

APPENDIX C.

*Rules for the Guidance of the settlement Department in Setting rents and Revenue in Orissa.***PART I.—PRINCIPLES AND PROCEDURE FOR THE SETTLEMENT OF RENTS.**

RULE 1. Introductory.—Assistant Settlement Officers are reminded that all the suggestions given in these rules are for their general guidance, and that all difficulties and exceptional cases may be referred to the Assistant Settlement Officer in charge, or to the Settlement Officer, by demi-official notes in half margin. It is their duty to bring to the notice of the Settlement Officer, or Assistant Settlement Officer in charge, any matters in which they may find that rigid application of these rules would produce inequitable results either as regards these interest of individuals, or of Government. Pending orders on any matters referred, if early decision is necessary, the Assistant Settlement Officers must use a reasonable discretion to depart from any rule, which, in all the circumstances of a particular case, is clearly not wholly applicable or just.

RULE 2. Village rate.—This rate is obtained by the following process :—

Add the areas (present survey) and the rents of mahal *pahi* settled and occupancy *rai*yats separately for each mahal in a village.

Then total respectively the areas and the rents thus obtained. Divide total rent by the total area ; the quotient will be the village rate.

RULE 3. Thani rate.—This rate is obtained by the following process :—

Take into consideration those *thani* holdings which now survive in the village. Ascertain the areas and rents of those holdings as they stood at the former settlement. Divide the total rent by the total area ; the quotient will be, for the purpose of this rule, the *thani* rate.

In villages where there is little *thani* surviving, the former settlement *bhians* may be referred to, and a *thani* rate deduced from the areas and rents recorded therein.

RULE 4. The following form is prescribed for calculation of the "village rate" and "thani rate."

Form for calculation of the "village rate" and "thani rate"

Name of village.	Name, &c., of mahal.	PAHI SETTLED AND OCCUPANCY RAIYATS.		THANI RAIYATS.		REMARKS.
		Area, in acres.	Rent.	Last settlement area in acres.	Last settlement rent.	
1	2	3	4	5	6	7
Bishanpur, C, Register No. 1411.	Nizmauza, Tausi No. 805	200	300	100	180	
	Rampur taluk, Tausi No. 101 ...	40	80	50	60	
	Sampur taluk, Tausi No. 180 ...	50	55	10	10	
		290	435	160	200	

			Rs. A. P.	
Village rate	...	...	435	
			290	1 8 0
Thani rate	...	...	200	
			160	1 4 0
$\frac{1}{2}$ percentage of difference	...	...	...	10 per cent.
Seal.				X Y Z.
1st January 1896,				Assistant Settlement Officer.

UNTIL this form has been signed, dated and sealed by the Assistant Settlement Officer no new rents shall be entered in column 7 of the schedules. As soon as the village rate is passed, it shall be entered on the *mujmili* map.

RULE 5. For the preparation of the village rate the following instructions are given to meet difficult cases :—

- (1) If it is impossible for the Assistant Settlement Officer to deduce a village rate under the last rule—
 - (a) because there are no *pahi* raiyats in a village, or
 - (b) because the *pahi* raiyats hold an area which is insufficient to enable the Assistant Settlement Officer to deduce from it a village rate, or
 - (c) because there is reason to believe that the recorded *pahi* rents are not actually the existing rents, and that the latter have been collusively concealed, a rate may be deduced from the village rates of three or four contiguous villages.
- (2) It may occasionally happen that a village consists of two distinct classes of lands in blocks almost separate, e.g., the one of *pal* and the other of *jala* lands. It would be equitable in such a case to make two village rates.
- (3) Occasionally the rates in any one or more *tahsil alahidas* are collusively low, or lower by 25 per cent than that of the other *tauzis* in the village or in the neighbourhood. The Assistant Settlement Officer may, if he thinks fit, exclude the areas and the rents of such *tauzis* and *tahsil-alahidas* from the calculation of the village rate.

All such cases should be reported to the Assistant Settlement Officer in charge for sanction of the rates proposed.

RULE 6.—Officers must remember that the *village* and *thani* rates, as described above, should only form the basis for the proposal of fair rents, and that if the proposal is not accepted, they must proceed to settle a fair rent according to law. Where, however, the rent is not accepted at first, it may be possible, by proper explanation to the raiyat, e.g., by comparison of the *khatian* with the trace, and by pointing out to the raiyat that other raiyats are paying at the average rate on his boundaries, to show him that the rent proposed is fair. The raiyat may have specific objections in regard to all or one or more of his fields, and if he can substantiate these there might be a ground for reduction of rent or for foregoing the enhancement. The necessity for frequent local inspection in cases of this nature is impressed upon the Assistant Settlement Officer.

RULE 7. Enhancement of the rent of *pahi* tenants, whether settled, occupancy or non-occupancy raiyats.—The existing rents of the raiyats of the above three classes are to be presumed, fair and equitable; they will not therefore generally be enhanced by the Assistant Settlement Officer of his own motion, except on the ground of excess area. When, however, after taking into account the increase of rent resultant from the application of the rule, 12 to, excess area, the rent of a tenancy of one of these classes still remains substantially lower (say 33½ per cent. lower) than the village rate would give, the Assistant Settlement Officer may consider whether sufficient reason exists in inferiority of soil or otherwise (see, e.g., sections 30(a) and 31(c) of the Bengal Tenancy Act) for the lower rent; and unless sufficient reason exists for the difference, or unless, in his opinion, the existing rents be fair, shall propose enhanced rents. He will do this because the presumption that the existing rent is fair and equitable appears *prima facie* to be contrary to the facts. In any case in which the landlord or tenant may formally apply, or in which the rents proposed may not be accepted, the rent must be settled in accordance with the law.

RULE 8. Enhancement of *thani* rents.—The rule for ascertaining the "*thani* rate" is Rule 3.

A. *Thani* rents unmixed.—(1) When the "*thani* rate" exceeds the "*village rate*" for *pahi* tenants, or is equal to it, or falls short of it by not more than 12½ per cent, there shall be no general enhancement of *thani* rents without special reasons to be recorded.

(2) The rate of any general enhancement shall not exceed 12½ per cent. of the "*thani* rate."

(3) In cases in which the "*thani* rates" falls short of the "*village rate*" by 12½ per cent. or more, the Assistant Settlement Officer shall consider whether grounds exist for a general enhancement of *thani* rents, but he should not ordinarily propose any general enhancement beyond half the percentage of difference between the "*thani* rate" and the village rate.

(4) It will be understood that under no circumstances will individual rents be enhanced which are already fair and equitable.

(5) If no general enhancement of *thani* rents appears to be justified, the rent of a particular *thani* holding may nevertheless be enhanced when it is substantially lower [say by 33½ per cent.] than the *thani* rate would give. In this latter case the Assistant Settlement Officer may consider whether sufficient reason exists, in inferiority of soil or otherwise (see e.g., sections 30 (a) and 31 (c) of the Bengal Tenancy Act) for the lower rent; and unless sufficient reason exists for the difference, or unless in his opinion the existing rents be fair, shall propose enhanced rents.

(6) It is unnecessary to increase *thani* rent on the ground of excess area when the enhanced rent obtained under the above instructions appears to be fair and equitable.

(7) The above instructions have reference only to enhanced rents to be proposed by the Assistant Settlement Officer of his own motion. If the landlord of a *thani* tenant should apply for settlement of rent, the application will be disposed of according to law.

(8) Excess area in *thani* tenancies will be treated under rule 8, unless the landlord applies for a reduction of the allowance for difference of measurement. The whole area will be considered as *thani*.

B. *Thani-pahi mixed*—Separate the *thani* areas and rents. The *thani* portion may be enhanced by the percentage rule given in (a). The balance is *pahi*, and should be treated accordingly; but the allowance given for excess area should be 10 per cent. of the whole former *thani-pahi mixed* area.

Form for calculating the rents of <i>thani raiyats</i> .								
Village rate = Rs. 2.8 Thani rate = Rs. 2. Half percentage of difference = Rs. 12½ per cent.								
Serial number.	Schedule number	Area.	Rent.	of 12½ per cent. rent.	Total columns 3b and 4.	Product of existing area and village rate.	Proposed rent.	Remarks.
1	2	3		4	5	6	7	8
		a	b					
			Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
1	2	2	4 0 0	0 8 0	4 8 0	5 0 0	4 8 0	
2	17	2	4 0 0	0 8 0	4 8 0	4 4 0	4 4 0	

C. In villages irrigated by canals it is possible than *thani* lands, which were of inferior quality at the last settlement, may now have improved. As it would be unfair to enhance the rents of such lands by the percentage rule, the Assistant Settlement Officer may, if he thinks fit, propose a rent equal to the product of the present survey area and $\frac{2}{3}$ ths of the village rate.

RULE 9. *Chandna rai-*

yats—The existing rents of *Chandna raiyats* shall in all cases be retained, unless no rent has been paid hitherto, or the landlord applies formally for a settlement of fair rents. If a formal application is made, the Assistant Settlement Officer may, if he thinks fit, propose a rent deduced from the average rate of *Chandna raiyats*.

The above rule refers to *chandna raiyats* in villages only. The rules regarding the enhancement of the rents of *chandna raiyats* in towns are to be found in rule 16. The rents of tenants holding as "*chandnadur ko de lu patta*" may be treated in the same manner as the rents of *thani raiyats*, and enhanced accordingly.

RULE 10. *Excess area in ordinary pahi and thani tenancies*—(a) The broad rule in regard to enhancement for excess area is that where the new area exceeds the old by 10 per cent. of the latter, the excess, after deduction of 10 per cent. of the old area, may be assessed at the village rate.

(b) Generally 10 per cent. on the old area is a fair and equitable allowance for difference of measurement; but, on the application of the landlord or of the tenants, the Assistant Settlement Officer may after satisfying himself as to the manner in which the original measurement was made, reduce or increase this allowance if he considers that it is fair and equitable to do so. He should not, however, reduce the allowance below 4 per cent., or one *gunt* in a *man*. All such cases should be specially reported to the Assistant Settlement Officer in charge.

(c) If after reduction of the allowance, the excess area assessable is less than 1 *gunt*, it may be neglected. (In this connection see town rules).

If the raiyat pleads that the lands for which an additional rent is being fixed on the ground of excess area, are of inferior quality, a local inspection should be held and an equitable reduction made if necessary.

RULE 11. *Reduction for diminished area*.—The Assistant Settlement Officer need not reduce rent for reduction of area unless the tenant applies, or unless the loss of area amounts to 10 per cent. If the rent is altered under this rule, the reduction shall be made in the proportion which the new area bears to the old, i.e. old area : : old rent : new rent.

RULE 12. *Enhancement of baziaftidars' rents*—(a) *Kamil pura jama*.—The rents of *kamildars* should ordinarily be enhanced 50 per cent. They may be further enhanced up to 100 per cent. when the rates thus obtained are still low in comparison with the village rate.

(b) *Adha jama*.—At the last settlement a temporary concession was made to holders of *baziafti* tenures of this description, and they were allowed to hold their lands at half rates. The term of this concession having expired, their rents should now be doubled, and the full rents thus calculated should ordinarily be enhanced by 50 per cent; and may be enhanced up to 100 per cent. in accordance with the rules given in (a) for *kamildars*.

(c) In cases where the cultivated area exceeds by 50 per cent. the area recorded as cultivated at the last settlement, or where the zamindar applies to have a fair rent fixed, the Assistant Settlement Officer may enhance the rents beyond the above limits.

Provided that in no circumstances whatever shall the settled rent exceed two-thirds of the product of the present cultivated area and the village rate.

The Assistant Settlement Officers, in every judgment which fixes the fair rent of *baziaftidars*, shall make a note that the area recorded as waste and included in the *baziaftidar's* holding at the time of this settlement has been left unassessed, and if brought under cultivation, will be assessed to rent at the next settlement.

In fixing rents of *baziaftidars* the Assistant Settlement Officer must bear in mind that the rent must in all cases be fair and equitable, and one which the *baziaftidar* can afford to pay.

For the use of the tenure-holders forms in calculation of *baziaftidar's* rents see next rule.

RULE 13. Assessment of Tenure-holders.—Columns 1 to 11 of the subsidiary statement given below for the calculation of tenure-holders' rents must be filled up in the case of all tenure-holders.

Where the tenure-holder has both *nij-chas* and *raiya* lands, the valuation of *nij-chas*, *bhag*, and rent-free portions will be ascertained by multiplying the cultivated areas so held by the village rate. Each product should be entered in column 8 (c). The total of the existing rents of *raiya*s, or, if new rents are fixed, the total of the settled rents, should also be entered in column 8 (c). A total should then be made of all entries in column 8 (c).

In column 9 shall be entered, in the case of *kharida jamabandi*, the percentage of the assets given at the last settlement, and in the case of *baziafti* tenure-holders 33½ per cent. The calculation of these percentages shall be made in column 10. The entry in column 13 shall be three times the existing rent in the case of *kharida jamabandi*, twice the existing rent in the case of *pura jama baziafti*, and four times the existing rent in the case of *adha jama baziafti* tenures.

In the case of *baziafti* and *kharida jamabandi* tenures, column 12 will also be filled up, and the amount in column 11, column 12 or column 13, whichever is least, will form the basis for the proposal of rents.

The assessment of all cases of *kharida jamabandi*, where the area exceeds 20 acres should be reported to the Assistant Settlement Officer in charge.

Tenure-holder's Form.

Serial number.	Schedule number.	Former area.	Former rent.	NEW AREA.			ASSETS.			ALLOWANCE		Difference of columns 8 and 10.	3 product of the village rate × cultivated area.	2 × existing rent, if <i>kamil</i> 3 × existing rent, if <i>adha</i> 4 × existing rent, if <i>nishi</i> .	REMARKS.
				Uncultivated	Cultivated.	Total.	Class.	Area.	Rent	Rate per cent.	Amount.				
1	2	3	4	5	6	7	8a	8b	8c	9	10	11	12	13	14

RULE 14. Lands granted by landlords as jagir or minha or at a nominal rent.—The provisions of section 192 of the Bengal Tenancy Act which have been extended to Orissa must be borne in mind in settling rents for such lands.

It has been ruled, however, that when a settlement of land revenue is being made the provisions of section 104 (2) override the provisions of section 192, in so far that it is necessary for Revenue Officers employed in such operations to settle rents of lands held from a landlord rent-free, or at a particular rent, without recognition from Government in a previous settlement, even though no application be made by parties.

When, however, no such application is made by parties it will be open to the Revenue Officer in his discretion to settle a lenient rent only, and to make a note in the tenant's *khatian* describing any particular incident of the tenancy. For assessment of the land revenue the rent settled shall ordinarily be held to be the asset of the tenancy. When, however, such rent appears to be very far below a fair valuation of the tenancy, and when, further there is good reason for thinking that unusual favour has been shown by the landlord, or that a *salami* or lump sum has been paid by the tenant in consideration of a rent-free grant, or a low rent or quit-rent, and that there is no sufficient reason why the landlord should not be assessed on an ordinary valuation, it will be open to the Revenue Officer in his discretion to make such a valuation at ordinary rates. In such cases the valuation made shall not be entered in the tenant's *khatian* but shall be entered in the Revenue Officer's schedule of rents settled and valuations made; and the landlord shall be assessed to revenue upon such valuation.

A separate statements should be appended to the *sairat* statement, showing the *khatian* numbers and amounts which make up the total of valuations for revenue under this head, and that total should be carried into the *sairat* statement.

RULE 15. Beneficiary and collusive rents.—The rents of zamindars' servants should be carefully scrutinized; other rents which are clearly collusive of beneficiary should be also examined. New rents, such as the Assistant Settlement Officer may think fair and equitable, should be proposed to tenants whose existing rents are of this description.

RULE 16. Settlement of town rates.—(1) Calculation of rates.—(a) Where a village consists partly of town lands and partly of cultivated lands, it may be necessary to prepare the following rates :—

Village rate	...	...	According to the instructions already given.
Mahal chandna rate	...	...	These rates are calculated from the areas and rents of the mahal and <i>baziafti chandna</i> holdings, respectively, by the same process as the village rate is determined, the area and rents of <i>chandna</i> tenants being used instead of those of settled and occupancy raiyats in the village.
<i>Baziafti</i> (i.e. the rate at which the <i>chandna</i> tenants pay the <i>Baziaftidar</i>)	...	...	

(b) In a village consisting of town lands, it is sufficient to calculate the mahal *chandna* and *baziafti chandna* rates.

(2) Proposal of rents for *chandna* tenancies.—Existing rents of *chandna* raiyats should generally be retained, unless the zamindar shows special and sufficient grounds for enhancement. Rents may be altered (a) for excess area, (b) where no rent is hitherto paid, (c) where rents appear to be beneficiary or collusive.

(a) Excess area in *chandna*.—The Assistant Settlement Officer should generally give an allowance of 5 per cent. on the old area for difference of measurement, but may increase or diminish this allowance as he thinks fit.

To the balance of excess area, however small, after deduction of the allowance, the Assistant Settlement Officer may apply—(1) The mahal *chandna*; or (2) in the case of *baziafti chandna*, the mahal *chandna* rate or the *baziafti chandna* rate, whichever is less; or (3) the rate obtained by a division of the former rent of the *chandna* tenant by his former area, whichever of these may seem to him fair and equitable. To obtain the rate in (3) he may add two columns 11 and 12 to the excess area statement, viz, column 11 (former rate paid by the tenant), column 12 (additional rent at that rate, i.e., column 7 × column 11).

Where the divisions of the former rent by the present area gives a rate in excess of the mahal *chandna* rate, no enhancement should be made without an application by the zamindar supported by special and sufficient grounds, e.g., desirability of site. If at the time of proposal of additional rent for excess area, the landlord or tenant plead that the additional rent is too high because it is calculated at the rate which is based upon an average of *bari* and *ghar*; whereas *ghar* with smaller area pays a far higher rate than the large area under *bari*, the Assistant Settlement Officer, if he can obtain the rates of each, may enhance separately the excess according to the area under *ghar* and under *bari* at the rates which he has obtained.

(b) Where no rent has hitherto been paid in *chandna* tenancies :—In this case the Assistant Settlement Officer may apply the mahal *chandna* rate to the present area of mahal *chandna*, and if that rate is less than the *baziafti chandna* rate, apply it also to the present area of *baziafti chandna*. The product may generally be proposed as rent, provided that may lower rate which the Assistant Settlement Officer thinks fair and equitable may be applied, after due regard to the circumstances of the neighbourhood, and to the fact that the tenant has hitherto paid no rent.

Where the excess area consists partly of *chandna* and partly of agricultural lands, or where no rent is being paid for lands partly *chandna* and partly agricultural, the *chandna* rate and the *bari* rate may be applied with due regard to the proportion of area under each class.

(e) Beneficiary and collusive rents.—See under Rule 15.

(3) Reduction of the rents of *chandna* tenancies :—Reduction for diminished area should be made on the application of the tenant, on the same principle as enhancement for excess area, provided that no reduction should ordinarily be made if the rent paid on the present area is not above the average rate of that class of land to which the holding belongs.

(4) General as to *chandna* tenancies.—(a) The *nij-chas* and the *anabadi khatians* should be very carefully examined, and local enquiry should, if possible, be held to detect lands which have escaped assessment. Such lands should be assessed either at the rates which are being paid for the lands of the classes to which they belong (viz., *chandna* at *chandna* rates and agricultural lands at *pahi* rates), or at any rate which the Assistant Settlement Officer considers fair and equitable.

Eligible sites and unoccupied houses may be assessed at any rate which the Assistant Settlement Officer considers fair and equitable.

(b) Rent of *baziafti chandna* tenancies may be enhanced up to four times the former rent of *adhi gama*, and double the former rent of *kamil*, provided that where the *baziaftidar* is a tenure holder, the profit remaining to him is not less than 33 per cent. of the valuation.

of his *nij-chas* at the *chandna* rate plus the total rents of his raiyats. In cases where the cultivated area has increased by more than 50 per cent. the rent may be enhanced up to $\frac{1}{3}$ of the product of the new area and the rate for each class of land. If the *baziaftidar* has no tenant, the new rent should not exceed $\frac{1}{3}$ of the valuation of his *chandna* lands at the *chandna* rate, and of the *pahi* lands at the *pahi* rate.

RULE 17. *Nij-jote and Nij-chas.*—The Assistant Settlement Officer will make the normal valuation for *nij-jote* and *nij-chas* at the village rate, but should, so far as possible, at the time of settling fair rents assess *nij-jote* and *nij-chas* lands at their actual valuation (letting value) rather than at average rates.

In preparing schedules the whole *nij-jote* area (both lands held *khas* and those held by raiyats) should be entered in the B schedule and assessed to revenue. For the guidance of the Assistant Settlement Officer in making the valuation, a note may be made in the column of remarks showing the area and rental (if any) of the *nij-jote* lands held by the raiyats. The rental shown in the column of remarks should be the new rent and not the original rent.

Raiyats holding *nij-jote* lands may be entered in the C schedule as non-occupancy raiyats unless applications are made their existing rents should be settled. If the landlord or tenant applies for the settlement of fair rents in respect of such lands, rents will be fixed in the ordinary way.

The zamindar or his *gomasta*, if present, shall be informed of the valuation made, and any reasonable objection will be considered ; but it is to be borne in mind that rents are not being proposed in this case under the Tenancy Act.

The lands of absconding tenants, or of tenants who have died without heirs, may be recorded at this stage in the *nij-chas* khatian. Petitions presented at this stage by raiyats in which it is stated that they have given up their lands to the landlords, should be filed with the records ; but effect should not be given to them unless the Assistant Settlement Officer has clearly satisfied himself by local enquiry or otherwise that the holding has actually been abandoned by the raiyat and has come into the *nij-chas* of the landlord.

