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CHAPTER I
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DISTRICT MANUAL

CHAPTER I

District Administration

The Head of the District Administration has various important duties which he performs in his capacity as Collector, District Development Officer, District Officer and as District Magistrate. These may be broadly classified as follows :-

A-As Collector, he is :-

1. responsible for proper management of Government lands;
2. responsible for recovery of land revenue, cesses and other Government dues;
3. charged with the administration of Revenue and Stamp laws;
4. responsible for preparation of land records;
5. to perform all the duties prescribed in Section 69 of the Rajasthan Panchayat Samitis and Zila Parishads Act ;
6. to conduct inspections of the subordinate revenue offices, revenue courts and District Treasury and Sub- Treasuries according to the prescribed scale.

B-As District Development officer, he is :-

1. to perform all the duties derived from Section 59 of the Rajasthan Panchayat Samitis and Zila Parishads Act;
2. to examine the working of different development departments and to ensure that adequate technical assistance is made available to Village Panchayat and Panchayat Samitis, and that the Zila Parishad is kept fully informed regarding the progress of the plan schemes of the district.

C-As District Officer, he is :-

1. Steward of the Government in the matter of general administration in the District;

2 responsible for proper execution of Government orders;

3. in control of litigation on behalf of the Government either initiated by the Government or brought against the Government by private persons;

4. in the general charge of the Treasury as laid down in Rule 4 (2) of the Treasury Rules;

5. to guide and assist the District Heads of Development;

6. to ensure that the development and welfare schemes are such as would meet the needs of the people;

7. to ensure that the time-tables for various schemes are adhered to and targets reached in time;

8. to ensure that there is no corruption;

9. to ensure that wherever necessary people's co-operation is assured;

10. to ensure that all development and welfare schemes of the district are formulated and finalised in consultation with him before these are presented to local bodies or the Government;

11. to exercise the following powers of administrative and disciplinary control over the development officers at the District level :-

(a) **Tours** :- A Development officer while sending his tour programme to the Head of Department or Divisional Officer as the case may be, for approval, will forward a copy so as to reach the District Officer at least 10 days in advance. The District Officer will suggest changes in the tour programme, or instruct the Development Officer to perform a particular tour for a particular purpose. Such instructions as the District Officer may issue, regarding changes in the tour programme should be reported by him to the Head of Development or Divisional Officer concerned. If a Development Officer has to proceed on tour at short notice in connection with urgent work, he will report his intention to the District Officer. The District Officer, for reasons to be recorded by him may require the Development Officer to remain at Headquarters.

(b) **Leave**:- If a Development Officer proceeds on casual leave to be availed of out-side his jurisdiction, prior intimation should be sent to the District Officer. The District Officer may for reasons to be recorded in writing, require the Development Officer not to avail of or curtail the period of casual leave.

A Development Officer's application for regular leave will be forwarded through the District Officer who shall record his views for the information of the authority competent to sanction the leave.

(c) **Transfer** :- The District Officer may move the Head of Department for the transfer of an Officer of that Department working in the District including a Development Officer, either within the District or away from the District. If the Head of Department concerned does not wish to accept the recommendation of the District Officer, he will state his reasons, and obtain orders of the Government. The District Officer will also have the power to require a Development Officer to transfer (Sub-ordinate Officers) within the District, but before the issue of such an instruction, the District Officer will consult the Development Officer.

(d) **Monthly Progress Reports**: Each Development Officer shall send monthly progress reports in respect of works started in the district to the District Officer. The District Officer shall also have powers to call for special progress reports from the Development Officers in his District. At the monthly meeting of the District Level Officers these reports will be scrutinised in order to find out whether the time-tables for various schemes were being adhered to or not. The District Officer will have the powers to make observations on these reports and to issue such instructions as he may consider necessary. These observations will be confined to administrative matters and the District Officer will send copy of his instructions to the Divisional Officer or Head of Department as the case may be. Cases of serious

delay and in sufficient progress shall invariably be brought to the notice of the Divisional Officer of the department concerned with a copy to the Head of the Department. If the Divisional Officer or Head of the Department has any observations to make in the respect of the instruction issued by the District Officer, he will write to the District Officer concerned and thereafter the matter should be settled by mutual consultation and if necessary referred to Government for orders.

(e) Confidential Reports:- With regard to the Annual confidential Reports, detailed instructions have been issued by appointments (A) Department vide circular No. D.2416/59 F-20 (9) Appnts. (A) 57, dated the 28th July, 1959 which should be carefully complied with. However, the District Officer can also send special reports on the District Level Officers whenever he thinks it necessary, or when specially required to do so.

12. When Development Officers Cover more than one district:-

Where the jurisdiction of a Development Officer of district rank extends to over more than one district, the District Officers of all districts covered by the jurisdiction of the Development Officers will exercise the powers mentioned in sub-paragraph (d) & (e) of paragraph C-11. The other powers will be exercised with the following modifications:-

- (i) a Development Officer of district rank whose jurisdiction extends over more than one district will send copies of his tour programmes to all the District Officers having jurisdiction. If a particular District Officer desires any change in the tour programme of the Development Officer, he will request the officer concerned to alter his programme accordingly.
- (ii) when casual leave is availed of out-side the jurisdiction of a Development Officer, prior intimation should be sent to all District Officer and any of them may move the Head of the Department recommending refusal or curtailment of such leave.
- (iii) if a Head of Department is satisfied that the opinion of any District Officer regarding the transfer of a

Development Officer is not supported by another District Officer, he shall inform the former and the matter shall be dropped unless the District Officer insists, in which case, the matter may be referred to the Government in the Cabinet Secretariat for orders.

