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Examination of Patwaris

3.107. In the last week of September, an examination will be held on the following subjects by Director of Consolidation/Deputy Commissioners Settlement Officers as the case may be.

	Subjects	Marks
1.	Mensuration & Settlement Manual Chapter 12,14 and Appendices VII, VIII, XIV & XXI of Settlement Manual	100
2.	Consolidation of Holdings (i) H.P. Holdings (Consolidation and Prevention of Fragmentation) Act, 1971. (ii) H.P. Holdings (Consolidation and Prevention of Fragmentation) Rule, 1973 and (iii) Consolidation Hidayat issued by DCH (HP)	100
3.	Arithmetic upto Matric standard	100
4.	Viva voce Examination in Patwari's Mensuration, Settlement and Consolidation of Holdings Operations	100
5.	HP Land Records Manual	100
6.	Paper No. 9 Computer	



Syllabus :-

Chapters

Section— I

Revenue Functionaries

1. Director of Land Records.
2. Kanungos.
3. Patwaris.
4. Village Headmen.
5. Village Chowkidars

Section—II

Maintenance and Updating of Land Records

6. Surveys.
7. Consolidation of Holdings.
8. Records of Rights.
9. Harvest Inspections.
10. Demarcation of Boundaries.
11. Alluvion and Diluvion.
12. Land Revenue Assignments.
13. Prevention of Encroachments on Govt. Lands.
14. Procedure in Partition cases.
15. Land Records Offices.
16. Computerization of land Records.

Section—III

Revenue Statistics

17. Agricultural Statistics.
22. Crop Experiments.

Section—IV

Censuses

24. Agricultural Census.
25. Live stock Census.

Section—V

Miscellaneous

28. Procedure for Issuing Various Certificates.
29. Training and Refresher Courses.
30. Inspections of Revenue Records.
31. Yearly Programmes of the work of Revenue Functionaries and their other duties.

Subjects	Marks
6. H.P. Land Laws (with the aid of books)	100

SYLLABUS

1. The H.P. Land Revenue Act 1954.
2. The Punjab Land Revenue Rules (As applicable to H.P.).
3. The H.P. Land Revenue (Surcharge) Act, 1974.
4. The H.P. Land Revenue (Surcharge) Rules, 1974.
5. The H.P. Cancellation of Remission and Assignment of Land Revenue Rules, 1966.
6. The H.P. Fees for Inspection and Copies or Extracts from Patwaris, Record Rules, 1980.
7. The H.P. Govt Notification No. 10-9/69 Rev. A dated 7th May, 1980 regarding Mutation Fees in H.P.
8. The H.P. Kisan Pass Book Rules, 1982.
9. The H.P. Land Revenue (General) Assessment Rules, 1984.
10. The H.P. Land Revenue (Special Assessment) Rules, 1986
11. The H.P. Abolition of Land Revenue on Uneconomic Holdings, Act, 1977.
12. The Punjab Chaukidara Rules as applicable to H.P.
13. The H.P. Nautor Land Rules, 1968.
14. Special Scheme for the grant of Nautor land 1975.
15. The H.P. Emergency Relief Manual.
16. The H.P. Tenancy and Land Reforms Act, 1972.
17. The H.P. Tenancy and Land Reforms Rules, 1975.
18. The H.P. Ceiling on Land Holdings Act, 1972.
19. The H.P. Ceiling on Land Holdings Rules, 1973.
20. The H.P. Utilization of Surplus Area Scheme, 1974.
21. The H.P. Holdings (Consolidation and Prevention of Fragmentation) Act, 1971.
22. The H.P. Holdings (Consolidation and Prevention of Fragmentation) Rules, 1973.
23. The H.P. Village Common Lands (Vesting and Utilization) Act, 1974.
24. The H.P. Village Common Lands (Vesting and Utilization) Rules, 1975.
25. The H.P. Village Common Lands (Vesting and Utilization) Area Scheme, 1975.
26. The H.P. Transfer of Land (Regulation) Act, 1968.
27. The H.P. Transfer of Land (Regulation) Rules, 1968.
28. The H.P. Agricultural Credit Operations and Miscellaneous Provisions (Banks) Act, 1972.
29. The H.P. Agricultural Credit Operations and Miscellaneous Provisions (Banks) Rules, 1972.
30. The H.P. Utilization of Lands Act, 1973.
31. H.P. Utilization of Lands Rules, 1973.
32. The H.P. Public Moneys (Recovery of Dues) Act, 1973.
33. The H.P. Distressed Persons (Facilities for Loans) Act, 1976.
34. The H.P. Distressed Persons (Facilities for Loans) Rules, 1984.
35. The Hindu Succession Act, 1956.
36. Definitions of Reserved Forests, Village Forests, and Protected Forests under the Indian Forest Act, 1927.
37. The Forest (Conservation) Act, 1980, as amended by the Forest (Conservation) Amendment Act, 1988.

	Subjects	Marks
7.	Copying of Records (Copying of Settlement and periodical Record, Mode of Partition, Mutation, Diluvion and fluctuating Assessment Papers and copying of maps).	100
8.	Election: 1. Preparation of Electoral Rolls of H.P. Vidhan Sabha, Lok Sabha, Municipal Committees, Municipal Corporations and Panchayats. 2. Instructions issued by the H.P. Government from time to time regarding revision of Electoral Rolls. 3. H.P. Gram Panchayat Election Rules, 1991. 4. H.P. Municipal Election Rules, 1970.	100
9.	Survey Work (i) Field survey on Triangulation system, Square system, map correction as defined in Appendix XXI of Settlement Manual and Part D of Chapter 6 of H.P. Land Records Manual. (ii) Preparation of various measurement papers connected with (i) above.	100
	Miscellaneous (i) Visit to Tehsil offices from the school to show the working of different sections of the Tehsil offices and particularly of the Office Kanungo and Wasil Waqi Nawis. (ii) Visit to typical villages. (iii) Visit to Block Office.	
	Practice (i) Field survey by the triangulation, square system and map correction (ii) Preparation of various measurement papers connected with it. (iii) Copying of Settlement & periodical records, (iv) Copying of maps.	