RULE 18. *Excess lakharaj bahal.*—Assistant Settlement Officers will leave unassessed with the *lakharajdar* an excess area not exceeding 10 per cent. of the area of his revenue-free holding as recorded at the last settlement, where such excess is probably due to difference in the systems of measurement. If after the surrender of 10 per cent., there is still any surplus which is more than $\cdot 04$ of an acre, but does not exceed $\cdot 25$ of an acre, the balance of surplus land exceeding $\cdot 04$ of an acre shall only be assessed where there is available for assessment whole field or *khasra* number, other than homestead, comprising an area not greater than that surplus.

The procedure of the resumption laws should be followed in resuming excess lands where parties do not accept the terms offered.

RULE 19. *Hinihayati lakhiraj or lifefree-grants.*—When the grantee of a petty *Hinihayati-lakhiraj* or lifefree grant is dead, the lands of the grant should ordinarily (to prevent multiplication of petty estates on the Collector's revenue-roll) be included in a neighbouring temporarily-settled estate or Government estate. The status of tenure-holder or raiyats should be conceded to persons in possessing of such land in such manner as not to degrade the status of the actual cultivators. In case of such inclusion the assets of the resumed grant will be included in the assets of the estate in which it is absorbed.

RULE 20. *Orchards.*—Where rent is taken from orchards as part of a tenant's holding, the ordinary rules will apply.

Where an orchard is included in a tenant's holding without payment of rent, it should be assessed at the lowest *pahi* rate in the zamindar's *bhian*, or at any rate which the Assistant Settlement Officer may consider fair and equitable.

When the right to collect fruit, tap trees, &c., is leased, without lease of land on which the trees stand, the asset should be treated as *sairat* (*phalhar*). The Assistant Settlement Officer will in this latter case make a fair valuation of the asset, allowing for the vicissitudes of season.

RULE 21. *Lands on which crops other than staple crops are grown.*—(1) When lands are used for growing sugarcane, tobacco, *pan*, or any crop other than the staple crops, the existing rents shall be recorded in the *khatian*, unless the Assistant Settlement Officer finds that any part of the rent paid should be excluded as an *abwab*.

(2) No *abwab* must be recorded as part of the existing rent.

(3) If the rent be liable to re-adjustment when the land ceases to grow a crop other than a staple crop, or during the currency of the lease. e.g., as often in the case *pan* gardens a note to this effect shall be made in the *khatian*.

(4) When the existing rent recorded for such lands is higher than it would be if calculated at the rate paid for the best lands under a staple crop in the village, the land will be valued for revenue assessment at the rate paid by the best lands under a staple crop, unless the high rent is clearly due to special fertility of the soil not brought about by capital expended by landlord or tenant.

(5) Care must be taken not to assess revenue on improvements effected by landlord or tenant.

(6) But in assessing *pan* lands regard may be had—

- (a) To the fact, if found, that other land besides the area covered by the *pan* garden is used and suffers deterioration by reason of the *pan* cultivation.
- (b) To the fact, if found, that area covered by the *pan* garden itself suffers deterioration and requires after a period to be left waste.
- (c) The any variation in the rent which may be found to be customary, or to be in force in particular villages, during the term of life of the *pan* garden.

RULE 22. Waste lands.—No rent should be assessed on waste lands which have not hitherto borne a rent, but the case of estates comprising large tracts of jungle should be specially considered by the Settlement Officer. The assets of such waste lands and fisheries as may be assessed should be included in the *sair*.

The above rule covers applications made by raiyats for the settlement of waste lands or of the edges of tanks.

Generally the Assistant Settlement Officer should not fix a rent, unless the land has already been cultivated, or he has reason to believe it is now fraudulently thrown out of cultivation. In special cases where the zaminda is willing to accept the applicant as a tenant, a rent may be fixed.

RULE 23. Grazing and cremation Grounds.—Before beginning the proposal of rents in any village, Assistant Settlement Officers should examine the trace and the *anabadi* khatian and endeavour to choose some plot or plots for grazing and also for cremation grounds.

If the zamindar consents, these plots will be taken out of the *anabadi* khatian and entered in a separate khatian. The latter khatian should be attested by the zamindar, and at least five principal raiyats. A note in column 10 (d) of the khatian should show the purpose for which the lands are set apart and the right which the villagers have in them.

The Assistant Settlement Officer will direct the draft publication kanungo to go round the boundaries of these plots at draft publication and demarcate them.

The plot numbers, areas, and the purpose for which these lands are set apart will be detailed in the *kabuliyat* under which the zamindar engages for the resettlement of his estate.

In an average sized village of 300 or 400 acres, two or three large plots in different parts of the village may be selected to form the grazing ground. Their total area should not ordinarily exceed 15 to 20 acres, except in villages the lands of which form the recognised grazing grounds for the cattle of neighbouring villages. Small detached plots should not be reserved as grazing land, but they may be recorded as cremation grounds where they are already used as such. River beds or *char* lands are commonly used by the raiyats of riparian villages for burning their dead, these should not be recorded as cremation grounds.

It should be noted in the decision that these lands have been exempted from assessment on condition of their being used, free of rent, for the purpose for which they have been reserved.

RULE 24. Minha.—The area granted as *minha gharbari* or *khanabari* at the last settlement, and still held as *minha*, may be confirmed as *minha*. On the application of the villagers, or if the Assistant Settlement Officer's attention is directed to the matter, a *thakurani asthan* up to 2½ guntas in area may be granted as *minha*. With the consent of the raiyats and the zamindar, a tank may be reserved for drinking purposes, and may be granted as *minha*. The Assistant Settlement Officer, before he reserves the tank, will make a careful record of the persons entitled to the fishery of the tank. Orchards devoted to religious or charitable purpose may also be reserved as *minha*. The area of such lands should be entered in the register prescribed in Part II, rule 11, for the record of the lands reserved under Rule 23.

RULE 25. Jagirs of chaukidars and others.—The *jagirs* of chaukidars are to be assessed to rent. When a fair rent is settled for land hitherto held as chaukidar's *jagir*, the following note should be made in the village judgement: "Fair rents have been settled for the *jagir* lands of the chaukidars, schedule Nos. . . and accepted by them. The rents will become payable by them from the date on which the Magistrate may dispense with the services of the chaukidar, or arrange for his payment under the provisions of section 18 of the Chaukidari Act".

The *jagirs* of *paiks*, *khandajts* and *patwaris* are to be assessed to rent. The rent proposed should generally be the product of the area and the village rate. Any objection should be examined most carefully. It is absolutely necessary to resume these *jagirs* by consent and any reasonable reduction may be made. If the rent proposed is reduced by more than half before acceptance is obtained, a report should be made to the Settlement Officer. Where a *jagirdar* declines to pay any rent, a report should be made to the Assistant Settlement Officer in charge, and at his next inspection the *jagirdar* will be summoned to the camp. The Assistant Settlement Officer in charge is requested to report in his inspection notes the manner in which he has treated such objections.

Other village servants' *jagirs* may be confirmed as rent free, unless the tenants or the landlord make a specific and satisfactory objection.

The entry of status in the khatian of these resumed *jagirs* will be *stithiban thani*, and a note will be made in column 10 (c) "formerly *jagir*". If the holder of the resumed *jagir* has also a *thani* holding he will nevertheless get a separate khatian for his resumed *jagir*. The arrangement of the schedule need not be altered.

RULE 26. Under-riyats.—A Revenue Officer conducting a settlement of Land Revenue under section 104 (2) read with section 101 (2) (d), is bound to settle fair and equitable rents for under-riyats, but the provisions of section 113 of the Tenancy Act do not apply to the rents of under-riyats. It does not follow that the existing rents of under-riyats must be altered. On the contrary, it will probably be seldom found necessary to alter them. When such rents are altered the Revenue Officer will be guided by the principles laid down in the Act for the enhancement and reduction of the rents of occupancy riyats, according as the under-riyats have or have not occupancy rights. But the rents of under-riyats, as settled, will be subject to the limits prescribed by section 43 of the Act.

RULE 27. Certain explanations to be given before the proposal of rents.—Notices must be put up in camp, that unless applications be made, the rent of under-riyats, *nij-jote* riyats and *baziafti* tenure-holders' riyats, and *baziafti* undertenure-holders, will generally be retained. Tenants should be warned of this fact at the time of the proposal of rents.

Before beginning the proposal of rents to the tenants of any village, the Assistant Settlement Officer should explain the full meaning of section 113 of the Tenancy Act, and any special orders of Government regarding the term for which rents are settled.

RULE 28. Calculation and proposal of rents.—As soon as the village rate and, where necessary, the *thani* rate and percentage of difference have been calculated, the following form shall be filled up, all tenants of the village, for whom rents are to be fixed, being entered in the order given in column 2 of form A. The schedules shall be divided into three portions for each *tauza* in the village.

A.—*Mahal-babat*, i.e., tenants paying direct to the proprietors or to the proprietary tenure-holders.

B.—*Rajeswari*, i.e., assessment for revenue.

C.—*Ananya babat*, i.e., tenants not paying direct to the proprietor.

The name of each class of tenancy shall be written in red ink across the form above the first entry of that class. A fresh form shall be used for each *mahal*.

- (1) *Taufir*: tenants and tenants whose rents have been settled on application (vide Rule (4) should be entered among the *pahi* before arranging the *khatians*,
- (2) *Anabadi Desheta* jagirs not resumed, and grazing and cremation grounds, should be entered at the end of the B schedule.
- (3) Lands under class V of the embankments as classified by Mr. Odling should be taken out of the P. W. D. *khatians* and recorded in the *mahal anabadi khatian* if *anabadi*, or in the *mahal rayati* lands if cultivated. In the latter case a fair rent should be settled.

Schedule of tenants of the village
Village _____, Tauzi No. _____, Pargana _____, Village rate. _____

Serial number.	Name of tenants.	Teriji number	Old area.	New area.	Existing rent.	Proposed		Settled		Remarks. (Here note reference to judgement. In case of non-acceptance, and the number of the tenant in the subsidiary excess area statement.)
						Rent.	Whether accepted or not.	Rent.	Whether accepted or not.	
1	2	3	4	5	6	7	8	9	10	11

Column 7 should be filled up by the *muharrir* in all cases except where the rent that would ordinarily be entered appears unduly low, e.g., in the case of *pahi* or *thani* riyats where the proposed rent is less than two-thirds of the product of the area and the village rate.

The Assistant Settlement Officers should at the time of proposal of rents inquire into these cases, and may enhance any rent if it appears fair and equitable to do so up to the full amount of the product.

The entries of all *thani*, *thani-pahi*, *pahi* settled, occupancy, and non-occupancy riyats, holdings (except those of *bahaldars* who have not applied for settlement for their riyats' rents

should be carefully examined, and those raiyats who have excess area amounting to more than 10 per cent. should be at once entered in the following form :—

Subsidiary statement of tenants whose rents are to be enhanced for excess area.

Village		, Tauzi No.		, Pargana		, Village rate.				
Serial number.	Serial number in schedule of village.	Old area.	10 per cent. of old area	Total columns 3+4.	New area.	Difference, columns 6-5.	Excess rent, columns 7 x the village rate.	Existing rent, or if than enhanced rent.	Proposed rent, columns 8+9.	Remarks.
1	2	3	4	5	6	7	8	9	10	11

The entry in column 10 of this statement will be copied into column 7 of the village schedule. Where the existing rent is to be retained, the entry in column 7 of the schedule will be in black ink; where the rent is to be altered, the entry will be in red ink. The rents of under tenants (whether under-raiyats holding under-raiyats, or raiyats holding under tenure-holders) should be proposed and settled before the rents of their landlords are proposed and settled. Formal acceptances should be recorded by the Assistant Settlement Officer in cases where the existing rent is retained, as well as in cases where it is altered. Such rents should be read out by the Assistant Settlement Officer in the same way as all other settled rents. Where an objection is taken to an existing rent, the Assistant Settlement Officer must proceed to determine it by "a judicial proceeding," i.e., by record of evidence and a judgment with a finding. In such a case, a note giving a reference to this judgment must be made in the column of remarks of the schedule.

Raiyats whose area has decreased by more than 10 per cent. should be entered in the following form :—

Subsidiary statement of tenants whose area has decreased by 10 per cent.

Village		, Tauzi No.		, Pargana		, Village rate.	
Serial No.	Schedule No.	Former area.	Present area.	Existing rent.	Reduced rent.	REMARKS.	
1	2	3	4	5	6	7	

Column 4/3 x 5 = column 6.

The Assistant Settlement Officer should enquire into all cases of loss of area of more than 10 per cent. and enter the raiyats in the above form. The rent should be reduced in proportion to the loss of area.

In all cases the Assistant Settlement Officer will propose the rent in column 7 of the schedule to the raiyat, and if he accepts, will write the words "appears and accepts" in column 8, and enter the amount of the proposed rent in column 9, leaving column 10 blank. If the raiyat does not accept the proposed rent, the Assistant Settlement Officer will write "no" in column 8, and proceed to make the further enquiries suggested in Rule 6. He will enter in column 9 the rent finally settled and, if the raiyat accepts it, write the word "accepts" in column 10. If the raiyat is represented by another, the fact, and the name of the representative, should be noted in the column of remarks at the time of proposing rents to the tenants. Special notices must be served on all tenants who are unrepresented, if their rents are to be enhanced and must be carefully served on the landlords or on their representatives, should they or their servants not be present, in order that they may be given opportunity to attend and put forward any objections they may think fit to raise.

In the case of tenants whose rents have to be altered, and who are absent on the day of the proposal of rents, in column 8 of the schedule should be entered 'absent, serve notice for—,' and column 9 should be left blank. On the date fixed the rent may be settled, and if

the tenant appears and accepts the rent, the words "appears and accepts the rent" should be entered in column 10, or if the tenant is absent and the notice has been duly served, 'settled *exparte*' should be entered in column 10, and the amount of column 7 in column 9.

At the foot of the special notice should be entered the old area and existing rent as well as the new area and the proposed rent.

Where rents are enhanced *exparte*, some evidence should be recorded to justify the enhancement. In the case of tenureholders it will suffice that there should be on the record a clear statement of rents received from his undertenants, and of the valuation of the land held by him in direct possession.

The Assistant Settlement Officer, before he begins the proposal of rents, must see that every page of every schedule has been signed and dated by the assessment muharrir who has prepared it, and countersigned by the head muharrir,

Where a rent is not accepted at first, and a local inquiry is held, and the originally proposed rent or a new proposed rent is accepted, the fact of the local inspection having been held should be entered in the column of remarks of the schedule, and the schedule number of the tenant should be entered in the judgment.

RULE 29. Mutation.—If it comes to light at the time of the proposal of rents that mutation has not been made on the death of a tenant, the Assistant Settlement Officer, after enquiring of the assembled villagers, may make the mutation in all the records at his table without calling for a petition.

Where a mutation is made, it is not necessary to erase the name of the former tenant, i.e., where Ram Das has succeeded his father Lakshna Das, it is only necessary to add the words "*hal dakhil Ram Das*" i.e., "in the present possession of Ram Das," in red ink in the schedule and *khatian*.

RULE 30. Baradi jamas, or undivided rents paid for lands held by tenants in severalty.

1. In the case of *baradi jamas* in more than one village or in *hastabud* and *mokaddami*, or in *mahal* and *lakhraj* portions of the same village, the former areas and rents must be divided by the zamindar and raiyats, and the holdings in each village or under each interest separated.

The zamindar should be called on to file revised *ekpadiya* papers, and the *khatians* should be corrected accordingly.

If the zamindar refuses to file revised *ekpadiya* papers, the old areas and rents should be divided in proportion to the present areas and entered in the *khatians* and schedules.

2. In the case of (a) *pura* (simple) *baradi*, or (b) *khanda* (partial) *baradi*, within the same village, the following rules apply :—

(a) (*Pura*) is the ordinary case where the areas in more than one *khatian* make up one or more holdings, the rents and former areas of which are recorded in single *khatians*. In this case use the form given below in clause 2 (c) of these instructions.

(b) *Khanda baradi* is the case where the rents and former areas of specific plots (the areas of which are now recorded in the *khatians* of A and C) are recorded in B's *khatians*, the rest of the areas in A's and C's *khatians*, belonging to a distinct holding.

Here it is necessary to find separately the total areas and rents of each holding, and then to find the rent payable in respect of the lands included in A's *khatian*.

(c) The following subsidiary statement is to be used for *baradi jamas* within the same mauza :—

Serial number.	Schedule number.	Former area.	Present area.	Settled rent.	Proportionate share of settled rent	REMARKS.
1	2	3	4	5	6	7

N.B.—Column 5 should come out of the excess or less area statement, or thani statement if the rent is altered on those accounts. It is unnecessary to split up the existing rent and enhance each portion separately.

In the case of *khanda baradi*, the form is thus used :—

1	2	3	4	5	6	7
A	1	500	500	10 0 0	10	
...	...		250			
B	2	1,000	550	20 0 0	11	
C	3	700	200	10 0 0	4	
			500			
					10	

RULE 31. Judgment.—It is unnecessary to record a lengthy judgment where acceptances have been given. Cases where the proposed rents were not at first accepted and a local enquiry was made should be noticed in the judgment. The fact that the unassessed area in the *baziafti* holding will, if brought under cultivation during the term of the settlement, be assessed at the next settlement, should be noted. A note should also be made as to the treatment of the lands dealt with in Rule 14 above. It would not appear to be necessary to say more in the case of accepted rents that the rents proposed were accepted in all cases and are to be found in the schedule attached to the judgment, and that these rents being fair and equitable are settled accordingly.

A list of absentees whose rents were altered should be attached to the judgment in the following form :—

Serial number	Schedule number.	Date of issue of special notice.	Date of service of special notice.	REMARKS.
1	2	3	4	5

As a rule the judgment should be kept unsigned for a week after the last date of proposal of rents, but where special notices are not served, it may be necessary to keep the judgment open for a longer period.

It should be carefully noted in the judgment that notices (to be annexed to the judgment as exhibits were served on the landlords informing them of the dates fixed for the settlement of rents, and that they raised no objection to the proceedings.

RULE 32. As soon as fair rents have been proposed and the judgments signed, totals of the schedules should be made for each class of tenants paying direct to the proprietor or proprietary tenure-holders in each mahal. These totals should then be entered in the column "Settled rent" of the (A) form. If the areas of any class have been altered, the altered areas should be noted in the column of remarks of the (A) form. The areas of each mahal should be re-added after settlement of rents, and any discrepancy reconciled. If any change in the area of a mahal takes place, due to the resumption of any excess land held by *lakhirajdars*, or to the decision of any boundary dispute, the change should also be made in the *tahsil-alahida* statement. It is most important for the Assistant Settlement Officer to account for the whole area of the village, whether assessed or unassessed. The page totals in the *milan khasra* should also be corrected, i.e., the totals of (1) the *tahsil alahida* statement, (2) the *milan khasra*, (3) the *khewat*, Part I, and (4) the (A) form, must all be reconciled. All corrections in the *khewat*, Part I, which is part of the record, should be initialled by the Assistant Settlement Officer.

RULE 33. A *dafait jama* or *sairat* statement shall be drawn up as follows for each *tauzi* in the village :—

TAUZI No.

Serial No.	Additional assessment for—	Amount.	REMARKS.
1	2	3	4
1	Orchard (<i>phalkar</i>), dues from orchards not included in a tenancy.		
2	Rents for sites of markets		
3	Fishery (<i>machkar</i>)		
4	Forest dues (<i>banker</i>)		
5	And so on for other dues		
	Total		
6	Valuations for revenue as entered in the B schedule.		
	GRAND TOTAL		

It will probably be very difficult to collect correct figures for *machkar* and *banker*. The zamindar may be asked to supply a return, duly authenticated by himself, of his collections for the last five years, or he may be ordered, under section 131, Civil Procedure Code, to produce his accounts. As regards markets, see Part IV, Rule 10, page 35. The Assistant Settlement Officer should ordinarily be content with a valuation obtained by applying a high *chandna* rate to the area of the land on which the market is held.

RULE 34. Draft publication.—Draft publication should be made as soon as one week has expired from the date of service of the notice, and as soon as the fair rents have been entered in the proper column of the khatians and initialled by the head muharrir. The rules for draft publication are to be found on page 84, Survey and Settlement Manual. Before draft publication the record or head muharrir should certify that the *lakhiraj bahal* statements have been checked with the *ruidad* (*tarmim* portion included) and found correct.

"Draft; published on _____ date _____

(Sd.) Kanungo.

RULE 1. Preliminary—The Assistant Settlement Officer will on arrival at his local headquarters (Cuttack, Khurda, Bhadiak or Balasore), be supplied with a camp equipment. A set of registers and forms and camp furniture of all kinds will be ready for each Assistant Settlement Officer before the beginning of the field season. The programme of work for his first month in camp will also be given him. The Assistant Settlement Officer will direct his record muharrir to take over charge of the records. The register in the form given in Rule 10 of this Part should be opened, a space of one line being left between the name of each village. The first five columns will be filled up at headquarters by the head office record-keeper, and column 6 should be signed before the record-keeper gives up the records. The receipt given by the record muharrir should be in the same form as the register, omitting columns 7 and 8.

DATE.	Centre	Name of village.	Number of tenants.	REMARKS.
1	2	3	4	5

RULE 3. The villages to be taken up should be divided between the two head muharrirs. They should take the records from the record muharrir and sign column 7 of the register in Rule 19, and on making over to the assessment muharrirs the village records, should make an entry in a book in the following form :—

HEAD MUHARRIR'S DIARY.