- (iv) where the schemes in a district are directly executed from the state Headquarters, or from any other place outside the district, and there is no district level officer, the District Officer can call the concerned Officer for discussion at his district headquarters about formulation or execution of the schemes in question, if he considers it necessary to do so.

13. To draw the programme of visits of the Development Officers to the Laboratory Villages in consultation with them and to keep a watch over the tours undertaken and work done by them, including the work done by them in the laboratory villages.

14. To convene a meeting of all District Level Officers *normally at least once in three months*, if not more frequently. The following subjects may be discussed at these meetings:-

- (i) Progress made relative to various plan schemes and projects;
- (ii) matters relative to local bodies at the district, block and village levels;
- (iii) difficulties experienced by different Government Departments in relation to each other;
- (iv) important programmes to be launched in the district;
- (v) land acquisition matters;
- (vi) arrangement of supplies specially in relation to agricultural commodities;
- (vii) utilisation of irrigation potential;
- (viii) small Savings;
- (ix) important directives of the state Government.

D-As District Magistrate, he is:-

- (1) Head of the criminal administration and controls the police;

(2) to conduct inspections of the Criminal Courts, Police Stations, Jails and Lock-ups according to the Prescribed scale;

(3) responsible for maintenance of law and order and for proper administration of criminal laws in the District;

(4) responsible for licensing of arms, explosives and petroleum;

(5) responsible for licensing cinemas, dramatic performances and public entertainments;

(6) responsible for expeditious processing of applications for grant of passport, extension of visas and control of foreigners.

2. The District Officer both in his capacity as collector and District Magistrate has been empowered to exercise powers and perform functions as provided under various Acts and Rules.

CHAPTER II

APPOINTMENTS, TRANSFERS LEAVE

PUNISHMENT AND APPEALS

CHAPTER-II

Appointments, Transfers, Leave, Punishment and Appeals.

(I) Appointments and promotions.

1. "The Rajasthan subordinate Offices Ministerial Staff Rules, 1957," regulate recruitment to, and the conditions of service of persons appointed to, the ministerial staff in the district Office and offices subordinate thereto:-

- (a) All appointments to the Ministerial Service and Promotions to the Posts of Office Superintendents Grade II and Upper Division Clerks including Accounts Clerks in all the offices under the administrative control of the collector shall be made by the Collector.
- (b) All appointments to the Class IV service shall be made by the respective Heads of the Offices.
- (c) While making such appointments, the appointing authorities shall observe instructions regarding reservation in favour of Scheduled Caste/ Scheduled Tribes as contained in G.A.D. order No. F. 25 (52) GA/A 51, dated 19 th September, 1951. The Appointing authority shall follow the procedure as laid F.9 (1) Appts/58 dated Feb. 27, 1958 for the purpose of implementing Government order regarding reservation in favour of Scheduled Castes/ Scheduled Tribes.
- (d) In Cases where posts are outside the purview of the Rajasthan Public Service Commission, and which are not filled up by promotion or through competitive examination, vacancies should be filled up from the panel of posts sent by Employment Exchanges after the posts have been notified to them. No appointment should be made by any other method unless the Employment Exchanges certify that they have no candidates of the required qualifications or the candidates suggested by them are found unsuitable. Vacancies must be notified to the Employment Exchanges and a panel of candidates invited from them.

2. The appointment of the post of Office Superintendent Grade I and Stenographer Grade II shall be made by the Board of Revenue. The cadre of Accountants is controlled by the Chief Accounts Officer and that of District Revenue Accountants and Tehsil Revenue Accountants by the Board of Revenue.

3. Conditions of Service of the land Record staff are contained in the Rajasthan Land Revenue (Land Records) Rules, 1957.

- (a) All appointments to the posts of patwaries shall be made by the Collector according to the procedure laid down in the Rajasthan Land Revenue (Land Records) Rules 1957.
- (b) Appointment of those candidates who have received training in the Inspector's Training school and obtained a diploma will be made on the posts of Inspectors of Land Records by the Collector. Similarly appointment of Officer Kanungos will be made by the Collector from amongst those candidates who have passed the kanungos, course and obtained a diploma thereof.
- (c) Appointments to the posts of Sadar Kanungos shall be made by the Board of Revenue by promotion from Inspectors of Land Records and Office Kanungos, provided they have passed the Matriculation Examination or any higher or equivalent examination recognised by the Rajasthan Government.

II. Transfers.

4. The authority to transfer the staff- Tehsildars, Naib-Tehsildars, Ministerial Staff, Inspectors of Land Records, Office Kanungos, Patwaries and Class IV within the district rests with the Collector.

5. The sub-Divisional Officers are empowered to transfer a patwari from one circle to another in the same tehsil or to another tehsil in their sub-division on sufficient grounds. They are also empowered to transfer Class IV servants within their jurisdiction.

6. The transfer of any officer or official before expiry of two year's period would require the sanction of the next higher authority.

III Leave.

7. The Collector is empowered to grant all kinds of leave with the exception of disability leave upto 2 months to all the S.D. Os., Magistrates and Tehsildars provided that if replacement be necessary, prior concurrence of the competent authority should be obtained by letter, telegram or on telephone. The Collectors have also been delegated powers to fill a gazetted post tendered vacant by the incumbent proceeding on leave by appointing an officer in addition to his duties and to grant him a special pay in accordance with para 5 (3) of Finance Department Order No. F.8 (28) F II/ 55, dated 9-8-62, subject to the following conditions:-

- (1) the leave vacancy is for a period not exceeding 60 days;
- (2) filling of vacancy does not involve change of Headquarters for the appointee;
- (3) the vacant post is filled by an officer of the same cadre.

8. If a person on return from leave is to be reposted on the same post, this should be mentioned in the order sanctioning the leave.

