the counterfoil of the parcha to be dealt with as directed in Chapter IV, rule 3.

20. The Assistant Settlement Officer will attest according the above rules the khatian of every raiyat and under-raiyat.

21. After completing the attestaion of one tauzi volume, the Assistant Settlement Officer will similarly attest the records of the other tauzis and of the tahsil alahidas.

22. The attendance of every raiyat is not indispensably necessary for the attestation of his khatian (see clause I, Appendix D, to the Settlement Manual). Any person whose presence it appears advisable to secure can be summoned with a notice bearing a process fee of anaas 12.

23. A list of all raiyats not present at final attestation must be prepared by the attestation muharrir, and kept with the settlement misl in the place directed in Chapter IV, rule 78.

24 Lastly, the Assistant Settlement Officer will go through and attest very carefully the khatians of Government lands. If no responsible officer comes at the time of attestation, the parchas should be sent to the heads of the departments or bodies to whom the lands belong for verification.

25. All corrections in khasra must then be initialled by the head muharrir and the head muharrir will also give a certificate on the last page of the khasra stating that all corrections have been made in the khasra. The trace map and each sheet of the khasra will be marked with the final attestation seal. The trace map and the last page of the khasra will also be initialled by the Assistant Settlement Officer.

26. When the attestation has been thus finished, the rubakari will be completed and signed and sealed.

27. *Terijes.*—After completion of the record the terij will be written up as follows:—

I. There will be only one terij for the whole nij-mauza prefixed to the first volume of khatians.

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At the beginning of the terij will be the *sadar* or total of the village giving the areas in total of—

(*a*) Bahal lands.
(*b*) Government andrpublic bodies' lands.
(c) The lands of each tauzi.

These will be totalled.

II. Then will come in detail the persons holding bahal or Government land in the village—

1. Bahaldars.
2. Their raiyats.
3. Their under-raiyats.
4. Government and public bodies.
5. Their raiyats.
6. Their under-raiyats.

III. Then will follow the terij of the first tauzi number divided into classes according to the arrangement of the khatians, *i.e.*—

1. Waste,
2. Jagirdars,
3. Jagirdars' raiyats,
4. Bazyaftidars,

and so on as laid down in Chapter IV, rule 68.

The terijes will run on continuously instead of beginning a fresh page for each class, and care must be taken that the terij forms are economised to the utmost. Special care must also be taken to see that the column for rental is properly filled up.

The terij of each tahsil alahida will be prefixed to its volume of khatians.

28. All uselss papers, such as cancelled parchas or khatians, draft statements or khewats amins' chittas, etc., should be carefully removed from the records at the time of final attestation and destroyed.

29. The proceedings required by rule 19, Chapter VI of the Government Rules under the Tenancy Act, must be carefully embodied in the Final Rubakari, and must state clearly that attestation of the records has been completed, and show the date on which it was completed. A convenient form of rubakari is given in Appendix A to these rules.

30. The trace as corrected at attestation must be sent at once to the Survey Office with a fraction badar list showing the number and area of the original plot and the number and area of each fraction made, in order that the sheets may be corrected. Before returning it the volume and number in the Revenue Survey volume should be entered on each trace.

CHAPTER VIII.

Instructions to Attesting Officers.

1. *Disposition of Muharrirs.*—The Assistant Settlement Officer should be very careful to see that muharrirs while doing preliminary attestation with the tenants do not crowd together. Each village should be kept quite separate at a distance of 20 or 30 yards, if possible, from the others.

2. *Identification of mauzas and tahsil alahidas.*—The Assistant Settlement Officer should examine the statement alluded to in Chapter IV, rule 2, and see that the identification of mauzas and tahsil alahidas is complete With regard to original mauzas, he may find that the Revenue Survey mauzas has now become two mauzas, or *vice versa*. He should endeavour to discover the cause of any considerable difference in area. With regard to tahsil alahidas he may discover numerous discrepancies. These should be reconciled in such manner that every tahsil alahida shown in the settlement records is accounted for, whilst the existence of every new tahsil alahida is explained.

3. The following examples will illustrate the nature of the questions that may arise and the manner in which they should be treated :—

(*a*) A tahsil alahida actually existing, but erroneously omitted from the khanapuri record.—The lands in this case must be identified, the map corrected, and a separate volume of khatians prepared.

(*b*) A tahsil alahida held by the same zamindars as the original mauza or some other tahsil alahida, and not distinguished at the time of khanapuri.—This need not be distinguished if the tauzi number is the same. An explanatory remark should be made in the remarks column of the statement prescribed in Chapter IV, rule 1.

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(*c*) A tahsil alahida at the last settlement included in another mauza, but now included in this mauza, or *vice versa*.—No change need be made in the records. The last settlement figures must be shown in the statement of the mauza in which the tahsil alahida now occurs, and a remark made in the remarks column of the statement of both mauzas.

(*d*) *Dian chaks*.—See Chapter IV, rule to above.

4. *Waste lands*.—The khatians of waste lands will be signed and sealed in the same way as other khatians, care being taken that the nature of the public right (if any) is recorded intelligibly and specifically.

5. *Jama-wasil-bakis*.—The jama-wasil-baki papers do not require to be attested. It will be sufficient to have them filed in the records enfaced with a certificate to the effect that the particulars detailed in them are correct to the best knowlege of the person signing them. These papers should merely be asked for, and the parties left to file them or not as they may please.

6. *Ekpadiyas*.—The ekpadiya papers should be initialled and dated by the Assistant Settlement Officer at attestation. It must be borne in mind (*a*) that zamindars frequently enter in these papers what they desire to collect, not what they actually do collect ; (*b*) that they generally omit to state their collections for lands which they desire to regard as new nij-jote accrued since the last settlement, and which they call nij-chas ; (*c*) that they generally omit all mention of rents in kind.

