

INDENT FOR TYPOGRAPHICAL OCCASIONAL FORMS—*continued*

1 Serial No.	2 DESCRIPTION OF FORMS.	3 Reference to Circulars.	4 Number of copies in store.	5 Number expended during past 12 months.	6 Required to complete 12 months' supply.	7 REMARKS.
	Correspondence (English)—					
	<i>Commissioners' Offices—</i>					
18	Dkts., large—to Secy. to Govt.	...				
19	" " " Secy. to Finl. Commr.	...				
20	" " " Mis. address				
21	" small—" Deputy Commr.	...				
22	" " " Mis. address				
23	Reminder, small—to L e t t e r s	...				
24	" " " for State- ments.	...				
25	Envelopes, large—to Secy. to Govt.	...				
26	" " Secy. to Finl. Commr.	...				
27	" " " Mis. address				
28	" small—to Dy. Commr.	...				
29	" " " Mis. address	...				
	<i>Collectors' Offices—</i>					
30	Dkts., large—to Mis. address...	...				
31	" small—" Commr.				
32	" " " Mis. address...	...				
33	" " " Reminder.				
34	Envelopes, large—to Mis. ad- dress.	...				
35	" small—to Commr.	...				
36	" " " Mis. address	...				
	<i>Office of Director, Land Records—</i>					
37	Dkts., small—Rem. der				
38	Envelopes, large—to Collector...	...				
39	Dkts., small—to Collector				
40	" " " Mis. address...	...				
41	Envelopes, large " "				
42	" small—to Collector.	...				
43	" " " Mis.				
	<i>Settlement Officers' Offices—</i>					
44	Dkts., large—to Mis. address...	...				
45	" small— ditto				
46	Envelopes, large—to Blank				
47	" small— ditto				
	Customs—					
48	License to manufacture Crude Saltpetre (including Sajji).	See Cir. 48.				
	Establishment—					
49	Changes in Proposition State- ment.	P.G. Cir. 17 of 72.				

INDEXT FOR TYPOGRAPHICAL OCCASIONAL FORMS—continued.

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	Government Lands—					
50	Notice of proposed sale ...	See Cir. 57 (last para.)				
51	Deed of agreement acknowledging purchase.					
52	Deed of grant transferring Government right in the land.					
53	Mortgage deed to secure payment for land sold.					
54	Application for lease of waste land.					
55	Form of lease of Government waste land.					
	Government Servants—					
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60	Tahsildárs—Applications for leave, &c.	22				
61	Tahsildárs. Transfer of—	L. R. Rules.				
62	Náib-Tahsildárs. Final qualification report of a candidate selected for the post of—					
63	Tahsildárs and Náib-Tahsildárs—Nomination roll for vacancies under the Tahsildári rules.	22				
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65	Claims of heirs of deceased pensioners and all other claims.					

INDENT FOR TYPOGRAPHICAL OCCASIONAL FORMS—concluded.

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Serial No.	DESCRIPTION OF FORMS.	Reference to Circulars.	Number of copies in store.	Number expended during past 12 months.	Required to complete 12 months' supply.	REMARKS.
	Pensions—concl'd.					
66	Payment of arrears of pension	38				
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74	Blank return. Memo. of—	{ Punjab Sel. Cir. xiii of 1860, paras. 12 and 8 of an- nexure.				
75	Periodical returns. Check List of—					
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77	Report on state of—	24				
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No. 59.—Returns.

The following is a list of the Periodical Returns and Reports relating to subjects treated of in the Volume which are submitted to the Financial Commissioner's Office and the dates on which they are due.

C. M. 13 & 51, 1888.

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioners to the Financial Commissioner.	REMARKS.
	WEEKLY.			
48	Comparative Statement of Salt Revenue.	...	As soon after the close of the week as possible.	This is due from the Commissioner, Northern India Salt Revenue, Agra.
	MONTHLY.			
35	Hal Tauzi ...	15th of the following month.	...	Due from Collectors.
"	Statement of Provincial Services and Local Funds Income.	Ditto	Ditto
15	Index of Revenue Correspondence.	...	10th of following month.	Due from Commissioners.
53	Water-advantage Revenue Tauzi.	15th of the following month.	...	Due from Collectors, Lahore, Amritsar and Gurdáspur.
55	Deputy Commissioners' Monthly Returns of Loans granted to Agriculturists.	5th ditto ...	As soon after receipt as possible.	Submitted by Collectors through Commissioners.
35	1 Accountant-General's Memo. of Treasury Credits of Land Revenue.	...	As soon after the close of the month as possible.	Due from the Accountant-General.
55	2. Accountant-General's Memo. of Takavi Advances.			
35	3. Accountant-General's Memo. of Provincial Services, &c.			
...	4. Accountant-General's Memo. of Excise and Income Tax.			
52	Foreign Trade Return...	15th of the following months.	...	Due from Collectors of the 13* Districts only as noted below.

* NOTE.—Dera Ismail Khan, Dera Ghazi Khan, Bannu, Pesháwar, Kohát, Gurdáspur, Siálkot, Ráwalpindi, Jhelum, Gujráat, Hazára, Simla, Kangra.

LIST OF PERIODICAL RETURNS, &c.—continued.

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioners to the Financial Commissioner.	REMARKS.
QUARTERLY.				
31	Statements of Remissions and Suspensions of Fixed, Fluctuating and Miscellaneous Land Revenue.	Submitted by the Financial Commissioner to Government, Civil Department, 15 days after the close of the quarter.
15	Lists of Unanswered References.	...	15th of the month succeeding the quarter for which due.	Due from Commissioners.
60	Statements of Revenue Business.	15th of the following month after close of the quarter.	As soon after receipt as possible.	Submitted by Collectors through Commissioners.
60	Statement of Revenue Appeals.	...	As soon as possible after close of the quarter.	Due from Commissioners.
38	Statement of Resumed Pattidári Shares and Pensions.	15th of the following month after close of the quarter.	As soon after receipt as possible.	Due from the Commissioner of the Delhi Division.
22	Statement of Tahsildárs and Náib-Tahsildárs.	{ 1st Jany. 1st April. 1st July. 1st Octr. }	...	Due from Collectors.
55	Statement of Advances for Agricultural Improvements and for purchase of Bullocks, Seed, &c. (Acts XIX of 1883 and XII of 1884).	...	As soon after the close of the quarter as possible.	Due from the Accountant-General.
55	Collectors' Abstract Return of Disbursements, Collections and Outstandings on account of Land Improvement Loans and Loans to Agriculturists (Acts XIX of 1883 and XII of 1884).	15th of the month after close of the quarter.	As soon after receipt as possible.	Submitted by Collectors through Commissioners.

LIST OF PERIODICAL RETURNS, &c.—continued.

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioner to the Financial Commissioner.	REMARKS.
	QUARTERLY—contd.			
52	Forest Returns of Trade in Timber.	...	15th of the month after the quarter to which they relate.	Due from the Conservator of Forests.
"	North-Western Railway Trade Returns.	Seven weeks after the quarter to which they relate.	...	Due from the Examiner of Accounts, North-Western Railway, Lahore.
"	East Indian Railway Trade Returns.	Ditto	Due from the Assistant Auditor, East Indian Railway, Jamalpur.
"	Rájpútána-Malwa Railway Trade Returns.	Ditto	Due from the Examiner of Guaranteed Railways, Bombay.
"	Oudh and Rohilkand Railway Trade Returns.	Ditto	Due from the Auditor, Oudh and Rohilkand Railway, Lucknow.
"	Country Boat Trade Returns.	Ditto	Due from the Deputy Conservator and Registrar, River Indus, Sukkur.
"	Statement showing changes in Railway freights.	Ditto	Due from the Examiner, North-Western Railway, Sukkur. Due from the Traffic Manager, East Indian Railway. Due from the Examiner of Guaranteed Railways, Bombay. Due from the Auditor, Oudh and Rohilkand Railway, Lucknow.
22	Seniority List of Náib-Tahsildárs.	Ditto ...	{ 10th March 10th June ... 10th Sept. 10th Decr.	This List will be furnished to Commissioners in print for correction and return.

