



सत्यमेव जयते

# Manual

of

Rules and Standing Orders relating  
to the Duties and Supervision of  
Land Records Establishments in the  
Bombay State

*SECOND EDITION*

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## I—FUNCTIONS AND DUTIES OF THE SETTLEMENT COMMISSIONER AND DIRECTOR OF LAND RECORDS.

1. The functions of the Director in connection with and Records may be classed under the heads of :—

- (i) Organization.
- (ii) Inspection.

Under the first head it is his duty to arrange for the maintenance of maps and records in the most efficient and economical manner and to organise and train the Land Records establishments so as to secure the required results. The main objects, with which Land Records, including maps, are required to be kept up to date are,—

- (a) to simplify and cheaper periodical settlement operations ;
- (b) to provide a Record of Rights for the protection of all who hold interests in land ;
- (c) to reduce, simplify and cheapen litigation in the revenue and civil courts ; and
- (d) to provide statistics necessary for sound administration in all matters connected with the land.

It is the duty of the Director both to advise the superior revenue authorities under what arrangements these objects can best be attained and to point out from time to time any defects in the system which may have already been adopted.

Under the second head,—inspection,—it is the duty of the Director to inspect the Land Records staff and their work in each district, and to bring to the notice of the district officer any irregularities in practice, or any shortcomings on the part of the officials whose work has been inspected.

2. The Director of Land Records should test the competence of the subordinate officials to perform the duties required of them ; their observance by them of the rules laid down for their guidance ; he should undertake the inspection and, where necessary, the revision of maps, and frame rules, subject to the sanction of Government, for the guidance of district establishments ; he should examine the work of the district establishments, and report to the Collectors any defects, errors and shortcomings.

3. The Director of Land Records also holds the post of Settlement Commissioner and it is his duty as Settlement Commissioner to make proposals for revision of the agricultural assessment of land in the areas where the Settlement guarantee has expired. (Government Resolution, Revenue Department, No. 1016/39, dated 26th March 1940).

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4. The Settlement Commissioner and Director of Land Records has also to arrange for the training of Assistant Collectors and Probationary Deputy Collectors in survey and settlement matters, on the lines indicated in Government Resolution, Revenue Department, No. 1905/39, 29th July 1940.

5. He is also in general charge of the training of Mamlatdars in survey and settlement matters, and issues necessary instructions to the District Inspector of Land Records every year to arrange for the training on the lines indicated in Government Resolution, Revenue Department, No. TRN (RD) 1053, dated 28th November 1953, in consultation with the Collectors concerned.

## II—RULES FOR THE SUPERINTENDENTS OF LAND RECORDS.

1. In each of the districts included in the charge of the Superintendent, he will be an adviser to the Collector in all matters connected with Land Records, measurement work and the maintenance of Record of Rights.

2. He will exercise no direct authority over Circle Inspectors, but he is invested with full powers of inspection, and will systematically bring to the notice of the Collector, through the Director of Land Records, any deviation from the standing orders with the object of preserving uniformity.

*Note.*—This rule does not apply to District and Cadastral Surveyors who are detailed for whole time measurement work. Such persons will be directly under the Superintendent.

3. He should as a rule tour at least for 170 days in a year. The number of touring days in the case of the Superintendent of Land Records, Poona Circle, who is also Personal Assistant to the Settlement Commissioner and Director of Land Records, is fixed at 105. His test work will be confined to a superior check over the test taken by the District Inspector of the measurement and classification work done by District and Cadastral Surveyors. In order to see that Circle Inspectors understand their duties, not directly connected with survey work, he will, at every opportunity, take a small test of the check exercised by them over the Village Officers' work in respect of the Record of Rights, and inspection of crops, waste and boundary marks.

4. His duties with regard to the District Survey offices and the District Inspectors are detailed below

First, he should make thorough periodical inspection of each District Survey office at least once a year, spending ten days at the office. He should draw up a careful memorandum of all irregularities discovered, whether as regards custody, method and accuracy of correction of the survey records, issue of maps, extracts, certified copies, collection of fees, etc.

Secondly, he will countersign all kamjasti patraks after signature by the Headquarter Assistant and the District Inspector, after examination of the correspondence which led to the change noted in the kamjasti patrak, and satisfying himself that the scrutiny by the District Inspector has been thorough and formal. Kamjasti patraks will then be either sent back for correction or, if correct, one copy—original—returned for safe custody at the District Survey office and the other—duplicate—copy, with correspondence and the abstract and tracing sent to the taluka office for correction of taluka and village records. The Mamlatdar after taking all necessary action shall return the correspondence to the District Survey office for record.

Thirdly, he will be held responsible for seeing that the rules for the conduct of the work at the District Survey office are uniform, and in accordance with the reconized practice of the Survey Department, and that the members of the office are competent. The nomination of the members of this office will vest in the Superintendent as laid down in paragraph 3, Chapter XI, regarding appointments of Land Records staff.

Lastly, he will, by field test and otherwise, e. g., by scrutinizing his diaries in office, preserve a strict control over the District Inspector in his professional capacity.

5. His duties towards the Director of Land Records will be to keep such records and supply such information as the Director may require. He will further assist the Director in the inspection and test of village statistics and forms.

6. He will watch the working of the Circle Inspectors' rules in each district and will submit through the Collector, from time to time, modifications in, or additions to, the rules now prescribed, whether special to suit the conditions of any particular district, or general, to the Director who will, on approval, pass them on for the sanction of the Government. He will similarly seek to improve the rules for the guidance of District Inspectors and the District Survey offices.

7. He will organise and inspect new city surveys. He will also be responsible for the organisation and conduct of pot hissa surveys—original and upkeep—and other special surveys, subject to the control of the Director of Land Records and take tests of the work done by survey parties and submit the inspection notes to the Director of Land Records.

8. He should make a thorough periodical inspection of important city surveys classified as such by the Settlement Commissioner and Director of Land Records at least once a year and once in two years in respect of other city surveys and draw up a careful memorandum in the form prescribed in the City Survey and Manual of all irregularities and submit a copy of it to the Director of Land Records and another to the City Survey Officer through the Collector.

9. He should while touring in his circle devote about four or five days in each District. Where there is an Assistant Collector or Probationary Deputy Collector trained by the District Inspector of Land Records in survey and settlement matters in the previous year, to giving a sort of refresher course to such officer by taking him out for two or three mornings. One morning should be devoted to a concrete case of measurement, where the officers knowledge of the principles of plane table, and cross staff survey, should be tested and further instructions given if necessary. Another morning should similarly be devoted to a classification case and the third to the working of the City Survey office and the use of the theodolite. The afternoons should be employed in discussing general principles of the work done in the morning and the study of the various records and registers connected therewith. He could combine the visit to the District Survey office if the Assistant Collector or the Probationary Collector joins him at the District Headquarters.