7. The ekpadiyas should be examined by the Assistant Settlement Officer, and he should satisfy himself that every discrepancy between the ekpadiya and the khatians has been accounted for.

8. *Decisions*.—A short Uriya abstract of all summary decisions passed on the dispute list should be entered thereon as soon as the English order has been passed.

9. *Passing records*.—A record ready to be passed shall be put up by the head muharrir or the attestation muharrir, as the Assistant Settlement Officer may direct. The muharrir putting up the record will, as the village is being passed, keep a paper before him on which he will enter all the work not actually finished at passing of the record.

The Assistant Settlement Officer should fix a day, once a week, on which he will try to finish all work pending on records partly passed. It would be well if, after he passes such a record not entirely finished, he were to keep a note in a book of the pending work, and the date which he has fixed for finishing such work. Such an entry would be most useful, if made on the date to which he has adjourned the work.

After the record is passed by the Assistant Settlement Officer, the attestation muharrir who has put it up to him will write out the notes of the work pending on a paper, and fixed it to the top of the Settlement misl, and will show the record to the second establishment muharrir for making entries in the mahalwar register and in the register of lakhirajdars which have not been registered. He will then take the record to the first establishment muharrir and draw his attention to what remains, and the latter will be responsible for issuing the necessary notices and completing the work by the day of adjournment, if any, and for seeing if the record is corrected throughout according to the orders in the dispute list.

10. Before signing the Final Rubakari, the following points deserve special notice :—

(*a*) That the attestation register has been filled up.

(*b*) That all corrections have been made in the records, and that a certificate showing that the orders for corrections on the dispute list have been carried out has been attached to each order.

(*c*) That the registers of unregistered mutations in the Collectorate A and B Registers have been duly entered up.

(*d*) That Whenever anything has to be left unfinished uutil reference can be made to records of some other mauza not obtainable at the time, a report on the subject be invariably filed in the record-room for attachment to the misl of the mauza to which reference is to be made, so that when the mauza's attestation is taken up, the point may not be overlooked.

In such cases the first mauza shall not be considered as passed, and shall not therefore appear in the progress returns.

11. *Standard of measure*.—In all comparisons with areas as stated in the last settlement records, the standard used at the time of the last settlement must be taken as the basis of calculation. The standard in use at the time of the last settlement can be ascertained from the ruidads.

This applies to the areas shown in the lakhiraj bahal, bazyafti, jagiri, nij-jote and minha statements. In the khatians the conversion should be according to the standard now in use in the pargana or village.

12. *Rivers*.—A navigable river is a river which is navigable throughout the year. The proprietary right in the beds of such rivers belongs to Government, and they should not therefore be included in the maps or records of zamindari mauzas.

13. It should be made clearly known that no stamp is required to be affixed to petitions tendered at attestation time in temporarily-settled areas under settlement of Government revenue. If it is found that stamps are still attached to such petitions, a notice should be posted in the camp pointing out that petitions will be received without stamp. This does not refer to petitions of applications for copies, which should be stamped in the usual way.

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Appendix A.

(SEE CHAPTER III, RULES 5, AND CHAPTER VII, RULE 29.)

Final Attestation Rubakari.

IN THE COURT OF ASSISTANT SETTLEMENT AND REVENUE OFFICER,

CIRCLE, DISTRICT.

Dated the 189 .

Under the powers conferred on him by the provisions of the Bengal Tenancy Act concerning the lands of all zamindars, tenure-holders, raiyats and under-raiyats, it is necessary to inform all tenants of district , thana pargana , village , by notices that the final attestation will be completed according to rule 11 of the rules framed under section 189 of the Bengal Tenancy Act.

It is ordered, therefore, that on due notice be served in the village by proclamation and beat of drum, and that a copy of the notice be affixed in a conspicuous place in the village in the presence of not less than two of the villagers.

Dated the 189 .

It is found when put up to-day that the records of the mauza have not yet been received from the Survey Office.

It is therefore ordered that the attestation work be suspended, and the tenants of all descriptions of the mauza be informed accordingly.

Dated the 189 .

On being put up to-day it is found that the records of the mauza have been received from the survey Office, and that attestation work can now be proceeded with.

It is therefore ordered that the zamindars and tenants of all descriptions be informed by proclamation and beat of drum to present themselves at the time of attestation at station in the month of

Dated the 189 .

On being put up to-day it is found that all the zamindars and tenants of the mauza are present.

Ordered, therefore, that be appointed attestation Muharrir, and that all the necessary papers and records be made over to him, and he be instructed to do the attestation work carefully according to the rules.

Dated the 189 .

On being put up to-day it is found that the records of the mauza are ready for final attestation.

Ordered, therefore, that notice be issued by proclamation and beat of drum that the final attestation of the mauza will be taken up by me on the day of 189 .

Dated the 189 .

Whereas the final attestation of the mauza has been completed in the presence of all the zamindars, lakhirajdars and tenants of all descriptions, with the exception of those detailed in the list below, it is ordered therefore that the settlement misl of the said mauza be kept in the sharista, and that the trace be made over to the record-keeper to be sent to the Survey Office.

The 189 . *Assistant Settlement Officer.*

Seal.

Appendix B.

(SEE CHAPTER III, RULE 6.)

ORDER OF ASSISTANT SETTLEMENT AND REVENUE OFFICER OF

CIRCLE STATION

Subsequent notice for final attestation.