LIST OF PERIODICAL RETURNS, &c.—*Continued.*

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioner to the Financial Commissioner.	REMARKS.
<i>QUARTERLY—concl'd.</i>				
22	Distribution List of Tahsildárs and Náib-Tahsildárs.	No fixed date.	{ 10th March. 10th June ... 10th Sept. 10th Decr.	This List will be furnished to Collectors in print for correction and return.
...	Statement of Paper Expenditure.	As soon after the close of the quarter as possible.	...	Due from the Superintendent, Punjab Government Press.
47	Statement of allotments made from the Financial Commissioner's Reserve for Minor Works (Civil Buildings).	Submitted to Government, Public Works Department (for the 1st, 2nd and 3rd quarters of the year only) as soon after the close of the quarter as possible.
<i>HALF-YEARLY.</i>				
53	Return of Realizations on account of sale of Government Lands benefited by construction of Major Irrigation Works.	1st of April and 1st of October.	As soon after receipt as possible.	Submitted by Collectors through Commissioners.
37	Statement of Lapsed and Resumed Muáfis.	1st January and 1st July.	15th January and 15th July	Submitted by Collectors through Commissioners.
56	Statement of Leases of Government Waste Lands sanctioned.	10th Octr. and 10th April	15th Octr. and 15th April	Ditto.
„	Statement of cancellation of Leases of Waste Lands.	10th Octr. and 10th April.	15th Octr. and 15th April.	Due from the Lahore and Deraját Divisions only.
53	Statement of the share of Land Revenue to which the Canal Department is entitled to take credit in its accounts.	Ditto ...	Ditto ...	Submitted by Collectors through Commissioners.
35	Tauzi of Tribute ...	Ditto	Due from the Collectors of Simla, Kangra, Jullundur and Gurdáspur.

LIST OF PERIODICAL RETURNS, &c.—continued.

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioners to the Financial Commissioner.	REMARKS.
	HALF-YEARLY—concl'd.			
36	Statement of Local Rates and other Cesses.	15 days after close of half-year.	As soon after receipt as possible.	Submitted by Collectors through Commissioners.
54	Statement of Reductions of the Rent-roll on account of Land taken up for public purposes.	1st Decr. and 1st June.	Ditto ...	Ditto.
38	Statement of Recipients of Pensions granted on condition of Education.	...	1st April and 1st October.	Due from Commissioners.
52	List of Value Rates for Articles of Trade.	In April and October.	...	Due from Collectors of 13 districts only as already mentioned at foot-note.
...	List of Mathematical Instruments.	1st April and Octr.	Due from Settlement Officers to Commissioners. Need not be sent to Financial Commissioner.
	ANNUAL.			
33	Statement of Alluvion and Diluvion.	15th April s..	1st May ...	Submitted by Collectors through Commissioners.
35	Rent-roll of Fixed Land Revenue.	10th October.	1st November.	Ditto.
"	Comparative Demand Statement of Miscellaneous Land Revenue.	10th October	1st Novr. ...	Ditto.
"	Statement of Balances of Fluctuating and Miscellaneous Land Revenue.	Ditto ...	Ditto ...	Ditto.
"	Statement of Balances of Fixed Land Revenue.	Ditto ...	Ditto ...	Ditto.
24	Statement of Camp Equipage.	15th April ...	1st May ...	Ditto.
56	Statement of Alienation of State Lands.	10th April ...	20th April ...	Ditto.
41	Budget Estimates ...	10th Octr. ...	15th Octr. ...	Ditto.

LIST OF PERIODICAL RETURNS, &c.—*continued.*

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioners to the Financial Commissioner.	REMARKS.
	ANNUAL.— <i>contd.</i>			
47	List of Major Revenue Buildings.	1st August ...	1st Sept. ...	Submitted by Collectors through Commissioners.
...	Statement of Fluctuating Canal Assessments, Nos. D I, D II, D III.	...	1st Novr. ...	Ditto.
46	Statement of Enlistments for the Native Army.	10th April ...	15th April ...	Ditto.
...	Statements of Fluctuating Assessments, Nos. D I and D II.	...	21st December	Due from Commissioners, Delhi, Jullundur, Lahore and Derajat.
44	Stationery Indents ...	10th November	15th November	...
58	Indent for Revenue Occasional Forms.	10th December	15th December	Due from Collectors, Commissioners, and Director of Land Records.
22	List of persons intending to appear at the Examination of Náib-Tahsildárs	15th February	Before 1st of March.	Due from Collectors through Commissioners.
22	List of persons intending to appear at the Tahsildárs' Examination.	...	1st March and 1st September.	Submitted by Collectors.
22	Report on Candidates for the post of Tahsildár and Náib-Tahsildár liable to have their names struck off the List of Candidates.	...	1st February.	Due from Commissioners.
52	Statistics of Large Industries.	25th May ...	As soon after receipt as possible.	Submitted by Deputy Collectors through Commissioners.
52	Statement showing Refund of Duty paid and certificates granted on goods exported in bond to Kashmir and Central Asia <i>via</i> Kashmir.	...	15th May ...	Due from the Collectors of Customs, Karachi, Bombay and Calcutta, and Commissioners, Lahore and Jullundur.
52	Statement of Drawbacks and Charas Passes granted.	...	Ditto ...	Due from the British Joint Commissioner, Ladakh at Leh.

LIST OF PERIODICAL RETURNS, &c.—continued.

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioner to the Financial Commissioner.	REMARKS.
	ANNUAL—contd.			
22	Statement of attested Invoices on which Drawback was recoverable.	...	15th Octr. and 15th April.	Due from the Resident at Kashmir.
53	Statement showing the demand of Water Advantage-rate assessed on Lands not irrigated at Settlement.	February ...	February ...	Due from Deputy Commissioners, Mooltan, Dera Gházi Khan and Muzaffargarh, to be submitted through Commissioners.
53	Statement showing the demand of Income derived from Canal-irrigated Lands separately assessed.	...	Ditto ...	Due from Deputy Commissioner, Montgomery, to be submitted through the Commissioner.
45	Privy Council Appeals ...	1st January...	...	Due from the Government Advocate.
60	Judicial Business Returns	1st February	10th February	Due from Commissioners, Collectors, and Settlement Officers.
54	Land taken up for Railway purposes.	...	30th June ...	Submitted by Collectors through Commissioners.
22	List of Candidates for the post of Tahsildár and Náib-Tahsildár.	...	1st March ...	This List will be furnished to Commissioners in print for correction and return.
22	List of Candidates for the post of Tahsildár and Náib-Tahsildár who have ceased to be available during the past 12 months.	...	Ditto ...	Due from Commissioners (will not be printed or published).
22	List of Deputy Superintendents of Settlements.	...	15th March...	Due from Commissioners.
61	Annual Statements showing probable growth of Land Revenue and duration of Current Settlements.	1st August ..	First week in August.	Due from Collectors through Commissioners.

LIST OF PERIODICAL RETURNS, &c.—*continued.*

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioner to the Financial Commissioner.	REMARKS.
ANNUAL— <i>contd.</i>				
55	Review of Operations under Acts XIX of 1883 and XII of 1884.	...	1st July ...	Submitted by Collectors through Commissioners. The Review is due to Government on 1st August.
55	Estimates of Advances and Recoveries under Acts XIX of 1883 and XII of 1884.	...	1st November	Submitted by Collectors through Commissioners.
41	Return showing probable increases and decreases as affecting the Land Revenue Collections of the year.	...	1st Week in March.	Submitted by Collectors through Commissioners.
52	List of Value Rates for Articles of Internal Trade.	Not fixed ...	As early as possible after the close of the official year.	To be submitted by Secretaries to Governments of other Provinces.
61	Revenue Administration Reports and Returns.	October ...	20th November	Due from Collectors through Commissioners.
52	Trade Report, Exterenal.	1st May ...	8th May ...	No reports received from Railways.
"	Report on River-borne Trade.	...	1st July ...	Due from Deputy Conservator and Registrar, River Indus, Sukkur.
"	Special Manufactures.	Date of submission is fixed each year when the subject is chosen.	Date of submission is fixed each year when the subject is chosen.	Submitted by Collectors through Commissioners.
"	Memo. showing increase and decrease of Stock Book.	Should be submitted by Settlement Officers to Commissioners, who will forward it.

LIST OF PERIODICAL RETURNS, &c.—concluded.

No. of Circular connected with the Return.	Description of Report or Returns.	Latest date of submission by the Collectors to the Commissioner.	Latest date of submission by the Commissioner to the Financial Commissioner.	REMARKS.
	ANNUAL—concl'd.			
	Stationery Indent.	...	15th November	Government Advocate.
	Report on progress made by the Department of Land Records and Agriculture.	...	Submitted by Director of Land Records	Incorporated in Financial Commissioner's Annual Revenue Report.
	OCCASIONAL.			
	Statement of change of Pay of Deputy Superintendents.	Should be submitted by Settlement Officers to Commissioners, who will forward it.

No. 60.—Business Returns.

A.—Quarterly Revenue Business Returns.

Distribution of Departments in District Offices.

With a view to the regular despatch of business in District Offices the main departments are subdivided into minor departments (maddas), which are shown in the Revenue Business Statement, with Arabic numerals prefixed, and a certain number of which are made over to each member of the Revenue Establishment of the District Office. These departments in some cases correspond with the classes of cases established for purposes of record, while in others one of those classes is subdivided into several departments.