10. He is responsible for watching the recovery of the demands on account of city survey and pot hissa survey operations.

11. His powers and duties with regard to the Central Record office, Baroda, are the same as those regarding District Survey offices subject to any differences of procedure specially proscribed in Part IV for the former office. The Central Record office should be inspected during the rains.

### III—RULES FOR THE DISTRICT INSPECTORS OF LAND RECORDS.

1. The District Inspector of Land Records belongs to the Land Records Department and is strictly subordinated to the Superintendent of Land Records in all technical matters. The District Inspector of Land Records is, however, the direct subordinate of the Collector and has to carry out all administrative orders of the Collector in matters of survey and land records.

2. His duties are—

(a) To supervise and be responsible for the measurement and classification work done by District, Cadastral and Maintenance Surveyors by taking regular field tests, and for the correction work done by them in the District Survey office.

(b) To be responsible for the maintenance of theodolite stones placed in villages surveyed according to the Minor triangulation system arranging for the inspection of the stones in groups every year and by arranging to replace missing ones.

(c) To be responsible for the measurement of new hissas in the district and for keeping the work up-to-date and for the supervision and accuracy of the work of pot hissa surveyors employed under him by taking regular tests.

(d) To be responsible for the correctness and punctuality of the work of the District Survey office.

(e) To take a small test of the work of as many Circle Inspectors as possible with the object of satisfying himself that the Inspectors understand their duties. ( His test will be a qualitative and not a quantitative test. The District Inspector of Land Records is expected to take test in as many circles of each taluka as possible and the test, while dealing of course with matters of fact as well as methods of writing the Record of Rights, will necessarily be rather wide than detailed ; ten cases tested in each of 100 villages rather than 100 cases in each of ten villages. He should commence his tour early in November and complete it as soon as the prescribed percentage test of each man's work, is reached. He need not continue touring unless, some special work demands his attention.

(f) To compile the Huzur Statistical (Agricultural) Forms I, II and III with the clerical aid placed at his disposal by the Collector.

(g) to arrange for the training of Assistant Collectors and Probationary Deputy Collectors as prescribed in Government Resolution Revenue Department No. 1905/39 dated 29th July 1940, according to the instructions issued by the Settlement Commissioner and Director of Land Records.

(gg) To hold training classes on the lines indicated in Government Resolution Revenue Department, No. TRN(RI) 1053 dated 28th November 1953 for imparting training to the Mamlatdars in Survey and Settlement matters, as instructed by the Settlement Commissioner and Director of Lands Records.

*(h)* To sign kamjasti patrahs for the countersignature of the Superintendent, being responsible that the orders requiring any change in the records are in due form, that the examination of the papers connected with such a change has been thoroughly made by the District Survey office, and that the survey records are duly and correctly altered to show the change.

*(i)* To advise other revenue officers, referring in cases of doubt to the Superintendent, in all technical matters concerned with the maintenance of the survey records and the Record of Rights.

*(j)* To inspect city survey offices every year and send inspection memos to the Superintendent in triplicate who will forward one copy to the City Survey officer and the other to the Director of Land Records with his remarks thereon.

*(k)* To inspect District Survey office records of one taluka every year and submit the memo to the Superintendent of Land Records.

*(kk)* To check the accounts and the cash balances with the Head Quarter Assistant at least once in a month (generally in the first week), and to see that all Government moneys are credited promptly.

*(l)* To inspect the original city surveys, inam village surveys, pot hissa surveys and any other special surveys with a view to see that the survey work is going on on proper lines and in accordance with the orders and instructions issued by the Superintendent and Director of Land Records from time to time.

*(m)* To maintain accounts of pot hissa survey and city and village site survey recoveries in such forms as are prescribed by the Director of Land Records, and to watch the progress of recovery.

*(n)* To be responsible for the correctness and punctuality for the technical work of the Maintenance City Survey offices in his district.

*(o)* To inspect the theodolite frame work and corrections in maps, etc. of city surveys without maintenance and submit his inspection note to the Superintendent of Land Records.

*(p)* To inspect the work of repair of boundary marks in at least one village in each circle.

*(q)* To inspect the record of rights, tenancy and crop registers and see that the village officers understand this work properly and there is uniformity in doing this work in the district. He should also see during village inspections that Government waste lands are not unauthorizably used.

*(r)* To arrange for the training of the candidates for the post of Mamlatdars Circle-inspectors, clerks, and talthis in survey and settlement matters on the lines indicated in Government Resolution, Revenue Department, No. 9449 33, dated 20th August 1940.

\*Note.—This clause does not apply to the three Districts of (1) Baroda, (2) Mehsana and (3) Amreli of Gujarat where there are no District Survey offices.

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3. A diary in the standard form R. M. 3-A-e will be submitted by the District Inspector on the first day of every month to the Superintendent through the Collector giving in detail the work done each day. He will also submit along with his diary the test returns of the measurement cases done by surveyors under him and of the work of the village officers and Circle Inspectors in forms R. L. R. 19 and D. L. R. D. S. O. 24-e respectively along with a statement showing the receipt disposal and arrears of measurement, scrutiny and correction cases respectively.

4. The District Inspector shall communicate all irregularities, noticed by him in the course of his village and taluka inspections, (in the latter case so far as corrections in the taluka records are concerned) to the Prant Officer, through the Superintendent of Land Records, within 7 days after the completion of the inspection.

5. The District Inspector will prefer the pay bill of himself, his clerk, the District Survey office staff and the temporary establishments placed under him under his own signature. But all contingent bills of his office and of all other establishments under him and all travelling allowance bills will require the countersignature of the Superintendent of Land Records. He can, however, sign the travelling allowance bills of the clerks of the District Inspector's office. He will also prefer the pay and other bills of the Maintenance City Survey office establishments except in the Northern Division where the officer in charge of City Survey records does it.

6. He will be provided with a permanent advance of not less than Rs. 50\* of which Rs. 10 or more will be placed at the disposal of the Head-quarter Assistant to meet charges on account of carriage of records, etc. This advance should be recouped by preferring a detailed contingent bill at the end of the month or oftener if necessary, and an account will be kept in the Permanent Advance register.