9. Head of Offices are empowered to grant all kinds of leave with the exception of study and disability leave to the non-gazetted staff under them upto 2 months

IV. Punishment and appeals.

10. The collector is authorised to inflict all penalties specified in rule 14 of Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958 in respect of the employees of Ministerial Service (Excluding I Grade Office Superintendents and II Grade Stenographers) and Class IV Servants. He can also impose minor penalties on the District Revenue Accountant. The S.D. Os., Magistrates and Tehsildars, being Heads of their offices, are also empowered to inflict punishments on Class IV servants.

11. The following authorities are empowered to take disciplinary action and inflict punishment on the Land Records Staff:-

- (a) Collectors are empowered to inflict all punishments, including dismissal from service, on Inspectors of

Land Records, Office Kanungos, and Patwaris. They are also empowered to inflict all punishments on sadar kanungos, except reduction in rank and removal or dismissal from service.

- (b) The S.D. Os., are empowered to inflict the punishment of censure and with-holding of grade increments for one year only on the Inspectors of Land Records and Office Kanungos. A Patwari may also be punished by the Sub-Divisional Officer for misconduct or neglect of duty by stopping his grade promotion for one year or reducing his pay or reducing his position in order of seniority, upto 3 stages. The Sub-Divisional Officer may also recover from the pay of the patwari the whole or part of any pecuniary loss caused to Government by negligence or breach of law, rules or orders. They are also empowered to inflict the punishment of censure.
- (c) The Tehsildars are empowered to stop the grade promotion of patwaris for one year for neglect of duty and arrears of work. They can inflict the punishment of censure also.

12. The procedure for imposing penalties and holding departmental enquiries has been laid down under rules 16 to 20 of the C.C.A. Rules. Further instructions regarding procedure to be followed in cases relating to departmental enquiry in respect of Government employees is contained in the Hand Book of Disciplinary proceedings issued by Appointments (A-III) Department.

13. Departmental Enquiry cases wherein embezzlement is involved should be dealt with in accordance with the instructions contained under Finance Department circular letter No. F. 35 (24) F/AA/60 dated 1st May, 1961 and Appointments (A-III) Department order No. F 19 (12) Appts/A/59 Group-III dated the 25th October, 1961. The cases of departmental enquiries involving embezzlement in respect of the non-gazetted members of staff should, however, be conducted and decided by their respective Disciplinary Authorities prescribed under the Rajasthan Civil Services (Classification, Control & Appeal) Rules, 1958, Heads of Departments or the Heads of offices as the case may be. Embezzlement enquiry cases involving the Land Records staff shall be dealt with by the Collectors like

other departmental enquiry cases in respect of the staff governed by Land Records Rules.

14. Appeals from the orders of the Collector in the case of Ministerial and Land Records Staff would lie to the Member, Board of Revenue nominated by the Chairman and the second appeal, where provided in rules, will lie to the Government.

CHAPTER III
ORGANISATION, CONTROL
AND
SUPERVISION

CHAPTER III

ORGANISATION, CONTROL AND SUPERVISION

I- Organisation

1. The main office which is called the Collectorate office will be under the immediate control and supervision of the office superintendent. The office will be divided into the following sections:-

1. Judicial.
2. Revenue.
3. Establishment.
4. Accounts.
5. Revenue Accounts.
6. Panchayat and Development.
7. General.
8. Court Section (Case-work).
9. Land Records.
10. Records.

2. The distribution of subjects under each section will be as given at Appendix I.

3. The District Officer should distribute the work in the Collectorate amongst the Officers posted at the District Head quarters who will be officers-in-charge of these Sections. This distribution of work amongst the Officers-in-charge should be revised from time to time so as to enable all the officers to have intimate knowledge about the work of the Collectorate. Link officers should be appointed to look after the work assigned to each officer so that work is smoothly carried on when any officer is absent on leave or away on tour.

4. The District Officer should invest the Gazetted Officer placed in charge of the establishment and the Office Superintendent with powers to sanction casual leave to the Lower Division Clerks and the Class IV servants respectively. In districts, where Additional Collectors have been provided, they should be empowered to sanction casual leave to the U.D.Cs. and Privilege leave to the L.D.Cs. and Class IV Servants.

5. An attendance register (Form No. 1) for all the staff working in the Collectorate will be maintained by the office Superintendent.

6. All Clerks should note time of arrival while putting their initials in the date columns of the attendance register. The Office Superintendent shall put a red line exactly at 10.00 A.M. in the relevant date columns against the name of the official who comes late without permission, and "W.P." for those who are late with permission. He should submit the register to the Officer-in-charge of establishment section just ten minutes after the scheduled time. These late comers will note the time of arrival before the Officer-in-charge. For every such three late coming (without permission) in a month one day's casual leave shall be debited.

7. Permission for coming late should be given only under very special circumstances i.e. only for bonafide and justifiable purposes such as attendance of Hospital and should not exceed one hour at a time.

8. Applications for permission to come late should reach the Office Superintendent by 10 A.M. at the latest. Applications received after 10 A.M. shall not be entertained and the person concerned will be considered as absent without permission. Such permission for coming late should not be given to the same person for more than 3 days in a month. For days in excess of 3 days or for coming late in excess of one hour full day's casual leave should be taken and deducted.

9. Serious action should be taken against habitual late-comers.

10. Attendance register for Class IV staff will be maintained by the Nazir in the form prescribed in General series. Every Class IV servant shall appear before the Nazir and he will mark "P" in lieu of attendance in the relevant column of the register Class IV servants are required to come half an hour before the scheduled time. This attendance register shall be put up before the Office Superintendent every day.

11. Any clerk may be required to work beyond the prescribed office hours. Office Superintendents are authorised to call upon their assistants to do so on such occasions.