Name of village.	Number of tenants in schedule.	Signature of muharrir.	Date of receipt of record.	Date on which <i>dakhil-kharaj</i> and other petitions are to be disposed of by Assistant Settlement Officer.	Date on which village rate should be passed.	Date on which proposal of rents will be made.	Date of completion of the settlement of rents.	REMARKS.
1	2	3	4	5	6	7	8	9

RULE 4. The Assistant Settlement Officer should every morning call his head muharrirs, and, in consultation with them, fix dates for columns 5 and 6 and 7 in accordance with his programme. The Assistant Settlement Officer should have a book with three dates to every page, and should make forward entries of the dates fixed. After the Assistant Settlement Officer has fixed dates, the head muharrirs should see that proper notices are issued for the disposal of the work. Every morning the Assistant Settlement Officer should have a vernacular translation made of his forward entries, and should affix a copy in a conspicuous place in his camp. It may be further possible to publish his dates by beat of drum at 5 P.M., every evening in the camp. If the head muharrirs keep the register above prescribed, it is unnecessary for them to have any other kind of diary. They are warned, however, that it is their duty to keep assessment muharrirs up to the Assistant Settlement Officer's dates, and unless they have brought to the Assistant Settlement Officer's notice the fact that a muharrir is in arrears, they will be liable to fine.

RULE 5. *Examination of the jamabandi misl.*—The *jamabandi misl* prepared during recess should contain the following papers :—

- (a) A statement showing the work to be done in the record at the time of the settlement of rents.
- (b) Excess statement of *bahal* and *jagir*.
- (c) Notice under Government Rules 19 and 13.
- (d) Village note (if written).
- (e) (A) form and *tahsil-alahida* statement.
- (f) Schedules.
- (g) Petitions not disposed of.
- (h) Miscellaneous papers.

RULE 6. *Arrangement of the record.*—The ultimate arrangement of the record will be as follows :—

A Papers,

Fly-leaf.
 Ordersheet.
 Notices under Government Rule 19.
 Ditto Ditto 23 (a) and *sani* notices.
Tahsil-alahida statements.
 (A) forms.
 Village and *thani* rate forms.
 Schedules.
Sairat statement.
 Judgment.
Nathis of contested cases.
 Draft publication notices.
 Draft publication kanungo's report.

B papers.

Excess statement of *bahal* and *jagir*.
 Excess area statement.
Thani statement.
 Tenure-holder's statement.
 Mutation petitions.
 Other petitions filed or disposed of at the time of settlement of rents.
 List of absentees on whom special notices were served.

Special notices.
Summons.
Miscellaneous papers.

C papers.

RULE 7. The order sheet.—The first duty of the assessment muharrir is to prepare his order sheet.

The first order need only record the fact that attestation having been completed and notices under Government Rules 19 and 23 (a) having been duly served, order is given to make over the record for preliminary assessment proceedings to so and so, assessment muharrir and to issue *sani* notice for such and such a date. He should then attach the Rule 19 and 23 (a) notices to the order sheet. If the notice under 23 (a) has not been served on the principal landlord of the *nij-mauza* estate, a notice should be written and served upon him.

The assessment muharrir will enter from day to day in the order sheet the exact work which he has done on that day, and this entry will correspond with his dairy. The entry should be very brief, e g.,

Number of order.	Nature of work.	Initial of Assistant Settlement Officer.
1	2	3
5	Column 7 of 60 Schedules entered ; 15 <i>badars</i> entered in dispute list ; 5 <i>dakhil-kharaj</i> made	

It is unnecessary to record at length every day "that the record was put up, and all tenants tenure-holders, lakhirajdars and zamindars being present, the order was given that.

On the day on which rents are proposed, a fuller entry may be given. The order sheet should show the name of the camp where rents are proposed and settled, and, if the work is postponed, the date on which, and the place at which, it will be taken up again.

The head muharrirs will see that day-to-day entries of the work done are made. These entries should be initialled by the Assistant Settlement Officer as often as possible.

Petitions not disposed of should be entered in the order sheet in the manner described at the close of Rule 14 of this part.

RULE 8. Examination of the lakhiraj bahal and jagir statements—Having affixed the notices and proceeding to the order sheet, the assessment muharrir should examine the statement of *bahal* and *jagir*, and if the parties are not present, should report to the head muharrir for issue of notices.

RULE 9. Preparation of the village rate statement—The (A) form should then be examined, and the village and *thani* rates should be calculated. See Rules 2 and 3, Part I.

RULE 10. Compilation of statistics by classes of tenancies.—When rents settled have been entered in the schedules, totals for classes of tenancies will be copied into the Compilation Register of return II (see Rule 13 of this Part).

The necessary figures as to number of tenants enhanced, &c., should be extracted from the schedules and entered in the Compilation Register of Return I, and the entries of the new rents should then be made in the *khatians*. These entries must be initialled by a head muharrir. Any incorrectness should be severely punished.

RULE 11. Grazing and cremation lands register.—A register of lands reserved for grazing, etc., (see Part I, Rule 23) shall be opened in the following form (a separate page or volume for each pargana) :—

Name of village.	Tauzi. No.	Khas a Nos.	Area.	Nature of right reserved.	REMARKS.
1	2	3	4	5	6

This register should also include reserved tanks, orchards and lands reserved as *thakurani aathan*, vide Rule 24.

RULE 12. Draft publication.—The kanungo who makes draft publication, shall keep up a register in the following form :—

Serial number.	Number of village.	Number of plots.	Date of judgment.	Date of service of notice for draft publication.	Date fixed for draft publication.	Actual dates on which draft publication took place.	Date of return of records to camp.	REMARKS.
1	2	3	4	5	6	7	8	9

The establishment allowed for draft publication is—

	Rs.
1 Draft publication kanungo	26
1 Muharrir	15
2 Peons	10
	45

A list of three men eligible for appointment as draft publication kanungos should be sent to the Assistant Settlement Officer in charge. Assistant Settlement Officers should keep the draft publication kanungos up to a daily rate of progress of 1,000 khasra numbers. The records should be kept open for inspection, for at least a month after draft publication, in the Assistant Settlement Officer's camp.

On expiry of one month after draft publication the Assistant Settlement Officer should send to head-quarters the records of all villages in which no objections or cases, other than resumption proceedings, are pending.

RULE 13. Returns.—The following monthly returns are prescribed (see Forms printed at the end of this Part) :—

- I.—Analysis of rent fixed.
- II.—Statement showing the manner in which the rents of the tenants shown in columns 41, 46, 51 and 54 of Return II have been dealt with.
- III.—Return showing the manner in which rents have been fixed for each class of tenants.
- IV.—Return of draft publication and case work.
- V.—Return of excess *bahal* to be resumed.
- VI.—Return of appeals to the Special judge.

The number of cases in which rents are settled after recording evidence under section 104 and otherwise than by the consent of the parties, should be shown in column 12 of Return I.

In all these returns, in columns of totals of villages and tenants completed in previous months, only the work done since 1st October should be shown. The figures in columns 1 and 4 of return I should include only the total number of villages and tenants remaining to be done on 1st October.

RULE 14. Registers.—The following registers, working up to the monthly returns, are to be opened. The entries are to be made for each village as soon as the work is complete.

In the column of remarks of each of these registers will be noted the date on which the figures for each village were entered. The Assistant Settlement Officer will take great pains to have these entries made punctually, and Assistant Settlement Officers in charge are asked to fine head muharrirs when they discover any unreasonable delay or any attempt to put off this work till the end of the month.

Register I.—The same form as that prescribed for Return I except that for columns 1 to 6 in the return, the following columns shall be substituted :—

Pargana.	Name of village	Number in Camp Register A.	Tauzi number.	Name of estate	Number of tenants.
1	2	3	4	5	6

A new page for each moth. Figures for each *mahal* in a village to be entered separately.

Register II. —The same form as that prescribed for Return II, except that on the left-hand side shall be added columns A, B, C :—

Name of village.	Number in Camp Register A.	Tauzi number.
A	B	C

When this register is being totalled for the month, the Assistant Settlement Officer should enter in column C the total number of mahals or portions of mahals he has dealt with during the month. This total should be entered in the column of remarks of Return II.

Return III is compiled from Registers XVII, XVIII and XXI, and there will be no consolidated register leading up to it.

Register IV.—The same form as the return, except that the two following columns should be substituted for columns 1 and 2 :—

Name of village.	Number of village in Camp Register A.
1	2

Register V.—A register of appeals in the following form :—

Serial No.	Names of parties.	Date of decision of lower Court.	Date of institution of appeal.	Purport of order.	REMARKS.
1	2	3	4	5	6

RULE 15. *Establishment.*—The following establishment is sanctioned for officers engaged on fair rent work :—

							Rs.
1	Clerk and Nazir,	at	Rs. 30	...	...	...	30
1	Head Muharrir,	at	" 25	...	...	...	25
1	Muharrir,	at	" 20*	...	...	...	20
1	Record Muharrir	at	" 15	...	...	...	15
10	Muharris,	at	" 15 each	...	...	...	150
6	Peons,	at	" 5 "	...	...	...	30
1	Daftari,	at	" 6	...	...	...	6
1	Tent Khalasi,	at	" 6	...	...	...	6

For Draft Publication.

1	Kanungo,	at	Rs. 20	...	...	...	20
1	Muharrir,	at	" 15	...	...	...	15
2	Peons,	at	" 5 each	...	...	...	10
Total							327

More than 10 muharrirs may be employed, provided that their total pay total does not exceed Rs. 150, and no muharrir receives less than Rs. 10.

RULE 16. *Correspondence.*—Useless official correspondence between Assistant Settlement Officers *inter se*, and with the head office, must be avoided. In future, correspondence must be kept in monthly bundles. All files and collections and issue and receipt registers will be discontinued.

Bills and returns should be sent without any forwarding letters. Where any objection is taken to bills by this office, a letter in half margin will be sent, and the reply sent back on the original letter.

All letters asking for instructions in regard to Rules or Circulars shall be sent in half margin to the Assistant Settlement Officer in charge of the district.

*In Balasore, whenever a Collectorate kanungo is deputed to a camp, the muharrir on Rs. 20 shall be dispensed with.

RULE 17. Office Registers.—The following registers will be kept by the clerk :—

- I.—Service postage and dak register (to be combined in one register).
 II.—General cash book.
 N. B.—The subsidiary Permanent Advance Register will not be used. all necessary particulars being detailed in the general cash book.
 III.—Amin's Fee Register.
 IV.—Contingent Register.
 V.—Treasury Remittance Register.
 VI.—Bill Copy Book.
 VII.—Acquittance Roll.
 VIII.—Court-fee Register.
 IX.—Process Register.
 X.—Peon's Roll Register.
 XI.—Appointment of Establishment Register.
 N. B.—In the column of remarks of this register an impression in wax shall be taken of the right thumb of each officer.
 XII.—Register of Dismissals.
 XIII.—Stock Book.
 XIV.—Stationery Stock Book.
 XV.—Forms Stock Book.
 XVI.—Register of Application for Copies.
 N. B.—In future when application is made for copies of khatian a khatian form shall be used, and a certificate signed by the Assistant Settlement Officer himself shall be written on the copy as follows :—
 "Certified that this is an unauthenticated copy of an unfinished record."
 Applications for copies after draft publication should be sent to headquarters with the published records. They should be tied in a separate bundle, and have a covering list showing the names of the villages concerned.
 XVII.—Register of petitions under section 105.
 XVIII.—Register of cases under section 106
 XIX.—Witness Attendance Register.
 XX.—Register of Land reserved for grazing, etc
 XXI.—Register of records open to inspection after draft publication.
 XXII.—Register of estates having lands in two districts.
 XXIII.—Register of Government lands.

N. B.—This register should be opened with a separate volume for each thana, entries for each department, not for each village, being kept separate. Entries for different departments should never be made on the same page or sheet, as it is proposed hereafter to divide up this register and distribute to the several departments their respective portions. To this register an index should be kept as follows :—

Part I, Public Works Department, page 1 to 10 ;
 " II, Collector, " 11 to 20 ;
 and so on, for each department.

XXIV & XXV.—Mahal Completion Registers (A) and (B).

Registers I XXIII should, if possible, be made of uniform size, and be bound in red *kharua* cloth. A label bearing the serial number should be pasted on to the cover.

RULE 18. Assistant Settlement Officers' Registers—The Assistant Settlement Officer should keep with his own hand—

- (a) *A Standing-Order Book*.—Frequent use should be made of this book. All supplementary instructions, changes of procedure, notes as to progress, censure, fines or praise should be entered and circulated through the camp.
 (B) *Programme Register*.—This register will be kept with a separate page for each month, and all villages in which rents have to be proposed during the month will be entered on the 26th in the order of the programme :—

Serial number.	Number in Register A.	Name of village.	Number of tenants.	Centre at which rents are to be proposed	Date on which proposal of rents will be made.	Date on which proposal of rents was completed.	Date of signing judgment.	Date of draft publication.	REMARKS.
1	2	3	4	5	6	7	8	9	10

(c) Diary of forward entries—three dates to the page.

RULE 19. Vernacular Registers.—The following vernacular registers should be kept by the record muharrir assisted by a low paid muharrir :—(i) *Register of Records in the Camp of*

Serial number.	Name of pargana.	Name of village.	NUMBER OF SHEETS IN—						Trace.	Record muharrir's signature and date of receipt.	Date of receipt by head muharrir and signature.	Date of return to record muharrir and signature.	Date of return of records and signature of head office record-keeper.	REMARKS.
			Khasra.	Khatian.	Petitions.	Attestation and survey dispute lists.	Jamabandi misl.	Other papers.						
1	2	3	4	4a	4b	4c	4d	4e	5	6	7	8	9	10

(ii) *Petition Register.*

RULE 20. *Petitions.*—In regard to petitions, Assistant Settlement Officers will on no account write final orders on the back of a petition, but every petition will be entered in the register, and will then be made over to the assessment muharrir. He will enter the name of the applicant in the half margin order sheet, and give the entry a serial number. This serial number will also be entered in the petition, which will be then filed with other petitions in the record, till it can be disposed of by the Assistant Settlement Officer.

Petitions should be taken once a day at a fixed hour, say 11 A.M., and at no other time. They should be initialled by the settlement Officer and made over at once to the muharrir in charge of the petition register who after registration will give them out to the muharrir in charge of the several villages.

The latter will enter them in the village half margin order sheet, and put them up with connected papers the same afternoon, or at a fixed hour on the following day, when the Assistant Settlement Officer should pass written orders.

All final orders should be in the Assistant Settlement Officer's own hand writing on the order sheet. *Ad interim* orders may be written by the muharrirs at the Assistant Settlement Officer's dictation on the order sheet, but should be signed or initialled by the Assistant Settlement Officer.

All payments of arin fees, &c., should be made at the time the petition is first put up by the muharrir, and the fact briefly noted by the Assistant Settlement Officer on the petition.

A notice should be put up in the camp directing that all petitions should be filed in the following form:—

NAME OF VILLAGE.	Tanzi number.	Khasra numbers of lands.	Name of petitioner and schedule No. and status in lands which form the subject of petition.	Name of defendant and schedule No.	Purport of petition.
1	2	3	4	5	6

Instructions for the filing of petitions should be drawn up by all Assistant Settlement Officers and entered in their order books, and a vernacular copy put up in the camp.

Assistant Settlement Officers should also put a notice up in their camps that it is unnecessary to institute *badars* by means of petitions. Parties may, within the times fixed by the *Sani* notice, go to the assessment muharrir and have a record made of the khasra Nos. in regard to which they have any objection.

The notice should direct raiyats to complain to the Assistant Settlement Officers when their objections are not recorded by the muharrirs.

RULE 21. *Miscellaneous (a).*—Travelling allowance bills, drawn up under the usual rules, may be submitted for the following officers:—

Clerk.

Two head muharrirs.

Draft publication kanungo.

Should the total amount of the bills exceed Rs. 40 in one month, a satisfactory explanation must be sent up with them.

(b) A security of Rs. 50 in cash must be taken from the clerk and from the record muharrir.

The sum may be paid in monthly instalments of Rs. 5.

(c) Muharrirs should not ordinarily be set to do work in couples. The only work which can be done economically by pairs is the work of comparison.

(d) Assistant Settlement Officers are forbidden to keep any unprescribed register, or to use any unauthorized subsidiary or other forms.

If any Assistant Settlement Officer thinks any register or form necessary, he will send up a specimen and give the reasons for his suggestions.

(e) No villages are to be shown in returns until the judgment is signed.

As a rule, the judgment should be kept unsigned for a week after the last date of proposal of rents, but where special notices are not served, it may be necessary to keep the Judgment open for a longer period.

(f) Assistant Settlement Officers in charge are particularly requested to see at their inspections that the Assistant Settlement Officers write up their judgments punctually. They should also see that no manuscript forms are used.

(g) No re-attestation is to be done in any circle without a report to, and the sanction of the Assistant Settlement Officer in charge.

(h) The Assistant Settlement Officer must apportion the current work properly between his muharrirs. Copying work and the preparation of fly-leaves should be done by a low-paid muharrir attached to the muharrir in charge of the records. The assessment muharrir who has prepared schedules and done the routine work of his village should put the record up to the Assistant Settlement Officer when the latter is proposing rents. Return of work should be taken by the Assistant Settlement Officer weekly from every muharrir in charge of a different branch of the camp work.

This need not be permanently continued when the diaries give the necessary information but for the routine office work it is useful. For instance, the man writing fly-leaves (or the record-keeper) may keep up a weekly return showing :—

- (1) Number of villages returned to record-room.
- (2) Number of fly-leaves finished previously.
- (3) Number now done.
- (4) Total.
- (5) Balance.

(i) When the Assistant Settlement Officer receives schedules prepared in office, he is forbidden to waste time by any general or preliminary check or comparison with khatians and terij. He must presume that the work is correct, and only look up what requires explanation or appears incorrect.

(j) All money paid to Government on any account must be paid over in the presence of the Assistant Settlement Officer, and receipt must be given by him at once.

(k) The Settlement Officer, or Assistant Settlement Officer in charge, should, in his register of bills countersigned, have columns for date of receipt, date of countersignature and date of despatch. These dates should be constantly watched so as to see that bills are not unnecessarily delayed at headquarters.

RULE 22. Village Notes.—The village note should be prepared, if not already prepared as follows :—

Headings I, II, III, VII and XIV may be written in vernacular by the assessment muharrir.

VI, VIII, XIII, by the Assistant Settlement Officer at the time of proposing rents in English.

IV, V, IX, XII, should be written once for a group of villages or for a homogeneous tract, in the village note form of the principal village. In the other village notes references should be given to the name of the village in the note of which the information is to be found.

Under heading II it will be useful to note, for the purposes *mahal* completion reports, the nature of the waste land found in the village, and the probability or improbability of and extension of cultivation during the term of the next settlement.

X. The Assistant Settlement Officer should endeavour from his local knowledge to write up this heading. He should, if possible, visit every *hat* in his circle, and take the price at which common rice was selling there on the day of his visit, and enter it in the village note with his own hand. He should sign and date this entry.

XI. Make reference to the "*Sairat* statement."

XV. May be written once for a homogeneous tract, and if there is anything special to note, for the village as well. It is not necessary to make a census of the village, but a brief note may be made as to health, education, fluctuation of prices, prevalence of landless poor, or other matters of local importance.

The Assistant Settlement Officer should select three or four villages in the pargana typical of the main classes of land in it, and write the village notes for them very carefully himself in detail. For other villages the notes can be very brief, reference being made to the typical villages for matters of general interest and only incidents peculiar to the village, and not already on the record, should be noted specially. Special attention should be paid in each note to paragraph VI "*Rents*"; and under this the Assistant Settlement Officer should try to note the actual rates for various classes of soil recognized in the village, or, if no such rates are recognized, should record the fact.

The village notes should be taken out of the record and bound up parganawar.

RULE 23. Court fees—

- (1) The taking of court fees on applications under section 104 and section 105 should be at once discontinued, except in the case of applications for settlement of fair rents by *lakhirajdars* or their tenants.
- (2) A *bahaldar* may include any number of tenants in an application under section 104 bearing an 8 anna stamp, but each tenant must put in a separate application bearing an 8 anna stamp, in regard to each *bahaldar*. A number of tenants may not join in applications, to have their fair rents payable to one *bahaldar* settled. All applications, such as are referred to in this paragraph, must be registered as plaints.

- (3) On applications for copies a stamp of one anna may be charged and the usual fees for certified copies, but searching fees should not be taken when the records are in camp.
- (4) Process fees may be levied at the rates given in Part I, Chapter 3, paragraph 10 of the Survey and Settlement Manual, when processes are issued at the instance of either party in cases under sections 104, 105 or 106 of the Tenancy Act, but the Assistant Settlement Officer must use his discretion as to whether the process should not be issued free of cost. In the case of *badars* and miscellaneous petitions, no process fee will ordinarily be realised, but should it be found advisable to levy a fee, the scales laid down in paragraph 9 of the aforesaid chapter of the Survey and Settlement Manual should be followed.

RULE 24. Before leaving his pargana the Assistant Settlement Officer should send for the *chackla* kanungo nearest to the circle in which he is working and obtain from him a list in English signed by him, and to be countersigned by the Assistant Settlement Officer, giving the following particulars :—

Price of common rice from 1887 to 1896 in seers (—tolas) to the rupee.

	1887.	1888.	1889.	1890.	1891.	1892.	1893.	1894.	1895.	1896.	REMARKS. E.g.,—Note years of scarcity.
January ...											
June ...											
September ...											

The list should be sent to the Settlement Officer in original, an office copy being kept by the Assistant Settlement Officer in the *parganawar* volume of village notes. The list should be written on paper of uniform size, i.e., on foolscap paper.

The Collector has been asked to allow kanungos to attend Assistant Settlement Officer's camps with their books for this purpose. Care should be taken not to make the kanungos come too far nor to keep them waiting. Where two or more Assistant Settlement Officers are working in one *chakla* they should arrange amongst themselves for the preparation of this list.

FORMS SEE RULE 13.

RETURN I.

PROGRESS RETURN.

Name of Officer
Month

District

VILLAGES			TENANTS.		NUMBER OF TENANTS WHOSE RENT IS—						Number of tenants who refused to accept the rents proposed, and for whom rents were settled after proceedings taken under the Civil Procedure Code.	REMARKS.
Total number in circle.	Completed in previous months.	In present month.	Total number.	Completed in previous months.	In present month.	Increased for excess area.	Reduced for less area.	Newly assessed.	Altered on other grounds.	Retained.		
1	2	3	4	5	6	7	8	9	10	11	12	13

RETURN I (b)

Statement showing the manner in which the rents of the tenants shown in columns 41, 46, 51, and 54 of Return II have been dealt with.

