PUNJAB LAND RECORDS SOCIETY

FARD KENDRA OPERATIONAL MANUAL – 2009 VER 1.3

Procedure/System to be followed in Tehsils/Sub-Tehsils of Punjab in the Computerization of Land Records System after the Tehsils/Sub-Tehsils are made operational.

1. Introduction:

The data entry of Computerization of Land Records Project is near completion in most of the tehsils/sub-tehsils of the State. It is required that clear cut instructions for the procedure to be followed in the computerized environment are issued for the smooth functioning of the System. The detailed instructions are as follows.

2. Procedure to be followed for issuance of Nakals from the Computerised System:

Whenever a Fard is required by any person, he will apply for the same in the prescribed application format already available at Fard Kendra. The specimen copy of the format is attached as **Annexure-I**. It is clarified that for every type of Nakal of Revenue Record, separate application form may be filled up. These forms will be available, free of cost, to the public at the Counter of the Fard Kendra. If required, the operator from the Vendor shall assist the applicant in filling up the forms. Once the form is filled up by the applicant, he will handover the same to the operator. The Operator will write the serial number of the Receipt Register on the application form as well as the same serial No. and date on the Receipt, appended on **Annexure-1** to be issued by the Operator to the applicant at the time of receiving the application. The receipt register will be maintained by the operator on the prescribed format (**Annexure-1(a)**). The serial number of Receipt Register will be continuous from 1st April to 31st March every year. The Operator shall generate print outs of the Nakals as required by applicant and hand it over to duty Patwari alongwith the application Form. During the formative period and to ensure that error-free Nakals are issued to the applicants, the duty Patwari will send the printout of the Nakals to the Halqa Patwari for correction, if any the same day or the next day by making its entry in the Despatch Register **Annexure-1(b)**. The Halqa Patwari on receipt of the printout shall compare it with the manual record and return the same to the Fard Kendra on the following day. In the event of any correction in the printout, received from the Halqa Patwari, the duty Patwari at the Fard Kendra will get a revised printout of the Nakal after corrections and attest the same by affixing his signatures and the stamp (**Annexure-II**) after giving a remark on the Nakal that "Fard-Computer, Record Computer Mutabik Thik hai" and will hand over the Nakal to the applicant against proper receipt, given on the application form, after receiving the requisite Govt. fee as well as facilitation fee of PLRS, for which two separate receipts- one for Govt. fee and the other for facilitation charges of PLRS shall be issued to the applicant by the Duty Patwari in **Annexure-IV(a) & IV(b)** respectivily. The receipts in duplicate should be got printed and serial number assigned using the numbering machine. The serial number may be commenced at the beginning of the financial year. It should be started

for every Fard Kendra from Serial No.1. The duty Patwari after issuing the Nakal shall make an entry in the prescribed register, the specimen of which is attached as **Annexure-III**.

3. Fee and Cash handling.

At the end of the day, the Duty Patwari shall account for the Govt. and PLRS fees received from the public and tally with the Nakals issued and will prepare summary reports as attached at **Annexure-V (a) and Annexure-V (b).** One copy of the summary report at **Annexure-V(b)** alongwith the facilitation charges of PLRS will be handed over by the duty Patwari to the Registration Clerk daily against proper receipt, who shall deposit the same in PLRS account the next day and shall also maintain a separate Cash book for facilitation charges of PLRS.

Similarly, Duty Patwari shall deposit Govt. record fee as in **Annexure-V(a)** in the Govt. treasury on the next working day under proper head of account and shall send one copy of the bank challan to the Wasal Waqi Nawis of the Tehsil concerned. The Duty Patwari shall also maintain cash book for the Govt. record fee.

The monthly summary report should be sent to the Deputy Commissioner/Member Secretary by the 5th of the following month. Accordingly, the Assistant System Manager should send the report before that to the District System Manager. The specimen of the summary report is attached as **Annexure-VI** & **Annexure-VI (a)**.

4. Duties and responsibilities of the operator

(i).   He will issue application form to the applicant at the Fard Kendra free of cost, for supply of copies of revenue record **(Annexure-1)**.

(ii). He will assist the applicant in filling up the application form, if required and will also receive the application form duly filled in, from the applicant.

(iii). He will also maintain a receipt register **Annexure-I (a)**, in which all applications for supply of copies will be entered.

(iv). He will write the serial No. of the receipt register on the application form as well as the same serial No. and date on the receipt appended on **Annexure-1**, to be issued by him to the applicant at the time of receiving the application.

(v).   He will generate printout of the Nakals as required by applicant and hand it over to duty Patwari along with the application form.