7. He will also receive a monthly fixed contingent allowance of Rs. 9 (of which Rs. 4 will be placed at the disposal of the Head Quarter Assistant), for the purchase of petty supplies, not provided by the Director Government Printing and Stationery. In the Districts of Baroda, Mehsana and Amreli, however, where there are no district Survey Offices, he will receive only Rupees 5 p m. for the purpose. Separate accounts of the permanent advance and fixed contingency shall be kept according to Taluka Form No. XVI prescribed in the Manual of Revenue Accounts. Stationery articles will be supplied by the Director, Government Printing and Stationery, Bombay, on an indent prepared in accordance with the model indents approved by the Superintendent of Land Records and the Director of Stationery.

8. The following procedure should be followed by the District Inspector for the purpose of exercising check over the disposal of measurement cases by District, Cadastral and Maintenance surveyors in the district—

(a) All measurement cases are to be sent for final disposal to the District Inspector who will send them for measurement to the District, Cadastral and Maintenance surveyors according to the nature of each case.

\*Note.—The words in italics do not apply to the three Districts of (1) Baroda, (2) Mehsana and (3) Amreli of Gujarat where there are no District Survey Offices.

(b) As cases are received by the District Inspector they will be entered in the Measurement Register (Form A), which will be kept for each taluka separately. When a case is finally disposed of, the date will be noted in column 14 of the register.

(c) A monthly statement of the work done by the District and Cadastral surveyors in the appended form "B" will be submitted by the District Inspector of Land Records to the Superintendent of Land Records.

9. A monthly statement (Mahewar) of the work done by pot hissa survey party or parties under the District Inspector of Land Records should be submitted in the appended form "C" by the District Inspector of Land Records to the Superintendent of Land Records.

\*10. A monthly statement of the work done by the staff of District Survey office (including Cadastral Surveyors and District Surveyor in monsoon) in the appended form "D" should be sent to the Superintendent of Land Records giving details of work done in form D-I.

11. A monthly statement of the work done by the staff of maintenance surveyors in the district should be submitted in the appended form "E" to the Superintendent of Land Records.

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\* This rule does not apply to the the three Districts of (1) Baroda, (2) Mehsana and (3) Amreli of Gujarat.

Register of measurement and classification cases/Tahala.

| Serial No. date of last receipt of the case in the D. S. O. | Reference to the Special Register and year in which previous transaction regarding the case can be found. | Village. | Nature of the case. | Survey Nos. and Hissa Nos. to be measured. | From whom received. | Date of measurement order issued and the name of the surveyor to whom issued. |
|---|---|----------|---------------------|--|---------------------|---|
|   |   |          |                     |  | Number and Date.    |   |
| 1   | 2   | 3        | 4                   | 5  | 6                   | 7   |

| Date of actual measurement. | Date of return by the surveyor with or without measurement. | Date of issue to                  |  |                | Details of further movement. |    |    | Amount of measurement fees credited. | Date of final disposal. | Estimated amount on account of Government work | Remarks |
|-----------------------------|---|-----------------------------------|--|----------------|------------------------------|----|----|--------------------------------------|-------------------------|--|---------|
|                             |   | Rece. pt from the scrutiny clerk. | To whom sent and the purpose in brief. | Date of issue. | Date of receipt.             |    |    |                                      |                         |  |         |
| 8                           | 9   | 10                                | 11                                     | 12             | 13                           | 14 | 15 | 16                                   | 17                      |  |         |

FORM 'B'

Maheswar for the month of 195 for the work done by Districts and Cadastral Surveyors of District.

| Serial No. | Name and Designation. | Taluka. | Days.                 |          |                         |   |                   | Work done.   |            |                 |        |
|------------|-----------------------|---------|-----------------------|----------|-------------------------|---|-------------------|--------------|------------|-----------------|--------|
|            |                       |         | Sundays and Holidays. | Journey. | Casual and other leave. | Other days allowed by the D. I. such as, Nijmtana, etc. | Net working days. | Measurement. |            | Classification. |        |
|            |                       |         |                       |          |                         |   |                   | Cases.       | S Nos./Hs. |                 | Cases. |
| 1          | 2                     | 3       | 4                     | 5        | 6                       | 7   | 8                 | 9            | 10         | 11              | 12     |

  

| Work done—contd. | Details of pending measurement and classification cases. |                              |                |                 | Remarks. |
|------------------|--|------------------------------|----------------|-----------------|----------|
|                  | Day's work according to the prescribed scale.            | Difference. (Plus or Minus). | Over 3 months. | Under 3 months. |          |
| Pot Hisas.       |  |                              |                |                 |          |
| S. Nos.          |  |                              |                |                 |          |
| Hisas.           | 15   | 16                           | 18             | 19              | 20       |
| 13               | 14   |                              |                |                 | 21       |

Note.— The number of measurement cases, pending with the surveyors for office work after the measurement, should also be (separately) shown in the Appendix A to 20, in red ink.



*Abstract of the work done by Pot Hissa Parties during fair season.*

| Serial No. | Name of Talukas. | District. | Total number of hissas to be measured. |         | Plus or Minus during the month. |         | Net work to be done. |         | Disposed of during the month. |         | Balance.            |         | Remarks. |
|------------|------------------|-----------|--|---------|---------------------------------|---------|----------------------|---------|-------------------------------|---------|---------------------|---------|----------|
|            |                  |           | Number of villages.                    | Hissas. | Number of villages.             | Hissas. | Number of villages.  | Hissas. | Number of villages.           | Hissas. | Number of villages. | Hissas. |          |
| 1          | 2                | 3         | 4                                      | 5       | 6                               | 7       | 8                    | 9       | 10                            | 11      | 12                  | 13      | 14       |

**FORM 'D'.**

*Abstract of the work done in District Survey office for the month of*

| Serial No. | Item.  | Opening balance. |             | Received during the month. |             | Total. |             | Disposed of during the month. |             | Balance. |             | Details of balance. |                | Remarks |
|------------|--|------------------|-------------|----------------------------|-------------|--------|-------------|-------------------------------|-------------|----------|-------------|---------------------|----------------|---------|
|            |  | Cases.           | S. Nos./Hs. | Cases.                     | S. Nos./Hs. | Cases. | S. Nos./Hs. | Cases.                        | S. Nos./Hs. | Cases.   | S. Nos./Hs. | Over 6 months.      | Over 3 months. |         |
| 1          | K. J. P. ...   |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 2          | Akarpod patraks ...                                  |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 3          | Amalgamation ...                                     |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 4          | Miscellaneous ...                                    |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 5          | Sorting and *Indexing of L. N. D. cases ...          |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 6          | Applications for copies and maps ...                 |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 7          | Pigeon-hole cases                                    |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 8          | Supply of tippan extra measurement cases ...         |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 9          | Watap copying cases ...                              |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |
| 10         | Scrutiny of measurement and classification cases ... |                  |             |                            |             |        |             |                               |             |          |             |                     |                |         |

\*Remark should be made regarding the cases sent out and received back.