Bark. Dir. Coll.,
Appx. XXIV.

Misl-band Register.

2. The Vernacular Clerk maintains a separate register (called the Misl-band Register) of pending cases for each of the minor departments so made over to him, in the following form :—

Number.	Description of cases (giving names of parties, if any).	Name of Tahsil.	Name of Village.	Date of institution.	Date on which disposed of.	How disposed of.	Signature of Record- keeper, and date of transfer to Record Office.

NOTE.—Several of these registers may be entered in the same book, such number of pages as may be necessary being assigned to each.

3. At the close of each quarter, he hands to the Superintendent of the Vernacular Office a return of the cases of the departments entrusted to him which have been disposed of during the quarter, or are pending decision, and the Superintendent, after verifying these returns, compiles by their aid a General Statement of Revenue Business, which is translated and submitted to the Commissioner of the Division. The Commissioner, after inspection, endorses any remarks which appear to be called for and forwards the District Statements to the Financial Commissioner.

Cir. 6, 1888.
Cir. 4, 1889.
Cir. 45, 1889.

4. The business statements are in the forms annexed, and should be submitted for each quarter of the year which begins from 1st October, except the quarter ending 30th September. These statements will be used alike by Collectors and Settlement Officers, but Nos. V and VI need not be submitted by Collectors of Districts in which no general re-assessment or special revision of the record of rights is in progress. Commissioners, when forwarding the district returns, should add a statement of the appellate work of their offices in the same form as that of Statement III.

Preparation of District Return.
Submission of Quarterly Business Returns.

Explanatory
remarks, &c.

5. The quarterly returns should in every case be accompanied by a brief letter written upon half margin, containing such additional explanations and details as may be necessary to enable the Commissioner and Financial Commissioner to appreciate fairly the work of the quarter under report. The work shown in the statements for the whole year will be noticed in the annual report.

The Commissioner, before forwarding quarterly returns to the Financial Commissioner, should record on them such remarks, and issue such instructions, as are called for by the state of current business. If the Commissioner's duty in this respect is efficiently discharged, it ought not ordinarily to be necessary for the Financial Commissioner to issue any additional orders.

Use to be
made of office
copies.

6. It will assist the Commissioner in the convenient discharge of this duty if the District Officer will send to him both the faired and the office copy of the report and returns for each quarter. The Commissioner will record his remarks on both copies, and then forward the faired copy to the Financial Commissioner and return the office copy to the District Office. With the report and returns for each quarter the Collector should also forward to the Commissioner, for perusal and return, the office copy of the report for the previous quarter.

What cases
should not be
entered.

7. Miscellaneous business which does not fall under any of the descriptive headings in Statement II must not be entered in the quarterly returns. Partition and Revenue Court cases, on which further action is deferred pending decision of suits filed in the Civil Courts, should, for the purposes of these returns, be reckoned as decided. The files of cases in which further action is thus deferred should not be left in charge of the departmental clerks, but should be sent into the Record Office. When, by the termination of proceedings in the Civil Court, either of the parties to a revenue case of the nature above referred to desires to revive proceedings, the file will, on application being made, be restored to the register of pending cases, and be reckoned in these returns as a new institution.

STATEMENT No. I.

Showing the work done by each Officer (Original cases only) for the
Quarter ending 18 ,

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
No.	Name and Rank of Officer.	Days employed.	Powers.				Detail for each Officer.	Civil and Criminal cases disposed of by Revenue Officers.				Revenue cases (including execution of Decrees).				REMARKS	
			As Civil Court.	As Criminal Court.	As Revenue Court.	As Revenue Officer.		Civil Suits.	Other Civil cases.	Criminal cases.	Total Civil and Criminal work.	Revenue Court cases.	Revenue Officer's cases.	Total Revenue cases.	Number of cases pending.		Cases pending more than three months.
							For disposal. Disposed of.										

NOTE.—Repeat the detail given in column 8 for each officer.

Column 12 should give the total of columns 9, 10 and 11; column 15 the totals of columns 13 and 14. The total of all cases entered in column 15 as (a) for disposal, and (b) disposed of, should agree with the corresponding totals in Statement II.

Cases entirely decided at tahsils should be credited to the Tahsil Officers concerned. Cases in which final orders are passed by a Head-quarter Officer will be credited to him, even though the bulk of the proceedings may have taken place in the tahsil.

STATEMENT No. II.

Classified List of Cases in Revenue Courts or before Revenue Officers.

1	2	3	4	5
Class of case.	Serial No.	Description of case.	Number for decision.	Number decided.
Revenue Court Cases under Punjab Tenancy Act, 1887.		<i>First Group.</i>		
	1	(a) Suits between landlord and tenant for enhancement or reduction of rent under Section 24.		
	2	(b) Suits between landlord and tenant for addition to, or abatement of, rent under Section 28, or for commutation of rent.		
	3	(c) Suits under Section 34 for the determination of rent or other sum on the expiration of the term of an assessment of land revenue.		
		<i>Second Group.</i>		
	4	(d) Suits by a tenant to establish a claim to a right of occupancy, or by a landlord to prove that a tenant has not such a right.		
	5	(e) Suits by a landlord to eject a tenant.		
	6	(f) Suits by a tenant under Section 45 to contest liability to ejectment, when notice of ejectment has been served.		
	7	(g) Suits by a tenant under Section 50 for recovery of possession or occupancy, or for compensation, or for both.		
	8	(h) Suits by a landlord to set aside a transfer made of a right of occupancy, or to dispossess a person to whom such a transfer has been made, or for both purposes.		
	9	(i) Any other suit between landlord and tenant arising out of the lease or conditions on which a tenancy is held.		
	10	(j) Suits for sums payable on account of village cesses or village expenses.		
	11	(k) Suits by a co-sharer in an estate or holding for a share of the profits thereof or for a settlement of accounts.		
	12	(l) Suits for the recovery of over-payments of rent or land revenue, or of any other demand for which a suit lies in a Revenue Court under this sub-section.		
	13	(m) Suits relating to the emoluments of kánúngos, zaildárs, inámdárs or village officers.		
		<i>Third Group.</i>		
	14	(n) Suits by a landlord for arrears of rent or the money-equivalent of rent, or for sums recoverable under Section 14.		
	15	(o) Suits by a land-owner to recover moneys claimed as due for the enjoyment of rights in or over land or in water, including rights of irrigation, rights over fisheries, rights of pasturage and forest rights.		
	16	(p) Suits for sums payable on account of land revenue or of any other demand recoverable as an arrear of land revenue under any enactment for the time being in force, and by a superior land-owner for other sums due to him as such.		
	16 (1)	(q) Execution of decrees of Revenue Courts.		
Total Revenue Court Cases				

STATEMENT No. II—continued.

1	2	3	4	5
Class of case.	Serial No.	Description of case.	Number for decision.	Number decided.
Revenue Officer's cases under Punjab Tenancy Act, 1887.	<i>Cases relating to—</i>			
	17	Adjustment, suspension or remission of rents (Tenancy Act, Section 76 (1) a and b).		
	18	Ejectments for arrears (Tenancy Act, Section 76 (1) c)		
	19	Other ejectments in which compensation is claimed (Tenancy Act, Section 76 (1) d and g).		
	20	Other ejectments in which compensation is not claimed (Tenancy Act, Section 76 (1) i).		
	21	Alienations of right of occupancy (Tenancy Act, Section 76 (1) e and f).		
	22	Service of notice of ejectment, relinquishment, or intended transfer (Tenancy Act, Section 76 (1) l, m and n).		
	23	Division or appraisal of produce (Tenancy Act, Section 76 (1) h).		
	24	Deposit of rent (Tenancy Act, Section 76 (1) k).		
	Total Revenue Officer's Cases under Punjab Tenancy Act, 1887			

The following summary of the provisions of the Tenancy Act, so far as it deals with the ejectment of ordinary tenants-at-will, may be of use for filling up heads 6, 19, 20 and 22 of this statement.

(a). A notice of ejectment can only be served by a revenue officer in the five months between 16th June and 15th November [section 41 and section 45 (2)].

(b). A suit in a Revenue Court by a tenant to contest his liability to be ejected must be filed within two months from the date of the service of the notice [section 45 (5)]. The very latest date in any agricultural year on which such a suit can be filed is therefore 15th January.

(c). If a tenant fails to institute such a suit the landlord can apply for an ejectment order [section 45 (5)].

(d). If compensation is found to be due the revenue officer is bound to stay ejectment until it is paid (section 71).

(e). Save in accordance with the provisions of section 47 (see also paragraph 6 (ii), Circular 17), an order of ejectment issued in consequence of a notice served under section 45 (1) can only be executed between 1st May and 15th June (section 47).