NAME OF OFFICER.	Total number of tents in these columns.	NUMBER OF TENANTS WHOSE RENT IS—					REMARKS.
		Increased for excess area.	Reduced for less area.	Newly assessed	Altered on other grounds.	Retained.	
1	2	3	4	5	6	7	8

Return showing the manner in which rents have been

Column 41 = total of 16,21,26,31,36.
 " 42 = do. 17,22,27,32,37.
 " 43 = do. 18,23,28,33,38.
 " 44 = do. 19,24,29,34,39.
 " 45 = do. 20,25,30,35,40.

Digitized by: Odishaarchives.nic.in for Gopabandhu Academy of Administration, Odisha

RETURN III

RETURN OF DRAFT PUBLICATION AND CASE WORK DURING THE MONTH OF

Name of Officer

District

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20																
																				Total number of villages in Circle.			Total number of villages in which fair rents have been settled up to the end of the month.			NUMBER OF VILLAGES OF WHICH DRAFT PUBLICATION HAS BEEN COMPLETED.			OBJECTIONS UNDER SECTION 105, TENANCY ACT.			APPLICATIONS UNDER SECTION 106, TENANCY ACT.			Remarks.
																				To end of Previous month.	During the month.	Total.	To end of Previous month.	During the month.	Total.	To end of Previous month.	During the month.	Total.	FILED.	DISPOSED OF	PENDING.	FILED.	DISPOSED OF	PENDING.	

RETURN IV.

RETURN OF EXCESS LAKHIRAJ BAHAL OR JAGIR FOR WHICH RESUMPTION PROCEEDINGS MUST BE INSTITUTED.

Name of Officer

District

Serial number.	Name of village.	Name of principal lakhiraj bahaldar, or jagirdar.	General or special number	Area according to last settlement papers.	10 per cent on column 5.	Total of columns 5 and 6.	Present area.	Difference of columns 7 and 8.	Reasons for refusal of assessment on the area in column 9.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11

RETURN V.

RETURN OF APPEALS TO THE SPECIAL JUDGE IN

CIRCLE FOR THE MONTH OF

District

NAME OF OFFICER.	TOTAL NUMBER OF APPEALS TO SPECIAL JUDGE.			NUMBER OF DECISIONS UPHELD.			NUMBER OF DECISIONS REVERSED.			NUMBER OF DECISIONS MODIFIED.			NUMBER OF DECISIONS REMANDED FOR RETRIAL.			REMARKS.
	To end of previous month.	During the month.	Total.	To end of previous month.	During the month.	Total.	To end of previous month.	During the month.	Total.	To end of previous month.	During the month.	Total.	To end of previous month.	During the month.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

REGISTER III.

Amin's fee Deposit Register.

Serial No.	Date of deposit.	From whom received.	AMOUNT.		Total carried to Cash Book.	Date of return of deposit.	Signature of party receiving deposit.	REMARKS.
			Rs.	As.				
			4					
1	2	3	4a	4b	5	6	7	8

REGISTER XXI.

Register of records open for Draft Publication.

Serial number.	Name of village.	Number of plots.	Date on which draft publication took place.	Dates between which records were open for inspection at camp.	Number of cases under section 105 and section 106 filed during the month.	NUMBER OF CASES ENTERED IN THE LAST COLUMN WHICH HAVE BEEN DISPOSED OF:			Date of return of records to head-quarters.	REMARKS. One page for each pargana.
						a	b	c		
						During period of inspection.	During 1st week after.	During 2nd week after.		
1	2	3	4	5	6	7	8	9	10	11

REGISTER XXIII.

REGISTER OF LANDS HELD BY GOVERNMENT FOR PUBLIC PURPOSES.

Name of Department.

Name of village.	Area of village.	Khasra number.	Number in Register VI.	Description of land and purposes for which held.	Area according to Register VI.	Area by present measurement.	Rent, if any, payable by Government.	Area held by tenants.	Rent payable by tenants.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11

PART III.—THE PREPARATION OF COMPLETION REPORTS.

RULE 1. Every officer engaged on the settlement of fair rents should open the following register:—

Mahalwar progress Register A.

Serial number.	NAME OF VILLAGE.		AREA AT LAST SETTLEMENT.			AREA AT PRESENT SETTLEMENT.			REMARKS. [Here note if held by a proprietary tenure-holder or <i>hustabad</i> (i.e., whether <i>rajyats</i> pay rents direct to the <i>samindar</i>); and explain discrepancies of area.]
	At last settlement, with number in C Register.	At present settlement.	Assessed.	Unassessed.	Total.	Assessed.	Unassessed.	Total.	
1	2	3	4	5	6	7	8	9	10

All estates in the circle should be entered in this register, a separate page or pages being allotted to each estate, and a separate volume to each pargana. A page index of estates should be prefixed to each volume. The Assistant Settlement Officer will then fill up from the A Register, in the order of that register, the name of the old settlement villages contained in each estate, and check them with the *ruidad*, and at the same time endeavour to fill up the column for "Village at the present settlement," carefully bringing together all *kharij dakhil* villages belonging to the old settlement mauza.

RULE 2. As soon as the Assistant Settlement Officer has published the draft records of any village, he should fill up the remaining columns of this register for all estates, or portions of estates, in the village.

The entries in columns 4 and 5 should be made from the abstract registers of the last settlement, and columns 7 and 8 will be filled up from the (A) Form in the village record.

Column 8 should contain the following:—

1. Culturable and unculturable area (unassessed), not included in a holding.
2. { Grazing grounds.
Reserved tanks.
Burning ghats, &c.
3. Confirmed *jagir*.
4. Lands now granted rent-free, such as temple sites, &c.
5. *Minik* of the last settlement.

Great care should be taken that the entries in column 5, compiled from the abstract register, should give areas properly comparable with the areas given in column 8.

RULE 3. (a).—In the case of an estate which has been formed by partition—since the last settlement the Assistant Settlement Officer should first make a comparison, village by village, of the area of the old estate (*taluk*), and of that of the estates into which it has been divided, so that against each old settlement village will be shown the area of the last settlement estate, and against each present survey village the areas of the lands of such of the present estates as are comprised in it.

The above entry will be made in red ink. The lands of the several estates will also be entered in black ink, each on a separate page, the old settlement columns, i.e., 4, 5, 6, being left blank, and a reference made to the page on which the total areas of the parent and partitioned estates, are compared.

The following example of the manner of filling up the register may help to explain what is meant:—

Estate "taluk Ramnagar," present tauzi Nos.			...			...			1800 1200 1201
Serial number.	NAME OF VILLAGE.		AREA AT LAST SETTLEMENT.			AREA AT PRESENT SETTLEMENT.			REMARKS.
	At last settlement.	At present settlement.	Assessed.	Unassessed.	Total.	Assessed.	Unassessed.	Total.	
1	2	3	4	5	6	7	8	9	10
1	Ramnagar ...	Ramnagar ... Tauzi No. 1800 ... " 1200 ... Gopalpur <i>kharijdakhil</i> Ramnagar ... Tauzi No. 1200 ...	100	200	300	...	...	...	
2	Shampur ...	Shampur ... (Tauzi No. 1201)	50	100	150	10	40	50	
3	Rampur ...	Rampur ... (Tauzi No. 1800)	50	100	150	10	140	150	
		Total ...	200	400	600	100	500	600	

Estate Ramnagar, tauzi No 1800.

Serial number.	NAME OF VILLAGE.		AREA AT LAST SETTLEMENT.			AREA AT PRESENT SETTLEMENT.			REMARKS.
	At last settlement.	At present settlement.	Assessed.	Unassessed.	Total.	Assessed.	Unassessed.	Total.	
1	2	3	4	5	6	7	8	9	10
1	Ramnagar ...	Ramnagar ...	See page 12.			50	100	150	
2	Rampur ...	Rampur ...	...	...	...	10	140	150	
		Total	...	...	...	60	240	300	

Estate Ramnagar, tauzi No. 1200.

1	Ramnagar ...	Gopalpur ... Kharijdakhil Ramnagar ... Ramnagar ...	See page 12			10	40	50	
		Total	...	...	...	20	180	200	

(b) In the case of *kot tauzis* (or estates having lands held in common) the present settlement area will be obtained by dividing the total area proportionately to the recorded shares in the *kot tauzi*. It is generally found that *kot tauzis* only occur in the cases of partition of last settlement taluks, so that the comparison of past and present areas will be made under the last rule.

RULE 4.—(1) In Register A will be entered only those estates that belong to the Assistant Settlement Officer's circle; for estates and portions of estates belonging to parganas not included in the Assistant Settlement Officer's circle, the following separate register will be kept.

The register should be opened at once. Columns 1 to 4 being filled up as directed in Rule 1:—

Mahalwar Progress Register B.

Name of pargana.	Name of estate and tauzi number.	NAMES OF VILLAGES		AREA (EXCLUDING REVENUE-FREE LANDS) AT PRESENT SETTLEMENT.			Existing rent.	Settled rent.	Officer to whom statistics are to be sent.	Date of final publication.	Date of despatch of statistics.	REMARKS. (Local reasons for exceptional rates of rent, and any special reason for granting a concession should be noted.)
		At last settlement.	At present settlement.	Assessed.	Unassessed.	Total.						
1	2	3	4	5	6	7	8	9	10	11	12	13

The entries in columns 5 to 12 of this register should be made immediately after draft publication. Before sending the records of a village containing lands of any such estate to headquarters for copying, the Assistant Settlement Officer will send a copy of the entries in this register, together with a statement of assets in the form of the detailed register of mahal assets and copies of the mauzawar *khewats* (for both zamindars and tenure-holders) and *sairat* statement, to the officer named in column 10. Notice of any subsequent alteration, and of the date of final publication, should be sent to this officer.

(2) The Assistant Settlement Officer in charge of each district will issue lists showing the officer to whom the statistics of each pargana should be sent.

(3) The officer receiving such figures will proceed to write up from them his *mahalwar* registers and *khewat*, as if he had himself settled rents in the village in question.

When sent to headquarters, the statistics will be filed by parganas, until the completion work of the parganas concerned is taken up.

RULE 5. (a) Before records are sent to headquarters for copying, the detailed register of mahal assets will be written up in the form given overleaf. The names of the villages will be entered from Register A in the same order, and may all be copied as soon as the register is opened, space being allowed for the addition of others, in case they be subsequently found. Separate pages (a) and (b), will be kept for "*hustabud*" villages and "*maurusi*" villages (i.e., the rents of which are collected by proprietary tenure-holders) separate pages should be kept for each mahal, and the volume should have an index.

(b) In the case of *kot tauzis* or villages partly *maurusi* and partly *hustabud*, for which only one schedule has been made, the rents and areas should be divided under each class in proportion to the recorded shares. The proportionate share of the rents, areas and total number of tenants should be entered on separate pages (a), (b), (c), (d), &c., as many pages as there are estates, reference being made to the page on which the number, areas and rents are to be found. The tauzi numbers and the shares of the original estate which they represent should also be given.

DETAILED REGISTER OF MAHAL ASSETS.

Detailed register of mahal assets for each class of tenants in Estate, Tauzi No., Pargana.

Serial number.	Name of village.	A:—RENT-PAYING.																			
		Kharida jamabandi and other tenures excluding sarbarsakari, makaddami and sikmi zamindars.					Nisfi baziyafti.					Kamil baziyafti.					Thani				
		Number.	Area.	Existing rent.	Settled rent.	Difference or—.	Number.	Area.	Existing rent.	Settled rent.	Difference or—.	Number.	Area.	Existing rent.	Settled rent.	Difference or—.	Number.	Area.	Existing rent.	Settled rent.	Difference or—.
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

A.—RENT-PAYING—contd.

Thani pshi mixed.					Settled and occupancy.					Non-occupancy.					Chandna.				
Number.	Area.	Existing rent.	Settled rent.	Difference or—.	Number.	Area.	Existing rent.	Settled rent.	Difference or—.	Number.	Area.	Existing rent.	Settled rent.	Difference or—.	Number.	Area.	Existing rent.	Settled rent.	Difference or—.
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40

A—RENT-PAYING—concd.											B.—ASSESSED TO REVENUE				
Other tenancies not binding against Government (assessed to rent.)					Chaukidari Jagirs, now assessed.			Other jagirs now assessed.			Other tenancies not binding against Government (assessed to revenue).				
Number.	Area.	Existing rent.	Settled rent.	Difference + or—.	Number.	Area.	Rent.	Number.	Area.	Rent.	Number.	Area.	Existing rent.	Valuation for revenue.	Difference + or—.
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56

B-ASSESSED TO REVENUE—concd.				TOTAL					REMARKS.
Nij jote and nij chas.			Sairat.	Number.	Area.	Existin rent.	Settled rent.	Difference + or—	(Here note the amount of concessions recommended and give reference to the paragraph of the report in which the details are explained.)
Numt	Area.	Valuation for revenue.							
57	58	59	60	61	62	63	64	65	66

The amount which is computed for bhag should be added to the existing as well as to the settled rent column, under the proper status of the tenant who is paying bhag and must be deducted from sairat.

Columns 41 to 45 will include any zamindar diya tenancies (holdings of tenure holders or of raiyats now assessed to fair rent.)

Columns 52 to 56 similar tenancies assessed to revenue.

Columns 63 will be the total of columns 3, 8, 13, 18, 23, 33, 28, 33, 38, 43, 55, 59, 60.

Columns 64 will be the total of columns 3, 8, 13, 18, 23, 33, 28, 33, 38, 43, 55, 59, 60, i.e. the valuation of nij chas should be included in the existing as well as in the settled rents.

RULE 6. As soon as the total of the settled assets of the estate has been compiled, the Assistant Settlement Officer should issue on each zamindar a special notice in the following form, calculating the revenue at 55 per cent. of the settled assets (unless he has already decided to give some other percentage); on this notice should be shown all the persons recorded for the share in which the person notified is interested, the revenue of that share and the revenue of the whole estate.

SPECIAL NOTICES

Printed forms are supplied.

To Mahal _____, Tauzi No. _____, residing at mauza. _____

To _____, zamindar, proprietary, tenure-holder, pargana _____, zilla _____

WHEREAS the assessment of the estate _____, tauzi No. _____, of which you are recorded as a _____, is completed, and the new, Government revenue has been fixed at _____, you are hereby required to appear before me, _____ Assistant Settlement Officer, at _____ on the _____, to hear your _____ Khewat read.

Any objections that you may wish to make must be preferred orally or by petition on that day. The assessment papers will be open for your inspection from _____ (date) to _____ (date), at _____ (camp).

The returns of the above notice must be carefully preserved. When persons appear in answer to these notices every effort should be made to correct and complete the list of names of proprietors as supplied by the Collector.

RULE 7. The statements that are to accompany the report are to be in the form below, with four sets of headings.

The first

Names of proprietor.	Father's name.	Residence.	Share.
----------------------	----------------	------------	--------

The second.

NAME OF VILLAGE		AREA						Difference.
		At last settlement.			At present settlement.			
At last settlement.	At present settlement.	Assessed.	Unassessed	Total.	Assessed	Unassessed	Total	+ or —

The third

CLASS OF TENANCY,	Number of holdings.	AREA.		RENTS OR VALUATIONS,				INCIDENCE PER ACRES.			
		At last Settlement.	At present settlement.	At last settlement.	At present settlement.		Difference + or -		At last Settlement.	At present settlement.	
					Exist. ing.	Settled.	Between existing and past.	Between settled and existing		Exist. ing.	Settled.
Kharida jamabandi ...											
Kamil bazyafli ...											
Nisfi bazyafli ...											
Thani ...											
Thani-pahi mixed ...											
Settled and occupancy ...											
Non-occupancy ...											
Chaukidari-jagir resumed											
Other jagirs resumed ...											
Tenancies newly assessed											
Tenancies valued for revenue,											
Lands in the possession of proprietors.											
Sairat											
Total											

The fourth

Proposed by.	MUFASSAL JAMA.			SADAR JAMA.					PROPRIETOR'S INCOME.			Amount due to the chapkidar fund.
				At last settlement.		Proposed.		Difference.				
	Past.	Existing.	Settled.	Procen- tage.	Amount.	Procen- .	Amount.	+ or -	Present.	proposed.	Variation per cent.	

The 2nd heading is not printed on the forms, but printed slips of it are issued to be pasted on where convenient between the 1st and 3rd headings, so that, if possible, all names of proprietors as well as names of villages may be entered on the form. Separate sheets (Forms IV and V) are issued with the 1st two headings in case the entries are too numerous for the space provided on the form.

The various combinations of the form issued have been numbered I, I A, I B, I C, II, III, III A, III B, IV, V, and two sheets of slip headings numbered I and II.

Form I contains the 1st, 3rd and 4th headings, with a space for the 2nd, and is for use when a report is submitted on a single estate.

Form I A is the same with the names of classes of tenancies left blank, for use in estates containing unusual classes of tenancies.

Form I B is: Form I printed on a single sheet; this will be used when a number of small reports are sent up in one batch (the report may be written on the reverse of the form if brief enough).

Form I C, is to be filled up for any proprietary tenure contained in an estate.

Form II is to be filled up for estates partitioned since the last settlement, slip heading II being pasted in as the second heading; last settlement figures have been omitted from this form, except the incidence of rent, which should be taken from that of the parent estate.

Form III is to be filled up for the total of a group of estates partitioned since the last settlement, and Form II for each shall be enclosed therein, Form IV (comparison of area by villages, the 2nd heading) will also be filled up for the whole group and enclosed.

Form IIIA is merely a form of index to cover a batch of reports sent up together.

Form IIIB is Form III printed on a single sheet with the heading of Form IV also, and is meant to be used (instead of Forms III and IV combined) for the totals of a group of partitioned estates when that is a small group and is included in a volume of small reports sent up together (the report may be written on the reverse).

Forms IV and V, and the slip headings, have already been explained.

There is one other form issued, viz., a sheet for showing the distribution of allowances between zamindar and tenure-holders. This is meant to be fitted into the body of the written report, both sides of the sheet being written on; the reverse side can of course be used as the page before or the page after the side containing the form, and there should be no difficulty in copying so as to make the writing continuous.

RULE 8. The first thing to be done when a completion report is to be written is to fill up the above statements. This is done as follows :—

1st heading is filled up from the list supplied by the Collector, as amended by the Assistant Settlement Officer after service of notices. This heading should not be finally filled up till the day before the report is submitted.

2nd heading is copied direct from Mahal Progress Register A.

3rd heading. The 1st, 3rd, 5th, 6th, and 7th columns are copied from the totals of the detailed register of mahal assets; the 2nd and 4th from the *ruidads*, and the rest are calculated from these.

4th heading. The *mufassal jama* is the same as the total assets less any concessions given on valuations for revenue; the *sadar jama* has to be calculated; the proprietor's present income is his existing assets minus the revenue he now pays, and his proposed income is his settled assets minus his proposed revenue.

The amount that will become due to the *chaukidari* fund when the *Chaukidari* Act is introduced will be 85 per cent. of the settled rent for resumed *chaukidari jagirs*, and this has always to be included in the revenue; thus, if 55 per cent. is the percentage of revenue proposed, the *sadar jama* will be 55 per cent. of the total settled assets plus 30 per cent. of the settled rent for *chaukidari jagirs* resumed, and the amount due to the *chaukidari* fund will be (as always) 85 per cent. of the rent settled for *chaukidari jagirs* resumed. See also Part IV Rule 10.

Besides this form an English copy of the detailed register of mahal assets will be sent in with each report. If a number of reports are sent in together, these should be cut in half and bound in a volume.

If an estate is situated in one village only, this copy need not be sent in, as it will be the same as the figures in the third heading of the form.

RULE 9. The completion report of an estate should be arranged on the following plan :—

1. *History.*—An account of the various amounts of revenue at which the estate has been settled; the change in proprietorship, especially forced sales and their causes; the development of a group by partition; the number, means and position of the present proprietors; a similar history of proprietary tenures contained in the estate.
2. *Description.*—A classification of the lands according to their natural advantages and disadvantages; an account of the effects of irrigation or protection, if any; a comparison of the area with that of the last settlement; an account of the unassessed area and prospects of further increase of cultivation. It should also be stated whether the estate is scattered or compact.
3. *Result of the last settlement.*—A verbal summary of the important points of difference between the last settlement and the existing assets as shown in the 3rd heading of the form, with reference to any special variations in different parts of the estate, as may appear from the detailed register of mahal assets, and appropriate comments thereon drawn from the local experience of the Assistant Settlement Officer. An explanation of the disappearance of *thani* holdings or of existing *pahi* rents being generally lower than *thani* rents should also be included.
4. *Effects of the present proceedings.*—A verbal summary of the important variations between existing and settled assets, a brief explanation of new assessments and valuations to revenue, and of large enhancements.
5. *The actual collection of rents.*—A summary of the conclusions drawn from the preceding paragraphs, with a brief account of system of collections prevailing in the estate; and the practice as regards interest on arrears, remission, *adwabs*. Actual collection papers should be quoted, and the Assistant Settlement Officer should state whether he expects that the zamindar will find any difficulty in realizing the rents now settled.
6. *Revenue demand proposed.*—Showing the effect on the zamindar's income, and the proportion of the immediate increase in the revenue demand, and, if necessary proposing the instalments in which the increase shall be taken.
7. A list of embankments contained in the estate showing—

Village.	Khasra No.	Area,	Class.

N. B.—Class V is not to be recorded at all (See Part I, Rule 25)

8. A schedule of lands reserved for grazing and cremation grounds showing :—

Village.	Khasra No.	Area.

9. A note of any special *sairat* collections, or of any fact having an important bearing on the security of the revenue.

