

DISTRICT.

for the year ending Rabi 18

omitted).

X B

21	22	23	24	25	26	27	28	29	30	31
REDEMPTION OF MORTGAGES.					SALES AND PERMANENT TRANSFERS FOR VALUE.					REMARKS.
Area re-deemed.					Area transferred.					Of the transactions entered in columns 16—20 and 26—30 the following were transfers to new agriculturists or by order of Court.
Number of releases.					Number of transfers.					
Total.	Of which cultivated.	Revenue in rupees.	Mortgage money discharged in rupees.	Total.	Of which cultivated.	Revenue in rupees.	Price in rupees.			
Detail.					Number of transactions					
Total.	Cultivated.	Revenue assessed.	Consideration, money.							

expressly contemplated by the entries in column 2. The return being a transcript from that required by the Patwari

XI.

DISTRICT.

Varieties of Tenure held direct from Government for the Year ending Rabi 18

1	2	3	4	5	6	7	8								
	TAHSIL.								TOTAL DISTRICT.						
	Number of estates.	Number of villages.	Number of holders or shareholders.	Gross area in acres.	Average area in each estate.	Average assessment in each estate.	Revenue rate per acre.		Number of estates.	Number of villages.	Number of holders or shareholders.	Gross area in acres.	Average area in each estate.	Average assessment in each estate.	Revenue rate per acre.
Villages held on zamindári tenure—															
(1) By one owner ...															
(2) By several owners															
Villages held on pattidári tenure.															
Villages held on bhaichára tenure.															
Leases from Government without right of ownership.															
Total ...															
ADDENDA.															
A.—Holdings included in the above held wholly or partially free of revenue, viz. :—															
1. In perpetuity free of conditions.															
2. In perpetuity subject to conditions.															
3. For life or lives ...															
4. At pleasure of Government.															
5. Up to the time of Settlement.															
Total of these Holdings															
B.—Lands included in the above of which the ownership is encumbered by usufructuary mortgages.															

N.B.—Under addendum A, columns 2, 3, 6 and 7 can be left blank ; and the number of holders in column 4 will be the number of revenue assignees. In column 8 enter the total revenue assigned. Under addendum B, columns 2, 3, 6, 7 and 8 can be left blank ; and the number of holders in column 4 will be the number of mortgages. Temporary transfers for debt by order of Court should be reckoned as usufructuary mortgages. Omit mortgages of superior ownership and right of occupancy. The gross area of all villages stated in column 5 will fall short of the area given in column 6 (c) of Return V. The shortcoming should be accounted for by remarks at foot of the return.

XII.

DISTRICT.

Return showing the cultivating occupancy of Land for the Year ending Rabi 28

1	2		3		4		5		6		7		8		9		10
	TAHSIL.		TAHSIL.		TAHSIL.		TAHSIL.		TAHSIL.		TAHSIL.		TAHSIL.		TOTAL OF THE DISTRICT.		REMARKS.
	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	Number of holdings.	Area.	
DETAILS.																	
Total area cultivated ...																	
Area cultivated by owners ...																	
Area cultivated by tenants free of rent ...																	
AREA CULTIVATED BY TENANTS PAYING RENT.	With right of occupancy.	Paying at revenue rates with or without mālikāna.															
		Paying other cash rents															
		Paying in kind with or without an addition in cash.															
	Without right of occupancy	Paying at revenue rates with or without mālikāna.															
		Paying other cash rents Paying in kind with or without an addition in cash.															
	Total held by tenants paying rent*																
DETAILS.	AREA.		AREA.		AREA.		AREA.		AREA.		AREA.		AREA.		AREA.		
	Irrigated.		Irrigated.		Irrigated.		Irrigated.		Irrigated.		Irrigated.		Irrigated.		Irrigated.		
	Unirrigated.		Unirrigated.		Unirrigated.		Unirrigated.		Unirrigated.		Unirrigated.		Unirrigated.		Unirrigated.		
DETAIL OF RENTS AND AREA ON WHICH PAID.	Rents in kind	1. Zabti rents ...															
		2. Half produce or more															
		3. Two-fifths to half ...															
		4. One-third to two-fifths.															
		5. Less than one-third															
		6. By fixed amount of produce.															
		7. Total area under rents in kind.															
	Cash rents ...	8. Total area paying cash rent.															
		9. Total cash rent ...															

1. Omit fractions and write in figures, not in rakms.
2. Zabti rents should be reckoned in this return as kind rent.
3. The total of the areas entered against items 1 to 9 should agree with the total marked * above.
4. Range the tahsils from left to right, i. e., columns 2 and 3 must be filled up separately for each tahsil and repeated from left to right as often as may be necessary for the number of tahsils in the district.