2 (a). It follows that head 22 of Revenue Business Statement II, so far as it relates to applications under section 43 for services of notices of ejectment [section 76 (m)] on ordinary tenants-at-will, should always be blank in the quarter ending 31st March, and should usually be blank in the quarter ending 30th June. The only entries in it should relate to the second fortnight in June, and these will ordinarily be very few in number. But entries may occur relating to notices of relinquishment [section 36 (2)] and of intended transfer, &c. (sections 53 and 54). Where any entries are made under head 22 in these two quarters, brief explanatory remarks should be added. As irregularities in the matter of serving notices of ejectment occasionally take place Collectors should scrutinize the entries and satisfy themselves that no notices have been served in the seven months between 16th November and 15th June. A note to this effect should be made on the statement.

(b). Cases under heads 19 and 20 are instituted by the application of the landlord for an ejectment order made under section 45 (5) when a tenant has failed to institute a suit to contest his liability to ejectment within two months of the date on which the notice of ejectment was served. No such application filed in one agricultural year can remain as a pending case after its close, i. e., after 15th June. The entries in columns 4 and 5 for the quarter ending 30th June, should therefore always be the same. Collectors should see that applications are not allowed to fail through lapse of time by any carelessness on the part of their subordinates.

(c). It follows from paragraph 3 (a) and (b) that no suit under head 6 of Business Statement II can be instituted between 16th January and 15th June. When any fresh suits are shown as instituted in the quarters ending 31st March and 30th June, a brief explanatory note should be entered stating whether the cases were instituted within the prescribed limit of time or not.

STATEMENT No. II—concluded.

1	2	3	4	5
Class of case.	Serial No.	Description of case.	Number for decision.	Number decided.
Revenue Officer's cases under Punjab Land Revenue Act, 1887.	<i>Cases relating to—</i>			
	25	Zaildárs.		
	26	Lambardárs.		
	27	Patwáris and Kánungos.		
	28	Assessment by estates of Land Revenue or Cesses.		
	29	Distribution of Land Revenue or Cesses.		
	30	Suspension of Land Revenue or Cesses.		
	31	Remission of Land Revenue or Cesses.		
	32	Special assessments of all kinds.		
	33	Alluvion, diluvian, and action of sand.		
	34	Collection process	by writ of demand,	
	35		by arrest or detention,	
	36		by imprisonment,	
	37		by sale of movables,	
	38		by direct management, farm or transfer,	
	39		by sale of immovables.	
	40	Boundaries and Survey marks.		
	41	Partitions.		
	42	Deposit of Revenue.		
	43	Execution of orders of Civil or Criminal Court.		
	44	Applications for division of produce.		
	45	Other cases under Land Revenue Act.		
	Total Revenue Officer's Cases under Punjab Land Revenue Act, 1887	
Revenue Officer's Miscellaneous cases.	<i>Cases relating to—</i>			
	46	New grants of Revenue assignments.		
	47	Resumption or lapse of do.		
	48	Mutation of names in do.		
	49	Sale and lease of waste lands.		
	50	Takkavi for	Improvements.	
	51		Relief.	
	52	Land Acquisition.		
	53	Excise.		
	54	Stamps.		
	55	Forests.		
	56	Income Tax.		
	57	Treasury.		
	Total of Revenue Officer's Miscellaneous Cases			
	Gross Total of Revenue Officer's Cases of all kinds			
	Gross Total of all Cases in Revenue Courts or before Revenue Officers.			

STATEMENT No. III.—REVENUE APPELLATE WORK.

A.—Distribution showing by whom Appeals were heard.

[illegible]

B.—Distribution, showing from whom Appeals were made.

[illegible]

NOTE.—The totals of each column, as shown in Part A, will agree with those shown in Part B. In Part A the cases will be distributed according to the officers hearing the appeals, and in Part B. according to the officers from whom appeals are made.

STATEMENT No. IV,

DISTRICT.

*Maintenance of Village Records for the Quarter ending*_____

No.	Name of { Tahsildár Náib-Tahsildár	Number of { Patwáris Estates	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Total District.
1	Kharif crop abstracts filed									
2	Rabi									
3	Extra Rabi									
Mutations attested.										
4	By Tahsildár.	{ For period under re-								
5		port								
6	By Náib-Tah-	{ For period under re-								
7		sildár. port								
8	Total ...	{ For period under re-								
9		port								
10	Mutations written up by Patwáris, but not attested.									
11	Annual papers filed.	{ For period under re-								
12		port								
13	Annual papers filed, checked as directed by Patwári Rule 120.	{ For period under re-								
14		port								
15	Estates re-	{ For period under re-								
16		measured. port								
17	Trijunction pil-	{ For period under re-								
18		lars repaired. port								
19	Days spent on	{ Tahsildár								
20		tour. { Náib-Tahsildár								
21	Number of estates in which annual papers and mutation work of Tah- sildárs and Náib-Tahsildárs was test- ed by Collector or his Assistants.									

Showing progress made at special Revision of Records and general re-assessment.

[illegible]

STATEMENT No. I.

Statement showing the number of Officers exercising Original or Appellate jurisdiction under Chapter VII of Act XVI of 1887 in the _____ District on the last day of _____.

1	2	3	4	5	6	7
CLASS OF COURTS.	Number of Officers.	TOTAL NUMBER OF CASES DECIDED DURING THE CALENDAR YEAR.				REMARKS.
		Original.		Appeals.		
		Regular.	Miscel- laneous.	Regular.	Miscel- laneous.	
(a) Commissioners	...					
(b) Collectors	...					
(c) Assistant Collectors, 1st Grade						
(d) Assistant Collectors, 2nd Grade						

STATEMENT No. II.—PART I.

Statement showing the number and description of Original Suits of the classes mentioned in Section 77 of Act XVI of 1887, instituted in Revenue Courts in the _____ District during the year 18 .

CLASS OF COURTS.	First group suits, viz., those for enhancement, abatement or determination of rent under clauses (a), (b) and (c).	SECOND GROUP SUITS.		Third group suits for arrears of rent and revenue, clauses (n), (o) and (p).	REMARKS.
		Clauses (d) to (i) relating to ejectment or occupancy.	Clauses (j) to (m) for various demands.		
1	2	3	4	5	6
(a) Collectors ...					
(b) Assistant Collectors, 1st Grade ...					
(c) Assistant Collectors, 2nd Grade ...					

Statement showing the number and description of Miscellaneous Judicial Cases instituted in the Federal Courts exercising jurisdiction under Section 77 of Act XVI of 1887 of the _____ District during the year 18 _____

CLERKS OF TRIBUNAL.		
(a) Commissioners ...	1	
(b) Collectors ...		
(c) Assistant Collectors, 1st Grade.		
(d) Assistant Collectors, 2nd Grade.		
	2	Plaints rejected or returned without registration.
	3	Applications under Sections 99, 103, 108, 558 and 560 of Act XIV of 1932 for the restoration to the file of a suit or appeal dismissed on default or decreed <i>ex parte</i> .
	4	Claims to and objections to the attachment of attached property under Sections 278 and 487.
	5	Complaints under Sections 328 and 332, except when, in case of obstruction by a claimant in good faith, the case is, under Section 331, to be registered as a suit.
	6	Enquiries under Section 258 on the application of judgment-debtor as to payment to the decree-holder.
	7	Commissions under Section 386 for the examination of witnesses received from other Courts and executed by the Court.
	8	Applications under Sections 401 and 592 for permission to sue or appeal as a pauper.
	9	Applications under Section 623 for review of judgment.
	10	Proceedings under Sections 174 and 643.
	11	References from other districts forwarding processes, &c.
	12	Total.
	13	REMARKS.

Statement showing number and value of Original Suits instituted in the Courts exercising jurisdiction under Section 77 of Act XVI of 1887 in the _____ District in the year 18 _____

CLASS OF COURTS.		NUMBER OF SUITS INSTITUTED IN THE DIFFERENT COURTS.
(a) Collectors ... (b) Assistant Collec- tors, 1st Grade... (c) Assistant Collec- tors, 2nd Grade		
1	Not exceeding Rs. 10.	2
	Not exceeding Rs. 50.	3
	Not exceeding Rs. 100.	4
	Not exceeding Rs. 500.	5
	Not exceeding Rs. 1,000.	6
	Not exceeding Rs. 5,000.	7
	Not exceeding Rs. 10,000.	8
	Exceeding Rs. 10,000.	9
	Number of suits the value of which cannot be esti- mated in money.	10
	Total value of suits.	11
	REMARKS.	12

The total of columns 2-10 should agree with column 17 of Statement II, Part I.

STATEMENT No. IV—PART I.