(vi). He will also receive applications or some other documents from the applicants for initiation of Mutation of virasat etc. and issue receipt in **Annexure-X** to the applicant and after making an entry of the application in the Receipt Register **Annexure IX** will send the same to the halka patwari.

5. Duty Patwari

Duty Patwari is a person duly authorized and deputed at Fard Kendra by Collector as per rule 71-B notified by Govt. Vide No. G.S.R/P.A/1887/Ss.155 and 156/Amd.2009 dated 28-05-2009. It will, however, be the sole responsibility of the Tehsildar/Naib Tehsildar to ensure that the duty Patwari is available at the Fard Kendra on all the working days.

6. Functions and duties of the Duty Patwari

(i)   The duty Patwari shall be available at the Fard Kendra from 9.00 AM to 5.00 PM on all working days;

(ii)   He will attest the Nakals generated by the operator of the Vendor from the system and handover the same to the applicant against proper receipt after getting it verified from the Halqa Patwari during the formative period. He shall also collect the government fee and facilitation fee of PLRS and issue two separate receipts for the same in **Annexure-IV (a) and IV (b)**.

(iii)   The duty Patwari, after issuing the Nakal, shall make an entry in the prescribed register **(Annexure-III).**

(iv)   The Government fee and the PLRS charges shall be deposited in their respective accounts by the duty patwari and the registeration clerk respectively on the next working day and they shall also maintain separate cash books for the same.

(v)   He shall handle and deposit the Govt. fee as per the current instructions, but instead of depositing the fee every month, he shall deposit on the next working day.

(vi)   The duty Patwari should deposit the fee in the government treasury during non-peak hours. Tehsildar/Naib Tehsildar to make sure that work is not held up during this time.

7. Duties of ASM regarding Backup of data

The ASM will be responsible for maintaining the data of the tehsil server. He will take back up of incremental transactions daily. The daily back up shall be taken on the hard disk of Server and the remote system on the Net work. In addition he will also take the backup on the pen drive. On weekly basis, he will take the full backup on Hard Drive or DAT Drive. He will mark the number and date with permanent marker on the Media. Which will be maintained at the Fard Kendra. The ASM shall also take the full backup at the end of each month and mark the number and date. Monthly backup register will be maintained by the ASM **(Annexure-viii)**. One set will be maintained at the Fard Kendra, whereas the other will be sent to the SDM.

The SDM shall also maintain the media of back up taken for every month in his custody for which he shall maintain a register of receipt from ASMs. The specimen of the register is attached at **Annexure-VIII**.

8. Other Duties and Responsibilities of ASM

He will be the care taker of the Server room and he shall be responsible for the proper maintenance and cleanliness of the Fard Kendra. He will also be responsible for the opening and closing of the Fard Kendra according to office timings.

Apart from the above general duties, the ASM shall be responsible for the following:-

(a)   He shall be responsible for the opening and closing process of the Fard Kendra. This process will be duly notified to the ASMs separately.

(b)   The tehsil server and the router are the property of the PLRS and ASM is responsible for the physical security & maintenance of the hardware and furniture and fixtures installed at the Fard Kendra.

(c)   He shall be responsible for implementing the Service Level Agreements between the PLRS and the Vendor.

(d)   He is overall In charge of the Fard Kendra in all respects and to this extent, he is answerable for the proper running, security and maintenance and overall management.

(e)   For any technical difficulty, he shall report the same to the District System Manager of the district and for any administrative issues, he should report to the Tehsildar/Naib Tehsildar.

(f)   He will send monthly summary report in respect of PLRS fee to the District System Manager in **Annexure-VI**.

(g)   He will check the fee register maintained by duty Patwari in Annexure-III on regular basis, so as to prepare monthly report to be sent to DSM regarding PLRS fee.

(h)   He will also be responsible for maintenance of the following registers:-
   (a)   Attendance register (to be put up daily to the Tehsildar/Naib-Tehsildar)
   (b)   Visitor Book
   (c)   Any other register prescribed from time to time.

9. Duties and responsibilities of the Vendor :

All duties of the Vendor have been elaborated in the agreement executed between the Government and the Vendor. The ASM/DSM and the CRO concerned should ensure compliance of the terms of the agreement.

10. Duties and functions of Field Kanungo.

The concerned Kanungo shall validate the records in the computer, who shall be responsible to get the entries done in time from the Patwaris.

11. Duties and responsibilities of CROs

Tehsildar in the case of Fard Kendras at tehsil level and Naib-Tehsildar in the case of Fard Kendras at Sub-Tehsil level will be the Nodal Officer, for the smooth functioning of the Fard Kendras. After the approval of mutations, they will ensure that the data entry of orders of mutations are entered in the system regularly.