DISTRICT.

Prevailing Rents during the Year ending Rabi 18 .

[illegible]

N.B.—Not more than one line of entries need be given for each tahsil unless its agricultural features are such as to necessitate greater detail. In the latter case there will be one line of entries for each principal agricultural tract; for example, the Thal and Kachi of Tahsil Bhakkar in the Dera Ismail Khan District and the Khadar and Bángar of Tahsil Karnál. In many tahsils it will be necessary to make two or three divisions of this kind, but such divisions should be made as broad as possible and be avoided wherever practicable.

DISTRICT.

Agricultural Stock for the Year ending Rabi 18 .

[illegible]

DISTRICT.

Abstract of the Canal Clearance Fund for the Year ending Rabi 18

[illegible]

DISTRICT.

Annual Abstract of Income and Expenditure of the Patwári Fund of the District for the Year ending 30th September 18 .

RECEIPTS.		EXPENDITURE.	
1	2	3	
HEAD.	Actual Receipts of the year.	HEAD.	Actual Expenditure of the year.
Balance in hand at the beginning of the year ...		(1) Salaries of Patwáris... ..	
(1) Patwári Cess on Land Revenue, including Stationery		(2) Printing... ..	
(2) Patwári Cess on Canal Owner's rate		(3) Paper and Cloth	
Other Income		(4) Survey Equipment	
		(5) Patwári Schools	
		(6) Rewards and Gratuities	
		(7) Other Charges	
		(8) Total Expenditure	
		Balance at credit at close of the year	
Total		Total	

N.B.—Under head 1 in column 3 state in red ink the number of Patwāris according to the sanctioned establishment, including Assistant Patwāris; and in column 4, against heads 1-4 and 7 and 8 enter in red ink the average expenditure per Patwāri reckoned on the sanctioned establishment aforesaid.—See also para. 12 of Circular 28, page 128 *supra*.

FORM No. XVIII.

DISTRICT.

Comparative Statement of Land Revenue (including Nazarána, Service Commutation, &c.),
Demands, Collections and Balances for the Years ending Rabi 18 and Rabi 18

(Collections up to the 30th September of each year.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Division.	District.	Year ending.	Demand.	Collections.	Percentage on demands of collections.	Collections during current year on account of previous years.	Total of Columns 5 and 7.	BALANCES ON 30TH SEPT.-BER.	PARTICULARS OF BALANCES.					SUSPENSIONS AND REMISSIONS ON ACCOUNT OF CALAMITY OF SEASON SANCTIONED DURING THE YEAR.		No. and date of Financial Commissioner's letter sanctioning remissions should be quoted here. The amounts remitted and each letter should be specified.	TRIBUTE	
									In train of liquidation.	Doubtful or undetermined.	Irrecoverable.	Nominal.	Arrears struck off by orders passed on Annual Balance Statements during the year.	On account of the year under report.	On account of former years.		Demand.	Collections.
									Of the year under report.	Of former years.	Of the year under report.	Of former years.	Of the year under report.	Suspensions.	Remissions.			
		Rabi 18																
		Rabi 18																
		Difference.																

Note.—1. The column "Demand" of this return should contain the entire fixed revenue, including málikána, commutation for service, nazarána, &c., for both years, and should correspond with the amount entered in column 7 of the regular kistbandi heretofore submitted for the year under review and that preceding it. The collections will be those of the demand shown in the preceding column only, and the difference between columns 4 and 5 should agree with the figures in column 9, viz., "Balances of the year under report."

No difference whatever can be allowed between columns 4 of this return and 7 of the general kistbandi. If the latter account was erroneous, and contained items not appertaining thereto, the full demand must still appear in this return, and the erroneous items shown as in balance; or, if any sums were omitted from the kistbandi, they must be omitted from this return also and shown as surplus collections in Statement No. XX, in column B "other items," the fact being explained in that return.

The income of estates not on the kistbandi from their having lapsed within the year, or owing to the orders of Government not having been received on them, will be excluded.

- Again, the revenue derived from estates under the Court of Wards, or any other trust estates, must not be entered either in the "Demand" or "Collections."
- The balances must tally with those entered in the Annual Balance Statement, and the classification must also correspond with these returns.
- Revenue suspended but collected during the year should not be shown in column 15.

DEPUTY COMMISSIONER'S OFFICE,

The 18

Deputy Commissioner.

XVIII B.

DISTRICT.

Statement showing for the Agricultural Year ending Rabi 1889 the amount of Land Revenue held under suspension at its commencement and at its close.