Statement showing the general result of the trial of Original Suits in the Courts exercising jurisdiction under Section 77 of Act XVI of 1887 in the _____ District during the year 18 .

CLASS OF COURTS.	Total number of suits before the Court.	NUMBER OF SUITS DISPOSED OF.										Pending at the close of the year.	Number of cases pending more than 3 months at the close of the year.	AVERAGE DURATION OF SUITS.		REMARKS.
		Transferred to Courts in other Provinces.	Without trial.	Without contest.				On reference to arbitration.		With contest.				Contested.	Uncontested.	
				Compromised.	Decreed on confession.	Decreed <i>ex parte</i> .	Dismissed <i>ex parte</i> .	For Plaintiff.	For Defendant.	Judgment for Plaintiff in whole or in part.	Judgment for Defendant.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
(a) Collectors.																
(b) Assistant Collectors, 1st Grade.																
(c) Assistant Collectors, 2nd Grade.																

* That is, the total of the entries in columns 3 to 13. Cases transferred from one Court to another in the same Province will appear only against the Court by which decided, or in which pending at close of the year* if not decided.

STATEMENT No. IV.—PART II.

Statement showing the general result of the trial of Miscellaneous Judicial Cases in the Courts exercising jurisdiction under Section 77 of Act XVI of 1887 in the _____ District during the year 18 .

CLASS OF COURTS.	Total number of cases before the Courts*.	NUMBER OF CASES DISPOSED OF.										Pending at the close of the year.	Number of cases pending more than 3 months at the close of the year.	AVERAGE DURATION OF CASES.		REMARKS.
		Transferred to Courts in other Provinces.	Without trial.	Without contest.				On reference to arbitration.		With contest.				Contested.	Uncontested.	
				Compromised.	Decreed on confession.	Decreed <i>ex parte</i> .	Dismissed <i>ex parte</i> .	For Plaintiff.	For Defendant.	Judgment for Plaintiff in whole or in part.	Judgment for Defendant.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
(a) Commissioners.																
(b) Collectors.																
(c) Assistant Collectors, 1st Grade.																
(d) Assistant Collectors, 2nd Grade.																

* That is, the total of the entries in columns 3 to 14. Cases transferred from one Court to another in the same Province will appear only against the Court by which decided, or in which pending at the close of the year if not decided.

STATEMENT No. V.—PART I.

Statement showing the Business of the Revenue Appellate Courts exercising jurisdiction under Section 80 of Act XVI of 1887 in the _____ District in the year 18* .

PART I.—Appeal from Decrees.

CLASS OF COURTS.	Total number of appeals before the Courts.*	Transferred to Courts in other Provinces.	Appeals summarily rejected.	Dismissed for default or otherwise not prosecuted.	HEARD <i>ex parte</i> .				CONTESTED.				Pending.	Of these pending more than three months.	Average duration of appeals.	Objections under Section 561, Act X of 1877.	REMARKS.
					Confirmed.	Modified.	Reversed.	Remanded.	Confirmed.	Modified.	Reversed.	Remanded.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
(a) Commissioners.																	
(b) Collectors.																	

* That is, the total of the entries in columns 3 to 14. Cases transferred from one Court to another in the same Province will appear only against the Court by which decided, or in which pending at the close of the year if not decided.

STATEMENT No. V.—PART II.

Statement showing the Business of the Revenue Appellate Courts exercising jurisdiction under Section 80 of Act XVI of 1887 in the _____ District in the year 18* .

PART II.—Miscellaneous Appeals (Judicial).

CLASS OF COURTS.	Total number of appeals before the Court.*	Transferred to Courts in other Provinces.	Appeals summarily rejected.	Dismissed for default, or otherwise not prosecuted.	HEARD <i>ex parte</i> .				CONTESTED.				Pending.	Of these pending more than three months.	Average duration of appeals.	Objections under Section 651, Act X of 1877.	REMARKS.
					Confirmed.	Modified.	Reversed.	Remanded.	Confirmed.	Modified.	Reversed.	Remanded.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
(a) Commissioners ...																	
(b) Collectors ...																	

That is, the total of the entries in columns 3 to 14. Appeals transferred from one Court to another in the same Province will appear only against the Court by which decided, or in which pending at the close of the year if not decided.

STATEMENT

Statement showing the result of Proceedings on Applications for the Execution of Decrees
in the _____ District during _____

CLASS OF COURTS.		APPLICATIONS DISPOSED OF.							AMOUNT REALIZED.		
		1	2	3	4	5	6	7	8	9	10
		Total number of applications for the execution of decree before the Courts.*									
		By transfer.									
		Satisfaction obtained in full.									
		Satisfaction obtained in part.									
		Wholly infructuous.									
		Pending at the end of the year.									
		Number of applications pending more than three months.									
		With the issue of process.									
		Without the issue of process.									
(a) Collectors									
(b) Assistant Collectors, 1st Grade									
(c) Assistant Collectors, 2nd Grade									

* That is, the total of the entries in columns 3 to 7.

No. VI.

of Revenue Courts having jurisdiction under Sections 77 and 80, Act XVI of 1887,
the year 18 .

NUMBER OF APPLICATIONS.

11	On which the judgment-debtor was imprisoned.	
12	On which he was arrested, but released without imprisonment.	
13	Was sold.	On which movable property
14	Was attached but subsequently released.	
15	Was sold.	On which immovable property
16	Was dealt with under Sections 305, 322, or 326, Act X of 1877.	
17	Was attached, but subsequently released under Section 275.	
18	Of movables.	On which possession was given.
19	Of immovables.	
20	Of which specific performance was enforced.	
21	On which partition was effected.	
22	On which execution was effected otherwise than by preceding columns.	
23	REMARKS.	

No. 61.—Annual Revenue Report.

Cir. 25, 1889.

The report in
two parts.

The Annual Revenue Report consists of two parts. Part I deals with agricultural statistics and all other subjects under the immediate control of the Director of Land Records. Part II comprises all other subjects connected with the administration of land revenue. Full details of the subjects to be treated under each part will be found in the instructions appended to this Circular.

The year
dealt with.

2. So far as relates to agriculture, weather, crops, prices, revenue records and other like matters, the Revenue Report deals with the agricultural year which begins at the beginning of the Kharif season and ends with the ending of the Rabi season next before the report is prepared. So far as relates to the collection of land revenue and other fiscal or financial results, the revenue report deals with the year ending upon the 30th of September next before the date fixed for the submission of the report.

Contribution
by Settlement
Officers.

3. When a special revision of the record-of-rights or a general assessment is in progress in the district, the Collector should obtain from the officer in charge of such operations, and insert in red ink in addition to his own remarks, information relating to the subjects marked with an asterisk in the detailed memorandum appended to this Circular. If any doubt arises in regard to these instructions, reference should be made to the table appended to para. 5, Circular No. 19, prescribing the subjects pertaining to the Settlement Collector. Statements Nos. XXXIII A and B and XXXIV should also be supplied by the Settlement Collector. And the latter will give any assistance that may be required in regard to other statements connected with his duties. Where only part of a district is under Settlement, the Collector will obtain such information as may be necessary from the Settlement Collector.

Officers leav-
ing district to
prepare as
much as possi-
ble of report
before leaving.

4. It is the duty of an officer leaving the district or going on leave shortly before the time fixed for the submission of the report to write as much of the report as can be written in advance of the completion of the statistical returns.

The report to
be a concise
chronicle of
facts.

5. Blank sheets with printed headings for each subject are supplied to each Collector from the Financial Commissioner's Office, and the report on each subject should be made on its appropriate sheet. Diffuseness should be avoided even on the more important subjects. Collectors should bear in mind that the report is not intended as a means of obtaining orders on any particular point : references requiring orders should be made separately. Nor should the report set forth any plan of operations which the Collector intends to follow

in the future except so far and in such degree of detail as is necessary for the correct appreciation of what has been done during the past year. The report is mainly intended to set out the results and events of the past year, and the narration should be accompanied with as little argument as possible.

6. Every Collector will submit his Revenue Report to the Commissioner some time during the month of October in each year. The Commissioner will forward both parts of each report to the Financial Commissioner not later than the 20th November. Date of submission.

7. Commissioners will report their own case work in Form XXVIII C. But, with this exception, reports summing up the results for the whole of each Division are not required. In sending on District Reports, Commissioners will make such remarks as they think necessary. These remarks should be recorded separately for Part I and Part II. Mere recapitulation or condensation of information to be found in the district reports should be avoided. Commissioners are required to note specially the state of village note-books in the districts included in their Divisions. How forwarded by Commissioners.

C. M. 30, 1889.

Attention is also drawn to para. 13 of the Resolution prefixed to the Punjab Famine Code, which says: "Commissioners should assure themselves from time to time that the district organization in these respects is in a satisfactory condition, and the facts of the case should be noticed in the annual revenue report of the year in which the examination is made."