RULE 10.—When a pargana or other large area is being completed, a general report will be written for the whole area. It should contain a general summary on the lines given above for an estate report, and should also treat of the following matters:—

1. Boundaries and situation of the block.
2. Physical features and class of soil any special features of climate or rainfall.
3. An account of the crops grown, and of the results of crop experiments within the area (refer to the Settlement Officer, if necessary); special crops; methods of agriculture (if peculiar).
4. Communications (railways and roads); note especially if any improvements have been made since the last settlement.
5. Irrigation, if any, and its effect on rent rates. Include statistics recorded.
6. Liability to inundation or drought, protection by embankments, etc. Value of protection afforded, and the probable results that will follow the abandonment of any class III or class IV embankment.
7. Towns and markets.
8. Prices of common rice actually recorded at *hats* about the time of submission of the reports (note whether it is a year of scarcity or not). Where reports are being submitted for an area which includes a *chakla* kanungo's headquarters, Assistant Settlement Officers are requested to enter in their general or block reports of assessment, a list of prices of common rice (nothing whether the seer is 105 or 80 totals) for the years 1887—1896 in the months of—January; June, September.
9. Analysis of rates for estates or villages. Reasons why *pahi* rates are still less than *thani* rates if they are found to be so. Disappearance of *thani* holdings.
10. General condition of the people, whether emigration is common.
11. Principal products and trades.
12. Payment of village official and other customs.
13. See part III, Chapter 15, Survey and Settlement Manual, pages 106, 107, and include any other matters of general interest (the completion report of the last settlement should be consulted).

RULE 11.—Care must be taken with terminology, vernacular words are to be avoided as far as possible. If not entered in the glossary the English-equivalents should be given.

The term "rent" or "rate" is not to be used for a mere average of rents per acre. the term "incidence of rent per acre" should be used.

In classifying area do not use the word waste. The main divisions are: Cultivated or occupied area—Culturable area—Unculturable area.

RULE 12.—With the report on an estate the returns of all special notices are to be sent in a separate file. A summary of the objections filed by proprietors in half margin, with the Assistant Settlement Officer's replies in the other half, should be included in the special report.

RULE 13.—Assistant Settlement Officers submitting completion reports will keep a register in which every estate will be entered for which revenue proposals are submitted. This register will show the existing and proposed revenue of each estate, the date on which the settlement was finally sanctioned, and the dates on which *kabuliyats* were taken by the proprietor, and will submit a monthly return in the following form:—

Progress in assessment to Revenue during the month of

CIRCLE

DISTRICT

Number of estates to be dealt with.	Number for which assessment proposals have been sent up by A. S. O.			Government revenue.		Number of estates of which the settlement has been sanctioned.			Number of estates for which <i>Kabuliyats</i> have been taken.				New Government revenue for which <i>kabuliyats</i> have been executed.			Increase of Government revenue of this settlement.			Remarks.
	To the end of the previous month.	During the month.	Total.	Existing.	Proposed.	To the end of the previous month.	During the month.	Total.	Amount of revenue sanctioned.	To the end of the previous month.	During the month.	Total.	To the end of the previous month.	During the month.	Total.	To the end of the previous month.	During the month.	Total.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

PART IV—RULES FOR THE ASSESSMENT OF REVENUE.

RULE 1.—The Government share of the assets to be taken at the present settlement is to be ordinarily 50 to 55 per cent. Whenever it is proposed to take less than 50 per cent. or more than 55 per cent., the sanction of the Board must be obtained,

Suspensions and if necessary, remissions will be given in case of calamity as in other temporarily-settled estates.

RULE 2.—Subject to the above rule, the Settlement Officer may assess estates to a revenue of Rs. 100 or less, without special confirmation by the Commissioner.

RULE 3.—(i) If the Government revenue exceeds Rs. 100, the assessment should be submitted to the Commissioner for sanction.

(ii) If he and the Settlement Officer agree, and the percentage of the assets to be taken as Government revenue does not exceed 55 per cent., or fall below 50 per cent., the assessment may be completed, subject to the Board's general approval.

(iii) If they disagree the case will be submitted for the orders of the Board.

(iv) If the Board agree with the Commissioner, they can confirm the settlement; if they differ from him the orders of Government will be taken.

(v) The law allows no appeal against an assessment of Government revenue as of right; but the rules for revision laid down in Rule 8, page 102 of the Survey and Settlement Manual (1895), and Rule 1, page 125 of the Board's rules (1896) apply.

RULE 4.—In the following cases it may become necessary to propose an assessment of less than 55 per cent. of the assets, and even to reduce it to less than 50 per cent. and the circumstances of every such estate should be carefully considered:—

(i) Where the nominal rent-roll is higher than the rental collected owing to flood, drought, &c.

(ii) Where the zamindar's income is largely decreased, even after allowing for enhancements of rent. In this case the device of a *rassadi* or progressive enhancement for five or ten years may be resorted to.

Where neither of these causes exist, 55 per cent. should ordinarily be taken.

RULE 5.—More than 55 per cent. up to 60 per cent. may be taken in the absence of the special grounds for reduction set out above; and an existing demand should not be reduced unless it exceeds 65 per cent. of the present assets.

RULE 6.—In the assessment of revenue (as distinguished from the settlement of rents) the use of annas should be avoided as far as possible, and all assessments should, if possible, be expressed in whole rupees.

RULE 7.—Similarly, all areas should, as far as possible, be expressed in acres. In the omission of fractions in both this and the preceding rule, a unit should be substituted for every fraction exceeding one half, but this should be done intelligently, and the total of any column or line should not be allowed to differ from the true total by more than half a unit.

RULE 8.—Where the notices to the zamindars prescribed by clause 6, section 2, Regulation VII of 1822, have been served, the assessment can, if desirable, be made retrospective or take to effect from the date of the next *kist* after the completion of the assessment.

RULE 9.—*Patwari jagirs* or service lands are to be resumed and settled with landlords, the same percentage of assets being allowed as for ordinary lands.

RULE 10.—As regards the assessment of markets or hats, Government has directed that shop rents or dues taken in money or kind, which represent payment for shops or sheds or raised plinths or seats or like accommodation provided by the landlord, should not be included in the assets on which land revenue is assessed; but that ground rents proper should be included in such assets; and that no assessment should be imposed on hats which would be likely to check the increase of their numbers or prevent expenditure on improvements.

RULE 11.—It has been decided to introduce the *Chaukidari Act* in to Orissa, and the *jagirs* of *chaukidars* are accordingly being assessed to rent. Government will take 85 per cent. of these rents for credit to the *Chaukidari Fund*, leaving the zamindar 15 per cent. to cover the cost of collection. As the Government revenue assessed on these assets will not become due until the Act has been introduced, care should be taken; with reference to the rules given above for the omission of fractions of a rupee, to secure that the revenue, without the addition due to the assessment of these *jagirs*, is expressed in whole rupees and that the addition also is fixed in whole rupees, where the Settlement Officer finds it possible to do so.

Where a proprietary tenure-holder intervenes, the percentage given as collection expenses should be divided between him and the zamindar, 10 per cent. being given to the proprietary tenure-holder as the actual collector, and 5 per cent. to the zamindar on account of his responsibility for payment of the revenue.

See also Part III, Rule 8.

RULE 12.—The rents of proprietary tenure-holders, such as *mukaddams*, *Padhans*, *maurusi*, *sarbarakars* and *parsethis* are not to be judicially settled under Chapter X of the Bengal Tenancy Act, but will be left to be settled in connection with the division of the assets between Government and the zamindars.

Where there are proprietary tenures in an estate, the distribution of assets proposed should be sent up in draft to the Assistant Settlement Officer in charge before the report is submitted.

Where large reductions have to be made in the income of the proprietary tenure-holder, the following principles will be observed :—

- (1) No tenure-holder's income for the first two years of the conclusion of the settlement should be reduced by more than 20 per cent.
- (2) A further reduction of 20 per cent., but no more, may be made for subsequent years.
- (3) The tenure-holder may be given the full benefit of the increased percentage of the assets now allowed by Government to settlement holder.
- (4) When the concession in (3) proves insufficient to prevent a reduction of the tenure-holder's income below the limits prescribed in (1) and (2) above, the Assistant Settlement Officer must ascertain and report whether (a) the zamindar is entitled to a percentage of the assets, or whether (b) he can claim only the fixed income settled at the last settlement.
- (5) In case (a) in (4) above the Assistant Settlement Officer will divide the loss of revenue to be sustained by the grant of further concessions to the tenure-holder between the zamindar and Government in proportion to the share of the assets assigned to each.

The following is an example of the application of the above principles :—

AT LAST SETTLEMENT.							Present income of tenure-holder.	DISTRIBUTION OF SETTLED ASSETS.						REMARKS.
Assets.	To tenure-holder 20 per cent.	To Zamindar 15 per cent.	To Government 65 per cent.	Existing assets.	Settled assets.	For first two years			For subsequent years					
						To tenure holder 35 per cent		To zamindar 15 per cent.	To Government 50 per cent.	To tenure-holder 35 per cent.	To zamindar 15 per cent.	To Government 50 per cent.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
Rs. 30	Rs. A. 7 8	Rs. A. 5 10	Rs. A. 16 14	Rs. A. 150	Rs. 200	Rs. A. P. 127 8 0 concession	Rs. 70 32	Rs. 30 —7	Rs. 100 —25	Rs. 70 6	Rs. 30 —2	Rs. 100 —4		
							102	23	75	76	28	96		

EXPLANATION.

The sums in columns 3 and 4 having been calculated on the assets at the last settlement, they remain fixed, and column 7, is column 5 less the total of columns 3 and 4.

The figure 70 in column 8 is a reduction of over 40 per cent. on the figure 127 in column 7. A concession of 20 per cent. on 127 is, therefore necessary to satisfy (1) above.

The loss of 32 thus sustained must be borne under (5) above by the zamindar and Government in the proportion of 15 to 50, i.e., 3 to 10. Thus the zamindar will lose 7, and Government 25 for the first two years.

The further reduction of 20 per cent. under (2) above, for subsequent years gives the figure 76 in column 11. The loss of 6 rupees may be roughly divided into 2 and 4 as shown in columns 12 and 13.

In the column of remarks should be entered the following note:—"The share of the assets left with the tenure-holder in excess of 20 per cent. if a *makaddam* is a temporary concession for the term of this settlement only."
15 per cent. if a *Sarbarakar*

RULE 13.—*Kabuliyats*.—The forms of *Kabuliyats* finally sanctioned by Government are given in Appendix J.

RULE 14(a).—The following monthly returns will be submitted by the Settlement Officer to the Director of the Department of Land Records and Agriculture. A copy will be sent at the same time to the Commissioner :—

The Director of Land Records will forward these returns with his remarks to the Board who will submit them to Government.

I-Detailed return of assessment of estates approved by the Settlement Officer or by higher authority in the month of 189 .

MONTHS.	Serial number.	Name of estate and tazzi number.	ATLAST SETTLEMENT.							EXISTING				AS NOW DETERMINED AND SANCTIONED.										REMARKS.
			Area.			Assets.				Area.			Assets.	Profits of proprietor	Assets.				Government revenue.					
			Assessed.	Unassessed.	Total.	Percentage allowed to proprietor.	Amount.	Sadar jama.	Total.	Assessed.	Unassessed.	Total.			Total asset.	Percentage allowed to proprietor.	Amount retained by proprietor.	Effect on proprietor's income.		Percentage.	New-Government revenue.	Amount.	Percentage of increase.	
																		Amount.	Per nta					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

NOTE.—(1) Before entering the details of each month bring forward the grand total of all previous monthly return. The returns for the month should follow in detail, a monthly total should be struck, and then a grand total to date.
 (2) The amount of Government revenue should be shown in whole rupees, fractions being dealt with as laid down in rules 6 and 7 above.
 (3) The amount due for chaukidari fund should be shown in red ink under the amount of new revenue, and should be bracketted with the revenue.
 (4) The amount in column 8 is not necessarily the exact amount representing the percentage in column 7 of the amount in column 10, as the calculation is obscured by the manner in which allowances have been given to *nisfi bazyafli* and proprietary tenure-holders. A similar explanation applies to the amount in column 22.

II.-Abstract return of Assessments of estates to the end of

TOTAL NUMBER OF TEMPORARILY SETTLED AND GOVERNMENT ESTATES,	Number of such estates for which assessment proposals have been sent up by the Settlement Officer,			Number of such estates the assessment of which has been finally confirmed or revised by the Settlement Officer of by higher authority in orders received by the Settle- ment Officer.			Effect on the Government Revenue of assessments finally confirmed or revised (omit fractions of a rupee.)				REMARKS.
	To end of previous month.	During month.	Total.	To end of previous month.	During month.	Total.	Old revenue.	New revenue.	Increase.	Percentage of in- crease.	
1	2	3	4	5	6	7	8	9	10	11	12
							To end of previous month. During the month. Total.				

(b) The following monthly return will be submitted by Assistant Settlement Officers engaged on settlement of land revenue:—

A.-Progress in assessment to revenue during the month of

CIRCLE						DISTRICT													
NUMBER OF ESTATES TO BE DEALT WITH.	Number for which assessment proposals have been sent up by assistant Settle- ment officer			Government Revenue.		Number of estates for which final assessment orders passed by confirm- ing autho ity have been received by Assistant Settle- ment Officer.			Number of estates for which kabuliya have been taken.			New Government revenue for which kabuliya have been executed,			Increase of Govern- ment revenue at the settlement in the estates for which kabuliya have been taken.			REMARKS.	
	To end of previous month.	During month.	Total.	Existing.	Proposed.	To end of previous month.	During month.	Total.	To end of previous month.	During month.	Total.	To end of previous month.	During month.	Total.	To end of previous month.	During month.	Total.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	

Reprint of miscellaneous circulars issued by the Settlement officer.

1. After proposal of rents a *terij* in the form given below should be prepared for all Government and revenue-free lands in a village, the entries being made in the following order, (1) Government lands, (2) raiyats of Government, (3) revenue-free lands, (4) tenants in revenue free lands.

Terij of Government and Revenue-free lands.

Serial number.	Name of tenant.	Number of plots.	AREA.			REMARKS.
			Cultivated.	Uncultivated.	Total.	
1	2	3	4	5	6	7

One set of consecutive serial numbers will given to all the holdings shown in the *terij* the serial number of the landlord being placed below that of the tenant.

2. After the assessment of *chaukidari* or other *jagirs* the status heading should be cut out and "*thani stithiban babat sabek jagir*" (i. e., *thani raiyat* with settled rights, formerly *jagir* land) should be substituted. The corresponding entries in the *khatians* and in the (A) form should also be altered. The arrangement of the schedule need not be altered.

9. Road Cess and Public Works Cess should be calculated at the rate of 6 pies in the rupee of rent settled, and should be entered in the rent column of *khatians* separately from the rent, for every *raiya*t, whether he be a *bazyaftidar-raiyat* or a *raiya*t paying direct to the *zamindar*, or paying to a tenure-holder.

No entry of Road Cess payable by a tenure-holder whether *bazyaftidar-tenure-holder*, or other tenure-holder, need be made; except in the case of Government estates.

No entry of Road Cess payable by a *bahaldar* (except in the case of parcels of *bahal* lands included in a Government estate) need be made; but in the case of a *bahaldar's* *raiya*t's Road Cess and Public Works Cess, at the rate of 6 pies in the rupee on the rent payable should be entered.

Under-*rayats* do not pay Road Cess and Public Works Cess. The entries of cesses in the *khatians* of *parganas* in which all assessment has been completed need not be corrected in camp. The entries will be made by the copying department.

4. *Preparation of Registers of Government Lands.*—Assistant Settlement Officers are requested to invariably record the names of the particular departments to which the lands belong, and also to enter the areas in the Proper division of the register of Government lands. Government lands should not be shown as *sarkari* only.

5. *Correction of Boundaries.*—During the month in which records are open for inspection after draft publication boundaries should be corrected.

Two *muharris* should be engaged together in this work. One *muharrir* should read from the *khatian* the *khassra* No. and the tenant's name, and the other *muharrir* should see that the entry in column 7 of the *khassra* is correct. After the whole *khassra* is corrected, one *muharrir* should take the map, read out to the other the *khassra* Nos. on N and S of each plot, the other should find the names to be entered from column 7 of the *khassra*, and the first *muharrir* should correct the boundaries in the *khatian* while the 2nd *muharrir* should correct the boundaries in the *khassra*. The boundaries in East and West in the *khatians* need not be corrected, as they are not to be copied into the record of rights.

6. *Instructions for the preparation of the schedules and the (A) Form, and for the arrangement of the khatians.*

(a) *Schedules.* All tenants for whom rents are to be fixed, or whose lands are to be assessed for revenue purposes, should be entered in the schedule in the order of the (A) Form given below. For further instructions see Part I, Rule 24.

Before draft publication the numbering of the schedule should be corrected, so as to give an unbroken serial number throughout the village. If corrections are made afterwards, numbers such as 21 (a), 21 (b) &c., may if convenient, be given. The areas and rents of *tawfir* tenants having *pahi* holdings should be, after *jamabandi*, included in the areas and rents of their original holdings.

(b) *Khatians.* After *jamabandi* *khatians* should be arranged in the order of the schedules and given serial numbers (in column 2), of which the numerator will be the "schedule," and the denominator the "*terij*" number.

(c) *A Form.* A copy of the (A) Form is given on the next page :—

STATEMENT SHOWING THE EXISTING AND THE SETTLED

Pargana

Mauza

Serial. number	NATURE OF TENANCY.	BEFORE ASSESSMENT.					
		NUMBER OF TENANTS.		AREA.		EXISTING RENT.	
		Holding under proprietors <i>mahal babat</i> or proprietary tenure-holders.	Holding under inter- mediate tenants.	<i>Mahal babat.</i>	<i>Babat under tenants.</i>	<i>Mahal babat</i>	<i>Babat under tenants.</i>
		A	D	A	D		
1	2	3	4	5	6	7 -	8
1	Kharida jamabandi tenure-holders ...						
2	Nisfi bazyafti tenure-holders ...						
3	Kamil bazyafti tenure-holders ...						
4	Ordinary tenure-holders ...						
4(a)	Tawfir tenure-holders ...						
5	Nisfi bazyaftidars who are raiyats ...						
6	Kamil bazyaftidars who are raiyats (jagiri bazyaftidars included)						
7	Thani raiyats ... { Thani ... Minha ...						
8	Thani-pahi mixed ...						
9	Settled and occupancy raiyats ...						
9(a)	Tawfir raiyats ...						
10	Non-occupancy raiyats ...						
11	Chandna raiyats ...						
12	Choukidars ...						
13	Patwaris ...						
14	Paiks and Khandaits ...						
1	Nij-jote ...						
2	Nij chas ...						
3	Jagir, Minha, and quit rent under Part I 14. { (a) Tenure holders (b) Raiyats						
4	Chakran (service Jagirs) ...						
5	Uncultivated ...						
1	Settled and occupancy raiyats holding under kharidajamabandi tenure-holder.						
2	" " nisfi bazyaftidars ...						
3	" " kamil bazyaftidars ...						
4	" " other tenure-holders ...						
5	Non-occupancy raiyats of kharidazamabandi- dars.						
6	" " nisfi bazyaftidars ...						
7	" " kamil bazyaftidars ...						
8	" " other tenure-holders ...						
9	Chandana raiyats holding under kharidajama- bandidars.						
10	" " nisfi bazyaftidars ...						
11	" " kamil bazyaftidars...						
12	" " other tenure-holders ...						
13	Under-raiyats holding under (mahal) thani, settled, pahi, and non-occupancy raiyats.						
14	" " raiyats of kharidajamabandi- dars.						
15	" " nisfi bazyaftidars who are them- selves raiyats and under-raiyats of nisfi bazyaftidar tenure-holders.						
16	" " kamil bazyaftidar who are them- selves raiyats and under-raiyats of kamil bazyaftidar tenure-holders.						
17	" " raiyats of other tenure-holders ...						
18	Raiyats of nij jote ...						

RENTS FOR EACH CLASS OF TENANCY.

Tauzi No.

AFTER ASSESSMENT.								REMARKS. Village rate.
NUMBER OF TENANTS.		AREA.				SETTLED RENT.		
Holding under proprietors, <i>mahal babat</i> , or proprietary tenure-holders.	Holding under intermediate tenants.	<i>Mahal babat.</i>		<i>Babat under-tenants.</i>		<i>Mahal babat.</i>	<i>Babat under-tenants.</i>	
		A	D	A	D			
9	10	11		12		13	14	15
A								
B								
C								

(1) It will be seldom necessary to use a large (A) Form, as there are very few estates, in which all the statuses occur. (A) Forms of a smaller size, with columns 1 and 2 blank should be generally used. The statuses are to be written in the order shown above and serially numbered for as many as exist.

(2) Resumed Jagirs will remain where they are and the second half of the A Form will be filled up for each, but the status will be corrected to "thani stithiban babat—Jagir."

(3) Valuations for revenue of Nij-jote and Nij-chas and sairat jama will be entered both in the column for existing and in the column for settled rents, sairat jama being entered against the anobadi. In the case of tenancies in which valuations for revenue have been made, and no rent has hitherto been paid, the valuation will be entered only in the column for settled rent. Where a rent is already being paid, it should be entered in the column for existing rent, and the valuation for revenue in the column for settled rent.

(4) Valuations for revenue of Dhulibhag (mahal babat, i.e., paid to the proprietor of the estate and not to middlemen) will be included in the total existing and settled rent, a note being made in the remarks column showing the amount of such valuation and the area covered by it.

(5) When the total settled rent includes rent settled for land growing crops other than staple crops, under rule 18, part I, for which a lower valuation to revenue has been made than the settled rent, the difference between the rents settled for the lands growing these crops and the valuation to revenue thereon will be shown in the remarks column against each status in which it occurs, and the total of these differences will be deducted from the grand total of the settled rent column at the foot of the Form.

Instructions as to the reduction of rent for permanent deterioration of soil.