1	2	3												4			5
Tahsil.	Year.	ESTATES IN WHICH LAND REVENUE HAS BEEN UNDER SUSPENSION.												TOTAL OF DISTRICT.			REMARKS
		Assessment Circle.			Assessment Circle.			Assessment Circle.			Assessment Circle.			dur- ing the year.	the Collected during the year.	Under suspension at its close.	
		Under suspension during the year.	Collected during the year.	Under suspension at its close.	Under suspension during the year.	Collected during the year.	Under suspension at its close.	Under suspension during the year.	Collected during the year.	Under suspension at its close.	Under suspension during the year.	Collected during the year.	Under suspension at its close.				
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	1884-85...																
	1885-86...																
	1886-87...																
	1887-88...																
	1888-89...																
	Total ...																

N.B.—Enter only those assessment circles in which land revenue has been under suspension.

Foot-note.—Discrepancies between this Statement and Columns 15 and 16 of Statement XVIII A should be explained in the Remarks column.

(743)

[Returns and Registers.
No. 61.

XIX

STATEMENT SHOWING ALTERATIONS IN THE FIXED LAND REVE-
NUE DEMAND FOR THE YEAR ENDING RABI 18 .

Note.—As the fixed land revenue demand cannot be altered except with the sanction of the Financial Commissioner,

The _____ 18

(745)

[Returns and Registers.
No. 61.

DISTRICT.

Revenue Demand for the Year ending Rabi 18

14	By grant of land revenue-free.		
15	Deduction owing to Settlement operations.	DECREASE.	
16	Other reductions owing to reduction of assessment, calamities of season, deterioration of estates, farms, &c.		
17	By diluvion.		
18	By lands being occupied by Government.		
19	To districts of Punjab.		By territorial transfer.
20	To Foreign States or other Provinces.		
21	By redemption of land revenue.		
22	Miscellaneous.		
23	Total Decrease.		
24	Demand of the year under report.		
25	REMARKS.		

care should be taken that the increases and decreases shown in this return agree with those sanctioned.

Deputy Commissioner.

Comparative Statement of Land Revenue Collections other than Fixed Land

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
FLUCTUATING SOURCES OF LAND REVENUE.																		
Temporarily excluded from Fixed Land Revenue Roll.																		
Permanently excluded from Fixed Land Revenue Roll.																		
Tini or Grazing Dues.																		
YEAR.																		
1888-89 ...																		
1889-90 ...																		
Difference																		
Lapsed revenue-free holdings.																		
Revision of assessment progressive jamas, &c.																		
Alluvion assessments.																		
Waste lands brought under assessment.																		
Other items.																		
Total.																		
Collections from estates held under direct management.																		
Water-advantage rate on the Bári Doáb Canal.																		
Fluctuating assessment of canal-irrigated lands.																		
Fluctuating assessment of other lands.																		
Other items (as per detail given below).																		
Total.																		
Total of columns 7 and 13.																		
Talabána.																		
By enumeration of cattle.																		
Byleases.																		
Sale proceeds of wood from rakhs and forests.																		
Stone quarry receipts.																		

DISTRICT.

The ... 18 . }

XXA.

DISTRICT.

Statement of Fluctuating Assessment of Land for which the Assessment varies
with the Cultivation.

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Division.	District.	Last and present years compared.	Name of tract under fluctuating assessment.	AREA IN ACRES.		ASSESSMENT ON LAND.		Revenue assessment estimated by Settlement Officer.	ABIANA OR WATER ASSESSMENT ON WELLS OR JHALARS.		TOTAL REVENUE ASSESSMENT.		REMARKS.
				On which the revenue is fixed; i.e., does not ordinarily fluctuate.	Subject to assessment fluctuating with each year's area of cultivation.	Fixed.	Fluctuating.		Number of wells or jhalars assessed with Abiana.	Amount of Abiana assessed.			
					Total area.	Area cultivated.	Due to Government.	Due to assignees.	Due to Government.	Due to assignees.	Due to Government.	Due to Assignees.	
		1888-89.											
		1889-90.											

Note.—Applicable in the districts of Hissár, Gurgáon, Delhi, Karnál, Ferozepore, Mooltan, Jhang, Montgomery, Gurdáspur, Bannu, Dera Ismail Khan and Muzaffargarh.

DISTRICT,)

The

18

)

Deputy Commissioner.

DISTRICT.

*Statement of Alluvion, Diluvian and Destructive Inundation during the Year
ending Rabi 18 .*

NOTE.—Include all lands to which this system applies, whether assigned or not, and in the totals of columns 6 to 8 and 10 to 12 and 14 distinguish between the assigned revenue and the revenue not assigned.