12. Procedure of payment to the Vendor

The procedure of making payment to the vendor has been elaborated in the agreement.

It shall be the duty of the ASM/DSM, CRO and SDM that timely payments are made to the Vendor to avoid any interest payment and consequently any legal implications later on.

13. Security, Back up for maintenance of Fard Kendra.

13.1 Log in details and pass words

The concerned Sub Divisional Magistrate of the Fard Kendra shall be the Chief Administrator (CA) of the System. The Chief Administrator will maintain register wherein the user name, date etc. will be maintained. The register shall be confidential in nature, which shall be kept in personal custody of the Chief Administrator. The specimen of the register is attached at **Annexure-VII.** The Chief Administrator on relinquishing charge to another person shall hand over backup DVDs and password register to his successor, in person. SDM will have all the authority to create/modify/delete any user or change the password of any user i.e. CRO, Kanungo, Patwari, ASM etc of his sub division by using the administrative module of the software. It is, therefore, imperative that the SDM as CA will have to keep his password confidential. He should not forget his password, under any circumstances. It is recommended that the SDM may give his password to the concerned Deputy Commissioner in a sealed envelope or the Deputy Commissioner may maintain a secret register of all the passwords of SDMs in a safe custody.

Note: Duties and responsibilities of the SDMs shall change dramatically when the PAWAN Project of Punjab is implemented along with data centre. Separate instructions will be issued once the PAWAN Project and Data Centre start functioning.

14. Procedure for entering mutations and other revenue records in computer system.

14.1 Mutations

The mutations are initiated through the following process:

(a)   On receipt of Parcha Yadasht from the Sub Registrar/Joint Sub-Registrar.
(b)   On receipt of application/death certificate or information from the Chowkidar pertaining to the death of any khewatdar.
(c)   Any administrative order or decision of the Court.

In the computerized system, there shall not be any change in the ordinary method of entry of mutation except for the method of up keeping of the record. The procedure is elaborated as under:-

(i)   Mutations initiated through Parcha Yadasht

After the registration of a document is done by the Sub-Registrar/Joint Sub-Registrar, Parcha Yadasht alongwith a copy of the deed, is sent to the Tehsildar's office, who further through the Office Kanungo, distributes to the Field Kanungos. On receipt of the Parcha Yadasht, along with copy of the registered deed, the Field Kanungo will give to the Halqa Patwari, who will enter the mutation in the computerized system. The halqa Patwari will have to login into the system by entering his user name, password and bio metric authentication. In case, he forgets his password, he can get the new password regenerated from SDM. He will then generate three copies of the mutation through the system after the validation by the Field Kanungo on the computer system. First copy shall be called Parat Patwar, Second will be called as Parat Sarkar and third copy will be called Parat Computer. Halqa Patwari will take these three copies and after due process and as per the instructions of the Punjab Government, CRO will sanction or reject the Mutation. The CRO, after sanctioning or rejecting the mutation, will have to log in the process and pass his orders on system also. He will be assisted by the operator of the Vendor in doing so.

After the approval or rejection by the CRO in the computer system, Patwari will have to log in to update the mutation register. It is on completion of all the formalities, the mutation is incorporated in the computerized system by the Patwari. The Parat Patwar will be maintained by the Halqa Patwari, the Parat Sarkar will be consigned with the Office Kanungo and the Parat Computer will be maintained by the ASM.

(ii)   Mutations of Varasat, Partition, Exchange, redemption and Sehat Indraz.

The procedure for these mutation will also be the same except that an applicant can initiate this mutation, by handing over an application or some other documents at the Fard Kendra or to the Halqa Patwari. The Fard Kendra will also have to maintain a

receipt register and will issue a receipt of the application. The Operator will then hand over the document to the Halqa Patwari for entering the mutation and shall obtain his signatures on receipt register. The specimen of Receipt register and Receipt are given as Annexure IX and X. The Halqa Patwari will follow the procedure of entering Rapat in Roznamcha Waqiati as envisaged in Para-14.1(iii) infra.

    (iii)   <u>Mutation through administrative order or court order.</u>

The procedure for this mutation will also be the same except that the Halqa Patwari will have to enter the rapat in Roznamcha Waqiati and then initiate the mutation process. It is, therefore, imperative that the Halqa Patwari should enter the rapat in the computer before entering the number as mentioned in roznamcha waquiti. In other words, the Halqa Patwari will have to maintain the manual Roznamcha waquiti alongwith computerized Roznamcha. The entry into the computerized Roznamcha should be made before the entry into the manual Roznamcha and the Serial No. of the computer Rapat number shall be assigned along the Serial No. and date of the Manual Roznamcha.