To the zamindars, tenure-holders, raiyats and under-raiyats of district thana , pargana , village

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In continuation of the notice issued previously in accordance with rule 16 of the rules framed under section 189 of the Bengal Tenancy Act, you are hereby informed that you should appear before me at on with the parcha given to you on at ,and with your documents and other necessary papers, failing which proceedings will be instituted against you as the law provides.

Dated 189 . *Assistant Settlement Officer.*

Appendix C.

(SEE CHAPTER IV, RULE 53.)

Wasil-Baki.

Serial number of tauzi.	Names of tenure-holders and raiyats.	ACCORDING TO ZAMINDARS PAPER.											
		Area according to local measurement.	RENTAL—JAMA.				COLLECTION—WASIL.				ARREARS—BAKI.			
			1297.	1298.	1299.	Total.	1297.	1298.	1299.	Total.	1297.	1298.	1299.	Total.

Appendix D.

(SEE CHAPTER IV, RULE 76.)

Order of Assistant Settlement and Revenue Officer.

Circle.

Notice with talabana fee.

To

As you were absent at the time when work was being done in the village, the Government work has suffered much. You are therefore informed that you should appear before this Court on 189 at with all your documentary and other evidence, and that you should pay a process-fee of annas 12 only failing which legal steps will be taken.

Dated. 189 . *Assistant Settlement Officer.*

Appendix E.

(SEE CHAPTER VII, RULE 16.)

Note for the guidance of Khanapuri and Attestation Officers when recording the status of proprietors, tenure-holders, and raiyats.

In fixing the status of tenants, the Tenancy Act does not make any distinction between rent-free and rent-paying tenants. The conditions under which rent-paying and rent-free tenants become raiyats or tenure-holders are the same, though as a rule I have found the Survey Department and subordinate officers of the Settlement Department have entered all holders of rent-free holdings as tenure holders, and in the same way all holders of rent-paying holdings have been entered as raiyats. This mistake is at the root of all the confusion that has arisen in connection with the recording of the status of tenants. These erroneous ideas must be thoroughly and effectually eradicated, before any uniformity in the system followed in recording the status of tenants can be looked for.

While on the one hand *rent*-free tenants have been invariably classed as tenure-holders, so on the other hand *revenue*-free holders, whose names are entered in Register B of the Land Registration Act, and who are therefore *proprietors*, have invariably been classed as tenure-holders. Between these two points of error lies the whole range of confusion.

Proprietors.

All land, which is or which ought to be included under one entry of Register A, is an estate.

This includes Government khas mahals.

All owners of *estates* are proprietors.

All *revenue*-free lands, whether entered in Register B or not, are estates, and therefore all holders of revenue-free lands are proprietors.

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A proprietor does *not* hold *under* any person, but is laible to pay revenue to the Supreme Ruling Power, unless expressly exempted from the obligation. The proprietor's interest in land (next after that of the Sovereign) is paramount, and all subordinate interests are derived from it, or held under it.

Tenants.

All persons who hold *under* another person, whether that person be a proprietor, tenure-holder, or raiyat, and who are or who but for a special contract would be, liable to pay rent to that person for the land, are *tenants*. The word "tenant" in the Tenancy Act not only includes all persons holding directly under the proprietor, but also all persons holding under *any landlord* as defined by the Tenancy Act. Tenants are therefore either rent-paying or rent-free, either holding under proprietor, tenure-holder or raiyat. What distinguishes tenant from proprietor is, *not* the actual payment of rent to a person holding superior interest, but his *liability* to pay rent.

A mukaddam is a tenant because he pays rent to the zamindar or proprietor. He is recorded as a tenure-holder because he leased the land for which he pays rent with the intention of establishing raiyats on it.

In the same way a sarbarakar is a tenant though recorded as a tenure-holder.

A mustajir or farmer, whether holding for one year, 10 years, or by succession is a tenant though he is recorded as a farmer.

A person holding *minha* or rent-free lands from a zamindar is a tenant. He is a tenure-holder if the rent-free land was taken by him with the purpose of realising rent by establishing tenants on it. He is a raiyat if he holds the land to cultivate it himself; but in this case he is *presumed* to be a tenure-holder if he holds more than 34 acres of zamindari rent-free land, but this presumption may be rebutted if he gives proof to the contrary.

A thani holder is a tenant, but he is recorded as a raiyat.

A sikmidar is a tenant, but as he holds under a raiyat he is recorded as an under-raiyat.

A person who has escaped assessment through oversight, and is holding land rent-free without paying rent to any body, and without his rent having been taken into consideration for determination of assets on which land revenue has been based, is a tenant, because though he does not actually pay rent, he is *liable* to pay it to the zamindar or mukaddam, as the case may be.

All persons who hold land under another person, must hold it directly or indirectly from the proprietor, whether they psy rent for it or not; and the classification of tenancies under the Bengal Tenancy Act is made not according to liability to, or exemption from, payment of rent, or according to whether the land is held directly or indirectly from proprietor, but according to the *purpose* for which the land is taken. If the land has been taken for cultivation by the under-holder himself, he is a raiyat. If it has been taken by the under-holder, not primarily for the purposes of cultivation by himself, but of realising rent from it by establishing tenants on it he is a tenure-holder. Again, if this tenure-holder, supposing that he leased his land direct from the proprietor, and is thus a tenure-holder of the first degree, lets his land to a person for cultivation, that person becomes his raiyat; but if the person leasing the land from the tenure-holder took it, not to cultivate it himself but to realise rent from it by establishing tenants on it, he would be a tenure-holder to the tenure-holder of the first degree; in other words, an *under-tenure-holder*, and so on. All tenure-holders, except the tenure-holder of the first degree, are called under-tenure-holders, though their incidence is precisely *the same as that of the tenure of the first degree*. The law makes no distinction whatever, and an under-tenure-holders is included within the definition of *tenure-holder*. As with raiyats, tenure-holders are tenure-holders by virtue of the purposes for which they took the land, and not whether they pay or do not pay rent, or whether they hold directly or indirectly from proprietor. The latter two conditions are absolutely immaterial to his status.