.....  
District Inspector of Land Records.



Statement showing information about review and correspondence work.

| Name of City Survey town. | Number of cycle and date of commencement. | Total number of properties. | Total number of T. stances. | Reviewed in the current month. |             |             | Reviewed from 1st August 1955. |             |             | Total number reviewed since the beginning of the current cycle. | Outcomes (other or unusual). | Remarks. |
|---------------------------|---|-----------------------------|-----------------------------|--------------------------------|-------------|-------------|--------------------------------|-------------|-------------|---|------------------------------|----------|
|                           |   |                             |                             | Proper-ties.                   | T. stances. | T. stances. | Proper-ties.                   | T. stances. | T. stances. |   |                              |          |
| 1                         | 2   | 3                           | 4                           | 5a                             | 3d          | 6b          | 7a                             | 7b          | 8           |   |                              |          |

Details of pending measurement and correspondence work.

| (a) Measurement cases of Revision Survey Nos. | (b) Measurement cases of sub-divisions and changes due to internal changes, etc. | (c) Miscellaneous cases relating to change of names, etc., not involving measurement. | Over six months. |                    |                 | Over three months. |                    |                 | Over one month. |  |  | Remarks. |
|---|--|---|------------------|--------------------|-----------------|--------------------|--------------------|-----------------|-----------------|--|--|----------|
|   |  |   | Over six months. | Over three months. | Over one month. | Over six months.   | Over three months. | Over one month. |                 |  |  |          |
|   |  |   |                  |                    |                 |                    |                    |                 |                 |  |  |          |

## V—RULES FOR DISTRICT SURVEY OFFICES.

1. The Headquarter Assistant is in charge of the District Survey Office and is to act generally under the orders of the District Inspector of Land Records.

2. The Headquarter Assistant should furnish a security of Rs. 400.

3. He should have charge of all the records and be responsible for all work in connection with the records, and should draft and initial all correspondences connected with the records for the signature of the District Inspector.

4. When urgent references are received during the absence of the District Inspector the Headquarter Assistant may reply direct, informing the District Inspector immediately.

5. The manner in which corrections and alterations of records are to be made, is described in the circular orders issued by the Director of Land Records and Superintendent of Land Records with the approval of the Director of Land Records. The procedure therein prescribed is to be strictly observed.

6. Fees at the prescribed rates will be charged for the following :—

- (1) Maps and extracts from survey papers supplied to applicants.
- (2) Extracts to the District and Cadastral Surveyors to enable them to settle any disputed cases.
- (3) Corrections in the survey papers necessitated by the Civil Court decrees, disputed cases or cases relating to sub-divisions on applications of occupants duly sanctioned.

For all measurement and classification work to be done under decrees of the Civil Court, or on application of occupants, etc., fees according to the fixed fee system prescribed by the Director of Land Records are to be recovered. The Headquarter Assistant should satisfy himself that the prescribed fees have been received before such work is taken up by the Cadastral Surveyor.

He should also see—

- (a) Whether adequate Court-fee label is attached ;
- (b) Whether Record of Rights extracts are enclosed ;
- (c) Whether the applicant is the holder of the land to be measured ;
- (d) Whether the application states clearly on which side of the holding the dispute lies, or what boundaries are to be measured and shown etc. ;
- (e) Where the application is for forming new *hissas*, whether the consent of the holders of the holding to be sub-divided has been obtained by the applicant ;
- (f) Whether the new sub-divisions to be made in pursuance of the application, would result in the creation of a fragment.

7. Procedure for levying and accounting of fixed fees for measurement on private applicants is as below:—

(a) When an application is received by the Mamlatdar without fee he will return it in original to the applicant requesting him to send the fee along with it, and stating what the fee is.

(b) If the fee received by the Mamlatdar is less than that prescribed, he will intimate to the applicant by post card how much more is required asking the applicant to send it at once. If the applicant *does not comply* within *one month* the Mamlatdar will return to him the amount already received and inform him that the matter is ended and why.

(c) When he has received the proper fee the Mamlatdar should send the application to the District Inspector of Land Records for disposal, stating in his endorsement the amount of fee recovered.

The District Inspector of Land Records will then proceed with the disposal of the case.

(d) Should the District Inspector of Land Records find that the amount of fee recovered is deficient he will of course inform the Mamlatdar and get the deficiency recovered before he proceeds further in the matter.

(e) When an application is received by the District Inspector of Land Records direct, without fee, he will return it to the applicant informing him to send it along with the fee (to be specified) to the Taluka Office.

(f) Should the correct fee be received along with the application by the District Inspector of Land Records he should at once send it to the Treasury keeping his office copy of the challan showing the identification particulars along with the application and should then proceed with the disposal of the case.

(g) Should the amount be deficient, he will intimate the amount of deficiency separately by post card to the applicant, requesting him to pay the amount into the taluka treasury at once. Should the amount be so paid, the Mamlatdar will inform the District Inspector of Land Records accordingly and the District Inspector of Land Records will proceed with the disposal of the case. If the District Inspector finds that after a month the deficiency is still unpaid he will return to the applicant the amount originally received informing him that the matter is at an end and why.

(h) Should an excess amount be received in any case by either officer, he will of course at once return the excess to the applicant and credit the correct fee only.

(i) When the measurement expenses, as provided for in the fixed fee system introduced everywhere, are paid in by the party at the taluka, they should be at once credited to the taluka Day Book as service payment. When the District Inspector of Land Records himself receives the proper amount, at the time of sending the money to the treasury, he should mention the head under which the amounts should be credited.

(7) For all up-keep Hissa Survey work, a fee at the prescribed rate, so as to cover the cost of survey should be recovered from the Kabsedars concerned after measurement of hissas by sending demand statements to the Mamlatdars.

8. Copies of tippans from the tippan-books may be given to private persons, on application and on payment, by the Headquarter Assistant under his signature and seal.

The following copies may also be similarly given:—

(1) Copies of maps from the Pakka or Kshetra Books: Copies of names of Khatedars, Kardedars and the corresponding revenue Survey Numbers from the same books.

(2) The following copies from the Prati Book—

(a) Information about Pot-Kharab.

(b) Information about source of water supply to rice and garden.

(c) Names of Khatedars or Kharadedars.

(d) Information about water supply to survey numbers irrigated by tanks.