Cir. 25, 1889.

It has been laid down by Government that the returns and statements must be accurately checked in Commissioners' offices. No pains should be spared either in the District or Divisional offices to make every statement and return correct, and to explain all facts regarding them which obviously demand explanation. For instance, it is to be held as a standing rule that the figures given in the statements of one year are not to be altered when repeated in the statements of the next year without full explanation; and all important variations in statistics are to be carefully noticed in District Reports and, as far as possible, explained.

8. Returns relating to work and tours (Form No. XXXII) of Revenue Officers should be submitted separately, but on the same dates as prescribed for the Annual Revenue Report. Statement XXXV will be prepared in the office of the Financial Commissioner. Certain returns separately submitted.

INSTRUCTIONS.

The Revenue Report will be divided in the following Sections, viz. :—

Part I.—Land Records—

- (i).—Agricultural.
(ii).—Land Revenue Act.

Part II.—Revenue Administration—

- (iii).—Fiscal.
(iv).—Land Revenue Act.
(v).—Tenancy Act.
(vi).—Other Acts.
(vii).—Miscellaneous.

The subjects to be treated under each Section are set forth in the annexed detailed Memorandum.

The forms of statements to accompany the Report are given at the end of the Memorandum.

Detailed Memorandum as to the subjects to be dealt with in the Revenue Report and as to the manner in which they should be treated.

No. of subject.	Detail of subjects, with notes as to treatment.	Reference to illustrative statements.
PART I.		
SECTION (1).—AGRICULTURAL.		
1	Rainfall and Harvests. State for each season the general character of the rainfall and harvest, whether normal, scanty or abundant. State also whether the rain was timely and well distributed.	No. IV.
2	Calamities of Season. Famine, scarcity, drought, floods, epidemics and all events materially injuring agricultural interests should be here noticed.	
*3	Increase or Decrease in Cultivation. Note here any increase or decrease in the cultivation of the year or in either of its seasons as compared with the corresponding period of the previous year. Note also any change in the double-cropped area, and state briefly the general tendency of cultivation to increase or decrease or to become increasingly devoted to spring or autumn crops. Note, if necessary, on any fluctuation of the irrigated areas (Statement VIII).	No. V.
*4	Crops and Produce. Deal with each season separately, and state for each the general character and result.	No. VI A., VI B. and VI C.
5	Cattle. Notice any disease or famine which has afflicted cattle to a material extent. Note the general course of cattle trade and the tendency of cattle to increase or decrease. Note also the results obtained from Hissár bulls or other special breeds. Note briefly the results of cattle fairs.	No. XIV.
*6	Price. Notice the general course, and tendency of prices during the year, especially of principal articles of human food, of trade and of fodder for cattle, also of firewood and salt.	No. IX.

Detailed Memorandum—continued.

No. of sub- ject.	Detail of subjects, with notes as to treatment.	Reference to illustrative statements.
PART I.—CONCLUDED.		
SECTION (ii).—LAND REVENUE ACT.		
*7	<i>Patwáris and Kánúgos.</i> Note the character of this agency for general efficiency. State how it worked during the year, and whether the Patwári and Kánúgo Rules are fully and faithfully followed.	
*8	<i>Records-of-Right.</i> Note the character of the records, and notice the special measures (if any) in progress for their revision.	Nos. I and II.
*9	<i>Annual Records.</i> State whether these are accurately and punctually prepared, and whether prescribed procedure is observed in mutation work.	
*10	<i>Partitions.</i> If much land has been partitioned, make such remarks as may be necessary.	
*11	<i>Transfers of Land.</i> Note the areas sold, mortgaged and redeemed. State what classes are parting from, and what classes are acquiring, interest in land.	Nos. X A and X B.
12	<i>Other Matters.</i>	
PART II.		
SECTION (iii).—FISCAL.		
13	<i>Fixed Land Revenue.</i> State the total demand for the year and the portion of it collected. State the character of the collections, whether easy or difficult, punctual or dilatory. State the amount collected on account of balances of previous years.	Nos. XVIII A and B.
14	<i>Causes of increase or decrease in Fixed Land Revenue Demand.</i> Note the reasons for any material change in demand.	No. XIX.
15	<i>Remissions and Suspensions of Fixed Land Revenue.</i> State the amount remitted and suspended during the year— (a) out of the demand for the year; (b) out of the balances brought forward from previous years. Give the reasons for the remissions and suspensions granted.	Nos. XVIII A and B.

(Detailed Memorandum—continued.

No. of sub- ject.	Detail of subjects, with notes as to treatment.	Reference to illustrative statements.
<p style="text-align: center;">PART II.—CONTINUED.</p> <p style="text-align: center;">SECTION (iii)—FISCAL—concluded.</p>		
16	<i>Balances of Fixed Land Revenue.</i>	No. XVIII A.
	<p>State the amount—</p> <p>(a) of the balance outstanding at the commencement of the year;</p> <p>(b) of the balance which accrued during the year.</p> <p>State how much has been collected or remitted under each head during the year. State the amount of balance at close of the year, and add any suggestions or remarks that may be necessary as to the general state of the District balances.</p>	
17	<i>Tribute.</i>	No. XVIII A.
	<p>In districts in which tribute is received note if the full sum due was paid, and if not, why not.</p>	
18	<i>Fluctuating Land Revenue (General).</i>	Nos. XX and XX A
	<p>Note the demand for the year and the portion of it collected. State the balance which existed at the commencement of the year and the balance which accrued during the year. Note the sums remitted and the balance (if any) carried forward. Explain any results which differ greatly from those of the previous year.</p>	
19	<i>Systems of Fluctuating Assessment.</i>	
	<p>In districts which contain tracts subject to fluctuating assessment, state the nature of the working of the system, and of its financial and economical results. State also how the people regard it.</p>	
20	<i>Miscellaneous Land Revenue.</i>	No. XX.
	<p>Give information as under, No. 18.</p>	
*21	<i>Alluvion and Diluvion.</i>	Nos. XXIII A & XXIII B.
	<p>State and discuss the physical and financial results of fluvial action during the year. Nothing need be repeated which has been already dealt with under No. 13 or 14.</p>	
*22	<i>Land Revenue Assignments.</i>	No. XXV.
	<p>Notice any large lapses or new grants. Note the state of the Registers.</p>	
<p style="text-align: center;">SECTION (iv)—LAND REVENUE ACT.</p>		
*23	<i>General Assessment.</i>	No. XXXIII.
	<p>Notice the measures (if any) in progress for a general assessment.</p>	

Detailed Memorandum—continued.

No. of sub- ject.	Detail of subjects, with notes as to treatment.	Reference to illustrative statements.
PART II.—CONTINUED.		
SECTION (iv).—LAND REVENUE ACT—concluded.		
24	<i>Coercive process for collection of Land Revenue by Government.</i> State the number and character of the processes employed and the reasons which made them necessary. Also state how far they were successful.	
25	<i>Coercive processes for collection of Land Revenue on application of village headmen.</i> As in No. 24.	
26	<i>Coercive processes for the collection of other Revenue by Government.</i> As in No. 24.	
*27	<i>Surveys and Boundary Demarcation.</i> Note any work done during the year, and the general condition of the survey and boundary marks.	
28	<i>Revenue Record-Rooms.</i> State the condition and arrangement of the rooms and the cost of the establishment employed. Add any remarks that may be necessary.	
29	<i>Process-serving Establishment.</i> State work done, and cost and strength of establishment employed State income realized.	
30	<i>Other matters under the Land Revenue Act.</i> Make such remarks as may be necessary.	
SECTION (v)—TENANCY ACT.		
*31	<i>Enhancement of Rent.</i> Give number and result of suits for enhancement of rents of tenants with occupancy rights. Add any remarks which may be necessary as to enhancement in rents of tenants-at-will.	No. XXX.
32	<i>Ejectment.</i> Give details as to ejectment of both classes of tenants and as to the litigation connected with suits to contest liability to ejectment.	No. XXXI.
33	<i>Transfers of Tenant-Right.</i> Make any remarks that may be necessary.	

Detailed Memorandum—continued.