The above is subject to the statutory presumption that all tenants, holding more than 34 acres are presumed to be tenure-holders, with all the advantages and disadvantages of that status, till the contrary is proved.

Thus in all cases when the area leased is less than 34 acres, the Settlement Officer is bound to find out the *purpose* for which the land was given to the holder, before he can give him any status. For lands above that area he gives the holder the status of a tenure-holder straight off, throwing the burden of proof on the holder of the land, if he claims to hold it as a tenant of any other description.

It follows from the above that no owner of a rent-fee, tanki, service or bazyafti land should be treated as a tenure-holder, unless the area so leased is more than 34 acres in extent, or unless the circumstance under which the tenancy originated (evidenced in most cases by its present conditions) distinctly gives a warrant to the supposition that it was let for the purposes of realisation of rent by establishment of tenants, and not for cultivation by the holder himself. If the area was leased with the intention of being cultivated by the owner himself, no matter how large the holding may be (short of 34 acres), no matter whether it pays full rent, half rent, or no rent at all, it is a *raiyati* holding and *not* a *tenure*.

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A tenant with a holding of 29 acres might wish to go to Culcutta on service, and would put in one or more sub-tenants and go away, and may be away 20 to 25 years. If he cultivated these lands himself prior to his going to Calcutta, he is still a raiyat, and his sub-tenants under-raiyats. What the Assistant Settlement Officer has to see to is the *intention* with which the lands were first leased.

On the other hand, suppose a man in Cuttack leases lands in Jajpur. There can be no question that he took the land to put in under-tenants and not cultivate the land himself. The presumption will therefore be that he is a tenure-holder.

It is only possible to lay down and explain the crucial difference between a tenure-holder and a raiyat, but it is almost impossible to decide on meagre reports sent up in many instances by Assistant Settlement Officers, whether a particular holding should be treated as a raiyati holding or a tenure. But the matter is comparatively easy for an officer on the spot to decide whether a holding is to be recorded as a tenure or a raiyati holding, once he has grasped the distinction between the two. Nor is the distinction one difficult to comprehend or complicated in its nature. There are two distinct issues in each case —

1st.—Does the area of the holding exceed 34 acres ?

2nd.—Was the area leased by the tenant for the purpose of cultivating the land himself or of leasing it out to tenants and realising rent ?

It would be as well perhaps to give some illustrations.

Suppose,—A is the proprietor, B leases 3 *mans* of land from A the proprietor and establishes tenants on it. Out of the 3 *mans* leases B leases 1½ *mans* to C at the ordinary rate. To D, a second tenant, B gives 1½ *mans* as a gift for good services. Then,—

STATUS TO BE RECORDED.

1. B is a tenure-holder.
2. C and D are raiyats.

AGAIN SUPPOSE,—

All the lands in the following illustrations are supposed to be included in these 100 *mans* :—

(1) B took 100 *mans* from A, the proprietor of the estate, before the last settlement.

(1) B is tenure-holder.

(2) Subsequently, some years after the settlement, he (B) leases the whole land (100 *mans*) to C, for ten years.

(2) C is under-tenure-holder.

(3) D, E and F are heirs in succession to the tankidars recognised at the time of the last settlement, who hold, say, 10 *mans* each and who some years cultivate the lands themselves snd some years sub-lease it to tenants under the " Sanja " and " Dhulibhag " system.

(3) D, E, and F are raiyats liable to pay rents to under-tenure-holder C for the time that he holds the farm, unless it is distinctly mentioned in the settlement papers that he is liable to pay rent to B, tenure-holder, holding from before the settlement, in which case B could not have leased the whole 100 *mans* to C, but could lease only such portion of the area as was not encumbered with any special incident.

(4) G is another tankidar recognised at the last settlement, but holding 3 *mans*, who has all along sublet the land to H, the present tenant or his predecessor, under the " Dhulibhag " system.

(4) G is an under-tenure-holder holding under C during the term of his farm, subject to the remarks in illustration (3).

(5) I is a holder of zamindari *minha* of 1 *man*, and he has been in possession of this land for the past 30 years. For the past 3 years he has sublet his land to J on a money rent, which is in arrears, and for which he has had to sue J in Court. Prior to leasing the land to J, he had cultivated the land himself.

(5) I is a settled raiyat [*vide* remarks in illustrations (3) and (4)]
J is his under-raiyat.

(6) K holds 25 *mans* (it does not matter whether he has held the land before or since the past settlement). Of this area he has been cultivating 16 *mans* himself ever since he obtained the land, but has sublet the remaining nine *mans* to L, M and N, whether under money rent or a grain rent under the " Dhulibhag " or " Sanja " system, and L, M, and N have been holding the lands, say, for the last 40 years.

(6) K is a raiyat ; L, M and N are under-raiyats and m y have acquired rights of occupancy if custom allows an under-raiyat to acquire such a righ.

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MERGER OF OCCUPANCY RIGHTS.

In connection with the question of the status of landlord and tenant it is necessary to carefully bear in mind the provisions of section 22 of the Tenancy Act. That section lays down:—

"(1) When the immediate landlord of an occupancy holding is a proprietor or a permanent tenure-holder, and the entire interests of the landlord and the raiyat in the holding become united in the same person by transfer, succession, or otherwise, the occupancy right shall cease to exist, but nothing in this sub-section shall prejudicially affect the rights of any third person.