12. No official papers or information should be made public or communicated to the Press. Information acquired by the members of the staff in the course of their duties must be regarded as strictly secret.

13. A member of the office establishment or Class IV servant who wishes to raise a question about his own personal emoluments or other conditions of services should do so by a petition or representation and not by an un-official letter or note. Representations should not be made jointly. In no case should Government forms or papers be used for making personal representations or requests.

14. Public should be allowed to see the Office Superintendent or the Officer-in-charge and not the dealing Clerks.

15. No members of the staff whether he is employed in a permanent or a temporary capacity, can prosecute higher studies without obtaining previous permission of the Collector.

16. No member of the staff should be a member, representative or office bearer of any association, representing or purporting to represent Government servants unless such an association is recognised by the Rajasthan Government.

II Office Superintendent

17. The Office Superintendent is the ministerial head of the Collectorate and is responsible to the Collector for the proper working of the office. The main duty of the Office Superintendent is to have general Supervision over and to afford guidance to the dealing clerks in the various sections. The Office Superintendent will also be responsible:-

- (i) to see that the work does not fall in arrears in any section and where necessary take immediate remedial measures,
- (ii) to see that each clerk is fully employed and is performing his work diligently and thoroughly,
- (iii) to see that files are properly maintained,
- (iv) to examine the dak daily before registration and to take speedy action on immediate, urgent and important references;
- (v) to arrange proper guidance for freshly recruited clerks;
- (vi) to spend one hour daily in going round the office for inspection of tables and registers etc. of all the clerks

and specially those of the Record Keepers to see that the papers received by them are diarised the same day and sent to the dealing clerks the next day at the latest;

- (vii) to bring to the notice of the Officer-in-charge of the section concerned or the Collector, difficulties if any, in getting through the work of the day on account of rush of work;
- (viii) to scrutinise the control chart of periodical returns every Monday to ensure that these are submitted on due dates,
- (ix) to ensure that the fortnightly statements of pending references are submitted to the Collector on the prescribed dates,
- (x) to see that the files are opened under appropriate head and that they are given an appropriate subject and that cross referencing and paging is done in the correspondence portion of the file,
- (xi) to inspect the work of each section periodically in his office not less than once in six months. It will be his personal responsibility to ensure that the irregularities noticed by various inspecting officers during their inspections are rectified,
- (xii) to keep a note of immediate, urgent and important receipts requiring prompt action in the prescribed register (in Form No. 2) and to see to their timely disposal,
- (xiii) to see that the stock of forms and stationery is adequate and that timely indents have been placed for them,
- (xiv) to maintain ephemeral Character Roll in respect of each L.D.C., U.D.C. and Accounts Clerk working in various Sections of the Collectorate in the register (in Form NO. 3)
- (xv) to pay occasional surprise visits to the rooms and question the presence of all strangers found in the rooms,

- (xvi) to keep such Confidential record as may be kept with him by the Collector,
- (xvii) to see that Acts, Rules and Circulars are kept amended up-to-date by the concerned Clerks.
- (xviii) to discharge such other duties and to perform such other functions as have been assigned to him in this manual and as may be assigned to him by the Collector.

APPENDIX - I

(Under para 2 Chapter III).

Distribution of Heads with their subject in the various Sections of the Collectorate

I JUDICIAL SECTION

<i>No. of Head</i>	<i>Subjects.</i>
16. Judicial	<ol style="list-style-type: none"> 1. Magistracy. 2. Execution of decrees of Civil Courts. 3. Attestation of powers of attorney and Mukhtarnama. 4. Grant of bonafide resident certificate. 5. Litigation <ol style="list-style-type: none"> (a) Notices under Section 80. (b) Civil suits against Government. (c) Writ Petitions. (d) Government appeals and withdrawal Cases 6. Issue of Commission. 7. Appointment of Public Prosecutors. 8. Appointment of Govt. Advocates & Public Prosecutors to conduct the cases in the Law courts. 9. Jurisdiction of different courts. 10. Civil Marriage. 11. Verification of character and antecedents. 12. Miscellaneous.
17. Public Order	<ol style="list-style-type: none"> 1. Disturbances and riots. 2. Hartals, strikes and other public demonstrations. 3. Communal and Class disputes. 4. Measures for maintenance of public security and order. Preventive detention, exterment and restriction orders etc. on persons for- 5. Registration of Societies and Associations :- <ol style="list-style-type: none"> (a) Resolutions of non-official associations. (b) Recognition of service association.

No. of the Head	Subjects
	(c) Declaratin of occupations as essential servicees.
	6. Labour disputed-Weekly holidays etc.
	7. Prescrption of books and publica tions
	8. Printing Presses.
	9. News papers and books published.
	10. Censor of Press and private corre spondence
	11. Registration of foreigners.
	12. Secret intelligence.
	13. Periodical diaries and monthly reports on law and Order
18. police & Military	14. Miscellaneous.
	1. Police force.
	2. Seditions.
	3. Vegarancy.
	4. Pursuit and arrest of dacoits and out laws.
	5. Superssion of crimes on borders.
	6. Police arrangements on special occasions (Fairs, festivals, cermonials public functions and visits of high personages)
	7. Sati cases.
	8. Betting, gambling and public lotteries.
	9. Police guards at treasuries, offices and residence of officers.
	10. Habitual Ofenders.
	11. Military and Military Deserters.
	12. Cantonments.
	13. Aerodromes.
	14. Home Guards.
	15. Ex-Soldiers-their re-employment etc.
	16. Post-Mortem and chemical analysis.
19 Prisons & asylums.	17. Miscellaneous.
	1. Maintenance of Jails and lock ups.
	2. Fscape of prisoners.
	3. Death of prisoners in police custody or in Jail.
	4. Release of prisoners for good conduct or on special occasions.
	5. Jail Guards.
	6. Jail inspection and visitors.
	7. Reformations.
	8. Lunatic Asylums.
	9. Destitute Womens' Homes
	10. Poor Houses
	11. Anath Ashram.