14.2 <u>Entry in Roznamcha Waquiti</u>

Only those entries, which have bearing on the land records, are to be entered into the Computerized Roznamcha. The procedure for entering the manual and computerized Roznamcha has been explained above in Para-14.1. (iii), which should be followed meticulously.

14.3 <u>Procedure of entry of Khasra Girdawari</u>

As in the case of Roznamcha Waquiti, the Halqa Patwari will have to maintain manual register of Khasra Girdawari as well as computerized system of Khasra Girdawari. The Patwari will make entry of harvest inspection in his manual register as per the usual process and then he will have to feed the Khasra Girdawari and date of inspection entry, immediately after recording the entry into the manual register. Both these entries should be same and should not have any deviation.

15. <u>Inconsistent Khewats (IK) and Inconsistent Mutations(IM):</u>

Though every effort is being made in getting revenue record corrected before making the system live and software should take care of all the possible entries, yet there will be cases which will be inconsistent. There should be a monthly review of the number of Inconsistent Khewats(IK) and Inconsistent Mutations (IM). Target should be fixed by Member Secretary / Collector to nullify them in a phased manner. This

should be an agenda in monthly meetings of Collector and PLRS. The following procedure has to be followed for entering these inconsistent entries:

15.1(a) <u>Procedure for entering Inconsistent Khewats.</u>

IK can be categorized into following four heads:

Cat I   Entries which are legally tenable, but are inconsistent with the Punjab Land Records   Manual. These entries cannot be corrected through usual process of civil court or error correction order of competent authority. e.g. Area in Sq. Feet etc. Enhancement in software is required to enter these entries in Computer Database.

Software needs to be enhanced for accepting such entries. Detailed System Requirement Study shall have to be carried out, Effort involved in terms of man days may be calculated and the software shall be required to enhance subsequently.

For the time being such entries shall be maintained manually.

Cat II   Entries which have been incorrectly read and entered by the Data Entry Operators such as wrong reading of a particular name, area, share etc.

These errors can be corrected by the Boot Operator in consultation with Halqa Patwari through common interaction.

Cat III   Errors which can be removed through Fard Badr, Sehat Indraj or under Section 42 of the East Punjab Consolidation of Holdings Act, 1948.

Cat IV   Entries which do not fall under any of the above three categories. These type of errors can be removed through the order of the civil court, competent authority or through notification or through partition of the Khewat or through Settlement process.

It has been observed that entries in category 2 can be corrected easily but it takes lot of time for corrections of category 3 & Category 4 inconsistencies. Even the software amendment/updation will also take time to accommodate Category 1 cases.

A provision has been made in the software whereby inconsistent Khewats (IK) are entered in the computer in text format and are locked so that further process like mutations are not possible

There would be cases where part of locked Khewats is correct and mutation is possible qua that correct part of the entry within that Khewat. It is proposed that a part of the correct portion of the locked Khewat may be mutated (on receipt of Registration Deed or Court Order or Virasat or Tabadla etc. etc.) manually by the Halqa Patwari as per the present mutation process. The mutation numbers of such mutations shall conform in serial number with the computerized mutation. In the computerized system an entry will be made directly in column no. 12 of the Jamabandi. The manual mutation entered and if approved by the CRO will be scanned and stored in the

Computer Server. As and when a Nakal of such mutations is requested by any person, same could be supplied on the spot from the Fard Kendra. Nakal of Jamabandi of such Khewats can be generated from the Computer System as the entry of such mutations has been made in the column no. 12 of the Jamabandi.

Since the manual mutation is inconsistent with the locked Khewat, its indraj is not possible in the Jamabandis. Furthermore, when automatic preparation of new Jamabandi is done by the application software, such processing of manual mutation is not possible for the locked Khewats and its off shoot manual mutation.

As regards the manual mutation, entry would be made in col. No. 12 of Jamabandi in text format giving reference of that manual mutation. Such system will continue during the daur period or during the rotation of Jamabandi. Therefore considering all pros and cons, the locked Khewat will be carried forward in next daur as it is with remarks of entry in col. No. 12 of Jamabandi giving reference to manual mutation.

During the preparation of New Jamabandi after the daur period, if the original Khewat is still not corrected then the locked Khewat alongwith the locked mutation will be carried over till such time it is corrected. As and when the Khewat is corrected, it has to be incorporated in the Computerized Jamabandi for which the following procedure is suggested:

1. Using Fard Badr/Sehat Indraj/Court Order or as the case may be, the Khewat would be corrected and will be unlocked in the computer database.
2. The manual mutations which are lying as scanned copies would be entered in the computer database by data entry operator.
3. As and when Competent Authority passes an order for prepare Jamabandi, this mutation will find its entry in column no. 4 of Jamabandi as being done in manual cases.
4. Eventually in due course of time if the records get cleaned, it will find its way in the Computerized System over period of time.