No. of sub- ject.	Detail of subjects, with notes as to treatment.	Reference to illustrative statements.
PART II—CONTINUED. SECTION (vi).—OTHER ACTS.		
34	<i>Northern India Canal and Drainage Act (No. VIII of 1873.)</i> Notice separately Imperial, Provincial, District and Private Canals. State area irrigated for each season, according to columns 5 and 4 of Statement VIII. Remark on water supply and management of canals as affecting revenue administration. Make any observation necessary on growth of irrigation, canal extensions, or canal clearances. State the income derived from owner's rate or from water-advantage rate. Remarks regarding well irrigation, and the details of crops grown by irrigation should be dealt with separately under Part I.	
35	<i>Land Acquisition Act (No. X of 1870).</i> State area acquired for Government during the year and purposes for which it was needed. State whether provisions of the law were strictly and promptly followed as to the proper method of taking possession and paying compensation. State whether Registers are properly kept up. State whether any land was surrendered by Government during the year, and if it was restored to its former owner or their representatives.	No. XXIV.
36	<i>Land Improvement Loans Act (No. XIX of 1883).</i> State the amount advanced during the year and the amount outstanding at the end of it. State whether the system is popular, and whether loans under it are faithfully applied and punctually repaid. State whether the works constructed out of the loans are properly inspected during construction. In connection with this subject state number of protective pattas issued during the year.	No. XXVI.
39	<i>Agriculturists Loans Act (No. XII of 1884).</i> Make any remarks that may be necessary.	No. XXVI.
39	<i>Indian Forest Act (No. VII of 1878).</i> Notice any forest settlements which have taken place. Mention any facts calling for notice in grazing management, and state the demand collections and balances of firni or grazing income.	
39	<i>Court of Wards Act (No. IV of 1872).</i> Make any necessary remarks.	No. XXIX.

Detailed Memorandum—concluded.

No. of sub- ject.	Detail of subjects, with notes as treatment.	Reference to illustrative statements.
	PART II—CONCLUDED.	
	SECTION (vii).—MISCELLANEOUS.	
40	<p style="text-align: center;"><i>Business Returns.</i></p> <p>Make any necessary remarks.</p>	Nos. XXVIII A, XXVIII B and XXVIII C.
41	<p style="text-align: center;"><i>Local Rate.</i></p> <p>Give Demand, Collections and Balances.</p>	No. XXI.
42	<p style="text-align: center;"><i>Government Suits.</i></p> <p>Information under this head is supplied by the Government Advocate.</p>	Nos. XXXVI, XXXVII and XXXVIII.
43	<p style="text-align: center;"><i>Salt.</i></p> <p>Information is compiled in Financial Commissioner's Office.</p>	
44	<p style="text-align: center;"><i>Selected Reports.</i></p> <p>These will be selected for submission to Government by the Financial Commissioner.</p> <p>(N.B.—Report on work and tours of Revenue Officers should be submitted separately from the Annual Revenue Report.)</p>	No. XXXII.

DISTRICT.

Table showing for each Tahsil Statistics of existing Patuān and Field Kanungo Circles for the Agricultural Year ending Rabi _____.

District.	1
Tahsil.	2
Number of Field Kánúngo Circles.	3
Number of Patwáris.	4
Total.	5
Cultivated.	6
Total assessment.	7
Number of fields.	8
Number of Khatauni holdings.	9
Fields.	10
Khatauni holdings.	11
Fields.	12
Khatauni holdings.	13
Number newly appointed during the year.	14
Number who have not received a full certificate.	15
Number newly appointed during the year.	16
Number who have not passed examination.	17
Rate of Patwári cess per cent. on annual value.	18
REMARKS.	19

Column 18. "Annual value" is used in the sense defined in Section 3 (4) of Act XX of 1883.

DISTRICT

Table showing the working of the Village Record Agency during the year ending
Rabi.

District.	1
Tahsíl.	2
Villages.	3
Of Kharíf harvest by 1st November.	4
Of Rabi harvest by 1st April.	5
Of extra Rabi by 1st June.	6
Jamabandi and Appendices by 7th September.	7
By Deputy Commissioner and his Assistants.	8
By Tahsildár.	9
By Náib-Tahsildár.	10
Village in which mutations have not been attested.	11
By Deputy Commissioner and his Assistants.	12
By Tahsildár.	13
By Náib-Tahsildár.	14
By Tahsildár.	15
By Náib-Tahsildár.	16
By District Kánungo.	17
Number of villages tested.	18
Number of inspections of Tahsíl Office.	19
Number of villages for which detailed jamabandís have been prepared during the year.	20
REMARKS.	21

III.

DISTRICT.

*Analysis by Assessment Circles of Chief Statistics at date of Settlement and for the
Agricultural Year ending Rabi 18 .*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27				
Tahsil.			Assessment Circle.			Year.			AREA IN ACRES.														REVENUE ACCOUNT.							
Total area.			Forests.			UNCULTIVATED. OTHER THAN FORESTS.			CULTIVATION.						WELLS IRRIGATING LANDS.		BALANCE TO BE COLLECTED.		CESSES.		BALANCE DUE AT END OF YEAR.									
Not available for cultivation.			Unappropriated Government waste.			Available for cultivation.			Detail.						Total in use.		Deduct revenue not collected being assessed on lands <i>muaf</i> to the owners.		Due to the Treasury.		On account of previous years.									
Others.			Total cultivated area.			Area included in previous column which bore no crop this year.						Total area of crops by Jinswar Return.		Newly made or brought into use this year.		Total assessment.		Due to Village Officers.		On account of this year.										
Balance cropped.			Total area of crops by Jinswar Return.						Newly made or brought into use this year.		Fallen in and disused during the year.		Total in use.		Katcha wells, Dhengkis and Juallars in use during the year.		Total.		Paid during the year on account of previous years.											
Total area of crops by Jinswar Return.			Newly made or brought into use this year.		Fallen in and disused during the year.		Total in use.		Katcha wells, Dhengkis and Juallars in use during the year.		Total assessment.		Deduct revenue not collected being assessed on lands <i>muaf</i> to the owners.		Khalsa.		Payable to Jagirdars, Muafidars and Inamdars.		On account of previous years.											
Total.			Due to the Treasury.		Due to Village Officers.		Paid during the year on account of previous years.		On account of previous years.		On account of this year.		Total.		Due to the Treasury.		Due to Village Officers.		Paid during the year on account of previous years.											
On account of previous years.			On account of this year.		Total.		Due to the Treasury.		Due to Village Officers.		Paid during the year on account of previous years.		On account of previous years.		On account of this year.		Total.		Due to the Treasury.		Due to Village Officers.		Paid during the year on account of previous years.		On account of previous years.		On account of this year.			

Column 2.—If part of an Assessment Circle is under fluctuating assessment, the totals of such villages should be entered separately, being excluded from the portion under fixed assessment.

Column 3.—There will be two lines of entries for each Circle, the 1st line in red ink will give the data of the first year of Settlement or of the earliest subsequent year for which figures are forthcoming; the second line in black ink will give the data of the year under report.

Column 9.—The detail will be as in column 7 of the Patwari's Area Return (para. 59 of Part I of Rules under Land Revenue Act, 1887).

Column 14.—All wells fit for use this year which were not fit for use last year should be entered here.

Column 15.—All wells which were entered in Column 16 last year and are not fit for use this year should be entered here.

Column 16.—All wells in working order, i. e., fit for use, should be shown here.

IV. _____ DISTRICT.

Return of Rainfall for the Agricultural Year ending Rabi 18 .

MONTH.	Tahsils																			
1888 June																				
„ July																				
„ August																				
„ September																				
1888 October																				
„ November																				
„ December																				
1889 January																				
„ February																				
„ March																				
„ April																				
„ May																				
Total of 4 months, June to Sep- tember.																				
Total of 3 months, October to December.																				
Total of 5 months, January to May.																				
Total year																				

Explanation.—Under each tahsil should be entered the returns of as many rain-gauge stations as exist. The body of the report should explain how far the fall of the year was for each season, normal or otherwise.

V.

DISTRICT.

Return of Area for the Year ending Rabi 18 .

(Columns 2 to 6 (b) in square miles; the rest in acres).

1	2	3	4	5	6			7	8	9	10		11	12	13
TAHSIL.	Area shown by the Survey Department.	DEDUCT.			NET AREA DEALT WITH IN THIS RETURN.			CULTIVATED.			UNCULTIVATED OTHER THAN FORESTS.				
		Feudatory and Tributary States.	Area for which returns are otherwise not available.	Total.	6 (a)	6 (b)	6 (c)	Actually cropped.	Current fallows.	Total.	Available for cultivation.				
					According to the Survey of India, square miles.	According to the village papers.					10 (a)	10 (b)	Not available for cultivation.		
						Square miles.	The same in acres.				Unappropriated and owned by Government.	Others.		Total.	
															Forest.

INSTRUCTIONS.

N.B.—This return is exclusive of Native States dealt within the Foreign Department. If the area returned for column 2 by the Surveyor-General includes any such States, they should be excluded before the initial figures for column 2 are accepted. If the figures include any area or areas of Feudatory or Tributary States not under the direct administration of the Foreign Department, such area or areas should be shown separately as a deduction in column 3. Feudatory or Tributary States of this class not included in the Survey area of any district will be shown at the foot of the form when compiled for the Province, so that the total area of the Province as shown in the statement may agree with the area of the Province shown by the Survey Department.