No. of the Head	Subjects
	12. Resuce Homes for abducted women.
	13. Miscellaneous.
20. Legislation.	1. Enactment of acts, rules and regula tions of all kinds.
	2. Departmental Rules & Regulations
	3. Registration of Documents.
	4. Miscellaneous.
21. Arms Ammunition & Explosives.	1. Regisration & licence for possession of arms and ammunition.
	2. Licence for import of arms & ammu nition
	3. Licence to go armed on journey.
	4. Seizure of unlcensed arms and am munition.
	5. Manufacture and purchase of arms and ammuintion.
	6. Verfication of purchase of arms and ammunition.
	7. Restriction against import of arms.
	8. Exemption from restriction on posses sion and purchase of arms & ammunitions.
	9. Import and sale of ammunition.
	10. Inflammable and dangerous commodi ties.
	(a) Petroleum
	(b) Petrol
	(c) Calcium carbite
	11. Miscellaneous.
22. Public Enterainment & Sports	1. Cinema Houses.
	2. Travelling Cinemas.
	3. Circus.
	4. Dramas and Theatres.
	5. Games & Sports.
	6. Miscellaneous.
23. Pass ports & Permits	1. International Pass-port
	2. Pakistan Permists.
	3. Long term Visa.
	4. Short Term Visa.
	5. Emigration & Immigration.
	6. Permanent Settlement.
	7. Certificate of identity required by stu dents proceeding to foreign countries for study.
	8. Miscellaneous.
24 Tranport	1. Inspection of Motor Vehicles.
	2. Fitness Certificate.
	3. Registration of Motor Vehicles & En forcement of Motor Vehicles Act & Rules.

No. of the Head	Subjects
	4. Temporary permits.
	5. Registration Fee.
	6. Realisation of Road Tax.
	7. Challan of cases for infringement of any rules.
	8. Statistics & Returns.
	9. Revenue Register, Tax Ledger and other Register pertaining to Accounts.
	10. Miscellaneous.

36 Medical & Education.

40 General Administration.

1. N.C.C. & A.C.C.
2. Death of High personages.
3. Constitutional Matters.
4. Political prisoners & Political Sufferers
5. Honours & Distinctions.
6. Pilgrimage.
7. Inspection of Offices & periodical Returns.
8. Statistics.
9. Miscellaneous

II REVENUE SECTION

7. Stamps

1. Appointment of Stamp Vendors and complaints against them.

8. Forest & Grass Farms

1. Afforestation, Defforestation including fuel & fodder revenues, grass farms.
2. Wild life protection.
3. Beers & Jhors.
4. Van Mahotsava.
5. Miscellaneous.

12. Revenue administration

1. Revenue legislation-land reforms.
2. Allotment of land for agricultural purposes
3. Allotment of land for building & other purpose.
4. Grant of ijars or temporary leases for unsettled areas.
5. Appointment of patels.
6. Grazing lands (charagahs)
7. Disputes regarding land.
8. Cutting of trees.
9. Treasure Trove.
10. Lawaris Property (Escheat)
11. Natural products.
12. Miscellaneous.

No. of the Head	Subjects
13. Jagirs & Muafies etc.	1. Resumption.
	2. Claims and compensation and rehabilitation grant of resumed Jagirs.
	3. Verification of the claims for compensation & rehabilitation grants.
	4. Interim compensation.
	5. Provisional & Final awards.
	6. Distribution of Bonds.
	7. Matni & Mutation cases.
	8. Maintenance to the Widows & dependents.
	9. Miscellaneous.
15. Land Aquisition	1. Acquisition of land Proceedings there under
	2. Preparation of plans.
	3. Issue of Notices.
	4. Compensation.
	5. Miscellaneous.
40. General Administration	1. Govt Buildings their maintence & disposal.
	2. Privy purses & personal properties of the Rulers and other matters pertaining to them & their families.
	3. Territorial & Jurisdictional changes.
	4. Petition writers.
	5. Deed writers.
	6. Oath Commissioners.
	7. Revenue Agents.
	8. Inspection of Offices.
	9. Periodical Returns.
	10. Miscellaneous.

III ESTABLISHMENT SECTION

1. Services.

- (a) Gazetted Officers. 1. Creation, conversion and abolition of posts.
2. Recruitment :-

(b) Non-Gazetted

- (a) Direct
- (b) Through Rajasthan Public Service Commission.

(c) Ministerial Staff

3. Departmental Examinations.
4. Service Books and Character Rools.
5. Confidential Rolls.
6. History of Services.

(d) Non Ministerial Staff.

7. Civil List.
8. Seniority list of different Class of Offecer & Officials.
9. Personal files-Appointment, promotion, commendation punishment Leave Tranfers,

No. of the Head	Subjects
	Dismissal, Memorials, Pension Gratuity, Provident Fund.
10.	Annual Establishment Returns, Audit reports and maintenance of Establishment registers.
11.	Representations.
12.	Diciplinary cases.
13.	Complaints of corruption etc.
14.	Departmental Enquiries.
15.	Leave (including leave salary and officiating allowances).
16.	Rules and Regulations relating to services.
17.	Absorption of surplus staff.
18.	Re-employment of Officers and Officials.
19.	Miscellaneous.
2. Deputation and Training	
1.	Deputation :- (a) to foreign service. (b) to Local bodies. (c) to other departments.
2.	Training :- (a) Special & Technical. (b) During probation Period. (c) to officers & officials :- 1.I.A.S. and R.A.S. Officers. 2. Tehsildars and Naib-Tehsildars.
3.	Accountants, Accounts Clerks, Cashier & Revenue Accountants.
4.	Land records Staff.
5.	Staff of the Deveipment Department
6.	Another Staff.
7.	Miscellaneous.
3 Insurance Provident Fund & Loans	A. Rajasthan Compulsary Insurance Scheme
1.	First & Further declarations.
2.	Policy certificates.
3.	Risk notes.
4.	Maturity & Death claims.
5.	Miscellaneous.
	B. Provident Fund
1.	Contributory Provident Fund.
2.	General Provident Fund.