Statement of Compensation and Reduction of Revenue for Land acquired for Public

1	Division.	2	District.	3	Period (whether permanent or temporary).
4	Area of land taken up in acres.	5	Amount of compensation of every description.	6	Annual reduction of land revenue demand.
7	Area of land taken up in acres.	8	Amount of compensation of every description.	9	Annual reduction of land revenue demand.
10	Area of land taken up in acres.	11	Amount of compensation of every description.	12	Annual reduction of land revenue demand.

N.B.—Areas to be stated in acres and decimals of acres.

XXVI.

DISTRICT.

Deputy Commissioner's 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) for the Year ending 30th September 18 .

A.—Treasury Officer's Certificate.		Rs.
(1). Balance shown in plus and minus memorandum at beginning of period under report		
(2). Add—(a).—Advances made		
(b).—Sums recovered in the previous year on account of interest which were then credited to this account, but have been transferred to Revenue during the period under report by order of the Accountant-General		
Total Rs. ...		
		Rs.
(3). Deduct—(a).—Advances recovered		
(b).—Written off as irrecoverable by order of the Financial Commissioner... ..		
Total Deductions, Rs. ...		
(4). Balance to next account		

Certified that the above entries are a correct extract from the District Treasury Accounts.

Dated _____ 18 . }

Treasury Officer.

B.—Abstract of Disbursements.

As per monthly list for the month of	SUMS ACTUALLY DISBURSED.	
	On account of Land Improvement Loans.	On account of Loans to Agriculturists.
	Rs.	Rs.
Total for period under report		
Total of both Accounts, Rs.		

FORM No. XXVI.—concluded.

C.—Abstract of Collections.

[N.B.—The entries under heads 4, 5 and 11 will equal the entry under head 3.]

						On account of Land Im- provement Loans.	On account of Loans to Agricul- turists.
						Rs.	Rs.
<i>A.—Demands.</i>							
(1).	Arrears due at end of last period		
(2).	Instalments falling due during this period		
(3).	Total demand		
<i>B.—Collections of the year, viz. :—</i>							
(4).	On account of arrears of previous periods		
(5).	On account of instalments falling due in this period		
(6).	Repayments in advance of due date		
(7).	Total Collections		
<i>C.—Not collected, viz. :—</i>							
(8).	Suspended during this period		
(9).	Remitted during this period...		
(10).	Arrears due carried on to next period		
(11).	Total not collected		

D.—Abstract showing Total Outstandings at close of the Year ending 30th September 18
as ascertained from the Ledgers kept by the Revenue Accountant.[N.B.—This statement is not required with the quarterly returns, but only once
at the end of each year.]

						On account of Land Im- provement Loans.	On account of Loans to Agricul- turists.
						Rs.	Rs.
Arrears overdue		
Instalments not yet due		
Total Outstandings							
Amount collected as interest during the year and not yet credited to Revenue							

Examined by
Head Clerk,
Deputy Commissioner's Office.

Dated _____ 18 .

*E.—Explanation of differences between the results shown in Part A and those shown in
Parts B, C and D.*

[There should usually be no differences except the one below mentioned. But, if any other are discovered, the cause should be explained. The interest items will always cause some disagreement between the last entry in Part A and the last entry in Part D; e. g., if in the year ending 30th September 1889 the sum collected as interest is Rs. 1,200, under the provision of Circular 55 this will not be transferred to Revenue until after the end of the year. Consequently on the 30th September 1889 the total outstandings shown in Part D will exceed the last entry in Part A by Rs. 1,200.]

DISTRICT.

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. As Civil Court. As Criminal Court. As Revenue Court. As Revenue Officer.	Detail for each officer.	CIVIL AND CRIMINAL CASES DISPOSED OF BY REVENUE OFFICERS.	REVENUE CASES (INCLUDING EXECUTION OF DECREES).	REMARKS.										
				(For disposal... Disposed of)	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.											

DEPUTY COMMISSIONER'S OFFICE, }
The _____ 18 . }

Deputy Commissioner.

XXVIII B.

DISTRICT.

Classified List of Cases in Revenue Courts or before Revenue Officers during the Year
ending 30th September 18 .

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)	Execution of decrees of Revenue Courts	...	
		Total Revenue Court cases	...	

FORM No. XXVIII B.—*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 ...			
	<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, diluvion, 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	
Revenue Officer's Cases under Punjab Land Revenue Act, 1887.	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...			

FORM No. XXVIII B.—concluded.