The following instructions are issued for the guidance of an Assistant Settlement Officer in reducing rents for permanent deterioration of soil:—

1.(a) On receipt of an application from some or all of the tenants of a village on the ground of damage by deposit of sand, etc., the Assistant Settlement Officer will hold a local investigation in the presence of the representatives of the zamindars and the raiyats.

(b) If he is of opinion that the lands have really deteriorated he will demarcate on the trace the damaged lands, have a khasra prepared in the form of statement No. I, and from this prepare statement No. II. To prepare statement I, column 1 should be entered from the map and columns 2, 3 and 4 from the khasra. The khasra Nos. must be entered from the map in any order that is convenient. If the muharrihs are allowed to look through the khasra and check each plot in the map much time will be wasted.

STATEMENT No. I.

Khasra No.	Name.	Area.	Former crop.	Present crop.
1	2	3	4	5

Statement No. II can thus be filled in from the names entered in column II of statement No. I, care being taken to enter under the name of each raiyat, and under the proper heading, the totals of his depreciated area as per statement No. I. The rates in statement II and column 7 should not be filled up till after the next local inspection.

A.—Saradh (autumnal rice) land now sand.
 B.—Saradh land now Rabi.
 C.—Rabi now sand.
 Rate of reduction for A Rs. per acre.
 " " B " "
 " " C " "

STATEMENT No. II.

Serial No.	Schedule No.	Name.	Quantity of A.	Quantity of B.	Quantity of C.	Remission.	Existing rents.
1	2	3	4	5	6	7	8

(c) Taking with him these documents, he should again visit the lands and check a certain number of the entries.

(d) He will take the evidence of the zamindars' agents and some leading raiyats on the following points, among others, viz:—

The rates of rent for the several classes of land in the village.

The deductions of rent rates, if any, already given on account of the damage now complained of.

The time when the damage first began, the cause of it, and whether the deterioration is likely to be permanent.

And any other points on which he may base his finding as to the extent of the damage, its permanency and the amount of reduction that should be made.

(e) On the basis of this evidence and his own observations, and having regard to the last settlement rates and the present rates in neighbouring villages, the Assistant Settlement Officer may complete statement II by entering the amount of the reductions to be given on the several classes, and append it to his finding on the several points in issue.

(f) The Assistant settlement Officer should propose rents on this basis (or on the basis of any compromise filed by the parties which is in his opinion fair and equitable) to the zamindar and raiyats, and should get their acceptances, making such modifications as appear equitable in special cases.

(g) If any raiyats or the landlords refuse to accept a rent which he considers to be fair and equitable, the Assistant Settlement Officer may draw up a proceeding calling on them (the objecting parties) to propose a rent which they consider fair and equitable and to bring evidence. He may on behalf of Government examine such witnesses as he thinks fit including the Amin who prepared the khasra and settle such rents as he considers fair and equitable.

II. As an alternative procedure which the Assistant Settlement Officer will find convenient in the case of damage by flood, where the mischief is not so easily recognized as in the case of deposits of sand, the following is recommended :—

(a) The Assistant Settlement Officer should go to the fields accompanied by his amin, and by the zamindar and raiyats, and roughly mark out blocks which appear to have been equally affected by the floods.

(b) The amin will mark these blocks on the trace and give to each a letter A, B, C, according to the extent of damage that appears to have been done. The Assistant Settlement Officer will then hold a local inspection and after approval or modification of the blocks the amin should prepare a statement showing the present rates according to the zamindar's rent roll and the amount of remission agreed to by landlord and tenants, and get their signatures to it. The form would be only—

	Rate.	Remission.
	Rs. A. P.	Rs. A. P.
A.	2 5 6	0 12 6
B.	2 5 6	0 6 3
C.	1 9 0	0 6 3, &c.

If landlords and tenants disagree, the Assistant Settlement Officer should put down both their statements.

For the purpose of this enquiry it should be well to send a Head Muharrir or kanungo with the amin.

(c) Having made out the above statement, the Assistant Settlement Officer should see if the zamindars and raiyats admit the rates entered, and consider any objections to the rates or to the division into blocks, and should then take evidence, and record a finding as to the amount of deterioration, and the reduction that he considers fair and equitable on each class.

(d) A khatian will then be prepared for all raiyats holding lands in any of the affected blocks as follows :—

Reduction A pies 2 per gunt.
B " 1 " "
C " 1 " "

Name of Raiyat.	Schedul No.	Area in			Reduction proposed.	Remarks.
		Block A.	Block B.	Block C.		
1	2	3	4	5	6	7

With the help of this khatian and the ordinary schedule the Assistant Settlement Officer will be in a position to propose rents to all tenants, and, in the case of objections can proceed as before to settle a rent according to law.

(e) In order to prepare the above khatian it will probably be necessary to extract from the map a simple khasra, as

Khasra No.	Block.
1	2

III. Having completed the settlement of rents, the Assistant Settlement Officer should in all cases get from the zamindar a written acceptance of the rents settled, or refer in his proceedings to the fact that notice was duly served on the zamindar, and that he raised no objection.

VI. It will be unnecessary to get previous sanction before reducing rents, but any case presenting novel or specially difficult features should be referred for orders to the Assistant Settlement Officer in charge.

V. A report of reductions made will be submitted with the monthly returns in the following form :—

Names of village.	At last settlement.		At present settlement.				REMARKS.
	Cultivated area.	Mufassal jama.	Cultivated area.	Area affected.	Existing rent.	Settled rent.	
1	2	3	4	5	6	7	8

A short explanatory note of the cause of reduction should accompany this statement. The note should show how much the net reduction is, i.e., the amount of enhancement on lands not deteriorated should be shown.

VI. As regards the extent of reduction to be given it is difficult to give definite instructions.

The rates paid for similar land in villages where the existing rents have been retained are generally the safest guide, and if the damage has not been very recent, the price at which land is sold may afford valuable information, but generally speaking all that can be said is that no land should be assessed at less than 12 annas 6 pies per acre, and no land capable of growing rice at less than Re. 1-9 in Cuttack and Puri, or Re. 1-2-9 in Balasore.

Procedure for combined Re-attestation and Fair Rent work.

The order in which the work will be taken up is briefly as follows :—

1. Rule 11 (a) notice and notices to be served on the zamindars and proprietary tenure-holders to file *Ekpadiyas*.
2. *Sani* notice for preliminary attestation where necessary.
3. Preliminary attestation, decision of *badars*, correction of records and map, preparation of *tawfir* statements, re-arrangement of *khatians* and *misl*.
4. Preparation of Schedules, columns 1-6, and (A) Form (first portion), rough *Terij*, *tahsilalahida* statement, verification of the areas, and correction of *milan khasra*.
5. Preparation of village rate. Excess area statement, tenure-holders form, and filling in column 7 of the schedule.
6. { Final attestation and announcement of new rents.
Issue of notices under Rules 23 (a) and 19.
7. *Jamabandi* and issue of notice on absentees.
8. Completion of *Jamabandi*.
9. Writing of judgment.
10. Preparation of (A) form (second portion), re-arrangement of *khatians*, and entry in Register leading up to monthly return No. II.

Explanation—

1,2,3. Order for issue of Rule 11 (a) notice (specifying the date of final attestation) and *sani* notice for preliminary attestation, will be passed. (See specimen order sheet below). The latter notice will contain an order that all *badars* are to be filed during preliminary attestation, and will be disposed of by a certain date, which should be the day after completion of preliminary attestation. During this stage objections to entries in the record need not be made by means of petitions.—(Vide Rule 20, Part II.)

Before preliminary attestation is taken up, i.e., before the entries in the *khatians* are explained to the tenants, the old area and rent should be entered in the *khatian* from the zamindars' or proprietary tenure-holders' *ekpadiya*. The old area should be entered in the left-hand corner of the *khatian* and the rent in column 8 (a). The rent as stated by the tenants should be entered in column 8 (b). If the tenant objects to the old area as stated by the landlord, the area as stated by him should also be entered in the left-hand corner to enable the Assistant Settlement Officer to make enquiries at the time of final attestation.

At preliminary attestation the *muharrir* will explain to the raiyats on what date final attestation will be made, and that they will then hear their new rents. He will also prepare the *tawfir* statement when necessary. He will correct the records and map according to the orders passed on the *badars*, and see that the necessary notices are issued on absentees. He will enter from day to day in the order sheet a brief statement of the work done on each day.

The *khatians* will then be arranged alphabetically by status as shown in the (A) Form given in Appendix A] and given a serial No. in pencil. The serial No. will consist of a numerator, which will be the serial number running right through the village, and a denominator, which will be the serial number in a particular status. The same serial No. will afterwards be entered in column 1 of the schedule in pencil (a blank line being left between each number), and after judgment is written, the numbers will be written up in ink both in schedule and *khatians*. As it is intended that the schedules shall serve as a *terij* or index to the

khatians, the *anabadi* and *jagir* (not to be resumed) *khatians*, of each *tauzi* shall be placed after the *nijchas*, *khatians*, i.e., after the last *khatians* of the B schedule.

The *misl* will then be prepared according to the instructions given in Part II of the Rules.

4 Preliminary attestation being concluded, columns 1—6 of the schedule form given below will be filled up for the revenue-paying portion of the village (if this has not already been done at head-quarters).

Tauzi No. in Village *Fargana* District Village Rate.

Serial number.	Serial number of <i>khatian</i> .	Name of tenant.	Number of plots.	Old area.	NEW AREA.			Existing rent.	Proposed rent.	Whether accepted or not.	Settled rent.	Whether accepted or not.	REMARKS. (Here note reference to judgment in case of non-acceptance.)	Page No. in volume of <i>khatians</i> .
					Cultivated.	Uncultivated.	Total.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<i>a</i>	<i>b</i>				<i>a</i>	<i>b</i>	<i>c</i>							
				A.D.	A.D.	A.D.	A.D.							

A *terij* will be prepared for Government and *bahaldar's* lands, and *raiya*ts of Government *bahaldars* only in the form given in Appendix A. The (A) form (the portion prepared before *jamabandi*) for each *tauzi*, and the *tahsilalahida* form for the whole village, including *bahal* will be made. The *tahsilalahida* form to be used is given below—

TAHSILALAHIDA FORM.

LAST SETTLEMENT.				PRESENT SURVEY.						REMARKS.
Name of Mauza.	Name of Tahsilalahida.	Area of Mauza.	Area of Tahsilalahida.	Excluding <i>bahal</i> .				Area of Mauza.	Area of Tahsilalahida.	
				Name of Mauza and tauzi No.	No. of fields.	Name of Tahsilalahida and tauzi No.	No. of fields.			
1	2	3	4	5	6	7	8	9	10	11
						<i>Add</i> Niz-mauza ... Lakhraj <i>bahal</i> (If not included above) Sarkari ... TOTAL ...	No.of fields Total		<i>Area</i>	

The areas of all *tauzies* and of the whole village will then be verified and corrected. The entries regarding areas should be made in the *khewat* part I for each *tauzi*. The totals of the pages of the *khaskra* will be verified, and the correct totals will be entered in the *milan khasra*, which will then be verified with the *tahsilalahida* form. Where separate *milan khasras* have been prepared for each *tauzi*, totals will be included under the totals in the *milan khasra* of the *niz-mauza*, and a grand total made.

This grand total must agree with the grand total area of the village entered in the *tahsilalahida* form.

The village rate will then be prepared and passed by the Assistant Settlement Officer. The excess area statement and tenure holder's form will be filled up, and column 7 of the schedule written, in accordance with the rules contained in Part I.

The village will then be ready for final attestation.

6. At final attestation the Assistant Settlement Officer will have the *khatians* and schedules before him. He will select grazing grounds, etc., according to the instructions contained in Part I. He will seal the *khatian*, and sign the entries of status and existing rent, as the *khatian* is read out. He will then announce the new rents recorded in column 7 of the schedule. He will record and initial the acceptances, and will announce to all present, and objectors (if any), that the rents will be settled on the day fixed in the Rule 53 (a) notice. On the same day Rule 23 (a) and 19 notices will be issued. The Rule 23 (a) notice must allow seven days interval after service and should, as a rule, be for a date eight days after the date of final attestation.

7. On the day fixed the Assistant Settlement Officer will proceed to read out the names and new rents of all tenants, to settle rents for the objectors, and to issue special notices on those who have not given acceptances, and who are now absent. Intermediate orders regarding the proposal of rents to absentees should be entered on the order sheet.

8. Judgment should be written three or four days after the completion of *jamabandi*, and should contain the necessary note that applications under Rule 19 will be received up to a certain date.

9. The second portion of the (A) form will now be written up from the schedules, a short note of all alterations being made in the remarks column to facilitate entry in the Register for monthly return II. This Register will then be written up.

The *khatians* must then be carefully arranged, so as to correspond with their order in the schedules, and the serial Nos. in both written up in ink.

If x be taken as the number of tenants and 25 the number of *khatians* the entries in which an ordinary muharrir can explain to raiyats in a day, the date by which *badars* should be disposed of will be $\frac{x}{25} + 1$ day after the service of *sani* notice. In a village of some 300 tenants, if one or two days be allowed for giving effect in the records to the *badar* decision and the muharrir writes 120 schedules per diem, and if three days are allowed for the other work detailed above, the dates for final attestation will be $2 + \frac{x}{120} + 3$ days after date for the decision of *badars*. When schedules are prepared at headquarters the figures $\frac{x}{120}$ will be omitted from the calculation.

Specimen order sheet for a village of 300 tenants.

	1-11-96	The record having been put up, it is ordered that :— The records be made over to Ram Das, muharrir. Rule 11 (a) notice be issued to tenants and landlords for final attestation for 21-11-96, i.e. $\left\{1 + \frac{300}{25} + 1 + 2 + \frac{300}{120} + 3\right\} = 21$.		
	2-11-96	<i>Sani</i> notice for preliminary attestation to be issued for 2-11-96 with the order that <i>badars</i> are to be filed and will be disposed of by 14-11-96, i.e., $\left\{1 + \frac{300}{25} + 1\right\} = 14$		
	14-11-96	The raiyats being present, <i>bujharat</i> of 25 <i>khatians</i> was made, <i>badar</i> correction in records was made, and <i>tawfir</i> statements prepared. Notice was issued on Nos. absentees to be present on 4-11-96. [So on from day to day.]		
	15-11-96	13 <i>badars</i> disposed of and records corrected accordingly. Preliminary attestation being complete, order was passed that the records be put up in accordance with Rule 11 (a) notice on 21-11-96 for final attestation.		
	16-11-96	120 <i>khatians</i> were entered in the schedule, columns 1-6.		
	17-11-96	Do. Do. do. do.		
	18-11-96	60 <i>khatias</i> " " " and A form and rough terij prepared.		
	21-11-96	The <i>Tahsilalahida</i> statement was prepared, the <i>milan khasra</i> corrected and comparison of areas made and the village rate was prepared and passed. [So on from day to day.]		
	22-11-96	Final attestation was completed and order passed for drawing up a proceeding under Rule 23 (a), and service of it under Rule 24 (2) for 29-11-96. Rule 19 notice to issue for 23-12-96.		
	29-11-96	Proceeding under Rule 23(a) duly served. Rents were finally proposed to the tenants. Issue special notice on Nos absentees to attend on 4-12-96.		
	4-12-96	<i>Jamabandi</i> having been completed, put up on 8-12-96 for judgment.		
	8-12-96	Judgment was delivered, and the rents proposed on 29-11-96 declared fair and equitable and ordered to be entered in the <i>khatians</i> .		
	9-12-96	All rents entered in the <i>khatias</i> and the A form completed.		
	23-12-96	No application having been made under Rule 19 (or Applications under Rule 19 having been disposed of) order was given to make over the records to.....kanungo, and to issue notice for draft publication for.....(date).		
	2-1-97	Whereas, according to the draft publication kanungo's report, draft publication was duly made on 1-1-97; ordered that records remain open in camp for inspection till 3-2-97.		
	4-2-97	Records having remained open to inspection for one month, ordered that the records be sent to the head office for copying. Records having returned from office ordered that notice for final publication do issue for (date). Whereas, according to the final publication kanungo's report, final publication was duly made, ordered to make the necessary entries in the <i>mahatwar khewat</i> .		

Note by Mr. H. D. deM, Carey on the organisation of a camp for the settlement of rents and assessment of revenue.

INTRODUCTORY NOTE.

The chief aims of the Assistant Settlement Officer must be (1) to get all objections recorded and corrections made before he proposes rents; (2) to get the villagers to understand their khatians and new rents before he enters into discussion with them; (3) to collect all possible information affecting the actual realisation of recorded demands before he settles new rents.

The object of this note is to show that careful attention to these points is quite consistent with a high rate of outturn, if the details of camp work are systematically arranged, and responsibility distributed between various branches.

PART I

General outline of the work of an assessment camp. A village record passes through the following stages —

1. *Record-room*—Here every record must be carefully examined, indexed, and arranged by the record-keeper at least a fortnight before it will be required for assessment. Defects should be reported to the Assistant Settlement Officer. The name of the present settlement village will also be entered against each estate contained in the Mahal Progress Register A.

N. B.—It is presumed that all last settlement names of villages and areas are entered in this Progress Register as soon as, or before, the assessment camp begins work.

2. *Entry in programme and issue of notice for assesment.*—In this stage the record passes into the hand of a head muharrir, who examines it to see if the attestation work is complete and reports to the Assistant Settlement Officer; it must be ascertained at this time that all recent partitions have been given effect to, or if not, no time must be lost in deputing an amin. The notice for assessment is then issued some days before it is intended to receive petitions, and will show that petitions will be received from a certain date to a certain date

In the interval between the issue of notice and the first date fixed for receiving petitions, the Assistant Settlement Officer will visit the village to acquaint himself with any special advantages or disadvantages of the lands, and to collect information as to the actual realisation of demands, and to interest the villagers in his procedure, in order that they may come in freely during the dates fixed for hearing petitions.

3. *Actual assessment work, during which the record is in the hands of an assessment muharrir.*—This may be subdivided as follows:—

(a) *Period for receiving objections.*—This should usually be calculated on the supposition that two-thirds of the villagers will wish to have their khatians explained to them, and that 20 khatians can be explained per day; not less than four days should, however, be given for this period, and two or more villages whose total numbers of tenants does not exceed 150 should be given to one muharrir, the period for this and each succeeding stage being calculated on this total. If a village has over 300 tenants, the record should be divided between two or more muharrirs, either by tauzis or by status, as may be most convenient.

The maximum time for this period should usually be ten days, but if owing to a large number of difficult disputes or amin's enquiries orders cannot promptly be passed on all objections, the Assistant Settlement Officer must extend the time and can give more work to the muharrir who has the record. This can be arranged by combining or dividing records as described above, but a small record must not be given to muharrir who has also a large record to work on.

The villagers usually attend from 1 to 6 P.M., and in the morning hours the muharrir will check the totalling of the schedules, and carry out all orders passed on petitions.

(b) *Preparation of record for proposal of new rents.*—Office work by assessment muharrir—calculated as follows:—

One day for competition of tamil not done during stage (a), for revising schedule totals and preparing village rate, and also one day per 75 tenants for calculation of subsidiary statements and of new rents. If a large number of orders are not passed till the end of stage (a) more than one day must be allowed to complete *tamils*, but the Assistant Settlement Officer must do his best to dispose of objections from day to day.

(c) *Proposal of new rents calculated as follows.*—One day per 50 tenants for explaining new rents and recording acceptances, one day extra for dealing with persons who have not given acceptances. The muharrir will *tamil* every morning the order passed the day before, a head muharrir actually writing the new rents and corrections of status in the khatians. One extra day will be reckoned after the above for completion of *tamil*.

4. *Completion of check by head muharrir.*—The head muharrir (as described later on) will have done all the checking that can be done during the stages preceding, but two days more may be allowed for him to complete check before judgment is signed and the record passed into the next stage.

NOTE BY SETTLEMENT OFFICER.—Assistant Settlement Officers may find it more economical for one muharrir to carry the work of his record right through till draft publication. The assessment muharrir has a knowledge of his record which the completion staff do not possess.

5. *Preparation for draft publication.*—This is done by a completion staff consisting of a head muharrir and two muharrirs (when completion reports are actually being written, a further staff of a clerk and one more muharrir is necessary). In this stage the new rents are totalled and checked, and the schedule totals of existing rent and new area are checked. Then the second half of the (A) Form, the Return II register, and the new area in Mahal Progress Register A, are simultaneously written up. The Assistant Settlement Officer then examines the areas in the Mahal progress Register, tauzi by tauzi, and if there is any discrepancy, makes the most careful enquiries to ascertain whether there are lands elsewhere which were at the last settlement included in the collections of these villages.

It will often save much trouble if before assessment he enters in pencil the new area of each village, tauzi by tauzi, in the Mahal Progress Register from the attestation record, so that before assessment begins he may see if there is any serious discrepancy to reconcile. Where a last settlement village is represented by several present settlement villages in the Mahal Progress Register, this is essential, as otherwise he will not discover the discrepancy until all the villages concerned have been assessed.

6. *Draft publication.*—(Vide paragraph 8 and Part III, paragraph 2 below.)

7. *Preparation for copying by the completion staff as in stage 4.*

The records are to be corrected according to cases; the schedule totals for existing and settled rent and new area re-totalled and re-checked; the schedules re-numbered in ink (this should not be done before) and the totals copied into the register of mahal assets. The entries in the 2nd half of the (A) Form, the Return II register and Mahal Progress Register will then be corrected simultaneously and the record returned to the record-keeper.

Copying.—The records will be sent in to one of the copying centres in batches of 10 or more, with a list showing the order in which they are to be finally published, and the Supervisor will calculate the time to be taken on each, and so arrange for their being finished in that order.

NOTE.—The Assistant Settlement Officer on first making his programme should similarly calculate so that jamabandi may be completed in compact order, beginning farthest away from his next centre, and ending the 3-mile radius of his next centre, so that work may go on continuously, the last few villages being begun from one and finished from the next centre.