15.1(b)   <u>Issue of Nakals of Manual Khewats at the Fard Kendra</u>

1. The Khewats which can't be entered in the system will be scanned and stored into the Computer System.
2. Nakals will be issued from the scanned copy of the Khewats.
3. Whenever any new mutation is entered on these Khewats, the Khewat will be rescanned after entering the remarks in the 12th Column.

15.2   <u>Procedure for entering Inconsistent Mutations(IM)</u>

There are mutations which are inconsistent with the Land records manual or with software. The entry of these mutations through the mutation module will be possible only after these are made consistent with the Land Records manual or the software is upgraded to accommodate these mutations. Till such time, these mutations

will be entered directly in the 12th column of the Jamabandi. The Nakal of these Khewats can be generated from the Computer System.

These mutations will also be scanned and kept in the Computer System. The Nakal of these mutations will be issued from the Scanned Data.

Any future mutations on these Khewats will also be done manually, scanned and entered directly in the 12th column of Jamabandi.

The above process will continue till the time either software is upgraded to accommodate these mutations or mutation is reviewed to make it consistent with the Land records manual.

It may be noted that if any mutations become inconsistent at any stage, any further mutations on the same khewat will always fall in IM Category.

16. Publicity and communication to the public.

No Project, particularly the project in public domain, can succeed if it is not properly notified to the public. Public support and information to the public is of prime importance. The SDM and the CRO should hold seminars with the representatives of the public and should hold local press conferences in order to give due publicity to the new system of revenue operations. It will be worthwhile that CROs should go to every village and give information to the public on the procedure of system for issue of fards of Revenue records through the announcement system of Gurdwaras, Mandirs and other places, being visited by the public.

The accuracy of mutation much depends how the accurate is the deed written by the Deed Writers. The Deed writers have to be involved in this project and they have to be trained to prepare a deed as per the land records to avoid subsequent failure in entering the mutations, because the computerized system will not take inconsistent entry from the deed. The CROs concerned should hold meetings with the Deed Writers to explain them the need of accuracy to avoid further complications. End of the day, it is the public, who is going to be harassed, if deed writer has not written the deed properly. Deed writers have to be sensitized to the importance accuracy in the deeds. To begin with, the Deed Writers templates in hard copy to be provided by Inspector General Registration later on should be implemented for Sub-Registrar offices of Jalandhar I & II.

   a. This will help to identify the field problems and prepared the deed writers for switching over to a computerized system.
   b. For public validation after the Jamabandi has been read in the village, besides the availability of the copy of Jamabandi with the Lambardar, a copy of it should be placed at some convenient photocopier location from where the interested persons can take a photo copy of the record at the prevalent photo copy rate (50 Paisa/ Re. 1 per page, whatever applicable). This facility should be available with the public for a period of one month. Public can submit complaint regarding amendments as per Annexure- XI in the record. The application can be received through the Fard Kendra or the Halqa Patwari/CROs.

ਮਾਲ ਰਿਕਾਰਡ ਦੀ ਨਕਲ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਬੇਨਤੀ ਪੱਤਰ

ਨੰਬਰ:_____ ਮਿਤੀ : _____

(ਸਰਕਾਰੀ ਵਰਤੋਂ ਲਈ)

ਪਿੰਡ ਦਾ ਨਾਮ _____ ਹੱਦਬਸਤ ਨੰਬਰ _____ ਪਟਵਾਰ ਹਲਕਾ _____

ਕਾਨੂੰਗੋ ਹਲਕਾ _____ ਤਹਿਸੀਲ _____ ਜਿਲਾ _____

1. ਜਮਾਂਬੰਦੀ
i). ਚਾਲੂ ii). ਸਾਲ _____ iii). ਖੇਵਟ ਖਤੌਨੀ ਨੰਬਰ/_____ iv). ਖਸਰਾ ਨੰਬਰ _____

v). ਮਾਲਕ ਦਾ ਨਾਮ _____ vi). ਪਿਤਾ ਦਾ ਨਾਮ _____ vii). ਦਾਦੇ ਦਾ ਨਾਮ _____

2. ਇੰਤਕਾਲ
i). ਇੰਤਕਾਲ ਨੰਬਰ: _____ ii). ਇੰਤਕਾਲ ਦੀ ਕਿਸਮ: _____ iii). ਤਰੀਕ ਫੈਸਲਾ: ___/____/____