1	2	3	4	5
Class of Case.	Serial No.	Description of Case.	Number for decision.	Number decided.
Revenue Officer's Miscellaneous Cases.	<i>Cases relating to—</i>			
	46	New grants of Revenue assignments ...		
	47	Resumption or lapse of ditto ...		
	48	Mutation of names in ditto ...		
	49	Sales and lease of waste lands ...		
	50	Takávi for { Improvements ...		
	51			
	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 ...		

XXVIII C.

APPELLATE WORK OF REVENUE COURTS AND OFFICES FOR THE YEAR, ENDING
SEPTEMBER 30TH 18

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.

XXIX

Statement containing particulars of Estates under the

[illegible]

NOTE.—In the column of Assets, savings up to the current year, and in the column of Liabilities, all debts Column 18 should include the percentage on Estates of Wards in the Aitchison College, Lahore.

Column 21. A note should be made on the reverse of the statement showing in each case the sum on Column 12. Where any special rate has been sanctioned, the number and date of the sanctioning

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[Returns and Registers.
No. 61.

DISTRICT.

management of the Court of Wards on the 30th September 18

15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
Annual Expenditure.														
Personal expenses, ordinary.														
Personal expenses, special, such as marriage, purchases, &c.														
Law expenses.														
Education.														
Payment of debts.														
Investments.														
Rate charged by Government.														
Miscellaneous.														
Total Expenditure.														
Cash in hand, 30th September 18														
Excess of income over expenditure during the year.														
Excess of expenditure over income during the year.														
Assets.														
Liabilities.														
REMARKS.														

due up to the current year, should be entered.

which the rate has been calculated and explaining any differences between this sum and the total income given latter should be quoted.

XXX.

DISTRICT.

Enhancement or reduction of Cash rents of tenants with a right of occupancy during the
Year ending 30th September 18 .

1	2	3	4	5
Number of decided suits under Section 24 of Punjab Tenancy Act, 1887.				
DISTRICT.	In which enhancement of rent was asked for.	In which enhancement of rent was granted.	In which reduction of rent was asked for.	In which reduction of rent was granted.

NOTE.—Total of columns 3 and 5 should agree with total cases shown under head 1 in Statement XXVIII B.

XXXI.

Statement showing the ejectment Proceedings under Punjab Tenancy Act, 1887, in the
District during the Year ending 30th September 18 .

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
TENANTS WITH RIGHTS OF OCCUPANCY.							TENANTS WITHOUT RIGHTS OF OCCUPANCY.								
DISTRICT.	Number of decrees for ejectment under Section 39.	Number of applications under Sections 43 and 42 (a).	Number of notices served under Section 44 (1).	Number of ejectments ordered under Section 44 (2).	Ejectments actually made under order or process of a Revenue Court or Officer.		Number of decrees for ejectment.		Number of applications under Sections 43 and 42 (b).	Number of notices issued under Section 45 (1).	Number of ejectments ordered under Section 45 (5).	Ejectments actually made under order or process of a Revenue Court or Officer.		Number of suits to contest liability to ejectment decided in tenant's favor.	REMARKS.
					Number of cases.	Acreage affected.	Under Section 40.	Under Section (45) 6.				Number of cases.	Acreage affected.		

DISTRICT, }
The 18 . }

Deputy Commissioner.

XXXIII A.

DISTRICT.

Statement showing progress made at special Revision of Records and general Re-assessment during the Year ending 30th September 18

Serial No.	Date of commencement of these operations.	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Tahsil.	Total.	Remaining to complete, actual or approximate.
1	Number of squares laid out on the ground								
2	Preliminary statement of rights and holding prepared (Chitta Khatauni.)	{ For period under report.							
3		{ Total to date ...							
4	Field maps corrected.	{ Fields							
5		{ Acres							
6	Field maps prepared after complete re-measurement.	{ Fields							
7		{ Acres							
8	Villages of which the maps have been completed.	{ For period under report.							
9		{ Total to date ...							
10	Field Kánungos.	{ For period under report.							
11		{ Total to date ...							
12	Villages finally inspected by—	{ For period under report.							
13		{ Total to date ...							
14	Tahsildárs	{ For period under report.							
15		{ Total to date ...							
16	Jamabandís prepared in accordance with new maps.	{ For period under report.							
17		{ Total to date ...							
18	Patwáris' copies of record of rights prepared.	{ For period under report.							
19		{ Total to date ...							
20	Villages in which báchh papers have been prepared.	{ For period under report.							
21		{ Total to date ...							
22	Number of villages in which tenant rents have been adjusted.								
23	Number of villages in which administration papers have been prepared.								
24	Village note-books prepared in English.	{ For period under report.							
25		{ Total to date.							

Settlement Collector.