NOTE BY SETTLEMENT OFFICER.—Programmes should be so arranged as to allow work to be done from April onwards in centres where bungalows are available.

Draft publication will thus be done in the same compact order, and the same order will be given for final publication.

9. *Final publication* should be made by a specially appointed kanungo. Names should be sent up at least a month before final publication begins, and the work should not begin until the kanungo can have continuous employ.

HART II.

1. *How to make a programme.*—The basis of a programme must be the time taken on stage 3, the period during which the record is in the hands of a muharrir for assessment. (vide part I), and the work will be so arranged that a record is to be given to each muharrir the day after he gives up another. Thus for a village of 150 tenants, stage 3 should occupy the following period :—

	(a) 5 days.
	(b) 3 "
	(c) 5 "
	—
Total	... 13 days.
	—

2. Thus if 10 muharrirs are employed on actual assessment work each can turn out 150 tenants in 13 days or, allowing for holidays and illness, let us say 150 tenants in 15 days or ten tenants a day, i.e., total 3,000 per month, and this with the most ample provision for every attention to villagers.

3. The Assistant Settlement Officer's programme for assessment and the head muharrir's diary should have two columns added, one to show the dates between which petitions are to be received, and the other to show the date on which the assessment muharrir's work will be concluded. The Assistant Settlement Officer must remember that he can only keep up a routine rate of progress where no serious difficulties occur. He is expected to ascertain all serious difficulties at the latest within the first few days of stage 3, and to modify his programme accordingly and re-adjust the work given to each muharrir, so that none are left idle.

PART III.

1. *Miscellaneous duties.*—The clerk will have charge of all returns except Return II, which is kept by the completion staff.

2. The draft publication kanungo is only occupied some 20 days a month at the most. When he is out he must be out continuously, and when he is in he must be employed continuously, i.e., he must have definite duties assigned to him which should generally be part of the clerks' work and may also be the preparation of returns (except Return II).

NOTE.—When a completion staff clerk exists and is not fully employed, he may be given the returns,

3. The least useful and lowest paid muharrir of the assessment staff will be kept to write notices, and will not be given assessment work. He will write all the notices for assessment, notice on absentees, and all the Assistant Settlement Officer's summons and processes, and will be under the supervision of the muharrir described in the next paragraph.

4. The amount of Rs. 15 sanctioned for a draft publication kanungo's muharrir is not always used, as the kanungo rarely has a muharrir, and if he has, he is a low-paid man.

This sum will be applied to pay a bench muharrir, whose duties will be—

(i) To put up before the Assistant Settlement Officer all badar report sheets, petitions and cases.

(ii) To write on all these, in accordance with the Assistant Settlement Officer's decision, a vernacular order showing exactly the corrections to be made in the records with reference to khatian and khasra numbers.

Thus assessment muharrirs will not be kept hanging about the Assistant Settlement Officer for orders, and will not have to search miscellaneous papers for a clue to the *tamil* of orders. Further, the checking of *tamil* will be much simplified.

If the bench muharrir is overworked, another man must be taken from the assessment staff and made assistant. It will be far more economical to have one man less on assessment than to have an indefinite mass of work distributed over all the assessment staff.

PART IV.—Duties of more responsible clerks.

1. The record muharrir must have five distinct divisions of the records—

(i) Records of which assessment work has not begun are in his sole charge, and should be methodically examined as described in Part 1, paragraph 1 above.

(ii) Records required for assessment, accessible to the assessment head muharrirs and muharrirs.

(iii) Records of which jamabandi is complete, but which are not ready for copying, accessible to the completion staff. This section may be divided into two: "Before Draft Publication" and "After."

(iv) Records for final publication.

(v) *Last Settlement and Miscellaneous*.—On receipt from and issue to muharrirs in each of the first three stages.

The record-keeper is solely responsible for arranging and indexing the records according to rules, and for reporting missing or damaged papers, and at all times he is responsible for all records being properly folded and preserved and being kept in their proper racks. Each *basta* should have a label distinctive of the rack to which it belongs, which only the record-keeper should be allowed to change.

2. *Duties of the Assessment Head Muharrirs*—

(i) In consultation with the Assistant Settlement Officer to arrange a programme for each muharrir in their charge, so that all may be continuously employed, and that before the work of one is finished it may be decided which record he shall have next.

(ii) To sit for their work with the assessment muharrirs in their charge grouped round them, so that they can hear and answer questions. (In the afternoon each head muharrir must have a space round him sufficient for the records of 30 villagers.) This should secure that villagers are patiently treated and badars intelligently recorded.

(iii) At least once in three days to take up the record of each muharrir, examine it in the utmost detail, note all difficulties, complete the report sheet for the Assistant Settlement Officer, and do all the checking that can be done at that stage.

NOTE.—If there are 10 muharrirs doing assessment a head muharrir will thus have two or three records a day to examine.

(iv) The checking duties mentioned in paragraph (iii) may best be carried out on the following plan:—

All schedule totals required for the village rate to be checked; village areas as shown on every paper in the record to agree.

NOTE.—The head muharrir must himself prepare the village rate form.

One-third of all entries in subsidiary statements and all new rents, to be checked and marked, and mistakes reported to the Assistant Settlement Officer, who will decide whether any further check is necessary according to the nature of the mistakes.

The head muharrir must see that an entry has been made in pursuance of all orders passed during assessment, but will at first only check the accuracy of one-third of the *tamil* and report to the Assistant Settlement Officer for orders as to any further check.

The head muharrir must himself enter in the khatians all new rents and corrections of status.

NOTE.—It has already been shown that if a head muharrir sees each record once in three days it only means examining less than three records a day, so he can examine them very thoroughly, and this should prevent difficulties not coming to light till the last moment. If he sees a record of 150 tenants every three days he will examine it once two or three days before it is given to a muharrir, twice during the time petitions are being heard, once when new rents are being calculated, once during proposal of new rents, and once after the muharrir has done with it.

(v) If the muharrirs come from 10 to 6 the head muharrirs must come from 8 to 11, and 1 to 6, as when checking work is to be done the muharrir and head muharrir cannot both have the record; and this sort of work should be done from 8 to 10 A. M.

(vi) Head muharrirs must see that the muharrirs' diaries are properly kept up, and should keep a note-book in which to enter the records they examine daily and note mistakes as they go along for report to the Assistant Settlement Officer.

3. Completion staff Head Muharrir—

(i) To ascertain beforehand on what dates records will come in from the assessment staff, and to distribute them between his to two muharrirs.

(ii) To check all schedule totals of new rents, and one-third of those of existing rents and new area, and to report mistakes to the Assistant Settlement Officer for orders as to further check.

Before draft publication to make the entries in the Return II register, and see that entries are correctly made at the same time in the 2nd half of the (A) Form and in the Mahal Progress Register.

(iii) To see that the record is ready for draft publication in time according to the programme kept by the Assistant Settlement Officer.

(iv) To see that all orders passed after assessment are entered in the records, to check the accuracy of one-third of the entries, and to report mistakes to the Assistant Settlement Officer for orders as to further check.

(v) On completion of the correction according to cases, to re-check schedule totals [as in paragraph (ii)] and to enter them in the register of mahal assets, at the same time correcting the entries in the 2nd half of the (A) Form, Return II register and Mahal Progress Register.

(vi) To return the record at once to the record-keeper.

(vii) To total and cross total the entries in the register of mahal assets as soon as they are complete for any estates, and to report the fact to the Assistant Settlement Officer.

(viii) When a pargana is complete, to compare the return register with the Mahal Register, and to see that every entry in the former has found place in the latter (except those that refer to other parganas), and in case of any discrepancy to refer to schedule totals.

(ix) To compare the progress register with the register of mahal assets, and in case of discrepancy to refer to the schedule totals, and to see that no instances of discrepant areas have been left unexplained.

Completion staff clerk.—When a clerk has been appointed to a completion staff, he will keep Return II and its register. The duties (viii) and (ix) of the completion staff head muharrir will be transferred to him. He will also prepare an English copy of the detailed register of mahal assets, entering the names of villages as soon as possible, and the figures as soon as the entries for each estate are complete.

His chief work is to compile the completion report statements from the registers (*viz.*, from ruidads, abstract register, A Register, Mahal Progress Register A, and register of mahal assets), and he will have one muharrir to assist him. He must be good at arithmetic, as he has to calculate all the incidences of rent. His muharrir may do some of this, but he must check all.

PART V.—Important duties of the Assistant Settlement Officer.

1. To see that the programmes of each department fit into one another, and that no delay occurs in Passing from one stage to another.

2. To proportion the strength of various departments in modification of the general instructions given above, as may be found necessary, so that in no stage the work falls into arrears.

3. To dispose of all badars and cases, *village by village*, taking up about three villages a day during assessment, to dispose of all uncontested matters, or matters, decided by a few questions, in the afternoons when villagers are present, and to reserve a separate day for each village for disposing of seriously contested cases. The object of this is that persons with trivial corrections to obtain may not be detained constantly in camp, and that the assessment muharrirs may not have all the *tamil* to make on one day.

Similarly, in disposing of cases, 1, 2, or 3 days should be fixed during, and shortly after, the period of inspection for each village, so that villagers may not have to come in several times about similar disputes. If the number of cases is large, the Assistant Settlement Officer should go to the village, and having thus given every facility for the production of evidence should not ordinarily grant any adjournment.

4. As noted in Part I, paragraph 2, to visit each village before assessment begins, to collect all general information he will require for settling fair rents, and determining the revenue demand, and to induce the people to come into camp. The whole success of this scheme depends on his getting the villagers in. If the difficulty is with the zamindars or their agents (as is usually the case with petty zamindars) he should, when issuing notices for assessment, issue also on the principal shareholders a notice stating the total area and rent of their *tauzi* as attested, and that new rents are to be settled and revenue to be revised, and that if they do not produce their collection papers within the dates fixed for hearing petitions, it will be

assumed in fixing the revenue demand that all rents recorded are realised in full. This will probably bring them in. The Assistant Settlement Officer should make extracts from their palm-leaf bhians and from the receipts of selected villagers and try to ascertain actual collections for several years in individual cases. He must also ascertain how long arrears are usually allowed to run on, and in what way the zamindar takes steps to realise them, and whether in the long run he usually does realise their equivalent in cash or grain or some other fashion.

5. The Assistant Settlement Officer must arrange his camp so that each group of muharrirs works in the immediate presence of his head muharrirs, and at least so that all assessment muharrirs work in his own view. Assessment muharrirs, in the afternoon must work in the open, and the Assistant Settlement Officer must sit where he can see them. A judicious selection of trees and an expenditure of Rs. 5,10 or even 15 rupees on palm-leaf screens will always make this consistent with the comfort of muharrirs and villagers.

6. If the Assistant Settlement Officer goes out on 8 mornings in the month and visits 2 villages on each of those mornings, he can visit 16 villages a month, which is the maximum he is ever likely to assess, and it will usually be possible for him to visit 2 villages between 8 and 12 A.M.

On other mornings he will (a) examine carefully the work of either his record muharrir, or head muharrir, or completion clerk, or clerk to see that their work is being thoroughly done, and all programmes are drawn up well ahead and no delays are occurring, and he will also go carefully into the work of one assessment muharrir. He will receive the head-muharrirs' reports on mistakes found in the records, and pass orders, and also see report sheets and pass orders on difficulties.

Whatever he takes up he should go into very thoroughly, as it is better to examine thoroughly the work of each muharrir once a month, than hurriedly many times.

7. In the afternoons he will have up the badar sheets and report sheets of as many muharrirs as possible and decide on the spot all he can, and fix a day for each village for seriously contested matters. He will record all acceptances he can, and every two or three days he will have to settle rents for which acceptances were not recorded. There will also be casework, and all cases under section 105 or 106 should be heard in the mornings, if possible, and on as few days as possible, whole days being set apart for such casework. Assistant Settlement Officers should in all disputes and cases and in all settling of rents, first dispose of uncontested or easily decided matters, and set apart as few days as possible for serious disputes.

8. He must most carefully arrange programmes for amins. When an amin has been sent to a village, no work in other villages must be given him as long as there is work for him in that one, and if his work gets heavy, another or more amins must be sent to the same village and kept there as long as there is work for them. If the early stages of the work are properly done, all disputes must be found out at least a week before the completion of jamabandi, and there are very rarely any disputes in which all the amins' work cannot be done in a week. If there are, they would be found out much sooner.

Re-attestation work.—Where re-attestation is necessary some slight modifications are required in the above instructions.

(1) The muharrir must have the record two or three days before the dates fixed for receiving petitions.

(2) The stage for preliminary attestation will correspond with stage 3 (a) (for receiving petitions, except that the period must be calculated for all the tenants at 20 per day).

(3) The muharrir will give up the record one day after final attestation and get another. In order to effect this, two (or if necessary more) muharrirs will be taken from the assessment staff as *khasra readers*: their duty will be to read the *khasra* to the assessment muharrirs in turn as each record is given out; also one man from the assessment staff will be appointed as assistant bench muharrir, and his duty will be to attend to any new work on all records which may have to be done after final attestation and before assessment day, and to put up records for assessment, and *tamil* (with the head muharrir) settled rents. The re-attestation and assessment muharrir will *tamil* all orders passed up to the end of final attestation, and all acceptances recorded, before he gives up the record, and there should be very little work after final attestation.

Conclusion.—The initial work in every branch, the drawing up of the first programmes and the distribution of the supervision, must be done by the Assistant Settlement Officer alone, and he must keep all the threads in his own hand.

It will be useless for the Assistant Settlement Officer merely to explain these orders to his staff and leave matters to them. They are not intended to be an addition to the mass of instructions already to be learnt by heart, but merely to give the Assistant Settlement Officer personally an idea of how to organise his staff, so that they may work with the greatest efficiency, and if he carries out the idea faithfully, I am convinced it will save him personally a great deal of labour.

Instructions drawn up by Mr. J. E. Webster for the disposal of applications under sections 105 and 106 of the Bengal Tenancy Act, and miscellaneous petitions.

I.—Miscellaneous objections.—(a) It is necessary that there should be some limit to the time during which miscellaneous petitions can be disposed of at the jamabandi stage. Generally this date should be about four days after the last day of proposal of rents and about two days before the signing of judgment.

Petitions filed after this date must be registered under section 105, and will be disposed of after draft publication.

(b) The attention of Assistant Settlement Officers is at the same time directed to the rule requiring that no village shall be shown in the returns until it is completed. Petitions should therefore be disposed of, as far as possible, before judgement is written, and Assistant Settlement Officers must be careful not to abuse the discretion given them by the preceding paragraph, so as to postpone to a later stage, work which should have been completed during jamabandi.

II.—Amins' enquiries.—(a) All applications for enquiries by amins should—like other petitions—be entered on the badar sheet if made verbally, on the order sheet if by written petition.

(b) In disposing of amins' report the Assistant Settlement Officer should, as far as possible get the parties before him, and explain his orders to them personally. He must do so in all cases involving an alteration of rent.

III.—(a) Where a rent is to be altered the Assistant Settlement Officer's order on the petition or the amin's report must state how the alteration is to be made.

(b) All orders must be in the Assistant Settlement Officer's handwriting on the order sheet or badar list. It will be the duty of the bench muharrir or clerk to write out fully in the vernacular the purport of the Assistant Settlement Officer's order, except where the changes to be made are already shown in an amin's report or other statement.

IV.—Petitions under section 105.—See Chapter 6, Part III, Survey and Settlement Manual.

(a) Such petitions must be presented in the prescribed form. No stamp is to be required on them except in the case of lakhiraj bahal lands, when they must bear a stamp of As. 8.

(b) The party presenting them should be asked if he wishes for summons to be issued to his witnesses. The Assistant Settlement Officer will then at once fix a date and pass the necessary orders as to the issue of summons, and will note whether process fees are to be levied.

(c) The petitions will be registered in the form of the Board's register of miscellaneous cases.

(d) A separate petition must be filed for each village, and the name of the village must be clearly written in the remarks column of the register.

(e) Petitions will be dealt with in the manner laid down in rule 30, Chapter VI of the Government rules under the Tenancy Act. Ordinarily it will not be necessary to record evidence, but in cases involving important interests it is as well to make a memorandum of the statements of the parties and witnesses.

(f) No separate decree is necessary in these cases, but the Assistant Settlement Officer's order should state clearly his finding and the reasons for it.

(g) Where there is a serious dispute, and the Assistant Settlement Officer has reasons to believe that the parties will not be satisfied with a summary decision, he may direct the petitioner to file an application under section 106.

(h) The Assistant Settlement Officer may in his discretion accept petitions under section 105 filed after the expiry of the period of publication.

(i) To every village record will be attached a slip in the following form :—

Serial number of petition, section 105.	Serial number of plaint, section 106.	Date of filing.	Name of plaintiff.	Date of order.	Date of tamil.	REMARKS.
1	2	3	4	5	6	7

Columns 1 and 4 must be entered up on the date on which the petition or plaint is filed.

(j) At the end of the period of draft publication the records will be made over to the completion staff, who will make all necessary corrections in accordance with the orders passed, and will initial column 7 of this slip as each order is carried out.

(k) The head muharrir should from time to time check this slip with the registers of cases under section 105 and section 106.

V.—Applications under section 106 —(a) These applications, other than those referring to lakhiraj land, need not bear any stamp. Applications referring to lakhiraj land must bear a stamp of 8 annas.

(b) In dealing with these cases the Assistant Settlement Officer must follow strictly the procedure laid down in Chapters 3 to 18 of the Civil Procedure Code.

(c) Process may be issued free of cost or, at the discretion of the Court, process fees may be taken on the scale laid down in Part I Chapter 3, paragraph 10 of the Survey and Settlement Manual.

The first order of the Assistant Settlement Officer should state whether process fees are to be taken.

(d) Summons should always be issued for disposal of suit, section 68. Civil Procedure Code.

(e) All evidence to be given on oath and recorded by the Assistant Settlement Officer in English with his own hand.

(f) In cases under section 106 there must be a formal decree signed and dated, in addition to the judgment. The period in which an appeal can be laid runs from the date of the decree, not of the judgment. The decree should therefore be prepared without delay.

The decree will set forth the details required by the Civil Procedure Code in the usual form, and will be an order directing that a certain entry in the record be made or modified, as the case may be. Printed forms of decree may be indented for. The following extract from Special Judge's No. 463, of ^{21st}/_{23rd} August 1897, is reproduced for information and guidance:—

"In accordance with the Code of Civil Procedure appellants must file a copy of the decree and judgment against which they appeal. Formal decrees are rarely passed by Settlement Officers. So I have decided that in appeals to this Court appellants should file a copy of the judgment or order against which they appeal, where there is no formal decree of the entries in the khewat or khatian or other settlement record to which they object. In furnishing copies of such entries for purposes of appeal it would be well if the Assistant Settlement Officers would add a note that no formal decree has been passed in the case in question."

(g) In their judgment and decree the rights of parties must be carefully described in terms used in the Tenancy Act., e.g. settled raiyat; non-occupancy raiyat; *thani*, settled raiyat holding at rent fixed for the term of Settlement. The meaning of the vernacular terms used to describe status, such as 'thani,' 'pahi,' 'Bahaldar,' must be always explained.

(h) Application will be registered in the form of the High Court register of civil suits, and the provisions of paragraph i, j, k, of the rules for cases under section 105 will apply to these also. Care should be taken not to receive an application until it is duly verified.

(i) Records will not be detained in camp for more than ten days after the expiry of the period of draft publication, but will be sent to the copying centre. The Assistant settlement Officer may, however, retain the khasra and trace, and after disposal of the case will send the record to the Superintendent of copying centre, who will cause the necessary corrections to be made by the *munsarim*, who will fill up and sign columns 5 and 6 of the village case slip.

(j) To cases filed after the despatch of the record to headquarters the provisions of rule 7 of the reprint of miscellaneous circulars will apply.

(k) When the Assistant Settlement Officer is called upon to send records wanted by an Appellate Court the records should be sent direct to the officer calling for them, and a letter sent to the Settlement Officer informing him that this has been done.

VI.—Interchange of information regarding cases pending under section 105 and 106 Bengal Tenancy Act.—Whenever an application under either of these sections is presented at the Head Office of a district, or before an Assistant Settlement Officer in camp, but too late to be disposed of by him before the record is sent to be copied, intimation will be sent to the Superintendent of the copying centre, who will enter the case in a register in the following form, and attach a slip on the final record if it is ready, and if not, when it is ready. He will enter in this slip the particulars in columns 2, 3, 4 and 5 of the register, and note in column 7 of the register the date on which this is done. If the record is not with the Superintendent to whom the intimation is sent, he will send it to the officer with whom the record is.

copying centres.

Name of village.	Serial number of application.	Date of application.	Name of applicant.	Officer to whom case sent for disposal.	Date of receipt of village record for copying.	Date of filling up slip on record of rights volume.
1	2	3	4	5	6	7

When records are being sent to an Assistant Settlement Officer for final publication, the record-keeper should note in the column of remarks of the chalan accompanying the records, against each village, whether any cases are pending or not. On receipt of the records the Assistant Settlement Officer should arrange for the disposal of the cases as soon as possible. Final publication need not be delayed in the villages where cases are pending, but the entries concerning the khasra numbers which are the subject of the application must not be finally published till the application has been disposed of. Assistant Settlement Officers in charge, and Assistant Settlement Officers in charge of copying establishments, should see that the record-keepers have a vernacular translation of the orders which concern them.

VIII.—*General*.—From the Special Judge's letter No. 572 of 3rd December, 1897, of which a copy has been circulated, Assistant Settlement Officers will observe—

- In these the order passed acquires no finality, and a somewhat less formal procedure may be adopted, provided always that there is enough on the record to show that the parties have been given a fair hearing, and that the Assistant Settlement Officer has grounds for his decision.

Of the five classes of embankments mentioned in Mr. Odling's note, only classes I and II will be in all circumstances permanently maintained. Class III will probably be maintained during the period of the new settlement. The question of the abandonment of class IV is still under consideration. Those entered in class V have been abandoned, and should not be recorded as the property of Government. They may be included in the *mahalanabadi khatian*. But cultivated lands should be entered in *rai-yati khatians* and assessed to rent.