iv). ਵੱਲੋਂ _____ v). ਬਾਹੱਕ _____

3. ਖਸਰਾ ਗਿਰਦਾਵਰੀ
i). ਮਾਲਕ ਦਾ ਨਾਮ _____ ii). ਕਾਸ਼ਤਕਾਰ ਦਾ ਨਾਮ _____ III).ਖਸਰਾ ਨੰਬਰ _____

iv). ਸਾਉਣੀ ਹਾੜੀ ਸਾਲ/_____ ਤੋਂ ਸਾਉਣੀ ਹਾੜੀ ਸਾਲ/_____

.4ਫੀਲਡ ਬੁੱਕ
i). ਖਸਰਾ ਨੰਬਰ _____

5. ਰੋਜਨਾਮਚਾ ਵਾਕਿਆਤੀ
i). ਰਪਟ ਨੰਬਰ _____ ii).ਮਿਤੀ _____ iii). ਰਪਟ ਦੀ ਕਿਸਮ _____

6. ਫਰਦ ਬਦਰ
i). ਫਰਦ ਬਦਰ ਨੰਬਰ _____ ii). ਫੈਸਲਾ ਮਿਤੀ ___/___/___ iii). ਸ਼ਾਮਲ ਜਮਾਂਬੰਦੀ ਸਾਲ _____

7. ਨਕਸ਼ਾਮੁਸਾਵੀ/
i). ਮਾਲਕ ਦਾ ਨਾਮ _____ ii). ਮੁਸ਼ਤੀਲ ਖਸਰਾ ਨੰਬਰ/_____

ਮੈਂ _____ ਪੁੱਤਰ _____ ਪੁੱਤਰ _____
ਵਾਸੀ ਪਿੰਡ _____ ਤਹਿਸੀਲ _____ ਜਿਲਾ _____ ਟੈਲੀਫੋਨ_____
ਉਕਤ ਨਕਲ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਬੇਨਤੀ ਕਰਦਾ ਹਾਂ ।

ਬਿਨੇਕਾਰ ਦੇ ਹਸਤਾਖਰਅੰਗੂਠਾ/

ਨਕਲ ਵਸੂਲ ਪਾਈ

ਬਿਨੇਕਾਰ ਦੇ ਹਸਤਾਖਰਅੰਗੂਠਾ/
ਮਿਤੀ ____/_____/_____

_____

(ਸਰਕਾਰੀ ਵਰਤੋਂ ਲਈ)
ਮਾਲ ਰਿਕਾਰਡ ਦੀ ਨਕਲ ਪ੍ਰਾਪਤ ਕਰਨ ਲਈ ਬੇਨਤੀ ਪੱਤਰ ਦੀ ਰਸੀਦ

ਨੰਬਰ _____ ਮਿਤੀ ____/___/_____

ਸ੍ਰੀ ਸ੍ਰੀਮਤੀ/_____ ਬਿਨੇਕਾਰ ਵਲੋਂ ਦਰਖਾਸਤ ਪ੍ਰਾਪਤ ਕੀਤੀ ਗਈ ।

ਹਸਤਾਖਰ ਡਿਊਟੀ ਕਰਮਚਾਰੀ_____
ਨਾਮ ਡਿਊਟੀ ਕਰਮਚਾਰੀ _____
ਅਹੁਦਾ _____
ਤਹਿਸੀਲ _____
ਜਿਲਾ_____

(To be filled in by the operator at the time of receiving application)

Name of Tehsil/Sub-Tehsil_____   Name of District_____

Receipt Register for Nakal Applications

Sr. No.	Date	Name of Village of which Nakal required	Name of Patwar Halka	Name of Applicant and address	Telephone No.	Type of Nakal	Signature of official receiving application	Signature of Revenue officer

Annexure – 1(b)
(To be maintained by the duty patwari)

Name of Tehsil/Sub-Tehsil_____   **Name of District_____**

Despatch Register

Sr. No	Date	Name of applicant	Vill	Patwar Halka	Receipt No. of Application	Date	Type of Nakal	Signature and date of Halka Patwari	Date of return by Halka Patwari	Date of issue of Nakal	Sign. of duty patwari	Sign. of Revenue officer

Stamp Specimen

ਪੰਜਾਬ ਲੈਂਡ ਰਿਕਾਰਡਜ਼ ਸਮਾਇਟੀ

ਹਸਤਾਖਰ................
ਮਿਤੀ...................