XXXIII B.

Statement of the Cost of Field Survey Operations during the Year ending
30th September 18

1	2	3	4	5	6	7
Total number of Patwáris.	Number of Patwáris, with months actually spent in survey work during the past year.	Fraction of pay of officials shown in column 4 chargeable to cost of survey.	Officials employed in measurement work other than Patwáris, and contingent expenditure chargeable to cost of survey.	Total salaries, travelling allowance and other charges for the year.	Portion of sums shown in column 5 chargeable to survey operations.	REMARKS.
100	20 for 8 mons. = 160 30 „ 7½ = 218 50 „ 7 = 350 Total 100 for = $\frac{728}{1200}$ various periods.	$\frac{728}{2400}$ Do. Do. Do. Do. $\frac{728}{1200}$	1 Settlement Collector 2 Assistant Commissioner 3 Extra Assistant Commissioner... 4 Tahsildárs 5 Extra Tahsildárs and Náib-Tahsildárs. 6 Deputy Superintendents... .. 7 Field Kánungos 8 Part of Temporary Establishment entertained specially to assist in survey work. Total for Establishment ...	Rs. 12,000 5,000 4,000 7,000 4,000 2,000 2,000 8,000	Rs. 4,640 and so on.	
		Whole.	9 Stationery procured for Survey Work— (a) Charged to Govt. Revenue (b) Paid from Patwáris' Fees Fund.	800 400	800 400	
		Do.	10 Survey Implements— (a) Charged to Govt. Revenue (b) Paid from Patwáris' Fees Fund.	400 ...	400 ...	
			Total Contingencies ...			
Total cost of Field Survey during the year				Rs.		
Charged to Revenue				„		
Ditto Patwáris' Fees Fund				„		
Areas surveyed during the year ... { Cultivated ... Uncultivated ... Total ...				Giving average cost per square mile in Rs.		

Memo.—In addition Rs. were spent in training probationers (Kánungos and Patwáris) and are not included in the above. The area effectively surveyed by them was acres, and this is excluded from the above note of area surveyed and calculation of average cost.

- | | | | |
|----|--|---|-----|
| 30 | were employed on survey work for 5 months' | = | 150 |
| 40 | Ditto ditto 6 do. | = | 240 |
| 40 | Ditto ditto 7 do. | = | 280 |

(e). The whole cost of implements and stationery purchased for the purposes of the survey will be charged. For example the cost of paper bought for mapping or field books will be charged, but not the cost of paper used for Khataunis.

DISTRICT.

during the Year ending 30th September 18

1	2	3	4	5	6
Major head of service.	Budget heading.	Annual expenditure sanctioned by settlement schedule.	Budget sanctioned for current financial year.	Actual expenditure for year ending 30th September.	REMARKS.
TOTAL ...					
Add—Expended in these operations in previous years ...					
Total expenditure on these operations to date ...					

XXXVI.

Comparative Statement showing the extent of Litigation to which

[illegible]

(773) .

[Returns and Registers
No. 61.

DISTRICT.

Government was a party in the Punjab in the years 18 . . . and 18 . . .

16

17

18

19

20

21

22

23

24

25

26

27

28

YEAR ENDING SEPTEMBER 30TH, 18 .

Government Plaintiff or Appellant.

Government Defendant or Respondent.

Total number of cases.

Decided in favor of Govern-
ment.

Decided against Government.

Total decided.

Percentage of cases decided
in favor of Government.Percentage of cases decided
against Government.

Total number of cases.

Decided in favor of Govern-
ment.

Decided against Government.

Total decided.

Percentage of cases decided
in favor of Government.Percentage of cases decided
against Government.

REMARKS.

STATEMENT SHOWING THE AMOUNT EXPENDED IN LITIGATION
AS CONTRASTED WITH THE SUMS ACTUALLY REALIZED
BY GOVERNMENT UNDER DECREES OF COURTS
IN THE PUNJAB DURING THE YEAR END-
ING 30TH SEPTEMBER 18 .

XXIX.

DISTRICT.

Memo. of Total Collections and Balances for the Year ending 30th September 18

[illegible]

62.—Settlement Reports and Gazetteers.

1. The following instructions are issued with the approval of Government regarding the preparation of Final Settlement Reports, and the revision and maintenance of District Gazetteers.

Instructions
issued with
approval of
Government.

2. Settlement Reports should ordinarily be submitted in print to the Commissioner of the Division within three months of the termination of Settlement operations. The manuscript should be sent to the Assistant Secretary to Government, who will arrange that proof sheets shall be forwarded to the Settlement Officer for correction ; and the report will, under the orders of the Government of India, be printed in foolscap size. The Report should not ordinarily exceed from 75 to 80 pages of print, excluding the statements. The Commissioner should submit the Report with his review to the Financial Commissioner within two months of receipt in his office.