(3) Copies of the right to take water for garden lands from Pats and Walls.

(4) Copies from Gat Book or Pot Hissa Maps.

(5) Copies of columns 1 to 4 and 10 to 14 of the Gunakar Book (Hissa Form No. IV).

Copies of other preliminary survey records including cross-staff tippans of the chowk mapant of ex-Baroda State areas should be refused to applicants.

9. The general distribution of work in the District Survey Office shall be made by the District Inspector of Land Records subject to such written instructions as may be issued from time to time by the Superintendent.

10. Tippau books, preliminary survey documents and other survey papers shall not be sent out of the District Survey Office except by the special order of the Superintendent of Land Records. If however they are required to be produced in original by a Court they should be produced in Original in the Court without the previous sanction of the Superintendent of Land Records. But the witness producing them should take with him a Certified Copy of the same and after inviting the attention of the Court to the provisions of section 77 of the Indian Evidence Act, and paragraphs 136 and 142 of Chapter I at the page 37 of the High Court Civil Manual, 1940, request the Court to return the Original to him and keep the certified Copies for its record.

11. When extracts from the survey papers or copies of village maps are supplied to applicants service postal stamps should be used and the cost thereof should be recovered from the petitioners.

12. The undermentioned forms and registers should be maintained—

- (1) Register of fee for copies of survey papers, maps, etc., of the District Survey Office in T. F. XVII-B.
- (2) Measurement and classification Tab Register separate for each Taluka. D. L. R. D. S. O. 14.
- (3) Correction Tab Register separate for each Taluka. D. L. R. D. S. O. 15.
- (4) Register of printed village maps. D. L. R. D. S. O. 10.
- (5) Permanent Advance Register. Form Gen. 145.
- (6) Fixed Contingency Register. Form A.
- (7) Register of Dead Stock Articles. Form Gen. 44.
- (8) Service Stamps Registers A and B. Form Gen. 98 and 89A.
- (9) Alahida Vahi. Form B.
- (10) Ghalkadhi Register. Form R. L. R. 17.
- (11) Register showing the number of hissas to be measured each year in each village. Form C.
- (12) Measurement fee Register. Form D.
- (13) Register of advance Plane Table sheets.
- (14) Register of improvements made by the holders of agricultural lands—  
*(Part i).*—Improvements existing at the time of the introduction of the current settlement.  
*(Part ii).*—Improvements made during the currency of (existing) settlement.
- (15) Register of cloth for mounting village maps.
- (16) Register of Standard areas, fixed under the Bombay Prevention of Fragmentation and Consolidation of Holdings Act, 1947.
- (17) Register of original Plane Table sheets, prepared in Boundary confirmation cases.
- (18) Register of Land Acquisition cases.
- (19) Work book (for the correction case, issued to the surveyors).
- (20) Register of corrections to be made in the District and Taluka maps.

## FORM A.

*Register of Fixed Contingent Allowance.*

| Credit.  |       |         | Debit.         |                  |         | Remarks. |
|--|-------|---------|----------------|------------------|---------|----------|
| Month of the bill in which Fixed Contingency is drawn. | Date. | Amount. | Name of payee. | On what account. | Amount. |          |
|  |       |         |                |                  |         |          |

## FORM B.

*Register of Undisbursed Pay (Alahida Vahi).*

| Date. | From whom received and to whom paid. | Credit. | Debit. | Balance. | Remarks. |
|-------|--------------------------------------|---------|--------|----------|----------|
|       |                                      |         |        |          |          |

## FORM C.

*Register showing the number of hissas to be measured each year  
in each village, district*

| Name of taluka. | Serial No. of the village. | Name of village. | Year.  |        |        |        |        |        |  |
|-----------------|----------------------------|------------------|--------|--------|--------|--------|--------|--------|--|
|                 |                            |                  | 195 -5 | 195 -5 | 195 -5 | 195 -5 | 195 -5 | 195 -5 |  |
|                 |                            |                  |        |        |        |        |        |        |  |

## FORM D.

*-Measurement Fee Register.*

| Serial No. | Name of |          | Name of party. | Survey Nos. and Hissas. | Fees recovered. | Date on which fee was recovered. | Tab. No. | Total amount      |                     | Balance. | Remarks. |
|------------|---------|----------|----------------|-------------------------|-----------------|----------------------------------|----------|-------------------|---------------------|----------|----------|
|            | Taluka. | Village. |                |                         |                 |                                  |          | Credited to Govt. | Re-fund to parties. |          |          |
| 1          | 2       | 3        | 4              | 5                       | 6               | 7                                | 8        | 9                 | 10                  | 11       | 12       |
|            |         |          |                |                         |                 |                                  |          |                   |                     |          |          |

## IX—RULES FOR DISTRICT AND CADASTRAL SURVEYORS.

1. The District and Cadastral Surveyors are in direct subordination to the District Inspector of Land Records who is responsible for their work.

2. The Cadastral Surveyors will be placed in charge of one or more talukas according to the quantity of measurement and classification work in that area. The primary duty of the District Surveyor is the performance of such measurement and classification cases as cannot be entrusted to the Cadastral Surveyors on account of their difficulty, size, importance or urgency. The District Inspector is responsible for seeing that the District Surveyor is employed on important work. In the absence of any important work, he may be given charge of one or two important talukas.

3. The other duties of the District Surveyor are to take such tests of measurement and classification work performed by Cadastral Surveyors as the District Inspector may direct.

4. Subject to the performance of these duties, the District Surveyor will do during the field season such other duties as may be entrusted to him by the District Inspector.

5. During the rains (June to October generally) the District and Cadastral Surveyors will assist the Head Quarter Assistant in such work as clearing off arrears of correction work of survey records in measurement and classification cases, etc.

6. In the beginning of the touring season, the District Inspector of Land Records should, on the basis of the measurement work on hand, draw up a general programme, showing without dates the order of the villages which the Cadastral Surveyors and the District Surveyor are to take for doing the measurement work in his charge. A detailed programme by dates for every fortnight should be drawn up by the Surveyor at least a fortnight in advance and submitted to the District Inspector of Land Records for approval. Any alteration in this programme should be done only with the District Inspector of Land Records' sanction.

7. Each District and Cadastral Surveyor should send to the District Inspector a fortnightly diary in the form D. L. R. D. S. O. 6 of the work done by him on each day mentioning the tab number of the cases disposed of and the number of survey numbers or hissas measured. From these diaries, the District Inspector will prepare a consolidated monthly statement in the form "B" referred to in rule 8 (c) of the District Inspectors' Rules and forward it to the Superintendent with his remarks.