ਫਰਦ ਕੇਂਦਰ, _____

Annexure – III

(To be maintained by duty Patwari after delivery of Nakal)

Name of Tehsil/Sub-Tehsil_____   **Name of District** _____

Register for receipt of Govt. and PLRS fee of Computerized Nakals

Sr. No	Date	Name of Village	H.B No.	Name of Applicant	Application No.	Date	Type of Nakal	Receipt No. of Govt. fee	Receipt No. of PLRS fee	Date of Delivery of Nakal	No. of Pages / No. of Fields/ No. of Ghuries	Govt. fee	Bank Challan No. and Date	PLRS fee	Name and Sign. of the Duty Patwari	Sign. of Revenue Officer	Remarks

Annexure – IV (a)

Name of District_____ **Name of Tehsil/Sub-Tehsil**_____

Receipt Specimen

ਰਸੀਦ

Govt. Record fee
Name of Tehsil/Sub-Tehsil: _____

Sr.No. _____Dated_____

Received from Sh. _____S/o_____

Village_____ Rs:_____on account

of Govt. fee of Computerized Nakal for Jamabandi, Mutation, Roznamcha, Khasra

Girdawari , Fard Badar, Field Book, Mussavis, Sajra Nasab.

Name and Signature of Duty Patwari

Annexure – IV (b)

Name of District_____ **Name of Tehsil/Sub-Tehsil**_____

Receipt Specimen

ਰਸੀਦ

Punjab Land Records Society **facilitation fee**
Name of Tehsil/Sub-Tehsil: _____

Sr.No. _____Dated_____

Received from Sh. _____S/o_____

Village _____ Rs:_____on account

of **facilitation fee** of Computerized Nakal for Jamabandi, Mutation, Roznamcha,

Khasra Girdawari, Fard Badar, Field Book, Mussavis, Sajra Nasab.

Name and Signature of Duty Patwari

Annexure – V (a)

DAILY STATEMENT OF NAKAL FEES COLLECTION
[GOVT. FEE]

District :_____   **Dated :**_____

Tehsil/Sub-Tehsil : **_____   **Land Revenue Head : 0029

S.No.	Type of Nakal Issued	No. of Nakals Issued	No. of Manual Pages	Fee Received
1.	Jamabandi			
2.	Mutations			
3.	Khasra Girdawari			
4.	Roznamcha			
5.	Fard Badr			
6.	Field Book			
7.	Musavies			
8.	Shajra Nasb			
	TOTAL			

(Signature of Duty Patwari)   **(Countersigned By: Tehsildar/Naib-Tehsildar)**

Annexure – V (b)

DAILY STATEMENT OF NAKAL FEES COLLECTION
[PLRS FEE]

District: _____   **Dated :** _____

Tehsil/Sub-Tehsil: _____   **Account No.** _____

S.No.	Type of Nakal Issued	No. of Nakals Issued	No. of Pages Printed	Fee Received
1.	Jamabandi			
2.	Mutations			
3.	Khasra Girdawari			
4.	Roznamcha			
5.	Fard Badr			
6.	Field Book			
7.	Musavies			
8.	Shajra Nasb			
	TOTAL			

Signature of Duty Patwari
handing over PLRS fee to
Registration Clerk with date   **(Countersigned By: Tehsildar/Naib-Tehsildar)**

Signature of Registration Clerk
receiving PLRS fee from
duty Patwari with date

(To be prepared by A.S.M)

Name of District_____   **Name of Tehsil/Sub-Tehsil_____**

<u>MONTHLY SUMMARY REPORT OF PLRS FEE FOR THE NAKALS ISSUED FOR THE MONTH OF_____</u>

Number of Nakals Issued

Jamabandi		Mutations		Khasra Girdawari		Roznamcha		Fard Badr		Field Book		Mussavi, Aksh Sajra Latha No. of Fields	Shajra Nasb No. of Ghuries	Fee Collected
No. of Nakals	No. of pages	No. of Nakals	No. of Pages	No. of Nakals	No. of Pages	No. of Nakals	No. of pages	No. of Nakals	No. of pages	No. of Nakals	No. of pages			

Signature of the ASM with date   **Countersigned by Tehsildar/Naib-Tehsildar**

Name of District _____

MONTHLY SUMMARY REPORT OF PLRS FEE FOR THE NAKALS ISSUED FOR THE MONTH OF _____

Number of Nakals Issued

S. No.	Name of Tehsil/ Sub-Tehsil	Jamabandi		Mutations		Khasra Girdawari		Roznamcha		Fard Badr		Field Book		Mussavi, Aksh Sajra Latha No. of Fields	Shajra Nasb No. of Ghuries	Fee Collected
		No. of Nakals	No. of pages	No. of Nakals	No. of pages	No. of Nakals	No. of Pages	No. of Nakals	No. of pages	No. of Nakals	No. of pages	No. of Nakals	No. of pages			
	TOTAL															