Columns 2—6 (a) The entries to be made here will not be by tahsils, but single entries for the whole district.

Column 4.—Any entry in this column should be explained by remarks at foot.

Column 6 (a).—The entry here will be column 2 minus column 5.

Column 6 (b).—The total will usually differ slightly from the previous entry in column 6 (a). It is requested that any material differences may be explained. See remarks at foot.

Column 8.—Current fallows will be the difference, between the area actually cropped (column 7) and the total cultivated (column 9). The entry in column 7 will agree with the last column of Form VI C.

Columns 7 and 9.—Fruit-bearing groves and gardens should be included in the cultivated area.

Column 10.—All lands bearing trees which fall neither in column 9 nor in column 13 should be included in column 10.

Column 11.—Not available for cultivation.—The entry in this should be confined to land absolutely barren (ghair mumkin), and also to land covered by buildings, water or roads, or otherwise devoted to uses alien to agriculture.

Column 13.—Forests means lands administered as reserved or protected forests under the Indian Forest Act, 1878, or under the Hazara Forest Regulation; also any other lands specially devoted to forest growth under the control of Government or any Local Board or Municipality. But lands administered under Section 48 of the Punjab Laws Act will not be included in this column, unless specially devoted to forest growth.

Cantonment lands, Civil and Military, will be included in the return if possible. If returns are not forthcoming, enter in column 4.

The entry in columns 1—6 (b) inclusive will be in square miles and decimals; the other entries will be in acres.

Remarks on column 6 (a) and 6 (b).—However accurate the village or Patwari Survey of the Province may be, it is impossible that its aggregate result in any district shall agree with the Surveyor-General's returns. The Surveyor-General calculates the area of the district in block; the Patwari Survey is by fields and villages; at the best a difference of one per cent. between them is unavoidable. And in the Punjab there is another source of divergence which operates in many cases, viz., the action of rivers. The Patwari Survey does not always include the beds of the rivers, and where it does not, as also in cases where the district boundary varies, with the deep stream of a river, the agreement of the District Returns with those of the Survey of India is impossible. It is better to recognize these unavoidable discrepancies than to conceal the difference by adjustment in column 11.

DISTRICT.

VI C.

Abbreviated Return of the Crops of Kharif 18 and Rabi 18

TAHSIL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37			
		CEREALS AND PULSES.												OIL-SEEDS.		FIBRES.				MISCELLANEOUS FOOD CROPS.				MISCELLANEOUS NON-FOOD CROPS.				TOTAL OF ALL CROPS												
		Irrigated or unirrigated.																																						
		Rice.												Linseed.				Cotton.				Tea.				Fruits.				Poppy.				Others.						
		Wheat.												Til.				Hemp.				Indigo.				Carrots and Turnips.				Safflower.				Chillies.						
		Barley.												Rape and other.				Others.				Tobacco.				Vegetables.				Turmeric.				Ginger and Spices.						
		Maize.																																						
		Jowar.																																						
		Bajra																																						
		Other Cereals.																																						
		Gram.																																						
		Mung and Mash.																																						
		Peas, Moth and other																																						
		Pulses,																																						
		Total of Cereals and																																						
		Pulses.																																						

Explanation.

- (1). The irrigated and unirrigated area of each crop will be shown in separate lines.
- (2). Returns A and B will be amplified in each district according to the crop lists, and all copies of Returns A and B furnished to higher authorities will show the complete entries; their reduction, as may be suitable before publication, being left to the Financial Commissioner's discretion. There will thus be an invariable agreement between the Patwaris' crop abstracts and Returns A and B. With Return C the Patwaris' and Tahsil Kánungos have nothing to do; it will be compiled in the Collector's Office from Returns A and B, and the columns given in Return C will be strictly adhered to without reduction or amplification of any kind.

Mixed crops will be treated as directed in Chapter IV of Part I of the Rules under the Land Revenue Act, 1887 (see note 9 under Harvest Inspection Book); that is to say, for mixed crops of importance a separate heading will have been provided in the Collector's list of crops, and the area of mixed crops for which no such separate heading has been provided will be distributed by the Patwari under appropriate headings of single crops at the time of this crop inspection. At the foot of Return C the Collector will add a remark stating the proportion by which the mixed crops shown under separate headings in Returns A and B have been distributed in compiling Return C (e.g., mixed wheat and gram in Return B has been distributed $\frac{1}{2}$ to wheat and $\frac{1}{2}$ to gram, or as the case may be).

- (3). Column 37 of Form C will be filled in from column 10 of the Area Register (Rules under the Land Revenue Act 1887, Part I, 117 (a)).

VII.

DISTRICT

Incidence of Revenue for the Year ending Rabi 18

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
TAHSIL.	AREA IN ACRES.				TOTAL LAND REVENUE AND POPULATIONS.						INCIDENCE OF LAND REVENUE ON FULLY ASSESSED AREA (COLUMN 4) PER ACRE.	POPULATION OF TOWNS OVER 10,000 INHABITANTS		
	Total area by survey, less fendaritories.	Deduct area not fully assessed, including estates assessed at privileged rates.	Balance of area fully assessed.		Total Land Revenue of District (i.e., on area shown in column 2.)									
			Total.	Cultivated.	Paid to Government.	Enjoyed by assignees.	Total.	Population of district (i.e., of area shown in column 2).	Land revenue per head of population (columns 8 and 9).	Land revenue assessed on fully assessed area (column 4).	For total area (column 4).	For cultivated area only (column 5).	Number of towns.	Population.
TOTAL DISTRICT														

Column 2.—This will agree with columns 2 and 3 of Form V.

3.—In this column those lands only will be deducted which fall under the following heads:—

- (1). Jágir and maáfi lands of which the revenue is assigned to the owners.
- (2). Villages receiving frontier remissions.
- (3). Lands, the owners of which enjoy chahárams or other privileged remissions.
- (4). Istimrári tenures.

Columns 6, 7 & 8.—The detail is necessary in order to ensure the inclusion of all assigned revenue. Nazarána paid by assignees should be excluded from column 7 and included in column 6; that is to say, in the case of a jágir assessed at Rs. 1,000 subject to payment of Rs. 200 Nazarána per annum, Rs. 800 will be entered in columns 7 and Rs. 200 in column 6.

VIII.

DISTRICT.

Irrigation Kharíf 18 and Rabi 18

(To be sent in duplicate.)

1	2	3	4	5	6	7	8	9	10	11	12	13
TAHSIL.	Total area of crops in column 36 (Form VI C) irrigated and unirrigated.	AREA IRRIGATED BY						DETAIL OF IRRIGATED CROPS.				REMARKS.
		Government.	Canals.	Tanks.	Wells.	Other sources.	Total area of crops irrigated.	Wheat.	Other Cereals and Pulses.	Miscellaneous food crops.	Miscellaneous non-food crops.	
TOTAL DISTRICT.												

N.B.—Lands flooded by river inundation (Khádir, Bet and Sailáb) are not to be reckoned as irrigated.

DISTRICT.

11

Column 18—Salt.—The price of the salt in most general use should be given. State in column of remark whether this is Sambhar, Lahori or black salt.

TOTALS OF SALES, MORTGAGES AND REDEMPTIONS, AND OTHER
TRANSFERS, FOR THE YEAR ENDING RABI 18 .

X. A. AND B.

Totals of Sales, Mortgages and Redemptions, and other Transfers,

(N.B.—All fractions

X A.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Table.	Nature of rights transferred.	PARTITIONS.				TRANSFERS BY INHERITANCE.				GIFTS AND EXCHANGES.				MORTGAGES WITH POSSESSION, INCLUDING TRANSFER FOR DEBT BY ORDER OF COURT.					
		Holdings.		Area partitioned.		Area transferred.		Area transferred.		Area transferred.		Area transferred.		Area transferred.		Area transferred.		Area transferred.	
		Old.	New.	Total.	Of which cultivated.	Revenue in rupees.	Cases.	Total.	Of which cultivated.	Revenue in rupees.	Number of transactions.	Total.	Of which cultivated.	Revenue in rupees.	Number of mortgages.	Total.	Of which cultivated.	Revenue in rupees.	Mortgage money in rupees.
	Superior ownership and Talukdári.																		
	Ownership ...																		
	Right of occupancy ...																		
	Total ...																		
	Superior ownership and Talukdári.																		
	Ownership ...																		
	Right of occupancy ...																		
Total.	Grand Total ...																		

N.B.—(1). Omit petty rights, such as rights to date-trees and petty produce, and include only those rights Rules should be governed by the instructions relating to it in those rules.