IV ACCOUNTS SECTION

1. Services

- (a) Gazetted Officers. 1 Grade increments.

No. of the Head	Subjects
(b) Non-Gazetted Officers	2. Fixation of Pay.
(c) Ministerial Staff	3. House Rent Allowance.
(d) Non-Ministerial	4. Pensions & Gratuities.
	5. Provident fund.
	<i>A-Rajasthan Compulsory Insurance scheme.</i>
3. Insurance, Provident Funds & Loans.	1. Recovery of Premium amount
	2. Issuc of Loans & its recovery.
	3. Amounts placed insuspense-correspondence thereto.
	B-Provident Fund.
	Loans underthe Provident Fund schemes & its recovery.
4. Budget of Grants	1. Preparation of annual & Supplementary budget, appropriation and re-appropriation and excess & savings statement.
	2. Grants for specific purosos.
	3. Ways & Means (Temporary advances for specific purposes).
	4. Imprests.
	5. Miscellaneous.
5 Accounts & Audit	A-Accounts.
	1. Periodical accounts of all kinds (Monthly accounts etc.)
	2. Maintenace of various accounts registers prescribed under the rules including Cash Book etc.
	3. Receipts and despatch of all periodical returns prescribed for the purpose.
	4. Control over expenditure.
	5. Control over receipts.
	6. Reconciliation of Accounts.
	7. Sanctions.
	8. Security taken from Government servants for handling Cash & Stores.
	9. Accounting Procedure and work relating to internal check.
	10. Embezzlement and defalcation cases.
	11. Writing off of losses and casses of re-fund.
	12. Miscellaneous.
	B-Bills of ali kinds Viz
	1. Salary Bills

No. of the Head	Subjects
	2. Detailed contingent Bills.
	3. Abstract contingent Bills.
	4. Travelling Allowance Bills.
	5. Grants in-aid Bills.
	6. Arrear Bills.
	7. Medical Claim Bills.
	8. Telephone Bills.
	9. House Building Advance and Conveyance Bills.
	10. Any other Bills.
	11. Miscellaneous.
	C-Audit
	1. Audit reports.
	2. Outstanding Audit objections and Inspection Reports.
	3. Physical Verification of stores and stock account.
	4. Miscellaneous.
	A-Contingent Expenditure
6. Contingencies & Dead Stock.	1. Stationery and Printing.
	2. Purchase of Books and periodicals.
	3. Subscription to Rajasthan Rajpatra.
	4. Liveries.
	5. Postage and Telegrams.
	6. Telephone Charges.
	7. Electric Light and Fans and Charges Thereof.
	8. Weather charges.
	9. Water charges.
	10. Building rent.
	11. Purchase and repairs to furniture.
	12. Tracing.
	13. Binding charges.
	14. Advertisements.
	15. Transportation charges.
	16. Labour charges.
	17. Bastas.
	18. Festivals.
	19. Diet Money to witnesses.
	20. Motor Maintenance.
	21. Miscellaneous.
	B-Dead Stock
	1. Furniture and Office equipment.
	2. Stores.
	3. Malkhanas.
	4. Miscellaneous.

No. of the Head	Subjects
7. Stamp.	1. Postal Stamps.
	2. Court Fee Stamps (Revenue & Judicial).
	3. Miscellaneous.
8. Treasury & Banks.	1. District Treasury.
	2. Sub-Treasuries.
	3. Arrangement of Police guards at the Treasuries & sub-treasuries.
	4. Inspection reports of Treasuries and Sub-Treasuries by :-
	(a) Chairman & Member, Board of Revenue.
	(b) Collectors.
	(c) Treasury Officers.
	(d) Sub-Treasury Officers.
	(e) Audit Department.
	5. Departmental chests.
	6. Coordination of relation of Banks with Government Treasuries.
	7. Matters relating to Banking holidays under the Negotiable Instruments Act.
	8. Miscellaneous.
9. Loans, Advances & Recovery	1. Loans to Govt, Servants etc. House Building Advances, Advances for purchase of Motor Conveyance, Advances for purchase of other Conveyances.
	2. Payment of allowances etc. to the Rulers & their relatives.
12. Revenue Administration	1. Baqaya of Land Revenue.
	2. Land Revenue-assessment, demand collection, balance, remission & suspension.
31. Irrigation	1. Matters relating to realisation of irrigation levy.
10. Currency	1. Currency, Coinage and Legal Tender
	2. Miscellaneous.
18. Police & Military	1. Escort of remittances to Treasury.
33. Transport	1. district Pool.
36. Medical & Education	1. Medical Attendance & Aid to Government servants Rules thereunder.
40. General Administration	1. Inspection of offices.
	2. periodical Returns.