8. Each District and Cadastral Surveyor shall send along with his fortnightly diary the cases disposed of by him during the fortnight.

9. The District Inspector will maintain an account of expenditure and receipts for work done by the District and Cadastral Surveyors in the appended form S. R. 3.

10. The District and Cadastral Surveyors shall each have a permanent advance of not more than Rs. 25 in order to meet expenditure for carriage of records, payment of f. g.-holders, etc. They should send vouchers for the amount expended to the District Inspector once in a month for recouping the permanent advance.

11. In addition to the measurement work, the Cadastral Surveyor should do the up-keep hissa measurement work if he has less work than usual in the areas assigned to him. He should make remarks in the new hissa patrak against each survey number measured and not measured giving reasons for not measuring. He should as far as possible get the village Gat Books and Durusti Akarphod Patraks properly arranged if not in order and make remarks about them in the diaries and the District Inspector should take necessary action when on tour.

12. The following registers are to be maintained by the District and Cadastral Surveyors :—

- (1) Diary of daily work done in form No. D. L. R. D. S. O. 6.
- (2) Combined inward and outward register in form No. D. L. R. C. I. 5.
- (3) Permanent Advance Register in form No. Gen. 145.
- (4) Service stamps Register, A and B, from Nos. Gen. 98 and 98A.
- (5) File of Circular Orders.

#### *Miscellaneous.*

All survey work to be done by the staff of the Land Records Department should be done strictly in accordance with the Rules and Standing Orders issued from time to time by the Director of Land Records and the Superintendents of Land Records. In acquisition cases, attention is particularly invited to paragraphs 90, 103 and 104 of the Land Acquisition Manual.

Statement showing the earnings and expenditure during the Revenue year 193 -43 for the Cadastral Surveyor Mr.

| Month | Actual days devoted to |                 | Government work and classification work. |                 |                 | Private work. |                 | Up-keep hissas. |                 | Total earnings columns 6, 9 and 11. | Expenditure. |                      |              |                             | Remarks. |   |                        |    |  |
|-------|------------------------|-----------------|--|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|-------------------------------------|--------------|----------------------|--------------|-----------------------------|----------|---|------------------------|----|--|
|       | Measurement work.      | Up-keep Hissas. | S. Nos. Cases.                           | S. Nos. Hissas. | Fees estimated. | Cases.        | S. Nos. Hissas. | Fees estimated. | Up-keep Hissas. |                                     | Pay.         | Traveling allowance. | Contingency. | Total of columns 13 and 14. |          | Deductions on account of other work done. | Net cost of each C. S. |    |  |
| 1     | 2                      | 3               | 4  | 5               | 6               | 7             | 8               | 9               | 10              | 11                                  | 12           | 13                   | 14           | 15                          | 16       | 17  | 18                     | 19 |  |
|       |                        |                 |  |                 |                 |               |                 |                 |                 |                                     |              |                      |              |                             |          |   |                        |    |  |

\* Classification work should be shown in red ink below measurement work.

## X—RULES FOR THE MAINTENANCE CITY SURVEY OFFICES.

1. The manner in which corrections and alterations of records of the city survey offices are to be made is described in the City Survey Manual and in the orders and instructions issued in Circular orders of the Director of Land Records or Superintendents of Land Records, with the approval of the Director of Land Records. The procedure prescribed therein is to be strictly observed.

2. As regards the preservation and correction of city survey records in the case of city surveys where there is to be no maintenance according to Government orders in Government Resolution, Revenue Department, No. 351/28, dated 30th August 1929, the detailed instructions given below should be followed :—

(1) The C. T. S. work will be completed in all respects, as usual, and all the usual papers will be prepared. The maps will also be printed and the following papers will be kept in the city survey offices :—

- (a) One set of index sheets and traverse patraks.
- (b) Two sets of printed sheets cloth mounted.
- (c) One copy of the combined map cloth mounted with roller.
- (d) S. I. Files (all cases filed by the E. O.).
- (e) Enquiry Registers.
- (f) Encroachment Register.
- (g) Abstract.
- (h) The Property Registers.

The original sheets, and all other printed maps will be kept in the D. S. O. (or C. R. O. Baroda in respect of Baroda, Mehsana and Amreli Districts).

(2) Papers at (a) and (b) should be kept flat in the sliding tray cupboard and not rolled nor folded.

The Combined map will be hung up in the Mamlatdar's office.

Papers at (d) and (f) to be kept in the S. I. cupboard.

Papers at (e) and (h) to be kept in a part of the S. I. cupboard.

Papers at (g) to be maintained by the Village Officers.

(3) The following dead-stock articles should be supplied :—

- (a) Sliding tray-cupboard.
- (b) Self-Index Cupboard.
- (c) Scale patti of the scale to which the maps are drawn and a tape.
- (d) A box for original sheets in the D. S. O.

All these articles should be supplied as soon as the city survey is started and the cost should be included in the cost of the survey.

All these papers should always be kept in the Mamlatdar's Office particularly in the Record Room duly locked and handled very carefully when required, as they are important and valuable papers, and the Mamlatdar should make one clerk responsible for its safe and proper custody.

(4) Though the city survey maintenance is stopped, the following work will have to be done in such towns. As the Record of Rights is not applied, no cognizance will be taken of any changes in the ownerships of privately owned properties, but when any change takes place in the land vesting in Government (e. g., by granting of sites or acquisition, etc.), the necessary measurement will have to be made and the P. R. and the maps corrected accordingly. This should be done by the C. S. under the supervision of the District Inspector.

(a) Inspection and maintenance of theodolite stones. This is a very important work and the theodolite frame work will have to be maintained, as it is the main basis of the whole survey. All the stones must, therefore, be inspected by Cadastral Surveyor or the District Surveyor in such a way that the inspection of all T. Stones may be completed in three years, with the help of the printed sheets and tie lines given in traverse patrahs and the result reported to the District Inspector regularly every year, so that he may take steps to replace the missing stones in time.

(b) All the necessary correspondence work will be carried on by the Mamlatdar's office under the City Survey number itself and the case kept in the S. I. file in the serial order of that number.

(c) Measurement cases of acquisitions, encroachments, grants of lands etc., should be disposed of by the Cadastral Surveyor of that taluka at the cost of the party concerned except where the work is done for Government.

(d) No changes at all should be made in the Enquiry Register which shows the state of affairs at the time of enquiry only. All further changes will be made in the Property Register.