"(2) If the occupancy right in land is transferred to a person jointly interested in the land as proprietor of permanent tenure holder, it shall cease to exist, but nothing in this sub-section shall prejudicially affect the right of any third person.

"(3) A person holding land as an ijaradar or farmer of rents shall not, while so holding, acquire a right of occupancy in any land comprised in his ijara or farm.

"Explanation.—A person having a right of occupancy in land does not lose it by *subsequently* becoming jointly interested in the land as proprietor or permanent tenure-holder or by subsequently holding the land in ijara or farm."

The above section is a most important one to one entrusted with the record of rights, and should be carefully studied by all Assistant settlement Officers. Many deductions can be drawn from this section. Some of them are enumerated below:—

1. This doctrine of merger apparently applies *only* to occupancy rights and not to rights of raiyats holding at fixed rates or of tenure-holders.

2. In the case of occupancy rights it apparently applies *only* when the landlord is a *proprietor or permanent tenure-holder.*

3. It applies only where the proprietor or permanent tenure-holder is the *immediate* landlord.

4. It applies to join proprietors similarly situated.

5. From paragraph 2 above, if it stood alone, its operation would not apparently extend to farmers, ijaradars or mustajirs, as they are neither proprietors nor permanent tenure-holders ; but sub-section 3 specifically extends its operation to them.

6. It applies only when the occupancy right is transferred to an immediate landlord who is a proprietor or permanent tenur-holder or ijaradar from *before*, and not to one who becomes such *after* the occupancy rights had accrued to him.

Thus, if any landlord (including proprietor and permanent tenure-holder) purchases the interests of raiyat at fixed rates, these interest are *not* merged. Thani raiyats are *not* raiyats at fixed rates. So if thani rights are transferred to the proprietor by purchase or otherwise, thani right is extinguished ; and the right that remains with the proprietor is his proprietary right only, and not proprietary right *plus* thani right. It is necessary to bear this in mind in cases of recording the status (after such transfer) of tenants who were under raiyats under the thani raiyat. The moment a thani holding is transferred to the proprietor, the sub-tenants become raiyats and are not longer under-raiyats. Thus, suppose A is proprietor or mukaddam, B is a thani raiyat under A, and C an under-raiyat under B. Five years ago A, the proprietor, purchased the land of the thani raiyat B. The moment A purchases the thani holding the land is removed from the stock of the thani lands of the village and becomes part and parcel of the ordinary raiyati land of the village. The under-raiyat under thani raiyat B becomes the direct raiyat of the proprietor A, and can of course no longer be looked upon as an under-raiyat, but must be treated as an ordinary raiyat whose raiyati character begins from the date on which the holding passed in to the hands of the proprietor, and who therefore, as soon as he has cultivated *any* land in the village for 12 years, becomes a settled raiyat with full rights of occupancy.

The under-raiyat hitherto holding under the thani raiyat would at onoe be elevated to the status of a raiyat, but *not of a settled raiyat* ; because, though he may have been cultivating the land for a long time, perhaps 30 years, he has hitherto been cultivating it *as an under-raiyat* of a thani raiyat, and the status of raiyat has only accrued to him from the date on which the holding passed into the hands of the proprietor, that is, in this particular case, five years prior to the date of attestation of the village.

If the purchase had been made more than 12 years ago, the under-tenant would be a settled raiyat of the village, with occupancy rights.

If, however, A is *not* a permanent tenure-holder or proprietor, or not the immediate landlord of the thani raiyat, then the occupancy right would *not* be extinguisned. Thus, if A is a zamindar, B a mukaddam, C an occupancy raiyat under the mukaddam, and D an under-raiyat under C then if A purchases the occupancy right of C, the occupancy right will not be extinguished, and D will remain an under-raiyat as before, while A will for this particular plot of land, occupy the position of a raiyat to B, his own mukaddam, liable to pay rent to him.

NIJ-JOTE.

Nij-jote lands are defined in section 120 of the Tenancy Act. This section has not been extended to Orissa, where the question of nij-jote is still governed by section 6, Act X of 1859 ; but the spirit of the Tenancy Act definition should be followed, with the exception of

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clause (*a*), which prescribes that nij-jote must have been cultivated by the proprietor for twelve continuous years befor the passing of the Act. The real guide to whether land is nij-jote or not will be the custom of the country by which nij-jote is held to be the last settlement nij-jote, with the addition of such lands as the zamindar may have reclaimed from waste either by his own plough or by letting it in *bhag chas* to a raiyat, and for which no cash rent has hitherto been paid. To this area must be applied the provisions of sections 6 and 7, Act X of 1859, *i.e.*, land can only be protected against accrual of occupancy rights where it has been let out on lease for a term or year by year.

Appendix F.