No. of the Head	Subjects
V-DISTRICT REVENUE ACCOUNT	
4. Budget & Grants	1. Preparation of annual and supplementary budget for receipt for receipts only.
5. Account & Audits	1. Periodical account of all kinds (monthly account etc. in respect of only)
	2. Maintenance of various accounts registers prescribed for the purpose.
	3. Control over receipts.
	4. Reconciliation of receipts.
	5. Cases of refund and write off relating to land revenue.
	6. Taccavi & subsidy bills.
	7. Audit reports pertaining to receipts.
	8. Outstanding audit objection and inspection reports reg. receipts.
	9. Miscellaneous.
9 Loans, Advances & Recovries.	1. Loans to land holder and other Notabilities, Loans in connection with rehabilitations of Jagirdars etc. & other loans.
	2. Advanced to cultivators Famine Advances, Tube-wells, Miscellaneous G.M.F. Schemes, Installation of Pumping sets, Mechanised Cultivation, ordinary Taccavi advances, Installations of person wheel, deepening of well (old accounts prior to ct. 1959 only)
	3. Recovery of loans and advances from the compensation-claims of Jagirdars.
	4. Recovery of Govt. dues under Rajasthan P.D.R. Act.
	5. Payment of remuneration to Patels or Lumberdars.
	6. Recovery of loans & advances given to Rulers, Nobles, Jagirdars, individual's and other parties.
	7. Departmental Arrears and their recoveries.
	8. Miscellaneous.
40 Genral Administration.	1. Inspection of Offices
	2. Periodical Returns.

No. of the Head	Subjects
VI-DEVELOPMENT & PANCHAYATS.	
1. Services.	
(a) Gazetted Officers.	1. Creations, conversion and abolition of posts.
(b) Non-Gazetted Officers.	2. Recruitment. (a) Direct. (b) Through Rajasthan P.S. and Z.P. Service Selection Commission.
(c) Ministerial Staff.	3. Departmental Examinations.
(d) Non-Ministerial Staff.	
	4. Service Books and Character Rolls.
	5. Confidential Rolls.
	6. History of services.
	7. Civil List.
	8. Seniority list of different class of Officers & Officials.
	9. Personal files - Appointments, Promotions, commendation, Punishment, Leave, Transfers, Dismissal, Memorials, Pension, Gratuity, Provident Fund.
	10. Annual Establishment Returns, Audit Reports and maintenance of Establishment Registers.
	11. Grade increments.
	12. Fixation of pay.
	13. House Rent allowance.
	14. Pensions and Gratuities.
	15. Representations.
	16. Disciplinary cases.
	17. Complaints of corruption etc.
	18. Departmental Enquiries.
	19. Leave (including leave salary and officiating allowances).
	20. Rules and regulations relating to services.
	21. Absorption of surplus staff.
	22. Re-employment of officers and officials
	23. District Establishment Committee.
	24. Miscellaneous.
2. Deputation & Training	
	1. Deputation :- (a) To foreign services. (b) To Local bodies. (c) to other departments.
	2. Training :- (a) Special & Technical.

No. of the Head	Subjects
	(b) During probation period. (c) to Officers & Officials of the Development Department.
3. Insurance Provident Fund and Loans.	3. Miscellaneous. 1. <i>Rajasthan Compulsory Insurance Scheme.</i> 1. First and Further declarations. 2. Policy Certificates. 3. Recovery of premium amount. 4. Risk Notes. 5. Issue of Loans and its recovery. 6. Maturity and Death claims. 7. Amount placed in suspense correspondence thereto 8. Miscellaneous. 2. <i>Provident Fund.</i> 1. Contributory Provident Fund. 2. General Provident Fund. 3. Loans under the Provident Fund Schemes and its recovery.
4. Budget & Grants.	1. Preparation of Annual and Supplementary budget appropriation and re-appropriation and excess and savings statement. 2. Grants for specific purposes. 3. Ways and Means (Temporary advances for specific purposes). 4. Imprests. 5. Miscellaneous.
5. Accounts & Audit	1. Periodical Accounts of all kinds (Monthly Accounts etc.) 2. Maintenance of various accounts, registers prescribed under the rules including Cash book etc. 3. Receipts and despatch of all periodical returns prescribed for the purpose. 4. Control over expenditure. 5. Control over receipts. 6. Reconciliation of Accounts. 7. Sanctions. 8. Security taken from Government servants for handing Cash & Stores. 9. Accounting Procedure and work relating to internal check.

No. of the Head	Subjects
	10. Embezzlement and defalcation cases. 11. Writing off of losses and refund. 12. Miscellaneous. <i>Bills of all kind viz :</i> 1. Salary bills. 2. Detailed contingent bills. 3. Abstract contingent bills. 4. Travelling allowance bills. 5. Taccavi and subsidy bills. 6. Grant in aid, bills. 7. Arrear bills. 8. Medical Claim bills. 9. Telephone bills. 10. House building advance and conveyance advance bills. 11. Any other bills. 12. Miscellaneous. 3. <i>Audit.</i> 1. Audit reports. 2. Outstanding Audit objections and Inspection Reports. 3. Physical verification of Stores and stock account. 4. Miscellaneous.
6. Contingencies & Dead Stock.	<i>Contingent-Expenditure</i> 1. Stationery and Printing. 2. Purchase of books and periodicals. 3. Subscription to Rajasthan Rajprtra. 4. Liveries. 5. Postage and Telegrams. 6. Telephone charges. 7. Electric light and Fans and charges thereof. 8. Weather charges. 9. Water charges. 10. Building rent. 11. Purchase and repairs to furniture. 12. Tracing cloth. 13. Binding charges. 14. Advertisements. 15. Transportations charges. 16. Labour charges. 17. Bastas. 18. Festivals. 19. Diet Money to witnesses.