There will be written papers in subjects 1, 2, 3, 5, 6, 8 each containing ten questions. The viva voce of 4th subject will be of ten questions each. Under/subject-7 the examinees will produce the whole work done by them during the term and will be examined on the contents of the papers in order to ascertain whether they understand them. Marks will be given with reference to the excellence of the writing and to the intelligence shown by the replies.

Under Subject-9 each examinee will produce a map copied by himself and a map surveyed by himself, both being certified by the teacher and Sadar Kanungo to be the pupil's work. Survey squads will then be taken out by the examiners and be required to work on new ground in their presence. Marks will be awarded



according to the merits of each pupil's map-copy and original map-end according to the working of his squad in the examiner's presence.

To pass a candidate, half marks must be obtained in each of the subjects Nos. 1 to 8. If a Patwari candidate, after regularly attending the patwari schools fails to pass in any one of the subjects 1 to 7, he may be allowed to pass the examination and on a subsequent occasion to sit for re-examination in these subjects alone.

If a candidate fails in Paper-8 (survey work) he will have to sit in re-examination in all the subjects and he must attend the patwari school (to be allowed by Director of Land Records) for tuition before re-appearing in the examination. The candidate shall be entitled to avail only 3 chances in all to appear in the examination.

It is suggested that the services of the experienced Revenue Officers must be used in the examination. ✓

Shankar Kaurani
27/8/2018

Government of Himachal Pradesh
Department of Revenue

No.Rev.B.A.(3)- 1/2015. Dated:Shimla-2,

NOTIFICATION

The Governor, Himachal Pradesh is pleased to amend Chapter 3 of the Himachal Pradesh Land Records Manual, 1992 notified vide notification No.Rev. (LR) A (58)/89 dated 3rd December, 1992, as follows:-

in para 3.107 under sub Head XIX Examination under the Land Records Manual, Paper No. 9 (computer) in syllabus be added as follows;

UNIT-1

Introduction to Computer, Computer system concept, Computer System Characteristics, Capabilities and limitations, Basic Components of computer system- Control unit, ALU, Input/output semiconductor Memory RAM, ROM, EPROM, PROM and other types of Memory.

UNIT-2

Input Devices: keyboard, Mouse, Joystick, Scanner, Digital Camera, Scanners-MICR, OCR, OMR

Output Devices: Characteristic and types of monitor; Printer, Plotter.

Storage Devices: Magnetic Disks, Hard Disk Drivers, Floppy Disks, optical Disks

Computer Software: System software, Application software, Hardware.

Network: Communication process, Internet, Type of Network-LAN, MAN, WAN etc.



UNIT-3

MS Windows: Introduction to MS Window, Features of Windows, Working with Windows, My Computer & Recycle Bin, Icons, and window Explorer, Screen description, working with files & folders, Simple operations like copy, delete, moving of files and folders from one drive to another.

UNIT-4

MS-Word: Feature and area of use, Paragraph and page formatting, Text editing, printing and various printing options, inserting-page numbers, pictures, files, header footer, working with table, mail merge, typing on mangal font.

MS-Excel: Introduction and area of use, working with MS excel, concepts of workbook & Worksheets, use of formulas, calculation & functions,

UNIT-5

HimBhoomi Jamabandi Software:-

- i. Village Master Entry
- ii. Shajra Nasab data entry
- iii. Khewats entry, Khatoni entry, Khasra entry
- iv. Error details
- v. Naksha Bartan
- vi. Wasib-ul-Arj
- vii. Family reordering
- viii. Screen Report
- ix. Print Reports, etc.
- x. Steps for Copy Data for Mutation Updation/Delete Mutation data completely

UNIT-6

HimBhomi Mutation Module: How different type of Mutations are entered

- i.** Steps for mutation checking
- ii.** Steps for mutation submission/revert selected
- iii.** Steps for mutation approval
- iv.** Error in Jamabandi entry
- v.** Village level changes
- vi.** Screen Reports
- vii.** Report after mutation-intermediate Shajra Nasab & intermediate Jamabandi
- viii.** Family ordering
- ix.** Khewat/Khatoni clubbing and ordering
- x.** Create new Jamabandi after mutation
- xi.** Delete Jamabandi data, final print of Jamabandi
- xii.** Nakal Module
- xiii.** HimBhoomi Location Module
- xiv.** Data Porting Module
- xv.** Bhunaksha

UNIT-7:

- i.** E-Praman/E-District

UNIT-8

- i.** Use of official Email for communication and Google spread sheet for reporting pending cases and other work.

By Order

(Manisha Nanda)
ACS-cum-F.C. (Revenue),
Government of Himachal Pradesh.

Endst.No.As above. Dated:Shimla-2, 23-08-2018

Copy forwarded for information and further necessary action to:-

1. The Divisional Commissioner, Shimla/Mandi/Kangra at Dharamshala, H.P.
2. All the Deputy Commissioners in Himachal Pradesh.
3. The Director, Land Records, H.P., Shimla-9.
4. The Settlement Officer, Shimla/Kangra, Himachal Pradesh.
5. The Controller, Printing and Stationery, Govt. Press, Shimla-5.
6. All the SDO (C) in H.P.
7. The COC to the F.C. (Appeals), Govt. of H.P.
8. All the Tehsildars/Naib Tehsildars in H.P.

(Rakesh/Mehta)

Joint Secretary (Revenue) to the
Government of Himachal Pradesh.