Signature of the DSM with date   **Countersigned by DRO**

Annexure - VII

Name of District_____   **Name of Tehsil/Sub-Tehsil**_____

PASSWORD MAINTENANCE REGISTER

S.No.	Name of the User	Designation	User ID	Passward	Date of Creation/ Modification	Sign of the User

Annexure – VIII

Name of District_____ **Name of Tehsil/Sub-Tehsil**_____

MONTHLY BACKUP REGISTER OF TEHSIL/SUB-TEHSILS

S.No.	Media Number and date	Back up of the Period	Date of receipt	Signature

Annexure – IX

Name of Tehsil/Sub-Tehsil_____   Name of District_____

RECEIPT REGISTER FOR MUTATION OF VIRASAT, PARTITION, EXCHANGE, REDEMPTION AND SEHAT INDRAZ

S.No.	Date of receipt of application etc.	Village	H.B. No.	Name of the Applicant	Subject	Mutation No. & Date	Signature of Halqa Patwari with date

Annexure - X

Name of Tehsil/Sub-Tehsil_____   **Name of District**_____

RECEIPT OF APPLICATION

Received application for the initiation of Mutations from Sh./Smt._____

Son/Daughter/Wife of Sh. _____ Village _____

Tehsil _____   District _____ and entered in Receipt Register at

Sr. No. _____ Dated _____.

                                                                                          (Signature of Operator)
Dated_____

ਜਮਾਂਬੰਦੀ ਨਕਲ ਦੀ ਦਰੁਸਤੀ ਦਾ ਫਾਰਮ

ਜਮਾਂਬੰਦੀ ਸਾਲ _____   ਪਿੰਡ ਦਾ ਨਾਮ_____   ਹਦਬਸਤ ਨੰਬਰ_____   ਤਹਿਸੀਲ_____   ਜਿਲਾ_____

	1	2	3	4	5	6	7	8	9	10	11	12
	ਖੇਵਟ ਜਾਂ ਜਮਾਂਬੰਦੀ ਦਾ ਨੰਬਰ	ਖਤੋਨੀ ਨੰਬਰ	ਪੱਤੀ ਅਤੇ ਪਾਸੇ ਦਾ ਨਾਮ ਸ਼ਣੇ ਨੰਬਰਦਾਰ ਦਾ ਨਾਮ ਤੇ ਮਾਮਲੇ ਦੀ ਰਕਮ	ਮਾਲਕ ਦਾ ਨਾਂ ਅਤੇ ਵੇਰਵਾ	ਕਾਸ਼ਤਕਾਰ ਦਾ ਨਾਂ ਅਤੇ ਵੇਰਵਾ	ਖੂਹ ਜਾਂ ਹੋਰ ਸਿੰਚਾਈ ਦੇ ਸਾਧਨਾ ਦਾ ਨਾਮ	ਨੰਬਰ ਖਸਰਾ ਜਾਂ ਮੁਰੱਬਾ ਨੰਬਰ	ਹਰੇਕ ਖੇਤ ਦਾ ਰਕਬਾ ਤੇ ਜੋੜ ਖਾਤਾ ਦੀ ਭੌਂ ਕਿਸਮ ਸਹਿਤ	ਲਗਾਨ ਜੇ ਮੁਜਾਰਾ ਅਦਾ ਕਰਦਾ ਹੇ , ਜਰ ਤੇ ਰਕਮ ਦੇ ਵੇਰਵੇ ਸਹਿਤ	ਹਿੱਸਾ ਜਾਂ ਹਕੀਅਤ ਦਾ ਪੈਮਾਨਾ ਅਤੇ ਬਾਛ ਢੰਗ	ਮੁਤਾਲਬਾ ਮਾਲ ਅਤੇ ਸਵਾਈ ਦੀ ਵਿਆਖਿਆ ਦਿੰਦੇ ਹੋਏ	ਰੀਮਾਰਕਸ
ਪੁਰਾਣੀ ਸੂਰਤ												
ਨਵੀ ਸੂਰਤ												

ਬਿਨੇਕਾਰ ਦੇ ਹਸਤਾਖਰ ਅੰਗੂਠੇ ਦਾ ਨਿਸ਼ਾਨ /_____

ਨੋਟ: ਸਿਰਫ ਗਲਤ ਇੰਦਰਾਜ ਦਾ ਵੇਰਵਾ ਹੀ ਦਰਜ ਕੀਤਾ ਜਾਵੇ । 1.   ਬਿਨੇਕਾਰ ਦਾ ਨਾਮ_____ ਮਿਤੀ_____

2. ਇਹ ਫਾਰਮ ਬਿਨੈਕਾਰ ਵਲੋ ਭਰਿਆ ਜਾਵੇ ।   ਪਤਾ   _____