(e) In the Encroachment Register, the final disposal of each case should be noted in the "Remarks" column and new encroachments detected should be shown in this register with the figures and dimensions before the necessary report is submitted to higher authorities and disposal should be watched from this register. This should be done by the Talati or the Circle Inspector.

(f) Abstract of City Survey prepared after enquiry will be maintained, corrected and brought up to date every year at the time of jamabandi by the Talati of the village.

(5) The District Inspector should visit each such office every year in his tour, test the measurement work done by the Cadastral Surveyor, examine the corrections made in the map, inspect some theodolite stations, and see that all the C. T. S. papers are properly and carefully preserved and that all the cases in S. I. files are arranged properly and submit his Inspection memo. as usual.

**Supplement to Manual of Rules and Standing Orders  
relating to Duties and Supervision of the  
Land Records Establishment  
( vice Part VI )**

Subject :- Instructions for partition of the estates under the Civil Court decree for all Districts of the Maharashtra State.

GOVERNMENT OF MAHARASHTRA  
Revenue & Forests Departments,  
Circular No.CCD.2966/29097-LI  
Sachivalaya, Bombay-32-BR, 5th January 1976.

C I R C U L A R

The Maharashtra Land Revenue (Partition of Holding) Rules 1967 as amended by Government Notification No.UNF-1767-R, dated 3th September 1967 and 10th January 1969 contain principles on which the partition of holdings are to be effected on application of the co-holders and for partition of holdings in execution of Civil Court Decree. These Rules supersede all the previous rules, including those contained in chapters VI and VII of the Manual of Rules and Standing Orders relating to the Duties and Supervision of Land Records Establishment in the Ex-Bombay State and are uniformly applicable to all the areas of the State.

2. However with a view to meet the special problems of certain areas, the question of issuing uniform administrative instructions incorporating the guide lines and supplementing the statutory rules was under the consideration of Government for some time past. Government after careful consideration has decided that with a view to ensure speedy and judicious disposal of partition cases, it is necessary to supplement the existing statutory rules as laid down in the Notifications referred to above by administrative instructions

incorporating the guide lines for the use of all the executive Officers, dealing with partition of holdings. These instructions are given in \* Appendix 'A' to this Circular and should be given effect to in all the areas of this State in respect of all fresh cases that may be received on and from 1st January 1976.

3. Government is pleased to direct that all the Officers dealing with partition of holdings should scrupulously follow the statutory rules and the instructions referred to above.

By order and in the name of the Governor  
of Maharashtra ,

3d/-  
( P.R.Lokur ),  
Desk Officer, LI Desk,  
Revenue & Forests Department.

Accompaniment :

- i) Appendix A
- ii) Form -B
- iii) Form- C

To,  
The Settlement Commissioner & Director of Land  
Records, Poona.

....

... 3.

APPENDIX- 'A'

Instructions for partition of Estate under Civil Court Decree for District of the Maharashtra State.

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1. When a partition warrant is received by the Collector from the Civil Court for Execution it will be entered in a register in Form B and sent to the District Inspector of Land Records for compliance.

2. The District Inspector of Land Records, on receipt of the warrant should enter in a Form 'C' and see whether orders regarding partition of the property are clear & should set doubtful points. If any, cleared from the Civil Court through the Collectors.

- He should also scrutinise whether the partition warrant can be executed with due regard to the provisions of Section 11 of the Bombay Prevention of Fragmentation and Consolidation of Holdings Act 1947 & if it cannot be so executed, it should be returned to the Court through the Collector stating the reasons.

3. He should do the following things :-

i) Calculate the measurement fee in making partition of holding paying Revenue to State Government & intimate to the Tahsildars through the Collector for recovery.

ii) Draft necessary instructions to the Cadastral surveyors based on Civil Court's warrant.

iii) But when there are 2 or more dark-

hasts in the same land all partitions in respect of the same land shall be taken up at one & the same time provided that any supplementary warrant of decree received after the kacha watap takta is ready should be treated as a separate case & should wait for its disposal in due course.

iv) All lands mentioned in the warrant of which the partitidars agree with the Survey Register, should be partitioned whether they are claimed by other persons or not. Persons (other than parties to the suit) who claim any particular land should be referred to the Court.

4. The District Inspector of Land Records should then forward the case to the Cadastral surveyor with instructions. He should not wait for this till the measurement fees are recovered but intimation of the receipt of fees are recovered but intimation of the receipt of fees should be given to the cadastral surveyor in charge of the case & the Cadastral Surveyor will file it in the Watap case papers to which the fees relate.

5. The cadastral Surveyor should take up the watap case for measurement according to the programme fixed by the District Inspector of Land Records, due care should be taken to see that the case is finished by the time allotted by the court. If the District Inspector of Land Records finds that the time allotted by the Court is not sufficient, he should address the Court to give more time through the Collector.

6. The cadastral surveyor should issue a notice to be served in accordance with the provisions of section 250 of the Maharashtra Land Revenue Code, 1966 in printed form R.O.R. 13 to the parties asking them to be

present on the day on which he has to do the measurement work. The date so fixed should in no case be earlier than thirty days from the date of receipt of the notice by each of the parties. The Cadastral Surveyor should make an endorsement on the warrant of his having issued the notice and should file the office copy of the notice with the proceedings.

7. The District Inspector of Land Records should intimate to Tahsildar (Civil Court) the additional measurement fee required in case the Cadastral Surveyor is required in any all case to revisit the village to execute the warrant.

8. Subject to the provisions in Rules 5 and 6 of Maharashtra Land Revenue (Partition of holdings) Rules 1967, the partition should be made in the following manner.

(A) If the parties are present the Cadastral Surveyor shall partition the land according to -

- i) The Court's direction in the decree or
- ii) In the way the parties agree amongst themselves to have the property divided (statements of the parties to be recorded & enclosed in the case papers) provided that such partition does not result in the creation of a fragment.

(B) If any of the parties are absent after due notice, the partition should be done in their absence, but equitably in accordance with the Court's instructions with the help of Panchas. A note should be kept in the proceedings of the names of parties who were present.

(C) If any party to the decree is dead, the cadastral Surveyors should return the papers to the Collector reporting the fact in order that the name of the heir of the deceased be brought on the records.