(1) What benefit has been caused to the owners of the protected land, either by a rise of rents or by a more certain collection of the demand.

- The areas protected will be found marked in copies of the Public Works Department maps that will be supplied to all Assistant Settlement Officers, and the schedules accompanying the maps will give the names of the villages and the areas protected by each embankment.

[illegible]

Digitized by: Odishaarchives.nic.in for Gopabandhu Academy of Administration, Odisha

In the remarks column should be noted any special causes that may have led to an abnormal rise of rents or extension of cultivation.

3. If there are in the circle any lands protected by class III or class IV embankments, the Assistant Settlement Officer should ascertain—

- (1) The total assets of such area.
- (2) The present revenue payable.
- (3) The revenue the Assistant Settlement Officer would propose.

He will then estimate from the information given him by the landlords and tenants, and his own local experience, what reduction of assets might be caused by the abandonment of any such embankment, and the probable effect on the Government revenue. In considering this question the general effect over the whole area affected should be looked to, and too much stress should not be laid on damage done to a limited portion of it, even though serious.

If in the Assistant Settlement Officer's opinion immediate damage to any village site, or to any tract of country, is likely to be caused by the abandonment of a class IV embankment, a special report should be submitted to the Settlement Officer direct without delay.

4. The results of the enquiries will be scrutinized by inspecting officers, and will eventually form the subject of a paragraph in the general report for the circle or par gana.

Treatment of Lakhiraj Bahal Lands.

1. In considering whether any area is resumable as excess, Assistant Settlement Officers should, if possible, place together the area recorded in one special number, and determine whether there is a total increase of area.

If there does not appear to be excess of more than 10 per cent. of the total area included in one special number, no proceedings in regards to the excess need be taken.

2. Assistant Settlement Officers must bear in mind that we shall eventually have to re-write Collectorate B Register, Part I. With this end in view they should bring together the grants and areas as follows :—

Pargana.

Assistant Settlement Officer's serial number.	Serial number in Register B, Part I.	Serial number.	Name of Village.	General number.	AT LAST SETTLEMENT.			AREA AT SETTLEMENT PRESENT			Difference + or - between columns 7 and 10.	REMARKS.
					Area.	Deduct bazyajti.	Bahal lakhiraj bahal.	Bahal area.	Area resumed by consent.	Balance.		
1	2	3	4	5	6	7	8	9	10	11	12	13
												Give references to any outlying portions in other villages.

3. Columns 1 to 8 may be filled up at once from the B Register. If the name of the village in column 4 now differs, a note may be made in the column of remarks giving the name of the present settlement village and any necessary explanation.

Space should be left at the end of the register for entry of several numbers where special numbers are found in the register of other parganas.

4. In order to make the figures as accurate as possible, the record muharrir should initial each entry after comparison (and correction, if necessary) of the areas in columns 5, 6, 7 and 8 with the *tarmim ruidad*.

5. All entries in respect of which any discrepancies between B Register, C Register and *ruidad* are found should be made in red ink. A list of such errors with the Assistant Settlement Officer's orders should be placed in the volume, i. e., blank sheets should be bound into the volume for the Assistant Settlement Officer to record all orders of this nature. Columns 9 to 11 should be filled up as each village is assessed. An index should be prepared from the register when the assessment of the pargana is complete giving the following particulars :— Name of village, General No., page. The index should be copied on to the blank pages and should be signed by the Assistant Settlement Officer after he has satisfied himself by comparison with the village records, the B Register and this register, that the latter is complete.

6. Assistant Settlement Officers in charge are particularly requested to supervise the work of Assistant Settlement Officers in regard to the collection of general numbers under special numbers.

7. They are also asked to arrange with their Assistant Settlement Officers that copies of all information on this subject, collected by Assistant Settlement Officers in the course of their completion work, may be sent to them and kept in a permanent file, so that when the B Register, Part I, of the district is re-written it may not be necessary to do any part of this work over again.

Instructions for final publication.

1. The Assistant Settlement Officer should carefully draw up a programme for final publication with a view to avoid waste of time. Records should be published, as far as possible, block by block. Records of scattered villages should not be published unless there be special reasons for doing so. The kanungo should not start his work till all the final records of a block are received in camp. When the records are sent to a copying centre after draft publication it is advisable that a programme for final publication should be sent to the Superintendent of the centre. The Superintendent should endeavour to get the copies made before the date fixed.

2. On receipt of the records for final publication the Assistant Settlement Officer will enter them in the following register :—

Final Publication Register No. 1.

Serial number.	Number in Record-keeper's Register.	Date on which final publication notice was issued.	Date fixed for final publication.	Dates on which records were published.	Date of return to head-quarter.	REMARKS.
1	2	3	4	5	6	7

3. He will then issue notices, and cause the records to be duly published by his kanungo on the dates fixed, the procedure being the same as for draft publication, except that at the time of the final publication the raiyati copies of the final records of the revenue-paying estates will be distributed.

4. The kanungo will keep a receipt register for copies of khatians in the following form :—

Final Publication Register No. II.

Serial No. of village in Register I.	Name of village.	Number of copies of raiyati khatian.	Date of final publication.	REMARKS.
1	2	3	4	5
1	Rampur ...	200 50	28-7-97	

Khatian number.	Name of tenant who received copy.	Date of receipt and signature.	REMARKS.
1	2	3	4

5. The kanungo will enter in Register II the number of undistributed raiyati khatians in red ink below the total number of raiyati khatians as shown above.

6. The kanungo should read out the entries in the final record, and sign and date the seal at the same time as his muharrir distributes the khatians and gets the raiyats signatures.

7. The kanungo is forbidden to make any change in the final record, but if he finds that any holding has changed hands, he may give the raiyati copy of the khatian to the successor in interest, taking his signature in Register II, and make a note of the mutation in the column of remarks of that register. But where the succession is disputed, i. e., more than one successor appears, he should not distribute the khatian without the permission of the Assistant Settlement Officer.

8. The kanungo should be kept up to an average of 1,000 khasra numbers a day, and should be accompanied by a muharrir, who will assist in distributing khatians and writing up Register II.

9. The entries for each village in Register II should be signed by the kanungo.

10. The kanungo should take out with him only the final records and the raiyati copies. Working khatians and khasras should not be taken by him.

11. When the final publication is over, he must not delay unduly merely because the khatians remain to be distributed. He should inform the villagers where those who have not already got their khatians can get them. Undistributed khatians may be kept at the Assistant Settlement Officer's camp till the close of the field season.

12. Assistant Settlement Officers should endeavour to let villagers know that no mutation fees, and no fees for the rayati copies, are charged.

13. The undistributed rayati copies will be returned to camp along with the finally published records, and will be in charge of the record muharrir, who will give to any tenant his copy if he applies within a month of final publication. After this period the finally published records and the undistributed rayati copies will be sent to headquarters. They will be given out from headquarters on application.

14. The record muharrir will keep a supplementary Register II of receipts for khatians not distributed in the mufassal, entries to be made in the same way as if made by the kanungo on receipt of records after final publication.

16. The record muharrir will also keep in the following form a register leading up to the monthly return of final publication :—

Month.

Number in Register I.	Name of Village.	Area.	Number of plots.	Number of tenants.	Number who have received copies.	REMARKS.
1	2	3	4	5	6	7

17. A monthly return of final publication will be submitted in the following form along with other monthly returns :—

Monthly Return of Final Publication.

NUMBER OF VILLAGES FINALLY PUBLISHED.			Total area up to date.	Total plots up to date.	NUMBER OF TENANTS FINALLY PUBLISHED.			Total number of khatians distributed up to date.	REMARKS.
Previous.	Present.	Total.			Previous.	Present.	Total.		
1	2	3	4	5	6	7	8	9	10

18. For the purposes of final publication the following staff will be allowed :—

	Rs.
1 Kanungo	20
1 Muharrir	15
2 Peons at Rs. 5 each	10

Sanction for the entertainment of this staff for stated periods should be obtained from the Assistant Settlement Officer in charge of the district, and this staff will be expected to finally publish 30,000 plots a month.

The kanungo will be entitled to travelling allowance at the usual rate.

19. When a very large number of records have to be published, more than one kanungo may be employed with the above establishment, to expedite publication.

FORMS OF KABULIYAT AS SANCTIONED BY GOVERNMENT.

A—Form of *Kabuliyat* for proprietor where there is no proprietary tenure holder.

I take the proprietary settlement of estate _____, tauzi No. _____, district _____, for _____ years, from _____ to _____, at an annual net revenue of rupees _____,

subject to the following conditions :—

1st.—I shall be at liberty to sell, alienate, otherwise transfer, the whole, or any share, of the said estate subject to the terms of this settlement ; but I shall remain liable for the revenue assessed thereon unless and until the transfer is registered under the provisions of Act VII (B. C.) of 1876. But, notwithstanding such transfer, so long as my name stands recorded in the Collector's registers, maintained under the provisions of the said Act, VII (B. C.) of 1876, or of any other similar law for the time being in force, with respect to any share or interest in the estate, I shall continue to be jointly and severally liable with other sharers, if any, for the whole revenue of the estate.

2nd.—I will pay the aforesaid amount of Government revenue, kist by kist, according to the kistbandi noted on the back of this engagement.

I hereby admit that I have no right or claim to any abatement of revenue on the ground of inundation, drought, or any other calamities of season.

3rd.—I hereby bind myself to respect the rights of all tenure-holders, under-tenure-holders, raiyats, under-raiyats and other tenants as recorded in the settlement papers, and not to collect from them any higher rents than those recorded in the present settlement proceedings otherwise than after legal enhancement.

4th.—On the expiry of the aforesaid period of settlement, I, or my legal representatives shall have the right to a renewal of the settlement on the revenue that may be then fixed, and if we do not take the settlement on the revenue that may be then fixed, we shall be entitled to receive malikana at the usual rates.

5th.—I recognize and admit that Government has the right to maintain or abandon any public embankments or drainage works upon my estate or on neighbouring land, and that payment of the land revenue of my estate is not to be dependant upon such maintenance, or to be affected by such abandonment.

6th.—If any waste lands in my estate be brought under cultivation, my right to receive the rents derivable therefrom without increase of revenue will continue during the currency of this settlement.

I hereby bind myself to preserve as grazing grounds, cremation grounds, and reserved tanks the plots specified on the reverse, and not to allow any person to cultivate such plots or any portion thereof; and I will not collect any rent on account thereof, so long as this lease continues in force. I also bind myself not to collect any money as grazing charge in respect of any of the aforesaid plots, and to take action in the course to eject trespassers from the plots hereby reserved, if the Collector require me to do so.

7th.—I admit the Government has the right to all minerals in my estate, excluding laterite and limestone, and that, in case minerals are found, Government is entitled to them and to right-of-way, and all other reasonable facilities for working and carrying away such minerals.

8th.—I hereby engage to file, in such public office as may be prescribed, any measurement, collection or other zamindari papers that may be from time to time called for from me by the Collector, or by any officer duly empowered under the rules framed by the Board of Revenue for the maintenance and correction of survey and settlement records, and to obey all the instructions contained in these rules without any objection so long as this lease continues in force.

9th.—This settlement has been made with me in anticipation of, and subject to, the sanction of the superior revenue authorities whose orders, if any, will be carried out by me with effect from the commencement of this lease. The settlement will not be valid unless it is sanctioned by such authorities or if it is set aside by them.

10th.—Neither I nor my heirs or representatives shall be at liberty to raise any objection to the remeasurement of my estate or to the preparation of a record of rights and settlement of rents, under any orders of Government which may be passed in view of settlement of the land revenue or otherwise, or to a reassessment of the land revenue, with effect from the expiry of the present settlement.

11th.—On breach of any of the above conditions, or on failure to perform any of the duties imposed upon me by the above ten clauses, I hereby acknowledge on behalf of myself, my heirs and representatives that in addition to any other penalties to which I may be liable, the Collector may, with the sanction of the Board of Revenue, take my estate under khas management and pay me malikana, as provided in sections III and V; Regulation VII of 1822.

Kistbandi.

Total amount of revenue payable.			Proportion payable at each kist.	Amount payable at each kist.			Month in which each kist falls due.	Latest day of payment.
Rs.	a.	p.		Rs.	a.	p.		

Schedule of plots reserved under clause 6.

Name of village.	Number of each plot	Purpose for which reserved.	Area.	REMARKS. (Enter any special condition, &c).
			A. D.	

B.—Form of Kabuliyat for proprietor where the whole, or a portion, of the assets is collected by a proprietary tenure-holder.

I TAKE the proprietary settlement of of estate , tauzi No. , district
, for years, from to

at, an annual net revenue of rupees

subject to the following conditions :—

1st.—I shall be at liberty to sell, alienate, or otherwise transfer, the whole, or any share, of the said estate subject to the terms of this settlement, but I shall remain liable for the revenue assessed thereon unless and until the transfer is registered under the provisions of Act VII (B.C.) of 1876. But, notwithstanding such transfer, so long as my name stands recorded in the Collector's registers, maintained under the provisions of the said Act, VII (B.C.) of 1876, or of any other similar law for the time being in force, with respect to any share or interest in the estate, I shall continue to be jointly and severally liable with other sharers, if any, for the whole revenue of the estate.

2nd.—I will pay the aforesaid amount of Government revenue, kist by kist, according to the kistbandi noted on the back of this engagement.

I hereby admit that I have no right or claim to any abatement of revenue on the ground of inundation, drought, or any other calamities of season.

3rd.—I hereby bind myself to respect the rights of all tenure-holders, under-tenure-holders, raiyats, under-raiyats and other tenants as recorded in the settlement papers, and not to collect from them any higher rents than those recorded in the present settlement proceedings, otherwise than after legal enhancement.

I will collect the amounts due from proprietary tenure-holders as recorded in the settlement papers, and will respect and observe all customary rights and special incidents of their tenures.

I will pay the whole revenue of the estate whether I collect the amounts payable by the proprietary tenure-holders or not.

4th.—On the expiry of the aforesaid period of settlement, I, or my legal representatives shall have the right to a renewal of the settlement on the revenue that may be then fixed; and if we do not take the settlement on the revenue that may be then fixed, we shall be entitled to receive malikana at the usual rates.

5th.—I recognise and admit that Government has the right to maintain or abandon any public embankments or drainage works upon my estate or on neighbouring land, and that payment of the land revenue of my estate is not to be dependent upon such maintenance, or to be affected by such abandonment.

6th.—If any waste lands in the hastabud portion of the estate be brought under cultivation, my right to receive the rents derivable therefrom without any increase of revenue will continue during the currency of this settlement.

I hereby bind myself to preserve as grazing grounds, cremation grounds, and reserved tanks the plots specified on the reverse, and not to allow any person to cultivate such plots or any portion thereof, and I will not collect any rent on account thereof, so long as this lease continues in force. I also bind myself not to collect any money as grazing charge in respect of any of the aforesaid plots, and to take action in the courts to eject trespassers from the plots hereby reserved, if the Collector require me to do so.

7th.—I admit that Government has the right to all minerals in my estate, excluding laterite and limestone, and that, in case minerals are found, Government is entitled to them and to right-of-way, and all other reasonable facilities for working and carrying away such minerals.

8th.—I hereby engage to file, in such public office as may be prescribed, any measurement, collection or other zamindari papers that may be from time to time called for from me by the Collector or by any officer duly empowered under the rules framed by the Board of Revenue for the maintenance and correction of survey and settlement records, and to obey all the instructions contained in these rules without any objection so long as this lease continues in force.

9th.—This settlement has been made with me in anticipation of, and subject to the sanction of the superior revenue authorities, whose orders, if any, will be carried out by me with effect from the commencement of this lease. The settlement will not be valid unless it is sanctioned by such authorities or if it is set aside by them.

10th.—Neither I nor my heirs or representatives shall be at liberty to raise any objection to the remeasurement of any estate, or to the preparation of a record of rights and settlement of rents, under any orders of Government which may be passed in view of a resettlement of the land revenue, or otherwise, or to a reassessment of the land revenue, with effect from the expiry of the present settlement.

11th.—On breach of any of the above conditions, or on failure to perform any of the duties imposed upon me by the above ten clauses, I hereby acknowledge on behalf of myself, my heirs and representatives that in addition to any other penalties to which I may be liable, the Collector may, with the sanction of the Board of Revenue, take my estate under khas management and pay me malikana as provided in sections III and V, Regulation VII of 1822.

Kistbandi.

Total amount of revenue payable.			Proportion payable at each kist.	Amount payable at each kist.			Month in which each kist falls due.	Latest day of payment.
Rs.	A.	P.		Rs.	A.	P.		

Schedule of plots reserved under clause 6.

Name of village.	Number of each plot.	Purpose for which reserved	Area.	REMARKS. (Enter any special condition, &c.)
			A. D.	

C.—Form of Kabuliyat for proprietary tenure-holders.

(viz., Muqaddams, hereditary sarbarahkars, parsethis and padhans and the like.)

1st.—I hereby agree to pay from _____ to _____ to the
 recorded proprietor or proprietors of estate _____, tauzi No.
 district _____, the following sums, kist by kist, on the following dates :—

Kist.	Amount.	Month in which the kist falls due.	Latest day of payment.	REMARKS.
1	2	3	4	5

N.B.—The date in column 4 shall be not less than 15 days before the end of the month specified in the last column of the kistbandi statement appended to the zamindar's kabuliyat.

2nd.—I admit that, with the permission of the Government, I am now permitted to engage and I now do engage with the abovementioned proprietor _____ as a
 proprietary tenure-holder in mauza _____, district _____, area
 _____, total mufassal jama _____.

3rd.—I shall be at liberty to enjoy the customary rights and privileges of a
 proprietary tenure-holder from _____ to _____.

On expiry of this term I, or my legal representatives, shall have the right to re-engage with the recorded proprietor to pay the sums then fixed by the orders of Government, and the same rights and privileges of a _____ proprietary tenure-holder shall then be continued to me or to my legal representatives.

4th.—On the expiry of the aforesaid period of settlement, I, or my legal representatives, shall have the right to a renewal of the settlement on the revenue that may be then fixed; and if we do not take the settlement on the revenue that may be then fixed, we shall be entitled to receive malikana at the usual rates.

5th.—I recognise and admit that Government has the right to maintain or abandon any public embankments or drainage works in the area above specified in clause 2 or on neighbouring land, and that payment of the sum specified above in clause 1 is not to be dependent upon such maintenance, or to be effected by such abandonment.

6th.—If any waste lands in the area specified above in clause 2 be brought under cultivation, my right to receive the rents derivable therefrom without any increase of the sum specified above in clause 1 will continue during the currency of this settlement.

I hereby bind myself to preserve as grazing grounds, cremation grounds, and reserved tanks the plots specified on the reverse, and not to allow any person to cultivate such plots or any portion thereof; and I will not collect any rent on account thereof, so long as this lease continues in force. I also bind myself not to collect any money as grazing charge in respect of any of the aforesaid plots, and to take action in the courts to eject trespassers from the plots hereby reserved, if the Collector require me to do so.

7th.—I admit that Government has the right to all minerals in my proprietary tenure, excluding laterite and limestone, and that, in case minerals are found, Government is entitled to them and to right-of-way, and all other reasonable facilities for working and carrying away such minerals.

8th.—I hereby engage to file, in such public office as may be prescribed, any measurement, collection or other papers that may be from time to time called for from me by the Collector or by any officer duly empowered under the rules framed by the Board of revenue for the maintenance and correction of survey and settlement records, and to obey all the instructions contained in these rules without any objection so long as this lease continues in force.

9th.—This engagement has been made with me in anticipation of, and subject to, the sanction of the superior revenue authorities, whose orders, if any, will be carried out by me with effect from the commencement of this lease. The engagement will not be valid unless it is sanctioned by such authorities or if it is set aside by them.

11th.—In default of fulfilment of any of the conditions specified above, the recorded proprietor may apply to the Collector, and the Collector may thereupon take the lands specified above under direct management, and I and my heirs shall have no claim to receive any allowances unless my right to receive the same has been recognised by Government in a former settlement.

12th.—In default of due payment of the sums specified in clause 1 above, the recorded proprietor shall have the right to recover such sum by suit according to the law for the time being in force.

Name of village.	Number of each plot.	Purpose for which reserved.	Area.	REMARKS. (Enter any special condition, &c.)
1	2	3	4	5
			A. D.	

APPENDIX D (1).
Copy of Tahsilalahida Statement of Village Patpur, Ph. Karimul

LAST SETTLEMENT.				PRESENT SETTLEMENT.				REMARKS.
NAME OF VILLAGE	Name of Tahsil- alahida.	Area of Nijmauza.	Area of Tahsil- alahidas.	NAME OF VILLAGE	Name of Tahsil- alahida.	Area of Nij- mauza.	Area of Tahsil- alahidas.	
1	2	3	4	5	6	7	8	9
Patpur Mahal ...	...	M. G. B. 351 14 11 A. D. 511 550		Patpur T. No. 1265 Do. 3041 Do. 3042 Do. 3043 Do. 3044 Do. 3045 Do. 3046 Do. 1265, 3041 & 3046		194-114 29-452 14-403 14-666 9-180 10-244 3-337 5-299		
	Kathahar ...	...	M. G. B. 33 23 10 A. D. 30-079	TOTAL ...	...	280-695		
					Kathahar Tauzi No. 1257.			34-553
					...	...	280-695	34-553
Lakhiraj Bahal Mauza Patpur	Lakhiraj Bahal, Kathahar ...	M. G. B. 30 12 2 A. D. 27 257	M. G. B. 13 1 4 A. D. 11 562	Lakhiraj Bahal Patpur	...	25-663		4-426
		...		Public Works Department	...	40-869		
TOTAL ...	...	311 550	30-079	...	...	...		38-979

APPENDIX D (2).

[illegible]