In addition to the registers prescribed in the body of the rules, the following are commonly necessary in Assistant Settlement Officer's offices :—

Registers to be kept in Circle office.	Registers to be kept in sub-circle office.
English Registers.	*English Registers.*
1. Register of letters issued, Board's No. 61	1. Not necessary in sub-circle offices.
2. Register of letters received, Board's No. 60	2. Not necessary in sub-circle offices.
3. Index Register of English correspondence, Board's No. 62.	3. Not necessary in sub-circle offices.
4. Stationery Register book	4. Not necessary in sub-circle offices.
5. Cash-book, Board's Miscellaneous No. 268	5. Cash-book necessary.
6. Treasury remittance-book, Board's No. 269	6-12. Not necessary in sub-circle offices.
7. Register of contingent charges, Accountant-General, Bengal's No. 181 new.	6-12. Not necessary in sub-circle offices.
8. Register of Revenue fines, Board's No. 87	6-12. Not necessary in sub-circle offices.
9. Requisition Register for certificates ...	6-12. Not necessary in sub-circle offices.
10. Register of deposits and repayments ...	6-12. Not necessary in sub-circle offices.
11. Register of Dismissals	6-12. Not necessary in sub-circle offices.
12. Register of books	6-12. Not necessary in sub-circle offices.
13. Patwari Attendance Register	13. Patwari Attendance Register whenever any patwari works there.
14. Acquittance Roll	14. Not necessary in sub-circle offices.
15. Register of peons	15. Not necessary in sub-circle offices.
16. Order-book	16. Order-book. Necessary in the sub circle offices also.
17. Stock-book	17. Not necessary in sub-circle offices.
Vernacular Registers.	*Vernacular Registers.*
1. Daily Register of Court-fees realized, Board's No.58.	1-6. All these Registers are necessary on sub-circle offices.
2. Register of petitions, Board's No. 27.	1-6. All these Registers are necessary on sub-circle offices.
3. Register of Reports, Board's No. 28.	1-6. All these Registers are necessary on sub-circle offices.
4. Register of miscellaneous cases, Board's No. 8.	1-6. All these Registers are necessary on sub-circle offices.
5. Register of Processes, Board's No. 43 (69)	1-6. All these Registers are necessary on sub-circle offices.
6. Register of application for copies, Board's No. 170.	1-6. All these Registers are necessary on sub-circle offices.
7. Register of Records received from Survey office.	7. Not necessary in the sub-circle offices.

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ENGLISH REGISTER No. 1.

Register of letter issued.

Consecutive number in this Register.	Date.	To whom addressed.	Subject.	WHERE THE DRAFT IS PLACED.		Number and date of reply received.	REMARKS.
				Number and title of the collection.	Number of the file within the collection.		
1	2	3	4	5	6	7	8

ENGLISH REGISTER No. 2.

Register of letters received.

Consecutive number in this Register.	Date of receipt.	From whom received	Number of the letter.	Date.	Subject.	WHERE THE LETTER IS PLACED.		Number and date of reply or abstract or other mode of disposal.	REMARKS.
						Number and title of the collection.	Number of the file within the collection.		
1	2	3	4	5	6	7	8	9	10

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ENGLISH REGISTER No. 3.

Index Register of English correspondence.

Department.

Number and title of collection.	Number of file within collection.	File subject.	Year under which the file is deposited in the record-room, and collection number.	REMARKS.
1	2	3	4	5

ENGLISH REGISTER No. 4.

Stationery Register.

Date of receipt.	Quantity.	Date of issue.	To whom issued.	Balance after each receipt or issue.	REMARKS.
1	2	3	4	5	6

NOTE—This form is to be used for all stationery and froms, and a separate page given to each article.

ENGLISH REGISTER No. 5.

Cash-book of the Nazir of the Collectorate for the month of 189 .

RECEIPTS.						DISBURSEMENTS.						
Date.	From whom received	On what account.	Amount.	Daily total of subsidiary registers.	Daily total.	Date.	Serial number of remittance to treasury.	To whom paid.	On what account.	Amount.	Daily total of subsidiary registers.	Daily total
1	2	3	4	5	6	7	8	9	10	11	12	13

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ENGLISH REGISTER No. 6.

Treasury Remittance Book for the month of 189 .

Serial number.	Date.	Amount remitted to the Treasury.	Initials of Treasurer.	REMARKS.
1	2	3	4	

ENGLISH REGISTER No. 7.

Register of Contingent charges of the _____ *Department of the District of* _____ *for* 189 .

CLASSIFICATION.—For heads to be opened by each Drawing Officer, and for kinds of payments falling under each of those heads, see Circular 83. Expenditure must be shown as incurred on the account on which it is made. Budget provision existing or not has nothing to do with determining the classification of a charge Posting Register and preparing Abstract and detailed Contingent Bills.—The principle on which the expenditure is to be posted in the register and abstract and detailed bills prepared, is laid down in Code, Chapter 5; 5 to 15. RESPONSIBILITY.—The obligations imposed in Rules 7 and 8 of officers signing bills in respect of initialling unusual charges and when the register is sent up with an abstract, initialling the date of each payment, should be scrupulously fulfilled. PERMANENT ADVANCE—The permanent advance *must be recouped* on the last working day of each month, as also when the charge of office is transferred in the course of the month, Rule 9. Acknowledgment of personal responsibility for the permanent advance must be sent to Accountant-General on transfer of charge and on 15th April each year, Rule 4. MONTH OF CHARGE—The month of charge quoted in abstract, and detailed bills must be the month in which the charges are paid *from the Treasury*, Rule 13. As the detailed contingent bill of a month is merely an aggregation of the sums drawn from the *Treasury during that month*, the total of the former should be the sum of the abstracts. PAYMENT—Purchases, &c., must be paid for at once. The discharge of liabilities may not be deferred. Rule 2 and Chapter 9; 9. INTER-DEPARTMENTAL TRANSACTIONS—Rule 22 regarding posting the amount of inter-departmental receipts in Contingent Register *after the total of the month's cash transaction has been struck*, should be carefully carried out. CLOSING REGISTER FOR THE MONTH—At the end of a month the register should be completed thus; 1. Total cash payments of the month; 2. Add amount of current month's inter-departmental debits; 3. Add total cash payments and inter-departmental debits to end of last month; 4. Grand total expenditure to date, Rule 14. RETRENCHMENTS—A disallowance must, without fail, be refunded by short drawal on the first abstract presented after receipt of disallowance order, Rule 20. UNNECESSARY OR EXCESS DRAWINGS—should be refunded by short drawal on subsequent abstract bill or in cash. In both cases the original detailed head of charge and the total and date of the abstract on which the amount was drawn should be quoted. DETAILED BILLS must be submitted for countersignture by the 1st of the month following that to which they relate, Circular 325. SANCTION—Budget provision does not warrant special and unusual expenditure. For rules regarding authority or contingent expenditure see Rule 2. Sanctions not acted on for a year become void.