Date of sub-
mission and
arrangements
for printing.

3. The Final Settlement Report should not ordinarily contain historical or descriptive material, which properly belongs to the Gazetteer. It should be what its name implies, a report of the settlement operations just completed, and of matters connected therewith. Under the provisions of Circular No. 30 dealing with assessments, the Settlement Officer will have already submitted a Preliminary Report dealing with—

Contents of
Settlement
Report: previ-
ous Reports.

- (1) Assessment circles ;
- (2) Classification of soils ;
- (3) Prices of agricultural produce ;
- (4) Rates of yield ;
- (5) Rents in kind or cash ;
- (6) Rates deducible from rents ;

and an Assessment or Revenue Rate Report, embracing information on the following subjects :—

I.—An account of the Physical Geography of the tract, including—

- (i) A brief general description of the tract.
- (ii) An account of the rainfall.
- (iii) A brief reference to the orders passed on the Preliminary Report with reference to the arrangement of assessment circles and the classification of soils.

II.—Fiscal History.

III.—General statistics comprising information regarding—

- (i) Tenures, castes and numbers of proprietors and tenants.
- (ii) Size of proprietary holdings.
- (iii) Communications and markets.
- (iv) Population.
- (v) Alienations by sale or mortgage.
- (vi) Comparison of areas under cultivation at different periods.
- (vii) Prices (see above).
- (viii) Rent rates (see above).
- (ix) General statistics indicating prosperity or the reverse.

IV.—Statistics as to Crops.

V.—Proposed revenue rates.

VI.—Financial results and miscellaneous matters.

He will also have submitted his detailed village assessments with explanations, in the column of remarks, of any wide departures from the sanctioned rates.

Information
to be given in
a compendious
form.

4. It is quite unnecessary that the Final Report should enter fully into the same detail of subjects as the foregoing. But for the reason that the Preliminary Assessment Reports contain necessarily so much of detail, it is desirable that the Final Report should summarize the principal matters of importance contained in them, so as to present in a concise form the fiscal history of the tract, with special mention of the working of the past settlement and the progress of the district during that period and the rates adopted for assessment, with some account of the calculations on which they were based, and some comparison with the former rates and with the rates of adjoining districts. It will not be difficult for the Settlement Officer, who has conducted the operations through all their stages, to put forward in a compendious form such a general account of these matters as may be useful for continual reference in the future, and this is what is primarily desired. To the above should be added a careful forecast of the probable financial results of the new settlement.

Reference to
village records.

5. The Final Report should also comprise a brief notice of the improvements effected in the record-of-rights, or a longer notice of the subject in cases where the record-of-rights has been specially revised. In either case, it should indicate the matters to which special attention should be directed in maintaining the records in proper order from year to year, and preserving the efficiency of the Patwári and Kánungo agency.

6. Next, the report should contain notice of all matters relating to the general administration which may have been discussed and arranged during the progress of the operations. Instances of such matters are—

- (1) Alluvion and diluvion rules.
- (2) Assignments of revenue.
- (3) Forest administration.
- (4) Treatment of Government waste.
- (5) Special assessments, *e. g.*, fluctuating or progressive assessments.
- (6) Canal management and revenue.
- (7) Relations of landlords and tenants.
- (8) Zaildars and chief Lambardars.
- (9) Village officers, &c., &c.

7. The Settlement Officer should prominently draw attention to all points in the revenue administration of the district which require special watchfulness on the part of the Revenue Officers. This is a most important object of a Final Report which must on no account be lost sight of.

8. In the matter of statements the Settlement Officer must use his discretion ; but (1) any statements appended to the report should show the latest available statistic according to the annual papers ; (2) they should assimilate in form to the returns contained in those papers ; and (3) they should be as concise as possible. The report will be accompanied by a single map showing the main features and assessment divisions of the tract assessed.

9. In a further appendix will be noted all the Government notifications relating to the settlement.

Notifications regarding appointments and powers need only be referred to ; those containing instructions or special orders, or other matters of importance, should be reproduced in full.