the Head	Subjects
	20. Motor Maintenance
	21. Miscellaneous
	2. Dead Stock
	1. Furniture and office equipments.
	2. Stores.
	3. Malkhans.
	4. Miscellaneous.
	3. Forms
	1. Printing of
	2. Receipts of
	3. Distributions of
	4. Miscellaneous.
7. Stamps	1. Postal Stamps.
9. Loans Advance & Recoveries.	1. Loans to non-official bodies, Panchayat Samities.
	2. Advances to cultivators, famine advances, tube wells, Miscellaneous, G.M.F. Scheme, Instalation of pumping sets, machanised Cultivation, ordinary Taccavi. Advances, installation of persian wheels Deepening of wells, food Development loan for Agricultural implements.
	3. Misc. loans and advances loans to flood fire etc. Sufferers.
	4. Loans to Government servants house building advances, advances for purchase of Motor Conveyance, advance for purchase of other conveyances.
	5. Recovery and repayment of loans advanced to Panchayat Samities.
11. Contribution & Donation	1. Subsidies.
12. Revenue Administration. I Taxes.	
24 Panchayati Raj.	1. General Election and By-Elections of the Panchayats.
	2. Sale of Abadi Land.
	3. Complaints against Panchas and sarpanchas.
	4. Non-Confidence motion.
	5. Election of Panchayat Samities including cooption of members.
	6. Zila Parishad-Election and its formation.
	7. Allegations against the Pradhan and Up-Pradhans.

	8. Proper utilisation of the amount placed at the disposal of the panchayat Samitis.
	9. Technical Assistance to the Extension Officers.
	10. Resolutions of Panchayat Samitis & their standing Committees
	11. Miscellaneous.
25 Planning & Development	1. Community projects.
	2. Local Development Works.
	3. Coordination of all Development Activities in the District relation to Plan.
	4. Houding Scheme :
	(a) Low Income Group Housing Scheme.
	(b) Middle Group Housing Scheme.
	(c) Rural Housing.
	5. Miscellaneous.
28. Social Welfare.	1. Schemes relating to Scheduled Casted, Scheduled Trives, Ex-Criminal Tribes etc.
40. General Adiminstration.	1. Inspection of Offices.
	2. Statistics & priodical returns.

VII-GENRAL

9 Loans, Advances & Recoveries.	1. Loans to non-offical bodies viz. Municipalities and municipal Boards.
	2. Loans to Displaced Persons.
	3. Miscellaneous Loans and advances. Loans to Students for prosecution of studies, Industries, Loans to small Scale. Cottage Industries, Loans for Industrial Housing Schemes.
11. Contribution & Donations.	1. Contribution and donations to public Institution.
	2. Funds.
	3. Miscellaneous.
25 Planning & Dev	Houding Schemes-Loans and their recoveries Low and Middle Group Housing Schemes and Rural Housing Schemes.
26. Agriculture.	1. Agricultural improvement.

No. of the Head	Subjects
	2. Distribution of improved seeds, implements and chemical manures.
	3. Grow more Food Campaign.
	4. Agricultural demonstrations, propaganda, including exhibitions and fairs.
	5. Supply of essential commodities for Agricultural purposes.
	6. Agricultural statistics.
	7. Agricultural Farms.
	8. Miscellaneous.
27 Animal Husbandry.	1. Veterinary Hospitals and Dispensaries.
	2. Fisheries.
	3. Gaushalas.
	4. Dairy Farms.
	5. Poultry Farms.
	6. Miscellaneous.
28. Social Welfare.	1. Schemes relating to Scheduled Castes, Scheduled Tribes, Ex-Criminal Tribes etc.
	2. Complaints and representations relating to Social Welfare.
	3. Miscellaneous.
29. Cooperation	1. cooperative Societies.
	2. cooperative Banks.
	3. Rural Reconstruction centres.
	4. Miscellaneous.
30. Industries and Commerce.	1. Large & Small Scale Industries.
	2. Khadi & Village Industry.
	3. Fairs and Exhibitions.
	4. Financial Assistance of Industries (Loans Subsidies etc)
	5. Major & Minor Minerals.
	6. Royalties. and Minerals rights.
	7. Cottage Industries.
	8. Hand looms.
	9. Miscellaneous.
31. Irrigation	1. Major Irrigation Projects.
	2. Medium Irrigation Projects.
	3. Minor Irrigation Projects.
	4. Breaches of tanks and canals.
	5. Betterment Levy.
	6. Miscellaneous.
32. Food & Supply.	1. Procurement of Food grains.
	2. Cheap grain shops.
	3. Control and Rationing.

No. of the Head	Subjects
	4. Civil Quota of iron. G.C. & G.P. Sheets.
	5. Sugar.
	6. Coal.
	7. Licenses for Sugar & Cotton.
	8. Statistics and Returns.
	9. Miscellaneous.
34. Local-Self Govt.	1. Town Improvement Schemes.
	2. Provision for Drinking Water wells.
	3. Water supply Schemes.
	4. Constitution of Municipal Boards, their elections, extension, & dissolution.
	5. Constitution of City & Town Improvement Committees, Improvement Boards etc.
	6. Sale, Transfer allotment of non-agricultural land for bulding etc. by:-
	(a) Municipalities in Muncpal areas within cities & towns.
	(b) City Improvement Boards and Committees etc.
	7. Establishment of markets etc.
	8. Miscellaneous.
35 Relief & Rehabilitation	1. Relief and Rehabilitation of persons displaced from their original place of residence.
	2. Custody management and disposal of property (including agricultural land) declared by Law to be evacuee property
	3. Rehabilitation Schemes :
	(a) Allotment of Agricultural land.
	(b) Industrial and Housing Schemes.
	(c) Grant of Loans.
	(d) Compensation Scheme.
	4. Refugee Committees.
	5. Registration of displaced persons.
	6. Cash Doles.
	7. Training of displaced persons.
	8. Refugee Homes and infirmeries.
	9. Miscellaneous.
36. Medical & Education	1. Hospitals and Dispensaries including Mental Hospitals.
	2. Ayurvedic and other Hospitals.
	3. Epidemic and other diseases.