To whom paid. Budget grant for each detailed head.	Number of Sub-Voucher.										

				Unusual charges		Total of each contingent abstract	Total of each month's bill.	Date of despatch of detailed bill.	Date of recovery of disallowance, and number and date of counter-signing officer's letter admitting a disallowed item	Remarks. Amount disallowed, &c.
				Description.	Amount.					

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ENGLISH REGISTER No. 8 .

Register of Revenue Fines.

Serial Number.	Name of estate, tenure, or mauza.	Name of proprietor, tenure-holder, or other person fined.	Act and section under which the fine is imposed.	Date and abstract of orders with initials of officer imposing the fine.	Date from and to which the fine runs.	Daily amount of fine.	Total amount of fine.
1	2	3	4	5	6	7	8

Amount of fine remitted.	Date and abstract of orders remitting the fine with initials of remitting officer.	Amount realized with signature of ministerial officer.	Date of payment into treasury.	Draft of refund with initials of officer sanctioning refund.	Signature of Sarishtadar	Remarks.
1	2	3	4	5	6	7

ENGLISH REGISTER No. 9.

Register of Requisitions for certificates under the Public Demands Recovery Act VII (B.C.) of 1880, to be kept by each Requiring Deputy Collector or other Public Officer issuing the notice under Section 9 of the Act.

Serial number.	Nature of claim.	Name and address. of defaulter.	Amount due.	Date on which requisition is made to the Certificate Officer (Initial of Certificate Officer).	Date on which petition of objection, if any, is received by the Requiring Officer from Certificate Officer for disposal (Initial of Requiring Officer.)	Date of disposal of petition.	Date of return of petition with connected file to Certificate Officer.	Date of final disposal of certificate with note of the manner in which disposed of.	Remarks.
1	2	3	4	5	6	7	8	9	10

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ENGLISH REGISTER No. 10

Daily Register of deposits received in Court or advised as having been received in the Treasury of in the month of 189 .

Date of receipt.	Annual consecutive No. of each deposit.	No. of chalan.	From whom received.	Nature of deposit with name of payee.	Amount of each deposit.	Initial of officer in charge.	Monthly Total.	DETAILS OF REPAYMENT													
								Date.	Amount of each repayment.	Initial of officer in charge.	Date.	Amount of each repayment.	Initial of officer in charge.	Date.	Amount of each repayment.	Initial of officer in charge.	Date.	Amount of each repayment.	nitial of officer in charge.	Total repayment.	Balance after each repayment.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

ENGLISH REGISTER No. 11.

Register of Dismissals

No.	Name of officer.	Office.	Department.	Date of dismissal	Reason for dismissal.	REMARKS.
1	2	3	4	5	6	7

ENGLISH REGISTER No. 12.

Register of Books.

No.	Name of officer.	Date of receipt from Head office.	Number of pieces.	How disposed of.	REMARKS.
1	2	3	4	5	6

ENGLISH REGISTER No. 13.

Patwari Attendance Register for the month of

No	Name of Patwari.	1st.	2nd.	3rd.	4th.	5th.	6th.	7th.	8th.	9th.	10th.	11th.	12th.	13th.	14th.	15th.	16th.	17th.	18th.	19th. &c.	REMARKS.

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ENGLISH REGISTER No. 14.

Acquittance Roll of the Establishment under the Assistant Settlement Officer of *for the year 189 -9 .*

Number and date of order sanctioning the establishment.	Age on first appointment.	Name.	Rank.	Monthly salary.	MARCH.		APRIL.		MAY.		JUNE.		JULY.	
					Amount.	Receipt.	Amount.	Receipt.	Amount.	Receipt	Amount.	Receipt.	Amount.	Receipt.

AUGST.		SEPTEMBER.		OCTOBER.		NOVEMBER.		DECEMBER.		JANUARY.		FEBRUARY.		REMARKS.
Amount.	Receipt.	Amount.	Receipt.	Amount.	Receipt.	Amount.	Receipt.	Amount.	Receipt.	Amount.	Receipt.	Amount.	Receipt.	

ENGLISH REGISTER No. 15.

Register of peons.

Number.	Name of peon.	Age of peon at date of appointment.	Place of abode.	Father's name.	Date of appointment.	Signature of Nazir.	Signature of presiding officer.	Salaried, or for occasional employment	Remarks.
1	2	3	4	5	6	7	8	9	10

REGISTER No. 16.

Standing Order Book.

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ENGLISH REGISTER No. 17.

Stock-Book.

Serial number.	Date.	Names of articles.	From whom and how obtained.	REMARKS.
1	2	3	4	5

VERNACULAR REGISTER No. 1.

Date.	Process fees.		Other fees.		Total.		REMARKS.
	Rs.	A.	Rs.	A.	Rs.	A.	

VERNACULAR REGISTER No. 2.

Board's Register No. 27.

Register of Petitions.

1.—Petitions are to be entered in the Case Register of the subject to which they relate.
2.—This Register is restricted to petitions which—(*a*) do not initiate any case—(*b*) refer to a case already instituted.
3.—This Register is to be kept in English, unless the special sanction of the Board has been obtained to its being kept in the Vernacular.
4.—Petitions for which any other Register is provided, and applications to be examined as Revenue Agents are not to be entered in this Register.