10. The Final Settlement Report prepared on the above lines will be a concise official document devoted almost entirely to the description of the settlement operations and their results, on which the orders of Government will be passed. The experience gained by the Settlement Officer will, however, enable him to place on record a considerable number of facts and recommendations for the guidance and information of the local officers in the Revenue administration of the district, of such a character, or in such detail, as would unfit them for insertion in a Settlement Report prepared on the above lines. These he may, if so disposed, incorporate in a separate memorandum, which will

be printed by Government, in the same way as the Final Settlement Report ; but which will not be specially reviewed, and will have no authority beyond that which it may possess as containing information procured, or opinions formed, by the Settlement Officer. No plan for such a memorandum is prescribed, but it might comprise an abstract by assessment circles of the detailed village assessment statement in the form required by the Financial Commissioner's Circular on assessments; and, if the Settlement Officer provides for its being translated by the establishment at his disposal, it will be published in the Vernacular at Government expense. The Settlement Officer is at liberty to attach to the memorandum a series of maps showing the different aspects of the district settled.

Preparation
of new edition
of Gazetteer.

11. It will be the duty of the Settlement Officer also to draft a new edition of the *Gazetteer* of the district. In doing so, he must in every respect conform to the plan of the *Gazetteer* already published, and the order in which the subjects are there arranged should under no circumstances be departed from, as uniformity in this respect is a valuable addition to the usefulness of these *Gazetteers*. The portion relating to land and land revenue will be largely a *résumé* of his Settlement Report, and in preparing this *résumé* succinctness and lucidity should be especially aimed at.

Interleaved
Gazetteer and
Gazetteer Note-
book to be kept
up by District
Officers.

12. In order, however, to simplify the process of periodical revision of the *Gazetteers*, it is desired that Collectors should, as far as is reasonably possible, keep up to date the information therein contained. For this object each District Officer should at once start, (a) an interleaved *Gazetteer* ; and (b) a *Gazetteer* Note-book.

(a). The interleaved *Gazetteer* should be prepared with good writing, and not printing, paper. In it the Collector should make brief notes whenever, in his opinion, statements in the text are found to be, or may have become, incorrect, or require to be supplemented. Notes of more than a few lines should not be entered in this interleaved *Gazetteer*, nor notes of mere routine matters,—such as alterations in the list of Thánás and Post Offices, additions to the list of District Officers, and so forth,—which will necessarily be recorded when a new edition is prepared.

(b). The *Gazetteer* Note-book would contain longer entries and would comprise all matter which the Collector thinks will be of use in the preparation of the revised edition, each entry being headed in bold figures with the serial number of the *Gazetteer* heading under which it will fall. *Only one side of the paper should be written on*, so that the Editor may be able to unbind the work, cut up the leaves and utilize the entries without re-copying them.

When the information is available in a convenient form in the district or other records, a full reference to the papers in question, with a brief indication of the nature of the material which they contain, will be sufficient.

13. Both at the time of re-drafting a new edition of the *Gazetteer*, and during the interval between the editions the officers who are collecting the information should endeavour to enlist the aid of the residents of their district,—Native and European, official and non-official,—who often have good opportunities of making notes which would be interesting to readers of a *Gazetteer*, and who will usually have more leisure than a Collector or Settlement Officer for such pursuits. Such persons might be furnished with such official information as they might need. Vernacular papers might be made use of if written in a simple style, especially if transcribed in the Roman character. Aid to be sought.

14. What is required, therefore, by the above instructions, is— Summary.

- (i) that the Settlement Officer should prepare his Final Settlement Report on a shorter and more official plan than heretofore ;
- (ii) that he should enter in a separate memorandum a note of facts and opinions which will assist Revenue Officers in the administration of the district ;
- (iii) that he should draft a new edition of the *District Gazetteer* on its present lines ;
- (iv) that information should be collected between Settlements for the *Gazetteer* in—
 - (a) an interleaved *Gazetteer* ; and
 - (b) a *Gazetteer* Note-book ;
- (v) that efforts should be made to enlist extraneous aid in the collection of information for the *Gazetteer*.

Cir. 22, 1887.

1. The following registers, specimen forms of which are appended, are prescribed for use in the Courts and Offices of Commissioners of Divisions :—

1. Register of Appeals in Revenue Judicial cases.
2. Register of Appeals in Revenue Executive cases.
3. Register of Miscellaneous Appeals, Petitions and References.
4. Register of Rejected and Returned Appeals and Applications.
5. Daily Register of Court Fees filed.
6. Register showing dates fixed for hearing appeals.
7. Register showing payment of stamp duties and penalties on account of insufficiently stamped documents under Sections 34 and 35 of Act I of 1879.
8. Register of Letters, Parwānas, &c., despatched.
9. Record-Keeper's Register of Cases decided and sent to the Record-room.
10. Register of Misls taken from Record-Room for reference.
11. Register of Applications for Copies.

The above should be kept up in Vernacular.

Register of Appeals in Revenue Judicial Cases.

[illegible]