(D) For each case a tabular statement (Tachan ) in the form R.D.R.12 showing all lands involving partition as per the Court decree shall be prepared by the Cadastral Surveyor. Lands of which the right to receive profits only is to be given should be mentioned at the end of the tachan only, the total of the survey pot & pot hissa numbers, the total area and assessment and the no. of Khates held by each class of occupants being entered. A separate tachan should be prepared for trees. The Cadastral Surveyor should take the tachan into the field with all the parties (or such of them as accompany him) make a note of any well, house together with the Court-yard if any cattleshed or other building and the customary ways to such building in each No. & the name of the persons in possession thereof. When the tachan has been so completed all the parties present and willing to sign it should be requested to do so. Parties refusing to sign should be required to state in writing the reasons for refusal. A note should be made of absentee parties, and of refusal to state reasons. Unless there is anything to the contrary in the term of the decree, wells, house ( with their court-yards) and other building shall as far possible be allotted to the party in whose possession they are. Similarly, occupied lands when not in excess of party's share should as far as possible be allotted to that party in whose possession they are. Trees should invariably be assigned alongwith the land on which they stand.

Where the provisions of the above instructions cannot be carried out, the reason should be stated in the tachan . The name of

the person to whom trees are allotted must be entered as well as the name of persons to whom the land on which they stand is allotted.

If trees in same S.No. or pot Hissa number are all to more than one party, they should be numbered in the plan and the Number of the trees assigned to each party should be entered in the tachan.

9. After completion of the measurement / partition work, he should submit the case within a week, to the District Inspector of Land Records with the following papers :-

- (1) Plane table sheet with three copies one for the Court and two for A & B records in District Survey Office,
- (2) Hissa Form No. 4 showing hissawar area
- (3) Wataq takta in Form 'A'
- (4) A sketch indicating the relative position of different S.Nos. involved in the partition
- (5) All ancillary papers such as notices, orders to village officers etc.
- (6) In effecting partition a Cadastral surveyor finds the survey record to be wrong, he should remeasure the and, complete the case and send the durusti tippans and other necessary papers to the District Survey Office for taking action under Section 106 of Maharashtra Land Revenue Code, 1966.

9B If objection is raised by person other than a party to the partition it should be required to be made in writing and should be submitted to the Collector with the proceeding. In such case possession of the land should not be given until the Collector's order is obtained. If the objection is raised

by a person to whom a party to the partition suit has transferred his share after the institution of the suit, objection should not be taken into account but the objecting party should be left to his remedy in the Civil Court.

10. The District Inspector of Land Records will on receipt of the papers from the Cadastral Surveyor scrutinise the proposed partition, verify the calculation work submitted by the Cadastral Surveyor and if the work is found properly and equitably done, forward the case to the Collector for order of the partition proposed. The District Inspector of Land Records should indicate the standard area laid down by Government under the Bombay Prevention of Fragmentation and Consolidation of Holdings Act 1947 for the local area to which the partition proceedings relate and also the Number and date of the relevant Government notification in that respect. The watap takta or partition statement will then be scrutinised in the Collector's Office.

11. The Collector's office for sake of convenience the District Inspector of Land Records should then draft the final partition order (Director of Land Records Circular M.L.R.469 dated 25th August 1927) and send it to the Collector for approval and necessary action under Rule 7 of Maharashtra Land Revenue (Partition of Holdings) Rules 1967, If the Collector is satisfied an application or otherwise (after hearing the parties) that the partition is not equitable, necessary order will be passed and communicated to the District Inspector of Land Records to modify the Watap statement.

12. After approval, the Collector should pass regular orders under section 85 of the Maharashtra Land Revenue Code, 1966 which should also deal with arguments of the concerned

parties & then send the papers to one of his gazetted subordinates, for hand- long over possession to the respective parties. The officer so deputed should satisfy himself that the measurement fees are duly recovered before possession is handed over to the parties. The officer shall give 3 day's notice in writing to all the concerned parties about the date on which he proposes to hand over the possession of their respective shares and shall deliver possession to the concerned parties on the appointed day. After the delivery of possession, the said officer shall obtain possession receipts from the respective parties witnessing the delivery of possession duly attested by two independent persons.

13. After the possession is handed over, the Tahsildar should return the papers to the District Inspector of Land Records who should then correct the Hissa Surveys records and prepare hissa form 12 which, together with a sketch to correct the village map should be sent to the Taluka office for correction of the village records. Where no survey numbers or hissass are split up there is no correction of Survey records but only of the Record of Rights which is done at the village, when possession is handed over. The District Inspector of Land Records will then send all the papers to the Court keeping copies of the following record/papers.

1. Panchanamas
2. Statement of parties in the case
3. Collector's final order
4. Statement showing how the watap was effected.
5. Hissa form 4
6. Possession receipts
7. Court's order of partition and of the decree of judgement.
8. Map of trees
9. Takta of trees.

The copying work should be done by the copying Clerk in the District Survey office and copying fee levied at the rates prescribed in the Maharashtra Land Revenue (Inspection, search and supply of copies of Land Records) Rules 1970 and partition through the Tahsildar .

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**F O R M - B**  
**FORM OF REGISTER OF PARTITION CASES TO BE MAINTAINED IN THE COLLECTOR'S OFFICE.**

..... Date on which  
 Sr. Name of Names of Date by sent to the  
 No. villages. Taluka Plaintiff & receipt from which D.I.L.R.  
 Defendant. Court and No. partition  
 to be done  
 -----6-----7-----

.....  
 Date of receipt : Date of  
 receipt from of sent to Tahsildar back after sending to  
 D.I.L.R. for Order for handling over the Court.  
 possession. possession.  
 -----8-----9-----10-----11-----12-----13-----

P O R M 'C'

Books of Register of partition cases to be maintained in the office of the District Inspector of Land Records.

Sr. Name of Taluka Survey No. Measurement Diwan Names of Date of  
 No. Village Hissa No. Register No. Mukadama No. Plaintiff receipt  
 Darkhast No. & Defendant of pre-  
 ceeding  
 from the  
 Collector.

1-----2-----3-----4-----5-----6-----7-----8-----

Date of : Date of Date by Date of Date of Date of  
 return receipt which handling which pro-receipt receipt  
 to Collr./ back from partition over to ceeding after due of proceeding to  
 Court for Collr./ to be done receipt back from measure- ment. Scrutiny clerk.  
 Clarification Court. cadastral ment. surveyor.

9-----10-----11-----12-----13-----14-----15-----

Contd.

..... : Date of receipt : Date of final : Date of which  
the proceeding : return order by the proceeding  
to Collector of proceeding Collector. Sent to Tahsildar  
for approval. for clarification. for handing over  
possession.

-----16-----17-----18-----19-----

..... : Date of receipt : Date of final : Date of which  
the proceeding : return order by the proceeding  
to Collector of proceeding Collector. Sent to Tahsildar  
for approval. for clarification. for handing over  
possession.

-----20-----21-----22-----23-----24-----