Number.	Name of petitioner, and his place of residence.	Abstract of petition.	Date of order
1	2	3	4

Purport of order.	Signature of the officer who received the petition after registry.	REMARKS.
1	2	3

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VERNACULAR REGISTER No. 3.

Register No. 28.

Register of all other papers received into the Office except English Letters.

This Register is not meant for—
(1) Papers written in the office.
(2) Processes received from other districts with English letters.
(3) Returns of service of processes.
(4) Petitions.

When processes are received from other districts with vernacular rubakaries or under simple endorsements, the rubakari or endorsement should be entered in this Register.

Number.	Description of papers, with their respective dates.	Purport of papers.	Date of order.	Purport of order.	Signature of the officer who received the paper after	REMARKS.
1	2	3	4	5	6	7

VERNACULAR REGISTER No. 4.

Board's Register No. 8.

Register of Miscellaneous cases.

Number.	Name of petitioner, or nature of document occasioning the case.	Abstract of case.	Date of institution.	Date of order.	Abstract of order.	REMARKS.
1	2	3	4	5	6	7

N. B.—Two Registers should be opened in this form—one for boundary dispute cases and the other for cases under section 106 of the Bengal Tenancy Act.

Register No. 43 (69).

VRNACULAR RGISTER No. 5.

Register of Processes.

Number.	Name of applicant for service or execution.	Name of party on whom to be served.	Date of order for the issue of process.	Number or name of peon employed.	Name of place at which served.	Distance of place from Court.
1	2	3	4	5	6	7

Fees levied or received.					Date and hour of peon's departure.	Date and hour of peon's return.	Time occupied.	Remarks.
(a)	(b)	(c)	(d)	(e)				
Process fees.	Railway fare, boat hire, ferry tolls, postal charges, &c.	Demurrage	Total.	Date of deposits.				
8					9	10	11	12

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VERNACULAR REGISTER No. 6.

D.—Register of Applications for Copies.

Serial number.	Date of application.	Name of applicant.	Ordinary searching fee paid in court-fee stamp.	Extra searching fee paid in court-fee stamp.	NUMBER OF	
					Filed with applications.	Filed afterwards.
1	2	3	4	5	6	7

FOLIOS.		Date on which copy was ready for delivery.	Date on which delivery was taken.	Court-fee levied on certified copies under rule 18.	REMARKS.
Returned unused.	Used.				
8	9	10	11	12	13

VERNACULAR REGISTER No. 7.

Register of Khasras, Khatians and statements, &c., received from Survey Office for attestation in the Office of the Assistant Settlement Officer, . Circle.

Date of receipt from the Survey Office.	Serial number.	Name of Pargana and Zilla.	Name of village.	Number of fields according to survey.	Number of fields according to settlement.	Area in acres and decimals.	Trace.	Khasra pages.	Dispute list page.	Khatian pages.	Terij pages.	Total khasra pages.	Milan khasra pages.	Statistical forms.	Number of counterfoil parchas.	Khewat pages.	Lakhraj Bahal statement pages.	Ekpadiya papers field by zamindars.	Badar forms.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

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WORKING

Serial No. Warija of Son of holding land as Proprietor the proprietary right of

1	2	3	4	5			6	7	
Name of landlord,	Serial No. of raiyat.	Name of raiyat, his father's name, caste, residence.	Name of under-raiyat, his father's name, caste, residence and number of his warija.	Bhowria No. and boundaries of each plot.			Class.	Area.	
				Bhowria number.	Boundaries.	Number of kitas.		A.	D.
					Total in local measurement.				
					Total in acres ...				

Bhowria No. Mauza Pargana District

1	2	3	4	5	6	7
Name of Proprietor, Mahal and Khewat number.	Name of each tenure-holder and under-tenure-holder (if any), his father's name, caste and residence, the natue of the tenure and the extent of his interest therein.	Name of Chak.	Number of Plot.	Boundaries.	Number of Kitas.	Name of raiyat and under-raiyat, his father's name, caste and residence.
Total ...						

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KHATIAN.

in Mahal Mauza Pargana District
according to Khewat No.

8									9		10
TOTAL RENT OF HOLDING.									FAIR RENT FIXED BY SETTLEMENT OFFICER.		PARTICULARS OF TENANCY AND REMARKS.
According to landlord.			According to raiyat.			Ascertained by Settlement Officer.			(a) Rent per acre.	(b) Rate of holding.	
Rent.	Cesses.	Total.	Rent.	Cesses.	Total.	Rent.	Cesses.	Total.			
											(a) Class of holding, and in case of non-occupancy raiyat, length of possession. (b) Mode in which rent has been fixed, i.e., whether by contract, order of the court, or otherwise. (c) If the rent is gradually increasing, the time at which and the steps by which it increases. (d) The special condition and incidents of the tenancy (if any). (e) Enumeration of columns the entries in which have been the subject of dispute. (f) Enumeration of columns the entries of which have not been the subject of dispute.

Property of Tauzi No. Estate

8		9	10	11	12		13						14		15
Area in acres.		Irrigated by canals.	Class of soil.	Names of crop and in case of dofasli land of both crops.	Cultivated.		UNCULTIVATED						RATE OF RENT OF RAIYATS AND UNDER-RAIYATS IN CASH OR KIND AS STATED BY		REMARKS.
							CULTURABLE FALLOW.			UNCULTURABLE WASTE.			Landlord.	Raiyat.	
							Kind.	Area.		Kind.	Area.				
A.	D.				A.	D.		A.	D.		A.	D.			

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