

**GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(LAND REVENUE BRANCH)**

To

1. All the Commissioners of Divisions in the State.
2. All the Deputy Commissioners in the State.
3. Director, Land Records, Punjab, Jalandhar.
Chandigarh, dated the 14-10-99

Subject: Deposit of fee on account of supply of copies by the Patwaris and maintenance of proper account therefor.

Sir,

I am directed to refer to the subject noted above and to say that it has come to the notice of the Government that provisions of paragraph 3.48 of the Punjab Land Records Manual in regard to deposit of fee and maintenance of accounts relating thereto are not being complied with by the patwaris and the supervisory officials/officers. Attention in this connection is particularly drawn to paras 3.48 (iii), (iv) and (v) which are re-produced as under :-

- (iii) the patwari is forbidden to give copies except on lithographic forms which are supplied to him. On the top of each of these words "Receipt No." are printed. The number of the receipt handed over by the patwari to the applicant (paragraph 3.48 (v) infra) should invariably be entered by the patwari. Where the entry receipt No. is not printed on the form the patwari should record his entry in his own hand and insert therein relevant receipt number. He should write in red ink the copy of the jamabandi entry required by rule 15 of the rules under the Punjab Tenancy Act, all mutations affecting the khatauni holding which have been attested subsequent to the preparation of the jamabandi.
- (iv) The accounts of the fee realised by patwaris should be kept in the register in form P-XII given in appendix G, which will be supplied to them. The fee realized by the patwari during the month, should be deposited in the Treasury by the 10th of the next month. The field kanungo should check the register every month when he goes to the patwaris circle and should sign it in token of his having done so. The Tehsildar or the Naib-Tehsildar when inspecting the patwaris work should also check it. During September when the patwari comes to the Tehsil he should bring the register with him for check by the tehsil Wasil Baqi Nawis.

- (v) Supply of printed copies of receipt books for copying and inspection fees of patwaris records. The Patwari will be supplied with a printed receipt book in triplicate in which every amount realized by him shall be recorded. One foil will be handed over to the payee and the second sent to the tehsil Wasil Baqi Nawis through the field kanungo with the half yearly demand statements. As soon as the receipt book is exhausted the patwari will return the counter-foils to the office kanungo and obtain from him a new receipt book in exchange."
2. It is requested that compliance of these provisions may please be ensured. Any lapse on this account should be viewed very seriously and action taken against the delinquent officials/officers.
3. Kindly acknowledge receipt of this communication.

Yours faithfully,

Sd/-

Under Secretary to Govt. Punjab,
Department of Revenue